

ST. CLETUS



Student/Parent Policy Handbook 2025 – 2026

Pastor

Fr. Bryan Howard

Principal

Jill Grabert

ADMISSIONS

St. Cletus School admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in administration of its education policies, athletics, or other school administered programs.

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www.stcletuscolts.com

Updated 5-28-2025

St. Cletus Catholic School

Established 1978

MISSION STATEMENT

St. Cletus Catholic School provides a challenging education rooted in Catholic faith which teachings promotes service, responsibility, and respect for others in a caring community.

GOALS

- To recognize each child as a unique person created in God's image.
- To foster spiritual, moral, intellectual, physical, and emotional education of the child, all consistent with the faith and teachings of the Catholic Church.
- To provide and maintain a safe and secure environment.
- To provide opportunities, consistent with the faith and teachings of the Catholic Church, for students to engage in meaningful service to class, school, church, and community.
- To develop critical thinking skills in order to make sound moral decisions.

HONOR CODE

At St. Cletus, I will

- Treat everyone and God's environment with kindness and respect
- Contribute to the learning community
- Follow school and classroom procedures
- Show integrity in all that I do

MOTTO

BELIEVE, LEARN, LOVE, SERVE

St. Cletus Catholic School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its educational policies or programs.

TABLE OF CONTENTS

Section	Page
ACADEMICS	
Accreditation.....	4
Agenda Planners.....	4
Curriculum.....	4
Educational Services	4
Extracurricular Activities.....	5
Grading.....	5
Homework.....	5
Honor Roll.....	6
Parent/Student/Teacher Conferences.....	7
Promotion-Retention-Placement.....	7
Promotion, Non-Promotion, Conditional Promotion, Assignment, Summer School, Probation.....	8
Religion Program.....	9
Service Hours	9
Standardized Testing	9
Textbooks	10
ADMINISTRATIVE PROCEDURES	
Accreditation.....	10
Admissions.....	10
Enrollment.....	10
Enrollment Priority.....	11
Immunizations.....	11
New Students.....	11
Notification of Withdrawal.....	12
Registration and Fees.....	12
ATTENDANCE POLICIES.....	12
Absences.....	13
Tardiness and Early Dismissals.....	14
DISCIPLINE.....	15
Suspension.....	16
Cheating.....	16
Expulsion.....	16
Anti Bullying Policy.....	17
DRESS CODE	
SCS Uniform.....	17
Dress Code Violations.....	18
Dress Down.....	18
Boys Uniform Requirements.....	19
Girls Uniform Requirements.....	20
Uniforms for Physical Education Class.....	21

FINANCIAL POLICIES.....	22
Fees.....	22
Financing: Tuition Bank Loan.....	22
Policy for Collecting Outstanding Tuition and Fees.....	23

HEALTH & ILLNESS ISSUES.....	23
---	-----------

PARENT-SCHOOL RELATIONSHIPS.....	24
Appointments.....	24
Cafeteria/Lunch Program.....	24
Cell Phone Policy for Grades 5th-7th	24
Change of Address or Phone Number.....	25
Communication.....	25
Confidentiality.....	25
Deliveries.....	25
Dismissal Procedures.....	26
Emergencies/Drills.....	26
Field Day/Mission Fair.....	27
Field Trips.....	28
Gift/Invitations.....	28
Home and School Association (HASA)	28
Legal Issues.....	28
Library.....	29
Parties.....	29
Personal Belonging.....	29
School Counselor.....	30
Telephone Use & Messages.....	30
Visitors and Volunteers	30

POLICIES FROM THE ARCHDIOCESE AND STATE

Asbestos Notification.....	30
Child Abuse.....	31
Firearms.....	31
Internet Use.....	31
Search & Seizure	32
Loophole Clause.....	33
Covid Clause.....	33

APPENDICES A – F

A. Parent and Student Acknowledgement	34
B. Student Computer Acceptable Use Pledge.....	35
C. Publication of Student Work, Directory/Email, PG Rated Movies	36
D. Walker, Bus, Carpool, Aftercare.....	37
E. Cell Phone Permission Slip for Grades 5 th through 7 th	38
F. Science Safety Lab Guidelines and Contract.....	39-42
G. Technology Policies, Procedures, Agreement, Permission for Video Lessons/Conferencing....	43-47
H. Discipline Charts.....	48-51

ACADEMICS

ACCREDITATION

St. Cletus School (SCS) is accredited by the Southern Association of Colleges and Schools Cognia (Cognia). Our school strives to provide an exemplary learning environment to educate the total child. We attempt to provide students with opportunities for success by fostering a positive and supportive learning environment provided by all members of the school community. We nurture Christ's teachings and celebrate our Catholic traditions through a solid program of religious studies. Curriculum is enhanced with computer, library, and other extra-curricular activities as well as offering multi-dimensional experiences in physical education, self-esteem activities, and culturally diverse programs.

