

# ST. FRANCIS SCHOOL

## PARENT/STUDENT HANDBOOK

This handbook is provided as a resource guide for the students and parents of St. Francis School. It provides information regarding daily routine, student rules and regulations, and school policies. The registration agreement which is signed by the parents states that parents and students will comply with all rules and regulations of the school. **For the good of the students, the administration reserves the right to add and/or amend policies during the course of the year if necessary.**

All rules and regulations stated here are in compliance with the policies set by the St. Francis School Advisory Council, the Diocese of Lafayette, and the Louisiana Board of Elementary and Secondary Education (in Bulletin 741 for Non-Public Schools). They are designed to promulgate the philosophy and goals of Catholic education, thus assisting each student to realize his or her full growth as a young Christian.

The operation of St. Francis School is funded primarily by tuition income, subsidized by the owner church parishes, St. Joseph's of Iota and St. Michael's of Egan, as well as by other surrounding church parishes, and with funding through PTC and other club activities and donations. Compliance with the regulations of Bulletin 741 results in St. Francis being classified as an "approved" school by the Louisiana Department of Education, and thus eligible to receive some assistance from the state of Louisiana in the purchase of textbooks and bus transportation, as well as being eligible for participation in some federally funded programs, such as Title I and II services. Full state approval status also results in students of St. Francis School being eligible for Special Education services, which are provided by the local public school system.

This handbook replaces any previously distributed handbooks, with these policies, rules, and regulations.

### HISTORY OF ST. FRANCIS SCHOOL

Upon the closing of Iota's first Catholic school, Sacred Heart Private, in 1912, plans for opening a new school began almost immediately. At the request of Reverend Francis Bouquet, pastor of St. Joseph Catholic Church, and with the sanction of the Most Reverend J. Blenk, Bishop of New Orleans, St. Francis School was born. The year was 1916.

Reverend Mother Mary Florence, Superior General of the Sisters of Divine Providence in San Antonio, Texas, along with Sisters Marcia, Felix, Sylvia, and Zinta were assigned to take charge of "the little school in the middle of the rice fields". During their first few months, the Sisters resided in Father Bouquet's old rectory. Their home, which was also the school at the time, was a two-story wooden structure surrounded by a porch and located directly in front of what is St. Francis School today. Their home was also used to board students who were unable to be transported daily; thus the school became commonly known as the "convent". The school building, which was under construction at the time, was connected to the west porch of the Sisters' home and contained at least six classrooms.

On September 11, 1916, St. Francis Catholic School, named in honor of Father Bouquet, opened its doors and welcomed 163 students. The following year, Sister Mary Pierre and Sister Mary Dympna, were added to the teaching staff and the high school department was started. The enrollment was now 211. The school was thriving. The cost to send one child in elementary was fifty cents per month and one dollar per month for each high school student. Those unable to pay tuition made up for it by bringing food items to the Sisters or by working at odd jobs around the school.

At this time, St. Francis was governed by Texas's school law and consisted of twelve grades. However, in May of 1926, Louisiana recognized the school and required that it have only eleven grades until 1949, when the requirement was changed to twelve. The first record of any graduates was Inez McGee, who was the lone graduate of the class of 1921-22. The years to follow showed a slow increase in the number of graduating students.

In 1929, public school transportation was provided for students attending St. Francis and the lunchroom program was begun in the late 1940's. In 1950, the present brick building was constructed under Father Olan Broussard, pastor of St. Joseph Catholic Church at the time. With its Roman Neo-Classical architecture, it housed eleven classrooms, four restrooms, one faculty room, a library, two offices, and a gymnasium, all of which surrounded an open courtyard patio. The estimated cost was \$165,000 and was paid by the church parish within twenty years.

Sometime in the mid fifties, St. Francis hired its first lay teacher, Mrs. Marie Spears of Iota. Since 1996, the school has been totally staffed by lay teachers.

School enrollment reached its highest peak during the 1962-63 school year with a total of 346 students. The spring of 1967 marked the last year that St. Francis housed a high school department due to the consolidation of three area high schools (St. Francis, St. Joseph's of Rayne, and St. Michael's in Crowley) to form Notre Dame of Acadia Parish. The last graduating class of thirty was the largest since its inception.

Since 1967, St. Francis has remained an elementary school serving grades first through eighth. A kindergarten class was added in 1976 and in 1988, a Pre-Kindergarten class opened.

To accommodate the students, acquisition of two portable buildings was added to the east side of the building adjacent to the school cafeteria. These portable classrooms were used to house the junior high department. In the summer of 2012, renovations were completed to restore the building to the original architecture. This was done in order to have all of the students housed in classrooms within the courtyard area. The two portable buildings will now be used as the teachers' lounge and Special Services Room.

Under the guidance of former principal Louis Cramer, a grant was obtained during the spring of 2008, with the aid of the State Department of Agriculture and Forestry, whereby six acres were set aside in the rear of the school to house a nature trail. The trail was given the name "Le Jardin de St. Francis" (The Garden of St. Francis). In 2010, in honor of his hard work and dedication to the project, the trail was renamed the Louis Cramer Nature Trail. Students are able to study and observe nature as well as enjoy outdoor classroom learning. An outdoor classroom was built on the Nature Trail by Eagle Scout Tyler Floyd and Mr. Tommy Miller with a dedication to two St. Francis Alumni supporters, Mr. Henry Foret and Mr. Rodney LeJeune. Mr. Foret and Mr. LeJeune were long time supporters of St. Francis School and their families decided to honor their memory by donating to our Nature Trail.

Since its beginning in 1916, the primary goal of St. Francis School has been to provide its students with a sound academic foundation in a warm and friendly Christian environment. It takes pride in the progress made in the field of technology. The athletic program offers a wide variety of activities and several clubs are available for students to join. Computer technology along with enrichment programs are presently offered to the students. St. Francis would not be complete without its outstanding catechetical program under the direction of the pastor and master catechist religion coordinator. Along with daily class and prayer, and weekly mass and rosary, students are also encouraged to participate in different acts of community service in order to live their faith.

The school is presently governed by the policies set forth by the pastor in accordance with the principal and members of the St. Francis School Advisory Council, which includes parents elected from the owner church parishes, affiliate parishes, and members-at-large representing all other families. This council operates within the policies and guidelines of the Office of Catholic Schools of the Diocese of Lafayette. St. Francis is fully approved by the State of Louisiana and is subject to the Louisiana standards for non-public schools.

On September 11, 2016, the school will celebrate 100 years of Catholic education. Bishop Deshotel will celebrate mass and activities are planned to acknowledge the importance of St. Francis school in Iota and Southwest Louisiana. Set in the midst of giant ponderous oaks with Spanish moss aloft their every-expanding limbs, St. Francis is truly an asset to our community, both spiritually and physically—just one iota of His plan.

## **MISSION OF ST. FRANCIS SCHOOL**

The mission of St. Francis School is to provide an environment of academic excellence and a lived Catholic Faith that challenges each student to achieve his or her greatest potential with the support of family and community.

### **PHILOSOPHY**

St. Francis School is a Catholic educational institution established for the prime purpose of teaching and fostering Catholic values and beliefs. These values and beliefs should enable each student to select principles of conduct that will lead to a good Christian life.

In order to attain our primary goal, we endeavor to adhere strictly to the Catholic philosophy of education and to provide an environment in which excellence can prevail. The best curriculum possible is provided for a strong foundation in Religion, mathematics, science, language arts, social studies, physical education and other enrichment programs. Particular emphasis is placed on the language arts and math programs, which are the key to all learning. Every effort is made to provide for individual differences among our students so that each child will be able to achieve his or her highest potential. Therefore, we believe that St. Francis School is committed to carrying out the three dimensions of educational ministry of the Catholic Church:

1. "To announce the message revealed by God, which the Church proclaims;
2. To build fellowship in the life of the Holy Spirit;
3. To give service to the Christian community and the entire human community."

*The fulfilling of our duty of proclaiming the message revealed by God and taught by the Church, establishing community, rendering service, and providing opportunities for meaningful worship are sacred trusts which we try to execute through spiritual, moral, intellectual, social, and aesthetic goals. We believe these goals to be the following:*

#### **Spiritual and Moral Goals**

1. To provide that the education of our students be centered on Jesus so that the students will have a positive relationship with God and the Church.
2. To provide classes in doctrine and worship opportunities, which will encourage the students to use prayer and the sacraments in all phases of their lives.
3. To weave Gospel values such as kindness, consideration, respect, and courtesy in all aspects of our program.

#### **Intellectual Goals**

1. To assist each child in realizing his full intellectual potential in academic performance.
2. To recognize individual differences in academic ability, learning styles, personality, and social/emotional needs, and to meet the needs of every child.
3. To foster a healthy respect for and development of the body, the temple of the Holy Spirit.
4. To contribute to the total growth and development of the child through a well-rounded academic program, extra curricular activities, and athletics.
5. To develop modern technology skills so that the students will be prepared for the future.

#### **Social Goals**

1. To aid each child in obtaining a positive self-image and in developing self-confidence.
2. To foster a desire to assume challenges and responsibilities of citizenship in an ever-changing society.
3. To develop attitudes of tolerance and justice concerning the rights of others.
4. To develop opportunities for working together and sharing with others.
5. To foster a true dedication to a life of service to family, community and fellow man.