AGENDA PLANNERS

All students in grades 2-7 are required to use an agenda planner provided by the school. If the agenda planner is lost, the student must purchase another planner from the school just as if it were a textbook. Replacement cost for the agenda planner is \$10.00; multiple replacements may include additional consequences.

The agenda contains calendars, assignments, conduct/responsibility codes, and weekly conduct logs for each quarter. **Any agenda that is defaced, damaged or lost must be replaced within 3 school days.**

CURRICULUM

Core curriculum is based on the Common Core State Standards and the state of Louisiana's Grade Level Expectations (GLEs). It is our belief that our curriculum and instruction demonstrates excellence, as we utilized national standards to create it. Standards are used when developing lesson plans. Teachers review the most recent standardized test scores from ACT ASPIRE, as well as reviewing those from the past, to ensure data driven instruction. Benchmark testing will continue this year using NWEA MAP for all students K-7

EDUCATIONAL SERVICES

<i>St. Cletus School does not provide special education services or facilities.</i>
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Some children in Catholic schools do receive some disabilities services from the public school district, but no child is guaranteed such services.

St. Cletus Catholic School endeavors to provide a quality education for your child. At the same time, St. Cletus Catholic School does not offer special education and related services, as defined under federal and Louisiana law. The parents and/or legal guardians of students presently enrolled in St. Cletus Catholic School acknowledge that this school does not provide special education or related services or facilities. Because St. Cletus Catholic School does not offer special education and related services, it is not required to make specific accommodations for your child but only what are called "minor adjustments." **A minor adjustment plan will only be implemented upon St. Cletus Administration receiving a completed psycho-educational evaluation from a licensed professional that must be updated every 3 years. Failure to update every 3 years will result in a loss of those services being continued.** St. Cletus Catholic School, its principal, faculty, and staff are only required to make minor adjustments in the education program at St. Cletus Catholic School in an attempt to promote the educational development of your child/student, and the nature and extent of such minor adjustments are within the sole discretion of the principal of St. Cletus Catholic School. In the event that students need adjustments in the classroom, and with the approval of the school, all adjustments need to be agreed upon in writing by the end of September each year, or within 14 days of a meeting of the school's Individual Needs Committee (INC). It is expected that students who benefit from minor adjustments are making a diligent effort

to do their best work. This includes completing assignments and homework assignments as directed and with sincere effort. Should the principal of St. Cletus Catholic School determine in his/her own discretion that the minor adjustments put in place by the school have not resulted in satisfactory student progress and that it is in the best interest of both the school and the child that he/she be educated in another learning environment, then the principal may ask the parents to withdraw their child/student from St. Cletus Catholic School. Alternatively, the principal may disenroll the child/student from St. Cletus Catholic School and/or not allow the child to re-enroll for the next school year.

EXTRACURRICULAR ACTIVITIES/SCHOOL EVENTS

Participation Requirements

Motivation is the key to learning. Therefore, parents are urged to encourage their child(ren) to take part in some school activities according to their needs and interests. **Participation in extra-curricular activities or school events of all kinds is a privilege not a right.** Certain standards are required for students to participate in extracurricular activities. Students are required to follow the rules and regulations for each activity as determined by the moderator, coach, and administration for each specific activity. Students and parents are required to sign off on the discipline code pertinent to extracurricular activities.

Students who participate in extracurricular activities that involve competition against other academic institutions must maintain both a “C” average in all academic classes and at least a “C” average in conduct. Students who do not meet these criteria will not be allowed to participate in such extracurricular activities. If a student meets the criteria and then falls below the criteria during the season, the student will be suspended from the extracurricular activity until the student once again meets the criteria.