#### **Aesthetic Goals**

1. To strive to cultivate an awareness of and love for things of beauty and nature.
2. To impart an appreciation of art and music.
3. To assist students in developing a joy of living.

## ADMINISTRATIVE POLICIES

### Accreditation

St. Francis is fully accredited by the Diocese of Lafayette and the Louisiana State Department of Education.

### Admissions Policy

**St. Francis School welcomes all students regardless of race, religious beliefs, sex or national origin. The school makes a sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment.**

### Registration

Registration is held in February of each year, open to currently enrolled families for two weeks before opening to new or transfer students. A child is considered fully registered and guaranteed a place in the classroom when, and only when, the completed registration packet (including subsidy form) and the agreed upon payment options are included. If a child is registered in February, but decides to drop before the June payment is made, parents will be assessed the non-refundable registration fees.

Students registering for the first time must submit birth certificate, social security card, baptismal certificate, and immunization record. ***To be eligible for the Pre-kindergarten class, a student must have reached the age of four on or before September 30th of the current school year.*** Classes in grades Kindergarten through eighth grade are limited to a maximum of twenty-five students per class.

(S.F.S. Advisory Council policy, April 1994).

**The parent's signature on the Registration/Tuition Agreement Form states willingness on the part of the parent and student to comply with all policies, rules, and regulations of the school.**

Students who wish to transfer to St. Francis School from other schools will be admitted at the discretion of the principal. When a request is made for admission of a student who was expelled from another school, the principal may, at his/her discretion, establish a review board to consider special admission status (St. Francis School Advisory Council policy, May 1993). A student choosing to withdraw from St. Francis must notify both the principal and teacher prior to the withdrawal. All books and materials owned by the school must be turned in. and any outstanding fees must be paid in full before the student's records are forwarded to another school.

Religion is at the core of the educational program at St. Francis School. The school's religion program is in conformity with the Diocesan Syllabus, which was mandated and approved by the Bishop, the Vicar of Education and the Superintendent of Catholic Schools of the Diocese of Lafayette. All students (even if they are not Catholic) are required to attend daily Religion classes and all religious services. All students are assigned parts in the liturgies on a rotating basis, and the school encourages all (both Catholic and Non-Catholic students) to participate in the Mass.

### Attendance

Regular school attendance is vital to educational development. Students must attend school **no less than one hundred sixty (160) days** in each school year in order to be promoted to the next grade. This is a mandated state requirement. Full and half days of attendance are calculated as follows:

- If a student checks out before 10:10 a.m. – full day absence
- If a student checks out between 10:10 a.m. and 1:10 p.m.—half day absence
- If a student checks out after 1:15 p.m.--. 1.5 hrs.—no absences (considered early dismissal)
- If a student checks in between 7:55 a.m. and 9:40 a.m. (1.45 hrs)- no absence & is considered tardy
- If a student checks in between 9:40 a.m. and 12:40 pm. –half day absence
- If a student checks in after 12:40 p.m.-- full day absence
- On early dismissal days, the time is calculated as follows:
  - Tardy ----up to 50 minutes late in the morning
  - Early dismissal -----45 minutes earlier than the dismissal time

Excused absences can only be granted in the event of extenuating circumstances as stated below:

- a. Extended personal physical or emotional illness
- b. Extended hospital stay
- c. Extended recuperation from an accident
- d. Extended contagious disease within a family
- e. Death in the family (not to exceed one week)
- f. Natural catastrophe and/or disaster
- g. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the school board.

Certificates from participating physicians and dentists substantiating all illnesses and that additional absences were medically necessary must be provided to school personnel upon return from such absences.

**In cases of absences numbering more than 20 days in a school year not covered by the extenuating circumstances mentioned above, according to Louisiana law, the student shall not be promoted to the next grade.**

In all 4 nine week periods, if a student has absolutely no minutes of school missed and truly has perfect attendance, he or she will be recognized for absolute perfect attendance.

### **Excused Absences**

Absences due to personal illness, medical appointments, serious illness or death in the family, necessary absences approved in advance by the principal and educational trips are considered excused absences. For a student to be eligible to receive credit and make up work during an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. A note informing school personnel as to the reason for the absence must be turned in to the office within three days upon return. Personal educational trips are lawful absences, but still count as absences. School sponsored trips are excused absences and do not count against the attendance.

Excused absences entitle a student to make arrangements with teachers before leaving or upon return to make up any work missed. In departmentalized grades, work missed when absent is to be made up within five days of returning to school. Special arrangements may be made with individual teachers in case of extended absence.

### **Unexcused Absences**

Unexcused absences include the following: at-home suspensions, missing the bus, shopping, pleasure trips, and any other absence not approved in advance by the principal. Excessive unexcused absences are considered a major violation of school rules. Students with unexcused absences will be allowed to make up work missed at the teacher's discretion. Suspended students must make up **all class work**, but will receive no greater than a 69 percent on missed graded work.

### **Tardiness to school**

Tardiness causes inconvenience for everyone and does not teach students to be responsible. It is important for students to be at school at the 7:45 bell, before morning prayers. An adult driver must come into the building and sign the tardy sheet before the student will be allowed to proceed to class. **Parents will be held accountable for getting their child to school on time.**

1. 1<sup>st</sup> tardy---Verbal Warning
2. 2<sup>nd</sup> tardy—Verbal Warning
3. 3<sup>rd</sup> tardy—Principal meets with parents/guardians
4. 4<sup>th</sup> tardy—Student will miss recess
5. 5<sup>th</sup> tardy—Student will miss recess and PE
6. 6<sup>th</sup> tardy—If tardiness continues, there will be a conference with the parent, principal and priest.

### **Illness or injury**

Parents will be contacted if a child becomes sick or injured. Family information sheets with emergency phone numbers are kept in the office. Please keep this information updated with any changes of emergency numbers. In case of a serious accident, the doctor will be contacted if permission is stated on the Family Information Sheet.

## **Medications**

Students may not keep medications (prescription or over-the-counter medications) in their pockets, purses, school bags or lockers.

If a student has an illness and requires an antibiotic that must be given several times a day, the parent is asked to please administer the medicine before school, after school, and at night. Parents may come to school during lunch recess and administer medication to their own child if they so desire.

If a student has a chronic medical condition requiring medication on a daily basis during school time and is under a doctor's care, the medication must be kept in the school office at all times. All medications to be given at school must be sent in the original container or prescription bottle and must be accompanied by a form obtained from the school stating the dosage and the time it is to be given. **The parent must sign the form and these forms must be updated each year.**

Students may not bring their medication to the office or to their teacher. Either a parent or another designated adult must bring the medication to school and turn it into the office. Students will report to the designated location at the appropriate time to take the medication in the presence of the school secretary, the principal, or any other staff member assigned by the principal. Medications will not be sent home with the students. The child's parent or another designated adult must pick up any remaining medication.

## **Contagious Diseases**

Parents are asked to inform the school if their child becomes ill with a contagious disease (chicken pox, measles, pinkeye, etc.) and if the student has been in contact with other students. The child is to remain at home until the contagious period has ended and he/she is well enough to attend school.

If a child becomes ill at school with symptoms appearing to be a contagious disease (chicken pox, measles, pink eye, etc.) the parents will be called to pick up the child until the nature of the illness can be verified.

**Students running fever should not return to school until 24 hours fever-free.**

## **Head Lice**

When there is an outbreak of head lice, parents will be notified of the problem. If a student has head lice, proper treatment must be taken and **students must be nit-free before re-entering school.**

## **Immunization**

State law requires that all children enrolled in school be immunized and that proof of the immunization be on record in the school office. Verification of each new student's health records will be submitted to the Louisiana State Department of Health. All up to date health records will remain on file in the school office. It is the responsibility of the parents to notify the school office of any changes. **Immunizations must be current on all students.**

## **Emergency Closing**

When there is an occurrence or imminent danger of severe weather or other natural disaster, and the Acadia Parish School Board announces closure of the public schools for the day, St. Francis will close also. KSIQ, a local radio station will give the official announcement of closure, with the local television stations also making announcements. If it becomes necessary for public schools to dismiss during the day because of bad weather or natural disaster, St. Francis will close as well. Please check Fast Direct messages periodically for emergency information. Parents can sign up to have text messages sent to their phones in case of emergency or for important information.

In the event of an emergency requiring that the students be removed immediately from the school campus, the evacuation will be carried out according to the city and parish evacuation plan. The mayor of the town of Iota, as civil defense director for the town, will be notified of any emergency and appropriate emergency personnel, will intervene as needed.

### **Sign-in and Sign-out**

If a student comes in late for any reason or leaves school early, the parent must come into the office to sign the student in or out.

Please attempt to schedule all dental or medical appointments for your child after school if possible. When a student needs to be picked up for any appointment, the parent must report to the office to sign out the child. Any parent authorizing another individual to pick up a student must notify the school office of the authorization in writing or by phone. When the student returns during the school day, the parent must sign the student in before the student may return to class.

### **Authorization to Pick up Students**

In any case where there must be restrictions on who may pick up a child from school, the parents must inform the office in writing stating who may and who may not pick up the child. A copy of a legal document should be given to the office whenever necessary. If at any time there is a restraining order against one of the parents, the affidavit must be provided stating the exact guidelines. At any time a relative or friend not known by school personnel must pick up a child, the parent is asked to send a note informing the school of the name of the person who will pick up the child. In the case of separation or divorce, a child is released to the primary custodial parent. A child will be released to the non-custodial parent if written permission is provided to the school office by the primary parent.

### **Drop off and Pick up of Car Riders**

Cars dropping off or picking up students must line up along the cemetery and then proceed to circle around to the front of the school. If parents do not wish to wait in line, they must park on the side of the school (by ball fields, etc.) away from the pick-up area and escort the student to or from the vehicle. In the concern of safety, students **MAY NOT** be picked up or dropped off at the side or rear of the school or at the corner by the highway, nor are the students to walk to the nearby store or any other place while waiting to be picked up.

**Bus riders:** Students who ride buses must follow the same rules as the school rules and all bus safety rules.

### **Visitors on Bus**

In order for a student to ride any bus other than his/her own, permission must **be granted by the driver**. Parents must write a note providing instruction on the whereabouts of their child. **The principal must approve** the note from the parent making this request before it is presented to the bus driver. A bus form must be completed for each student who does not normally ride ASPB buses or who rides a different bus.

### **School Supervision**

School ground supervision begins at 7:15 a.m. and ends promptly at 3:15 p.m. Children **must not be dropped off** before supervision begins in the morning or left any longer than the supervised time in the afternoon.

*If a child is not picked up by 3:15 p.m., he/she will then be escorted to the after-care program and charged a fee according to the after-care fee schedule.* Parents are asked to follow these supervision times very carefully, as this is in the interest of safety for the students.

### **Care of School Property**

Any damage done to school property by students will be repaired. The bill for such repairs or replacements will be sent to the parents of the student who caused the damaged. Students caught marking or writing on desks or defacing them will clean or sand the desk and disciplinary action will be taken.

Students are responsible for the cost of books belonging to St. Francis or school supplies that have been lost or defaced. The replacement value of the book will be charged for all damaged books. Books **should be covered at all times** with either contact paper **not removing** the stick portion, old wallpaper sheets, heavy duty packing paper, or bags. **No stretch covers are allowed as the stretch covers tend to loosen the binding of the books.**

### **Storage Areas**

The students in grades 6<sup>th</sup>- 8<sup>th</sup> are assigned storage lockers at school for their convenience. At any time, St. Francis reserves the right to inspect and/or search a student's locker, book sack, purse or any other belongings. This search includes, but is not limited to, non-allowable items such as cell phones, iPods and other electronic devices. Lockers must be locked at all times.

## **Fire Drills**

Fire drills are held periodically to train the students in safe evacuation procedures in case of a fire. Each teacher will instruct students of the correct evacuation procedures throughout the year.

The following rules apply during fire drills.

1. No running is permitted at any time during fire drills. Students should exit the building quickly, quietly and in an orderly manner.
2. When the fire drill signal is given, students may assist the teacher in closing all windows and doors, turning off lights, and turning off any electrical equipment being used, etc.
3. Students are to walk out in single file to the assigned area from the classroom they are in at the time of the drill. There are copies of the fire route exits posted conspicuously in each room. When walking to the assigned area, students are to stop and remain at a safe distance from the building, as directed by the teacher.
4. Roll call is taken while students are outside. Wait for bells to re-enter the building.
5. Assigned exits are:
  - Front entrance
  - East gate
  - South of Gym Area
  - West gate
6. Fire drill signal is as follows:
  - Ringing of fire alarm Walk out
  - Ringing of school bell (3 tones) Return to class

## **Tornado & Hostile Take Over Drills**

Tornado drills and other drills are to be carried out as instructed by the teacher. Each teacher will instruct her students throughout the school year on safety procedures to be followed for the drills.

## **Cell Phone & Electronic Device Policy**

We embrace the use of technology in our classrooms and welcome the use of electronic readers to enhance student learning and interest in Reading. However, this opportunity is a **privilege** that requires extra caution and responsibility both on the part of the student and their parents. The following policy applies to any electronic communication device, cell phone, e-readers, and tablets.

1. All electronic devices must be turned in to the office immediately upon arriving at school.
2. All electronic devices must have cellular network and cellular capabilities disabled (turned off) while the device is at school.
3. Students will follow all guidelines set forth by the St. Francis Technology Acceptable Use Policy.
4. Students may use e-readers for reading or accessing programs to assist in reading (dictionary assistance, highlighting, note taking, etc.)
5. Students will not play games, access the internet (social media, Google, You Tube, etc.) listen to music, watch videos, send messages or look at pictures not provided by the e-book publisher.
6. E-Readers must be used at appropriate times in accordance with teacher instruction. The teacher must request the device from the office for a students use during class. The device must be returned to the office once class is over. The device must not be a distraction for the user or for other students in the classroom.
7. Administration may examine a student's personal device and search its content if there is a reason to believe that school policies, regulations, or guidelines have been violated.
8. Students will not loan their device to another student or leave it unsupervised during the school day.
9. If a student violates the cell phone and electronic device policy, the device will be immediately taken away. He or she will no longer be allowed to bring their device to school for the remainder of the school year.



## **Fees**

In order to assure accuracy in posting payments, all payments must be made by check. If it is necessary to make **any payments in cash, the parent must bring** the payment in person to the office and obtain a receipt. Any other money sent to school should be sent in an envelope on the outside of which is clearly written the child's name, grade, amount paid and the purpose for which it is being sent. There will be a \$25.00 charge for all NSF checks. If the school receives two NSF checks from a family, **cash or a money order will be required for payment thereafter. All fees are non-refundable.**

### **Registration Fees**

Registration fee is used to meet operational expenses, and to help maintain the school, along with insurance premiums, etc. Any family that does not register until July, or at a later date, will be required to make the necessary payments to bring their account up to date with the twelve month payment plan before the student will be allowed to begin classes. Example: If a child is registered in August, payments for June, July and August will be required at the time of registration. A student is not considered registered until fees are paid. If registration fees are not paid by the end of open registration, a late fee of \$50.00 per student will be assessed.

### **Book & Supply Fees**

This fee covers the expenses of textbooks, religion books, workbooks, technology and all educational supplies used by students and staff throughout the year. Religious supplies, first-aid supplies and educational equipment also are purchased with revenue from this fee.

### **Technology & Enrichment Fees**

These fees are charged to every student to help defray the cost of Technology and Enrichment programs and supplies.

### **Diocesan Tax**

This fee is levied each year by the Diocese of Lafayette on each student in all Catholic Schools in the diocese and is used to fund educational programs and services, and in-service for the diocesan schools and staffs.

### **Maintenance and Operations Fee**

All families of students in Pre-K-8<sup>th</sup> grade are charged a Maintenance and Operations Fee per year.

### **Retreat Fee**

Students in grades 7<sup>th</sup> and 8<sup>th</sup> will be assessed a \$25.00 fee to help with expenses for their yearly retreat.

### **Mandatory Fundraiser Fee**

Families of students in all grades are assessed a mandatory fundraiser fee. Mandatory fundraiser payments are considered tuition payments and are included in the tuition payment policy plan. This fee helps to defray some of the costs for our major fundraisers throughout the year.

### **Out-of Church-Parish Subsidy**

A subsidy fee per child is assessed for what is called "church subsidy."

1. Students identified by the Church as registered and active members of St. Joseph Catholic Church, Iota or St. Michael Church Parish, Egan may have this subsidy paid by their parish.
2. Subsidy will be paid only for those students whose parents are active and supporting members of St. Joseph or St. Michael Catholic Church. "Active" implies that you give of your time and talent to help in parish activities or programs. "Supporting" implies that you financially contribute to the good of this parish. A family's legitimate membership in a church parish will be determined by the pastor of that parish.
3. Students from another church parish may qualify for church subsidy from their own parish. At the time of registration, families must obtain verification by their pastor of membership in the parish. Pastors may choose to pay this subsidy for their parishioners as indicated on the subsidy form.
4. Non-Catholic students pay their own subsidy.

## **Tuition**

**Automatic bank drafts or advanced payments are methods of paying tuition cost. Other methods of payment are to be handled through the office.**

The total cost to educate a child, with the exception of the registration fees paid at the time of registration, will be divided into twelve equal payments beginning with the month of June and ending in May of the school year. Parents are also given the option of advance payments with a discount given if made prior to the first payment being due.

By signing the tuition agreement, the parent agrees to comply with the payment plan selected. Payments are due by the **tenth** of the month, and are considered delinquent if **not** paid by the 15<sup>th</sup> of the month for the parents making special arrangements. If the payment is not received by the 15<sup>th</sup> of each month, a \$25.00 late fee will be added for each month that incurs an unpaid tuition balance. A \$25.00 fee will be assessed for each NSF check from bank drafts. The May payment must be paid by the 10<sup>th</sup> in order for accounts to be closed prior to the end of the school year.

If a child registers during the school year, the family will be required to pay for one month's fees in advance. The amount of tuition will be determined by the number of school days left in the school year. If, by the end of the first semester, there is a lack of response by a parent(s)/guardian to a written request from the principal for a tuition/fee conference because of delinquent tuition account, a family's education benefits may be terminated. Should nonpayment of all fees and a lack of response to the principal's written request for a tuition/fee conference occur in the second semester and, if at the end of the school year, fees remain unpaid, an "I" (incomplete) will be placed on the child's final report card. (Diocesan Policy 5009--St. Francis School Advisory Council Policy revised 8-17-04.)