A student who:

- demonstrates a lack respect towards adults or other students,
- demonstrates a lack of self-discipline,
- demonstrates behavior causing a loss of confidence in the student’s ability to appropriately represent the St. Cletus Community and the values and standards expected of our students as determined by the administration, teachers, or coaching staff

may lose the privilege of participating in any extra-curricular activity or special event.

Students who are absent from school will NOT be allowed to participate in extracurricular activities for that day. Students who leave school due to illness will not be allowed to participate in extracurricular activities for that day.

Please note: Students participating in extracurricular activities that are not picked up on time will be sent to aftercare and will be charged accordingly.

In compliance with Archdiocesan insurance regulations, we must require proof of adequate liability insurance on all private vehicles used for extracurricular activities’ transportation, including a driver’s background check. Specific requirements are available from the school office. Children being transported in private automobiles must have access to seat belts.

The moderator, coach, or staff member supervising a club, event, or other function will be responsible for defining and enforcing a process for dismissal, student accountability, and transportation as needed for their club, team or event. This process should include proper supervision, transportation, emergency contact information, medical treatment authorization information, and all other overall management of the team/group movement. No student may be left unsupervised on or off campus. Saint Cletus staff members are responsible for supervising each traveling student until they are properly released to a parent or guardian.

GRADING

Grading policies are set by each grade level and communicated to students and parents during orientations. In order to pass a subject, students must earn a minimum of a 70.0 D average for the four grading quarters as well as four quality points. Additionally, students must earn a minimum of a 70.0 D average for the fourth quarter. Students who do not meet these requirements will fail the subject in question.

Students who fail one subject must attend summer remediation class for the subject in question at the parents' expense. If a student fails more than two classes, they will be required to repeat the grade. A student that fails two classes can be assigned to a state approved summer school.

Grading Scales

This grading scale is used for kindergarten through 7th grade subjects <u>and</u> all grade enrichment classes	A = 94 – 100
	B = 86 – 93
	C = 78 – 85
	D = 70 - 77
	F = 0 - 69

HOMEWORK

Homework assignments are given to reinforce the material taught to the students during the day and to foster a habit of independent study. The student is responsible for written and study assignments. Parents cooperate by providing the necessary quiet time and a designated location for homework. It is especially important for parents to encourage their children to put forth their best effort and together examine assignments.

Kindergarten and First Grade: Teachers prepare a homework assignment sheet including assignments and test dates to be distributed weekly.

Second through Seventh Grade: Teachers write homework assignments on the board, including test dates. Students maintain assignment/agenda planners. Teachers teach a method of keeping track of assignments. Parents are asked to check their child's assignment/agenda planner to ensure that assignments are being recorded. Behavior and Responsibility Code points can be deducted from a child's conduct grade if homework assignments are not being recorded.

Parent Portal does not eliminate the requirement that students write/record their daily/weekly homework assignments, test dates, and project dates in their assignment/agenda books.

Homework Allotment

Below is a guide to the typical allotment for homework. This may not include study time.

PK-K	10-15 minutes	Grade 5	60 minutes
Grades 1-2	30 minutes	Grades 6-7	90 minutes
Grades 3-4	45 minutes		

Middle School (6th and 7th grades) Homework Procedure

Your child may have homework every night. Some assignments are written, while others are to study the material covered in class that day and to read in preparation for the next class. The assignments are posted in the classrooms, and all students are required to write assignments daily in the student agenda. Students and parents may also view all assignments by going to www.stcletuscolts.com and clicking on the Parent Portal link.

Daily Homework

If there is a reason why your child cannot complete an assignment on time (ex. sickness, out of town), emergency, or family emergency, please write a note to explain the situation so that your child may not be penalized.

Long-range assignments

For long-range assignments or compositions not turned in on time, the student will be penalized 10% for the first day, and will receive a zero the 2nd day late. Long-range assignments ***MUST*** be turned in on the due date. If the student is absent on the day the assignment is due, he or she is responsible for seeing that the assignment is turned in or the above penalty will be imposed. Teachers may, but are not required to, give extensions based on extenuating circumstances.

HONOR ROLL

Students in grades 2-7 are eligible for the following awards:

Quarterly Honor Rolls:

Physical Education and Computer grades are included in averages for honor rolls.