If tuition is delinquent at mid-term or at the end of the school year, accommodations will be made with the parents to update their account. If a student transfers owing money to St. Francis School, transcripts and other records will not be sent to the receiving school until the account is cleared.

Families who have difficulty paying tuition are encouraged to apply for assistance by contacting the principal. Some assistance is made possible with the Msgr. Fuselier Trust Scholarship and by private donations.

Faculty and staff are hired and contracted each year, as well as student activities which are planned on a yearly basis. Expenses and commitments are projected on the assumption that the student will remain for the entire school year. If a family is transferred or moves out of the area, they will not be expected to complete the year's tuition payments. However, when a student withdraws from school, the current month's tuition and all other fees must be paid before any records are sent to another school. Fees and registration are non-refundable.

If a family is transferred or moves out of the Acadiana area, they will not be expected to complete the year's tuition payments. However, the current month's tuition and ALL OTHER FEES must be paid before any records are sent to another school. Registration fees will not be refunded. All other students withdrawing from St. Francis after the first nine weeks will be assessed the remaining fees and tuition due for the school year.

### **Elementary School Nutrition Program:**

Diocesan Policy 3013: All elementary students are required to participate in the School nutrition program.

If a student is on a special diet prescribed by a physician, the cafeteria staff will prepare special meals for those students. If the cafeteria cannot meet the needs of the special diet, students may be allowed to bring a special and nutritious lunch from home.

Students are not allowed to bring drinks into the cafeteria. The cafeteria will provide juices if a child cannot drink milk. A form from the physician must be turned in to the cafeteria manager stating the reason why the student is unable to have milk before the juices will be given. Parents are asked to fill out the free and reduced lunch forms if they feel they are eligible for these benefits. The school receives certain federal assistance based on the applicants from the lunch program.

Lunch payment invoices are distributed monthly. Lunch payments are paid in nine equal installments from August to April. Checks or money orders for lunches must be made out to Notre Dame or St. Francis Cafeteria. Parents are also given the option of payment online.

## ST. FRANCIS SCHOOL - STUDENT DRESS CODE

St. Francis School students dress in a standard uniform, specified by the St. Francis School Advisory Council. The purpose of the dress code is to enhance the appearance of the students and the image of the school. Students should wear the school uniform properly and proudly at all times. Uniform items bearing the school logo may be purchased at area retailers: (Young Fashions, Uniform Outlets, Linda's School Uniforms, SunSports, and Crowley Sewing Center.) All items must be identical in style to the official uniform.

All uniforms **must be clearly marked with the student's name**. Attempts are made to deliver the clothing items back to the rightful student. However, with uniform identical styling, the effort becomes unsuccessful at times. Throughout the school year, after numerous attempts, any unclaimed clothing is turned over to local Christian Care distribution centers.

Uniform dress code is also applicable at school events where uniforms are required.

**Any uniform violation may merit immediate disciplinary action. If a student continues to be in violation of the dress code, a uniform violation form will be sent home for signature by parent and a referral will be made to the office; the student may not be admitted to class and may be detained in the office until proper uniform is provided from home.**

### Girls' Uniforms

**Drop Waist Jumpers** - Students in grades Pre-K through second are to purchase and wear the uniform jumpers. These jumpers are a requirement for Mass days and they may be worn on any other days of the student's choice. The jumpers may be found at Crowley Sewing Center and have the correct plaid design.

**Skirts** - Grades 3 – 8 – A plaid pleated skirt (available through Crowley Sewing Center and Young Fashions) is required. The uniform skirts must be worn on Mass days and may be worn on any other days of the student's choice. All skirts are to be worn at the waistline at all times.

**\*\*Skirts may be no shorter than two inches from the floor when student is kneeling**. Girls must wear shorts or bloomers under skirts. Shorts **MUST** not show below the skirt.

**Shorts** - Walking Shorts may be worn on all days except Mass days. Same style for all grades - Navy uniform shorts in a loose fitting style with belt loops.

**\*\*Pre-K and K students may wear elastic-waist style without belt loops.**

**\*\*Shorts may be no shorter than two inches from the floor when the student is kneeling, and not to exceed one inch below the knee. Belts must be worn with shorts.**

**Blouses** --- Shirts must be long enough to stay tucked in at all times. Option of two styles is as follows:

- White, button-front, with or without the school logo on the left pocket, short or long sleeve with pointed collar.
- Oxford shirts with button down collars are permitted. (No round collars, Peter Pan style, lace or any decoration will be allowed)
- White knit button tab front in either pique or smooth knit style with the school logo imprinted on the left side. (The logo is a requirement). **This knit style is for grades 3-8 only.**

Girls may wear solid white tee shirts (no printing or designs) under their blouses. T-shirt sleeves must not exceed the outer sleeve of the uniform shirt or blouse.

- Solid white long sleeve crew neck shirts are allowed to be worn under blouses in cold weather.

**6<sup>th</sup> – 8<sup>th</sup> GRADE GIRLS ARE REQUIRED TO WEAR WHITE, BUTTON DOWN THE FRONT BLOUSES ON EVERY MASS DAY THROUGHOUT THE SCHOOL YEAR.**

**Belts** – A navy, brown, or black belt must be worn with shorts and pants, except for Pre-K and K elastic style pants. Students must keep the belt end tucked into the belt loops and the end of the belt shall not exceed the buckle by more than four inches. Buckles for the belts must be standard size (oversized buckles are not allowed).

**Uniform Pants** - All grade levels - Uniform pants may be worn in cold weather, but cannot be worn on Mass days.

**Socks** - All grade levels – Ankle, crew or knee length socks in white or navy (no lace, stripes, writing or decoration of any kind allowed). SOCKS MUST BE VISIBLE! In cold weather navy or white tights or pantyhose may be worn. Socks need not be worn with the stockings.

**Shoes** - All footwear must be conservative; Solid navy, black or dark brown leather shoes with no distracting color ornamentation can be worn. Solid black, dark brown, gray, navy or white tennis shoes may be worn. Shoes with laces must remain tied at all times and must blend with the shoes. **No loud or neon colors.** Designated shoes must be a closed shoe in style. No open healed or open toe shoes or any trendy design shoes will be allowed. No boots, sandals, clogs, flip-flops, or cleats are allowed.

### **Boys' Uniforms**

**Shirts** - Light blue knit or oxford shirt with St. Francis logo imprinted on the left side of the shirt.

Boys may wear solid white or navy blue t-shirts (no printing or designs) under their shirts. Solid white or navy long sleeve crew neck shirts may be worn under the uniform shirt in cold weather.

**Uniform Pants** – Solid navy long uniform pants must be worn on Mass days and any other day of the student’s choice. No jeans style, hip-huggers, cargo or corduroy pants are allowed.

**No faded pants will be allowed.** Students should not purchase navy pants from fashion design companies. Pants purchased at uniform outlets hold up longer and do not fade as quickly. Students will be required to replace uniform pants as soon as they become faded. Pre-K and Kindergarten students may wear elastic waist style uniform pants. **Pants may not have holes at the knees or any where else.**

**Shorts** - Navy uniform shorts with belt loops, and without cuffs. Pre-K and K students may wear elastic style shorts with no belt. Shorts may be worn any day except Mass days.

**\*\*Shorts may be no shorter than two inches from the floor when the student is kneeling and no longer than one inch below the knee.**

**Belts must be worn with shorts and long pants. Belts must be visible at all times.**

**Belts** – A navy, brown, or black belt must be worn with shorts and pants, except for Pre-K and K elastic style pants. Students must keep the belt end tucked into the belt loops and the end of the belt shall not exceed the buckle by more than four inches. Buckles for the belts must be standard size (oversized buckles are not allowed).

**Socks** – All grade levels – Ankle, crew or knee length socks in white or navy (no stripes, writing or decoration of any kind allowed). SOCKS MUST BE VISIBLE!

**Shoes** - All footwear must be conservative; Solid navy, black or dark brown leather shoes with no distracting color ornamentation can be worn. Solid black, dark brown, gray, navy or white tennis shoes may be worn. Shoes with laces must remain tied at all times and must blend with the shoes. **No loud or neon colors.** Designated shoes must be a closed shoe in style. No open healed or open toe shoes or any trendy design shoes will be allowed. No boots, sandals, clogs, flip-flops, or cleats are allowed.

**6<sup>th</sup> – 8<sup>th</sup> GRADE BOYS ARE REQUIRED TO WEAR A NEVY BLUE NECK TIE TO EVERY SCHOOL MASS ALONG WITH THE UNIFORM BUTTON DOWN OXFORD SHIRT THROUGHOUT THE SCHOOL YEAR. THE STUDENT MUST BE PROPERLY DRESSED AND READY TO ATTEND MASS WHEN THE MORNING BELL RINGS.**

**P.E. Uniforms**

Students in grades 5-8 are required to wear P.E. uniforms for physical education classes. Uniforms consist of Kelly green short pants in either the cotton or jersey knit, with the school emblem on left side of shorts, and a grey imprinted shirt; female students may wear tights under the uniform shorts.

These uniforms may be obtained from St. Francis School. The P.E. uniforms must be marked with student names and brought home regularly for washing. Tennis shoes are required while participating in P.E. (No street shoes will be allowed on the gym floor.)

### **Optional Uniform Items for both Boys and Girls:**

#### **Outerwear**

On chilly days, a student may choose to wear one of the following:

- Zippered front sweatshirt material jacket in either solid navy or solid grey with or without the SFS emblem.
- Solid colored sweaters, nylon windbreakers or other light jackets, staying with the basic colors of navy, black, brown, white, or grey with **NO imprinted advertisement or logos**.
- Students will not be allowed to wear **camouflage or other jackets with imprinted advertisement logos**.

**NO PULLOVER JACKETS ARE ALLOWED.** No hoods on jackets are to be worn inside of the building or courtyard. If a student chooses to wear a pullover sweatshirt, it **MUST BE THE SWEATSHIRT WITH THE SCHOOL LOGO** sold through St. Francis. No other styles are allowed other than what is sold through St. Francis School.

#### **Head wear**

Students may wear hoods that are attached to winter coats or solid colored ski caps on very cold days; however all caps and hoods must be removed inside the classroom or school building. All other caps, cowboy hats, baseball caps, etc. are not allowed.

#### **General Appearance/Personal Hygiene**

Students should take pride in themselves and their appearance at all times.

- Be clean, well groomed
- Be neatly dressed; no rolled shirts, skirts or pants; pants must cover ankles; clothes should fit appropriately.
- No holes in the uniforms.

#### **Make-Up and Jewelry**

Make-up is not allowed at school, any school function, at any sports activity or on school sponsored field trips. Students wearing make-up to school are in violation of the uniform policy. Students in violation will be asked to remove the make-up before going to class.

**Limited jewelry is allowed.** Single necklaces and bracelets only are allowed. Small rings and watches are allowed. Religious medals that are worn under the shirt or blouse are acceptable. Earrings must be small and unobtrusive; dangling earrings are dangerous and not allowed. Only one earring per ear in lobes only will be acceptable. **Any student wearing jewelry deemed distracting by teachers is to be referred to the office.**

Boys may not wear earrings at any time to school or at school functions.

Body piercing is completely unacceptable.

**Student not adhering to the previous rulings must immediately remove the items and will possibly face discipline consequences.**

#### **Fingernail Polish**

No fingernail polish other than clear is permissible. Students with colored fingernail polish will be removed before entering the classroom.

#### **Tattoos**

Tattoos of any kind are not allowed.

### **Hair for girls**

Hair should be well groomed and off the face. Conventional hair styles and cuts only; fad hairstyles, distracting hairstyles or bleached hair will **NOT** be accepted. Only natural hair colors are allowed. Unnatural colors are not acceptable. Weaves or any extreme or bazaar hairstyles are not allowed.

Hair ribbons, bows, barrettes, headbands must be made with school colors (navy blue, green, white, brown, black, or uniform plaid) Headbands **must not exceed two (2) inches in width.**

### **Hair for boys**

Student's hair must be of moderate length in the front, back, top and sides. Hair must not extend below the eyebrows. The earlobes must be visible. Hair must not touch the shirt collar in the back. Hair must be clean and neat at all times. Dyed, bleached, or tinted hair is not acceptable. Only natural hair colors are allowed. Weaves or any extreme or bazaar hairstyles are not allowed. Boys must be clean shaven with hair clean and neat at all times.

Students in violation of the ruling will be asked to change their hair style to an acceptable condition within an allotted time. Failure to do so will result in disciplinary action.

### **Care of uniforms**

Students must take care of their property. Students must never write on their clothes or bodies—signing autographs on uniforms at the end of the year is not allowed. In the spirit of Christian charity, uniforms not needed should be given to the office for distribution to needy families.

## **SCHOOL PROCEDURES AND EVENTS**

### **School Mass and other Religious Services**

School Mass is held every Wednesday, at 8:00 a.m. in St. Joseph Church. Parents and friends are invited to attend.

**Girls must wear jumpers/ skirts and boys must wear long pants for School Mass and other religious services.**

### **Spirit Shirt Day**

Every Friday students may wear their current St. Francis Spirit Shirt with uniform pants, shorts, or skirts.

### **Banking Day**

Students may open savings accounts in the Pointe Aux Loups Savings Bank, which is a state approved financial institution, operated by the Bank of Commerce at St. Francis School. Banking Day is the second Tuesday of each month, when students make deposits to their accounts. Withdrawals may be made only at the Bank of Commerce with a parent present. This service offers the student a great opportunity to learn the value of handling finances.

### **Field Trips**

Educational field trips are extensions of the classroom. They are scheduled to enrich and provide hands-on learning experiences for students of all grade levels. All students shall adhere to all school rules, dress code and policies while on the field trip

The principal must first approve all field trips. Thereafter, **WRITTEN PERMISSION MUST BE OBTAINED FROM THE PARENT ON A SCHOOL PERMISSION SLIP** for the child to attend any field trip. No child will **be taken on a field trip without a school permission slip signed by the parent. Verbal permission by phone IS NOT acceptable.**

Students who receive a suspension on the date of the scheduled class trip will lose the privilege to travel on field trips with their class, unless after reviewing the situation, it is felt that this suspension should be delayed. If a child is suspended (in or out of school), their money will not be refunded.

Guidelines for the care and safety of the children while chaperoning on St. Francis Field Trips are:

- Keep a close watchful eye on the children assigned to you, not just your own child.
- Never go off with your group, your child, or by yourself without the teacher knowing and approving it.
- Be sure children follow all school rules and rules set out by the teacher.
- Be willing to work as a team to be sure the trip is safe, fun and educational.

Teachers will inform parents when younger siblings may attend a class event with parents who are not chaperoning. If the teacher has chosen not to invite younger children for a special event, she/he has done so with good reason and the school asks that the parents respect the teacher's concerns.

In recognizing the needs and valuable contributions of volunteers and various organizations to the schools, the Diocese of Lafayette adopted a policy to help maintain a safe environment for the protection of children and young people. **The volunteers must attend a workshop sponsored through the Diocese of Lafayette before being allowed to chaperone, transport or take part in any field trip, sport, or school sponsored activity involving the students.** A certificate will be issued through the Diocese of Lafayette after the volunteer has completed the required hours. A yearly refresher course is mandated each year thereafter following the workshop.

**Parents MAY NOT sign out students from the field trip at any time. All students must ride the bus to and from the field trip location with their classroom teacher.**

### **Invitations**

Invitations for private parties or birthday parties will not be distributed at school if the student is not inviting the entire class or all of the students of the same gender from the same class. If only a selected group of students are invited to such functions, other arrangements for distribution must be made.

### **Visitors on Campus**

In the interest of safety, all visitors must check in at the school office to obtain permission and pick up a visitor's pass before proceeding to visit any area of the school campus. Parents may schedule appointments through the Principal to visit a classroom or to have a conference with a teacher.

### **Parental Involvement Program**

Each family is required to contribute a minimum of 10 hours of volunteer work throughout the academic school year, which is equivalent to \$100 per hour for a total of \$1,000. Volunteer work hours must be earned from a fundraising event approved in advance by the principal to be applied to a families work hours. All families must complete the Parental Involvement Program by April 30<sup>th</sup>. Any balance due must be paid by the end of school. Any balance not cleared at this time will result in the withholding of a student's grades and/or record until this balance is cleared. Parents have the option to pay the total fee of \$1,000 rather than volunteer their time. Communication with the Development Director is crucial if parents are unable to fulfill at least 2.5 hours by Christmas break.

### **Use of Internet**

With the ability to access modern technology, it is necessary to monitor the use of the Internet. The Diocese of Lafayette requires that parents and students must complete the Internet Acceptable Use Policy given to them by their homeroom teacher, agreeing to the proper use of the Internet system. It is mandatory that all signed forms remain the property of the Diocese of Lafayette.

The use of the Internet is a privilege, not a right. Reasonable requirements for acceptable and responsible use of the internet will be expected from the students. Any user who violates these guidelines will be denied further access through the school connection and will be disciplined accordingly. Teachers will make every effort to guide students to previously evaluated sites.

## **EXTRA-CIRRUCULAR ACTIVITIES**

Good sportsmanship, teamwork and the ability to work as part of a team are some of the positive benefits of extracurricular teams and club activities.

St. Francis School provides numerous extra-curricular activities. Students and parents should consider the rules and requirements of the activities, remembering that academic responsibilities and family commitments must be met first. The school recommends that students participate in only one or two extra curricular activities simultaneously.

### **St. Francis offers:**

Jr. Beta Club  
Basketball  
Cheerleading

4-H Club  
Baseball  
Soccer

Library Club  
Girls Softball  
D.A.R.E

Campus Ministry  
Volleyball  
Bullying Program

St. Francis School does not have a football or track team; however, boys in grades 6-8 are eligible to participate on football teams at area schools. Boys and girls are eligible to participate in track at area schools.

**Rules for Club Officers**

No student will be allowed to be president of more than one club within the same school year but may hold other club offices. Check with club sponsors for specific club rules.

**Rules for Athletes**

All student athletes must maintain a 1.5 grade point average for the quarter(s) in which they are participating in sports. Probationary status will be reviewed at progress report time and again at the end of each quarter. Rules and athletic guidelines are explained in detail in the St. Francis School Athletic Handbook.

**Conduct Standards**

Playing sports is a privilege, not a right. All student athletes must adhere to the student code of conduct at any practice or athletic event. Any student-athlete whose privileges are revoked for on campus disciplinary problems may not participate in athletics for the time frame set forth in the student handbook. Privileges may be revoked for excessive major infractions. Please refer to the St. Francis School Athletic Handbook for more details.