<u>Principal's List:</u>	4.0 GPA All A(s) in conduct No disciplinary action taken
<u>Alpha Honor Roll:</u>	3.5 – 4.0 GPA All A(s) and no more than two B's No disciplinary action taken
<u>Beta Honor Roll:</u>	3.0 – 3.49 GPA All A(s) or B(s) No disciplinary action taken

Middle School

Exam Exemptions:	"A" average for the first 3 quarters "A" average the 4 th Quarter Quarter 1, 2, 3 cannot have lower than a "B"
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End of the Year Awards:

Principal's List: On the Principal's List for every quarter of the year.

Alpha Honor Roll: On the Alpha Honor Roll for every quarter of the year.

Beta Honor Roll: On the Beta Honor Roll for every quarter of the year.

Highest Achievement for each subject: Middle school students (6th and 7th grades) will be recognized for highest achievement in each subject.

1st, 2nd, and 3rd place overall average: Middle school students are eligible for these awards, which are given per grade level.

PARENT/STUDENT/TEACHER CONFERENCES

SCS prides itself in the ways that parents are kept informed. Parents have access to email and Parent Portal. Parents may schedule conferences as the need arises. To request a conference, please email or call the teacher (504-366-3538) and leave a voice message. ***Please do not go to classrooms for conferences without an appointment. In addition, please respect the teachers' duty by not discussing your child in an open area.*** Since we are a small community, this includes initiating a conference in public/private settings such as grocery stores, carpool, sporting events, field trips, after Mass, during HASA meetings, or any other events where teachers may attend as a parent, guest, or participant.

PROMOTION-RETENTION-PLACEMENT

The principal makes student-to-class placement decisions. The principal reserves the right to change any student from class to class or retain a student if necessary at any time.

SCS administrators and teachers reserve the right to “place” or “conditionally promote” any student in the appropriate grade. In addition, if a student is “placed” or “conditionally promoted” in a particular grade, a probationary period in that particular grade level is in effect for five weeks at which time a final placement decision is made. The principal reserves the right to extend the probationary period before a decision is made. A student is promoted to the next grade pending satisfactory completion of the work of the current grade. If a student's work is adjusted, and/or if a student does not independently meet the rigors of the curriculum, the student may be recommended for “placement” or “conditional promotion” rather than “promotion” to the next grade. Likewise, if the SCS learning environment is not a match for a student, the student may not be allowed to continue.

Just as the principal reserves the right to “place” or “conditionally promote” a student, the principal also reserves the right to recommend retention or retain a student who does not show developmentally appropriate social skills for his or her promotion to the next grade level. A student's social skills are an important consideration in promotion.

Promotional Scales

Grades K-2 Language Arts, Reading, Math, Religious Studies

Grades 3-5 Language Arts, Reading, Math, Social Studies, Religious Studies, Spelling, Science

Grades 6-7 Reading, English, Math, Social Studies, Religious Studies, Science

PROMOTION, NON-PROMOTION, CONDITIONAL PROMOTION, ASSIGNMENT, SUMMER SCHOOL, PROBATION

- Student must earn 4 quality points and a minimum final average of 70 (D) in each promotional subject and must meet all attendance requirements for promotion to the next grade level. ***Any student who earns an "F" in a promotional subject for the fourth quarter may fail that subject for the year.***
- Students are not allowed to skip grade levels except in special and unusual circumstances and only after consultation with the teacher and approved by the principal.
- Failure of one promotional subject requires attendance in an approved summer school program. The principal must approve the summer school program in writing, or credit may not be accepted for removal of the deficiency (failure). ***Exception:*** Grades 1-2 must pass reading and math to be eligible for promotion.
- Failure of the subjects of religion, science, or social studies (history) may necessitate a reading course in summer school if the specific subject failed is not taught. In grades 3- 5, failure of spelling may necessitate a reading course in summer school.
- **Failure of more than two (2) subjects requires the student to repeat that grade level.**
- Students who fail once during their attendance at St. Cletus are automatically placed in a probationary status concerning eligibility for enrollment for the next school year. The student will be evaluated individually before eligibility to return is considered. The final decision rests with principal, after consultation with the student, parents/guardians, counselor, and teachers of the student.
- Other situations, such as conditional promotions, assignment to the next grade and transfers are at the discretion of the principal.
- All new or returning students in a probationary status must meet academic and conduct standards as specified by the principal. ***Failure to meet either or both of these standards will result in the parents/guardians being asked to withdraw the student from St. Cletus.***

Pre-Kindergarten and Kindergarten

Students completing Pre-Kindergarten and Kindergarten are given a final assessment that determines if the student is ready to advance to the next grade. The decision of the administration is final.