**Attendance Standards**

No student may participate in an athletic contest or practice if they missed four or more class periods of school on the same day the contest or practice is held. Please refer to the Athletic Handbook for farther details.

**GRADING**

<b>Pre-K Grading Scale</b>	
<b>M</b>	Child has mastered this skill at a level expected for his/her age
<b>P</b>	Child is making progress on this skill
<b>N</b>	Child has not yet mastered this skill at a level expected for his/her age
<b>*</b>	no symbol in a box indicates work has not yet begun on this skill

<b>Kindergarten Grading Scale</b>	
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

<b>Grades 1-8 Grading Scale and Quality Points earned:</b>		
<b>A</b>	<b>95-100</b>	<b>4 pts.</b>
<b>B</b>	<b>88-94</b>	<b>3 pts.</b>
<b>C</b>	<b>79-87</b>	<b>2 pts.</b>
<b>D</b>	<b>70-78</b>	<b>1 pt.</b>
<b>F</b>	<b>Below 70</b>	<b>0 pts.</b>

**Promotion and Retention**

Regular school attendance is vital to educational development. Students who miss twenty or more days of school will not be promoted to the next grade. This is a mandated state requirement for grades Kindergarten through eighth.

**Grades Pre-Kindergarten and Kindergarten** students who need to be retained will be recommended to the principal. Parents will be notified of the reasons why the teacher recommends retaining the child in these grades. In any cases of retention, parents who disagree with the teacher’s evaluation should schedule a meeting with the principal and the teacher.

**In grades 1-3**, if a student fails Reading, Language Arts, or Mathematics, he or she is retained. Teachers may also recommend to the principal that a child be retained for other reasons. In these cases, the parents will be notified by the teacher, and a meeting with the teacher will be arranged to discuss the need for retention.

**In grades 4-6**, to be considered for promotion, a student must complete course work. A student will repeat the grade if he or she fails two or more core subjects (Math, Reading, Language Arts, Science and Social Studies).

**In grades 4- 6**, if a student fails one subject, he or she must make it up in summer school, or 30 hours of private tutoring in order to be promoted to the next grade. The teacher or tutor confirming the completed instruction must complete a form. This form must be sent to the school office for verification at least one week prior to the new school year and becomes part of the student’s personal record.

If a student fails religion, he or she will be required to make up the work with thirty hours of private tutoring in the summer by a qualified Catechist.



In each subject that receives a letter grade, the student must earn at least four quality points, including two quality points in the second semester of the school year to pass the course. Quality points are assigned as follows: A-4, B-3, C-2, D-1, F-0. A student who earns more than four quality points in the first half of the school year, but earns less than two points in the second half, would not pass the course.

If a student makes an “F” on the last nine weeks grade, that F overrides any quality points he or she may have earned and he fails the course.

**In Grades 7-8** to be considered for promotion, a student must complete course work. A student will repeat the grade if he or she fails two or more core subjects (Math, Reading, Language Arts, Science and Social Studies).

If a student fails one subject, he or she must make it up in summer school, or 30 hours of private tutoring in order to be promoted to the next grade. The teacher or tutor confirming the completed instruction must complete a form. This form must be sent to the school office for verification at least one week prior to the new school year and becomes part of the student’s personal record.

If a student fails religion, he or she will be required to make up the work with thirty hours of private tutoring in the summer by a qualified Catechist.

If a student makes an “F” on the last nine weeks grade, that F overrides any quality points he or she may have earned and he fails the course.

Students in grades 7 and 8 are given mid-term exams and end of year finals. For grades 7 and 8, to compute their final grades, the following guidelines are followed:

The semester test will count for one-fifth of the semester grade. The first nine weeks grade will be doubled in value, the second nine weeks grade will be doubled in value and the mid-term exam grade will be added one time. In determining the final grade for the first semester, the total will then be divided by 5.

The same format will be used in calculating the second semester. In determining the final grade, all four nine week grades are doubled and semester tests are added once then the total is divided by 10.

<b>Example</b>		
First nine week	B	88 x 2 = 176
Second nine week	C	85 x 2 = 170
Mid-term exam	A	95 x 1 = <u>95</u>
		441
Third nine week	A	97 x 2 = 194
Fourth nine week	C	85 x 2 = 170
Final exam	D	74 x 1 = <u>74</u>
		438
(441 + 438 = 879 divided by 10 = 87.9 round off to 88 “B”)		

Schedules for semester exams will be made well in advance of the tests so that students may prepare for them. Mid-term exams should occur in December before the Christmas break and final exams will be given in May.

## **Reporting Progress to Parents**

In addition to weekly papers sent home for parent review and signature, grades are available online through FastDirect. Parents can view these at anytime using their password and id. Grades are available online at mid-nine-weeks on the students' progress report and on the report card at the end of each nine weeks.

Homework is considered an essential part of developing good study habits, as well as necessary to adequately practice and learn the material taught in the classroom. Points will be earned by doing homework assignments, although the homework might not always be graded for accuracy. Students and parents should be aware that losing points frequently for not having done homework could lower the report card grade significantly.

All students are responsible for turning assignments in on time. Students are given an assignment book to help them keep up with their schoolwork. Parents are asked to monitor the use of the student assignment books. Teachers will make sure that every student is aware of due dates for projects and times of all tests. Ultimately, however, it is the responsibility of the student to make sure assignments are turned in on time.

**Teachers** will assess the following penalties for graded work turned in late using the following guidelines:

One day late - 10% reduction in grade received on the assignment.

Two days late – 20% off

Three days or more – 30% off

Four days - 40% off

Fifth Day - No credit for assignment.

Penalties will occur at the discretion of the teacher.

## **Standardized Testing**

All Catholic schools in the State of Louisiana measure achievement using the same standardized achievement tests in order to obtain comparisons of student performance with national population and Catholic school populations.

## **Code of Conduct**

St. Francis School strives to uphold our Catholic Christian values and provide each student with the best education possible. Our curriculum is aimed at developing the potential of all our children. The focus of our program at St. Francis is the development of a harmonious blending of our students' spiritual, moral, intellectual, emotional, and physical strengths; therefore, honesty is an integral component of the overall development, and all students will be held to this standard of excellence. The success of this effort may be hindered by academic dishonesty. The Code of Conduct is designed to ensure students work to their academic potential in an environment of honesty and integrity.

Cheating will not be tolerated. Cheating is taking (or lending) a person's work, information, ideas, research, and documentation, without properly identifying the originator. It is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. This includes homework. The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions suspect.

Cheating includes but is not limited to:

- Plagiarism - This is a form of cheating and presents the work of another as one's own. Failure to cite the source(s) of quoted, paraphrased or summarized material, whether published or not, is defined as plagiarism. Incidents of plagiarism are examples of academic dishonesty, and St. Francis School students are taught how to avoid plagiarism and maintain academic integrity.
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments (including homework) or projects.
- Talking or any other form of communication during a test or quiz.
- Asking or giving answers to tests or quizzes.
- Looking on another student's paper.
- Communicating contents of a quiz/test to a student who has not yet taken the quiz/test.
- Opening a book or looking at information about the topic being tested when the teacher has not given permission to do so.
- Using any kind of cheat sheets or notes during the quiz or test.
- Copying information from another source, including the Internet, and claiming it is the student's work.
- Having parents' complete assignments.

Blasphemy, profanity, obscenity, vulgarity and the like in word, writing, gesture, or actions are unacceptable. Such behavior demeans the speaker and the school community, and will result in quick disciplinary action

### **Honor Code for students**

On my honor, I will do my own work both in and out of school, uphold the ideals of St. Francis School, protect the good name of the school and see that all others do the same. I will not plagiarize the work or ideas of others, nor will I allow another student to use any part of my work as his own.

### **AWARDS**

St. Francis students are recognized for achievements in the following ways:

**1. Christian of the Month** –Students are chosen from each class on the merits of demonstrating an outstanding Christian behavior and attitude for that month.

**2. Honor Roll** - At the end of each nine weeks the names of students earning all A's, and those earning all A's and B's are published in the local newspaper.

**3. Participation in Special Events or Activities** - Students are recognized for 4-H activities, Science and Social Studies fairs, sports, class competitions, etc.

#### **4. End of Year Awards:**

***Perfect Attendance*** - students who have not missed school all year. 1/2 day absence excludes students from receiving this award.

***4.0 medal*** - for all A's in all graded subjects on report card.

***"A" certificate*** - for an average of 3.6 to 3.9 for the year.

***"B" certificate*** - for an average of 3.0 to 3.5 for the year.

(Semester tests will be used to determine 4.0 medals and certificates.)

***Citizenship certificates*** - to students who demonstrate the qualities of a good citizen

(May be given up to 25% of the class)

#### ***Religion Award:***

***Christian Boy and Girl Award*** - one boy and one girl may be selected in each class who displays Outstanding Christian behavior, acts of charity or service and a positive attitude.

The student(s) chosen for this award demonstrates an outstanding Christian behavior and attitude throughout the year.

***Scholastic Excellence and Service Commendation*** - A committee of 7th and 8th grade teachers will nominate and select 7th and 8th grade students who:

- Earn a minimum grade point average of "B"

- Show significant involvement in, participation in, or support extracurricular activities including athletics, student government, functions, and similar activities through volunteer service or school organizations.

-Exhibit a cooperative spirit toward administrators, faculty and fellow students at all times.