RELIGION PROGRAM

Central to SCS's curricular goals, the faith and teachings of the Catholic Church, and to the mission of the school, is the teaching of religion. Religion is incorporated into all instruction at St. Cletus, not only formal Religion classes. The religion curriculum stresses the catechetical and moral dimensions consistent with the developmental stages of students. Religion is taught on a daily basis to all students regardless of religious affiliation.

Other methods of integrating religion into the curriculum that give religion added importance in the lives of our students include the following:

- Participation in weekly Mass for students K-7 regardless of religious affiliation
- Participation in classroom or grade level paraliturgies
- Participation opportunities for Sacramental Reconciliation for Catholic students
- Grade level community reconciliation services for all students regardless of religious affiliation

SERVICE HOURS

In keeping with the mission of SCS, a school that “provides a challenging education rooted in Christian faith, and teachings, and promotes service, responsibility, and respect for others in a caring community,” we require service hours of our middle school students.

All 6th – 7th grade students complete two (2) service hours within the school or community each nine (9) week/quarter. The completion of these two (2) service hours counts as a major grade in religion class.

Some examples of acceptable service:

- Altar serving/choir (Outside of the school day)
- Helping with set-up/clean-up of the Fall Festival or other school or parish functions
- Helping as an aide with CCD classes and PK class
- Open House welcome committee
- Festival Bingo

STANDARDIZED TESTING

Standardized testing is under the auspices of the Archdiocese of New Orleans Office of Catholic Schools and is typically administered during spring. Tests are a means to give teachers and the administrator information regarding the educational growth of students. Students must attend this week of testing; therefore, parents **should not** schedule trips that would take children out of school.

TEXTBOOKS

The student is responsible for the care and safety of his or her textbooks, which are school property. Books are to be covered at all times. Students who do not keep their textbooks covered may have points deducted from their weekly conduct. Parents are required to pay for any lost or damaged books.

ADMINISTRATIVE PROCEDURES

ACCREDITATION

St. Cletus School is fully accredited through the State of Louisiana and Cognia.

ADMISSIONS

St. Cletus School admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in administration of its education policies, athletics, or other school administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person at St. Cletus Catholic School shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity, except insofar as the school is exempt under Title IX or another applicable law.

ENROLLMENT

Copies of the following documents are necessary and must be presented before the enrollment process can be completed:

- Certificate of Baptism
- Official state birth certificate
- Up-to-date immunization records
- Social Security Card
- Report cards from Kindergarten on – Home schooling parents must present some form of test records that indicate the student's current academic level
- Standardized test scores from the past two years

Parents of new students should present a State Department of Health record properly filled out by a pediatrician or by the family physician. This is to be brought to school by opening day. The health records are a part of the permanent record of the student.

ENROLLMENT PRIORITY

Students are admitted to St. Cletus School in the order of priority listed below:

1. Children of territorial parishioners who are deemed active by the pastor;
Siblings of current St. Cletus Parish/School students;**
2. Children of non-territorial parishioners who are deemed active by the pastor;
3. Children of St. Cletus Parish/School Alumni or legacy families as determined by the pastor;
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor;
5. Children of non territorial parishioners of a parish without a school or not room in their territorial parish school who are deemed active by their pastor;
6. All others - including inactive parishioners, non-Catholics, etc.

IMMUNIZATIONS

Parents must present up-to-date immunization records as required by Louisiana law.

Children entering Pre-Kindergarten, Kindergarten, and first grade must have proof of having the necessary DTP (diphtheria-tetanus-pertussis injections), polio vaccine, measles-rubella, rubella, mumps, varicella (chickenpox), and hepatitis B and HIB immunizations for their age. The student's immunization records must be up-to-date for age appropriate immunizations.

If the last DTP or polio immunization was not received after the fourth birthday, another should be given before school entry.

To ensure continuing protection, a Tetanus-Diphtheria (TD) injection is required every ten (10) years. Boosters for other vaccines are not, at present, recommended throughout life.