-Exhibit all-around behavior that serves as "a positive example" for younger students to emulate and respect.

***Subject awards*** - certificates are given in Jr. High grades to the student earning the highest average in each subject.

**5. Eighth Grade Awards:** At the end of their eighth grade year, students participate in an Awards Program and a special Mass. Eighth grade students are eligible to earn the above listed awards, as well as:

***Knights of Columbus Outstanding Boy and Girl Award*** - based on scholarship, service, Citizenship, athletic participation, religion and character. Junior High teachers select this award.

***American Legion Boy and Girl Award*** - based on patriotism, scholarship, service, and citizenship. Junior high teachers select this award.

***Subject awards*** - medals are given to the student with the highest average in each subject.

**Students not passing are prohibited from participation in the entire eighth grade end of year activities**

## STUDENT BEHAVIOR

### THREATS OF VIOLENCE

Because of the seriousness of the violence and even threats of violence that affect school communities, the Bishop has mandated policies that must be enforced to help safeguard the well-being of students and personnel in the schools of the Diocese of Lafayette. In compliance with these policies, St. Francis School has a no-tolerance policy for dealing with and addressing bullying against others, real threats of violence, and also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school.

A student that is involved in, accused of, or charged with a serious wrong or some inappropriate behavior may be placed on a program of home study by the principal pending the outcome of an investigation or internal review. Diocesan Policy DP3015.

Threats of violence made by a student to another student, faculty member or anyone else will result in immediate disciplinary action, which may include suspension or expulsion from the school.

Each student shares the responsibility of preserving the dignity of all persons involved in his or her education. A positive Christian attitude toward all school personnel, fellow students, and teachers should be maintained at all times. Teachers are to model this behavior in all situations in order to help students develop the ability to always respond to others in a positive, Christian manner.

Discipline is the key to developing and practicing good self-control, strong character, orderliness and efficiency. Self Discipline will help students to build a good foundation for their Christian lives.

Students of St. Francis School are expected to follow all school and classroom rules, to demonstrate concern and respect for self and others, and to take reasonable care of school property, personal property and that of others.

The purpose of discipline is to teach a child the importance of appropriate behavior; therefore, students should be corrected in a Christian spirit at all times. All student discipline should be consistent, firm and fair. In compliance with the policy of the Office of Catholic Schools of the Diocese of Lafayette, corporal punishment is not used at St. Francis School.

### Positive Reward for Good Behavior

While we must have consequences for inappropriate behavior, we also want to reward students for good and kind actions. Several programs are used throughout the school year to recognize these accomplishments.

### ASSERTIVE DISCIPLINE

The Assertive Discipline method of classroom management is used at St. Francis to foster good Christian behavior. Using this method, every teacher will post in her classroom a list of rules to be followed by her students as well as a list of consequences for violations.

Since it is always more beneficial for students to work toward a positive result rather than only avoid a negative result, teachers will also develop a method of positive incentive to promote good behavior in the classroom. These incentives (rewards for good behavior) will constitute the first step to maintaining good discipline.

However, for students who do not respond to this method, a consistent and fair system of consequences is to be used by the teacher to gain compliance.

Each homeroom teacher will review these rules, consequences, and incentives with the students on the first days of the school year; as well as inform parents of their classroom discipline policy.

Disciplinary problems (other than serious offenses, which are addressed below,) will be handled as follows:

1. The teacher will handle occurrences of a disciplinary problem, first using the positive incentives and classroom consequences and will warn the student of consequences of further occurrences. **The teacher will enact the entire classroom disciplinary plan (including parent contact) prior to sending the student to the detention center.**

2. If a student's misbehavior continues beyond the classroom disciplinary plan, he/she will be sent to afternoon recess detention. The student will be isolated from other students and will receive some type of consequence which will make him/her reflect on behavior in question.
3. A third trip to the detention center (after passing through the classroom disciplinary plan again) will result in a parent conference with the student, classroom teacher, and the principal.
4. On the fifth trip to the detention center, the student will be assigned before or after school detention with the principal or possibly an in-school suspension.
5. Further violations will result in an at-home suspension (see below).

**\*\*For serious behavior problems and disruptions in the classroom, the above procedures may be skipped and students may be sent directly to the principal at the discretion of classroom teacher.**

### **Serious Offenses**

The above procedure will be waived if a student commits a serious offense, such as those listed below, with immediate referral to the principal:

- Vandalism or destruction of school property
- Instigation or participation in a fight
- Constant serious disturbance in class
- Serious name-calling and/or constant teasing
- Disrespect for teachers, fellow students and those in authority
- Misbehavior on the bus (reported by the bus driver)
- Cheating can result in receiving a zero on tests and class work at discretion of teacher and principal.
- Stealing at school
- Profane or obscene language notes or gestures
- Inappropriate physical contact
- Continuous lack of reverence and/or attention during Mass, Morning Prayer or other Religious services
- Possession or use of tobacco, drugs or liquor on campus
- Any other serious misconduct not listed here

**Note: At the discretion of the principal, in-school or at-home suspension may be given for any serious infraction of school rules, without going through steps 1-5 above.**

### **In-school Suspension**

When a student receives an in-school suspension by the principal, he or she will come to school and work quietly all day under the supervision of the principal. The teacher(s) will be asked to submit written and reading assignments for the day. The student will be required to do his regular schoolwork, but will receive no higher than a 69% ("F") for all tests and graded assignments for the day. An in-school suspension will not be given without a parent conference or notification so those parents will be completely aware of the action being taken.

The following additional penalties will be imposed on students receiving in-school suspension:

- First in-school suspension- Student will not be able to participate in any club meetings, field trips, including major junior high trips, sports practice, and any games scheduled for that day.
- Second in-school suspension- Student will not be able to participate in any club meetings, field trips, including major junior high trips, sports events, practice, etc. for one full week.
- With repeated infraction of rules after the second in-school suspension, the student will receive an at-home suspension.

### **At-home Suspensions:**

If a student receives an at-home suspension, he or she will not report to school during the suspension. Upon returning to school, tests missed will be administered with the student receiving a grade no higher than 69% ("F"). The student is expected to study on his/her own in order to be able to keep up with the class upon return.

Students who participate in clubs or extra-curricular activities (including sports) will be suspended from meetings, school sponsored field trips, game practices and games for four weeks.

### **Behavior outside the Classroom:**

In order to manage problems, which occur in situations other than those where classroom rules apply, the following disciplinary action may be taken.

As much as possible, minor violations (i.e. running in inappropriate areas) should be reported to the student's classroom (homeroom) teacher and included in the classroom disciplinary plan. Repeated violations will result in a visit to the principal's office where the disciplinary plan (in #2-4 above) will be followed.

For serious violations such as fighting, use of profanity, stealing, use of tobacco, drugs or liquor, or any other violation judged by the principal to be of a serious nature, in-school suspension may be assigned with only one infraction. The parents will be notified immediately of any serious infraction. (A serious infraction may also result in an at-home suspension or expulsion)

In keeping with St. Francis mission, goals and objectives, students will be expected to live good Christian lives away from school. Inappropriate behavior away from school can result in discipline action at school.

### **BULLYING PROGRAM**

St. Francis School has incorporated an Anti-bullying Program into its discipline plan. The program is not another curriculum or subject, but a preventive and problem solving program, designed to prevent bullying and intervene for those who are bullied. It is a school wide effort focused on changing behavior. It is designed to improve the way students get along with one another.

To develop good life skills, students are taught in the right manner how to handle certain problems themselves. Students are encouraged to follow outlined steps to dissolve a problem when they feel that they are being bullied. In this way, we believe that the students empower themselves for other life problems which they may encounter.

At the beginning of each year, each student must sign a bullying contract. The teacher teaches the bullying rules and discusses the behavior rubric with the class, and on a weekly basis, has a fifteen to twenty minute lesson on bullying. If an incident arises, the teacher will fill out a bullying incident report and hand the report over to the committee who will investigate the incident. If the incident is deemed bullying, the parent of the victim and the parent of the bully will be notified and the child will fulfill the consequence set down in the rubric.

### **STUDENT RULES AND REGULATIONS**

In order for the school to operate efficiently and safely for all, it is necessary that all students follow the school rules and regulations. The students themselves are aware of this fact, and have contributed to the process of setting up necessary guidelines for a happier and safer environment at St. Francis. The following rules are to be in effect throughout the year.

1. Upon arrival in the morning, students are to enter the building immediately. Students are to go to their designated area and sit with appropriate grade reading material before Morning Prayer. Running is not permitted on the sidewalks, around, and through the courtyard. Whenever students are allowed free time in this area, they should not engage in any type of rough play or block the walkway. It is never permissible to run on the sidewalks around the courtyard.
2. Walking on the grass in the courtyard is not permitted nor are students allowed to play in the grass in the courtyard.
3. Walk on the right side of the yellow line to allow for two way traffic and keep hands to self at all times.
4. Absolutely no gum or sunflower seeds are allowed on the school grounds.
5. The school telephone is a business phone. Students may use the school phone only in emergencies and in situations deemed permissible by faculty and office personnel. Cell phones are not allowed at school, nor are the students allowed to use the cell phones of the faculty. However, if a student needs to bring his/her cell phone to school, they must immediately check it into the office to be picked up at the end of the day. Failure to comply with this ruling will have the student lose his privilege of bringing the cell phone to school.
6. Students may not leave the school grounds or go beyond the back road around the school grounds for any reason.
7. Parties will be limited in order to allow as much teaching time as possible. A party may be held in the school or on the school grounds, unless special permission is obtained from the principal to hold them elsewhere. Birthday presents may not be handed out during the school day.

Class parties shall be limited to:

- PK-K may have one group birthday party per month; during holiday months parties should be combined.
- 1<sup>st</sup>-5<sup>th</sup> grade- no more than two parties at the teacher's discretion.
- 6<sup>th</sup> -8<sup>th</sup> grade- Christmas parties only.

- 8<sup>th</sup> grade end of the year luncheon
  - Easter parties may be held after the Easter break.
7. Students are under the supervision of duty teachers or their classroom teacher from the time they enter the school premises in the morning.
  8. Learn to be responsible. Bring the necessary books and tools needed to school each day and to each class. Students will not be allowed to call home for a forgotten assignment or supplies.
  10. Obey cafeteria rules, some of which are:
    - Food may not be taken out of cafeteria.
    - Clear away napkins and food from your place before leaving the table.
    - Speak in a quiet voice and use table manners.
    - Be polite to the people who serve you.
    - Never throw food or paper around.
    - No one is permitted to leave the cafeteria until dismissed by the teacher.
    - If something is spilled on the table or dropped on the floor, tend to the cleaning.
  11. Students will be allowed to bring healthy snacks (no candy and sticky food) to eat at the afternoon recess. Parents should assure that their child brings snack foods and drinks that can be easily eaten during the recess without the necessity of eating utensils. Students are to dispose of wrappers, etc. in a proper fashion. Concessions will be available at the second recess. (Pre-K and Kindergarten students may bring snacks daily, as directed by the teachers.)
  12. No drinks, candy concessions, or snacks may be purchased until after all students have been served lunch.  
**Pre-K and Kindergarten will have separate recess periods. The rules set out for the recess will apply to them as well as the remainder of the students.**
  13. Recess rules:  
 Grades Pre-K-2 will play on the west playground area designated by landscape timbers.
    - a) Grades 1, 2, & 3 will use the west playground area at their designated time.
    - b) Grades 4 & 5 will use the northwest corner of the playground area.
    - c) Grades 6, 7 & 8 will use the area located behind the gym.
    - d) The duty teacher is in charge at all times.
    - e) No tackle football, red rover or dodge ball is allowed.
    - f) No hardballs, toy guns, toy knives, toy swords or any other type of toy that could be dangerous may be brought to school.
    - g) Students should not bring expensive or otherwise valuable toys or electronic devices to school that may be lost or broken.
    - h) Students may not run on the playground equipment or climb up and down over the sides of the wooden runway. Students may not go up backwards on the slides.
    - i) When students leave the classrooms to go to recess, they should walk out of the building in an orderly manner (no running) and must stay to their right at all times.
    - j) When the bell rings to end recess, students should line up by classes and wait for their teacher to give the signal to enter the building.
    - k) Go to the restroom and get drinks of water DURING RECESS.
  14. In inclement weather, or muddy days, students are to go to the gym unless instructed otherwise by the teacher.  
**Indoor Recess Rules:**
    - a) There is to be NO RUNNING OR ROUGH PLAYING in the gym during indoor recess unless organized and supervised games are being held.
    - b) Students may sit or play quietly in their class section of the bleachers. Absolutely no rough playing or running or jumping is allowed in the bleachers. For the safety of all, it is very important that this rule be followed.
    - c) No one is allowed on the stage or on the steps to the stage. The duty teachers may organize quiet games with the small students playing on one half of the floor, and the older students using the other half.
    - d) When the bell rings to end recess, students should sit in the bleacher section assigned to their class and wait to be directed to their class. Each class should walk in line back to their classrooms.
  15. Exhibit self-control, self-respect and respect for your fellow students in changing classes after each period. Loud talking and unnecessary noise disturbs classes that are in session. Be on time for the next class.
  16. Keep hands and feet off walls in the courtyard and on the outside of the building. When posters are hung on the walls, care should be taken to do so in a way that will not remove the paint from the walls. Student posters are not to be hung in the lobby.
  17. Loitering in the restrooms is strictly forbidden.
  18. Obey all rules posted in the library.

19. Students are expected to display reverence and attention during Morning Prayer, mass or any other religious service. Inattention, talking or any form of disrespectful behavior will not be tolerated and may be handled as a "serious" disciplinary offense.
20. Students will not be called out of class to answer a telephone call unless it is an emergency.
21. If a student brings any form of tobacco to school, the parents will be called to pick up the tobacco immediately and the student will be disciplined.
22. Students are not allowed in the teachers' lounge. If a student must speak to a teacher who is in the lounge, the student should knock and wait for an answer before entering.
23. Personal items such as radios, CD players, etc. are not to be brought to school. If they are needed for a performance, project, etc., they should be placed in the teacher's care for the day.
24. At all assemblies or performances for the student body, students are expected to be courteous and attentive. The classroom teacher will explain any class rules for behavior for such instances.

### **SPECIAL SERVICES**

Students of St. Francis are eligible for special services through state and federal programs designed for students with special needs. These services are provided through the Acadia Parish School System:

**Remedial Services** - Students qualifying for special services such as Resource, Adapted P.E., etc., may receive those services from Acadia Parish School System personnel. These services may be provided at St. Francis or on the local public school campus.

**Title I Reading Lab** – The lab is offered for those students needing a little extra help in reading. The lab consists of computer activities and one on one help in the area of weakness. Students are identified for lab by SAT scores, teacher recommendation, or parent request. This program is funded according to the number eligible for the free and reduced lunch programs at each school.

**Referral for Special Services** - Students may be referred to the School Building Level Committee (SBLC) for review of academic and developmental progress and the areas of concern. Based on screening results and review of all pertinent information, the committee (parents, teachers, principal, and pupil appraisal personnel) may choose to refer the student for a complete evaluation in order to determine whether he/she may qualify for special services.

### **OTHER SERVICES OFFERED**

**After Care Program** - For those working parents who have a hard time picking up their children at 3:00 p.m. dismissal time, St. Francis offers an after-care program. After-care is supervised by loving, caring adults from 3:00 p.m. until 5:30p.m. Children are fed an afternoon snack, given play time outside, (weather permitting), and allowed time to work on homework.

**Child Protection Services** - The State of Louisiana provides child protection services for all children in the state, according to state and federal laws. Under these laws, school personnel are required to report any suspected child abuse or neglect.

The St. Francis School Advisory Council has adopted the following policy regarding such reporting:  
At any time that a teacher or other employee of St. Francis School has reason to suspect or is made aware of possible abuse or neglect of a child enrolled in our school, that employee is mandated to report this information to the principal who, along with the person reporting, would review the information received and are required to contact the Acadia Parish Child Protection Agency. If, in good faith, it is determined that a situation exists that warrants reporting, the Child Protection Agency must be contacted by telephone to make the initial report and then followed up within five days with a written report.

**Summer Enrichment Programs-** UL and LSU-E offer summer enrichment programs for high achieving students. Information regarding these programs is available in the school office in the spring of each school year.



## **PARENT-TEACHER CLUB (PTC)**

All parents of St. Francis students are members of the PTC. The objectives of the St. Francis PTC are to promote the advancement of Catholic education and the welfare of all of the children in the school, to keep parents informed of various school activities, and to give financial aid to school projects. Funds earned by the PTC are set aside to subsidize the school's operational budget and other school needs when needed.

## **ST. FRANCIS SCHOOL ADVISORY COUNCIL**

The St. Francis School Advisory Council is set up under the guidelines of the Diocese of Lafayette, in an advisory capacity to the pastor and principal. The council, with the input of committees, PTC and principal, makes policies, prepares the budget and makes recommendations for the operation of the school. The pastor then makes the final decision on each proposed item. The pastor, principal and advisory council all must assure that all policies and operations of the school are in accordance with the Canon Law of the Catholic Church and the Synodal Law of the Diocese of Lafayette, as well as with the regulations and policies of the Diocesan School Board and the Office of Catholic Schools of the Diocese of Lafayette. The school must operate within the non-public guidelines of the Louisiana Department of Education and the federal government in order to maintain state accreditation/approval and to remain eligible for state and federal programs available to non-public schools.

Elections are held in April of each school year to fill any vacancies on the council. St. Francis parents of the parish or group needing a new member will vote for the candidate of that area. In order to be eligible to run for positions on the board, prospective members must first attend a video in-service session at St. Francis School, which addresses the structure of the school system of the Diocese of Lafayette and the roles of the Bishop, Superintendent, Pastor, Principal and Advisory Council in the operation of Diocesan schools.

The composition of the Advisory Council of St. Francis School complies with the standard constitution for local council, which the Diocese enacted in January 1995. The by-laws of the St. Francis School Advisory Council maintain that the council shall be composed of the following members and Ex-officio members:

### **Lay members (Voting members):**

St. Joseph/St. Michael's parish of Iota/Egan - 4 members  
St. Joseph/St. Jules's parish of Evangeline/Tee Mamou - 2 members  
St. Lawrence parish of Mowata - 1 member  
At-Large\* representation - 2 members

### **Ex-officio members (Non-voting members):**

Principal of St. Francis School	PTC Representative
Teacher Representative	Any other participants at school council meetings

\*The group represented by the At-Large members is made up of all families from church parishes that do not have a seat on the council and all non-Catholic families.