Any child who has a note from a physician or the state health department, which states that no other immunizations are needed, or should not be given, is considered fully immunized. **Students not in compliance with Louisiana state laws will not be remitted until immunizations are current.**

NEW STUDENTS

Pre-Kindergarten 3 students must have attained the age of three (3) years by September 30 of the current year.

Pre-Kindergarten 4 students must have attained the age of four (4) years by September 30 of the current year.

Kindergarten students must have attained the age of five (5) years by September 30 of the current year.

First grade students must have attained the age of six (6) years by September 30 of the current year.

Students must also be completely toilet trained and able to take care of their own physical and hygiene needs. After 3 solid accidents, your child may be asked to withdraw.

NOTIFICATION OF WITHDRAWAL

In situations where it is determined by St. Cletus School administration and faculty that the school is no longer able to provide the appropriate placement needed for the student to achieve his or her maximum potential, St. Cletus School reserves the right to have parent(s) or guardian(s) withdraw the student from the school. St. Cletus School administration endeavors to provide parent(s)/guardian(s) with information for proper placement in another school setting.

REGISTRATION AND FEES

Registration is complete when the principal has approved the applicant, all forms have been returned, and registration fees have been paid. All previous school records must be on file for the registration process to be considered complete. Payment of registration fee does not necessarily guarantee placement for your child for the next school year. If after January it becomes apparent that St. Cletus cannot meet the needs of a child, a meeting will be held with the parents to discuss options available and, if necessary, registration fees will be refunded.

ATTENDANCE POLICIES

Louisiana state law mandates that elementary students shall be in attendance of 160 days or the child will not be given credit for the year's work. St. Cletus School schedules 177 days of which 160 are required for promotion. Exceptions can be made only in the event of extended personal illness as verified by a physician or other extenuating circumstances as approved by the principal.

Daily school attendance is the only effective way to assure continued academic progress. St. Cletus recognizes the following as valid reasons for an absence:

- Student illness
- Family emergency such as death or serious illness

School is in session Monday through Friday 7:55 A. M. to 3:00 P. M. Students should not be on the school grounds before 7:20 A. M. ***Students arriving between 6:30 a.m. and 7:20 a. m. must go to Before School Care. Students who are not picked up by 3:15 P. M. (or 1:30 P. M. on early dismissal days) or within 5 minutes of the end of a scheduled activity are sent to After Care and will be charged accordingly.***

ABSENCES

On the day of an absence parents/guardians must request homework by 8:30 A. M. for a 2:30 P. M. pickup.

In the event of an extended absence, work will be provided upon the student's return.

Utilize Parent Portal for obtaining assignments. After an absence, the student ***must bring a note from a parent/guardian explaining the absence.***

If a student has been absent for ***three*** (3) or more consecutive days or is under a doctor's care, the school must receive a Student Return to School form from the doctor. Furthermore, ***a Student Return to School form from the doctor is required after contracting a contagious disease.***

Excused Absence as Defined by Law

- Personal illness of such a nature that attendance would endanger the student's health or the health of classmates.
- Serious illness in the family which would reasonably necessitate the student's absence from school
- Death in the immediate family of a student (3 absences)
- Observance of special and recognized religious holidays of student's own faith

Any absence not included in the aforementioned list will be considered unexcused unless approved by the administration. Vacations while school is in session are considered unexcused absences. A student may be denied the right to make up missed work and assignments. All absences are recorded on the permanent record and report card. **In event of many absences during a school year, or prolonged absences, the school will take into account the circumstances of those absences when determining if a student will be promoted to the next grade level. SPN DOES NOT designate any missed days by students as "excused" absences.**

Children should not return to school until completely recovered from an illness. **Students must be fever, vomit and diarrhea free without aid of medication for 24 hours before returning to school. If a student has been absent for three (3) or more days with a doctor's note must be presented upon the student's return to school.** The note must contain the date(s) of the absence(s) and a brief reason for the absence. **Any doctor's notes received will be filed in the student's cumulative folder.**

Notices of scheduled or long-term absences due to hospitalization or surgeries must be given to the homeroom teacher five (5) days prior to the date. In this situation, the time frame to make up classwork and tests will be made up at the discretion of the teacher and the principal.

What constitutes excessive absenteeism is determined by the administration. Students with excessive absenteeism may not be invited to return to St. Cletus School.

Make-up Work after an Absence

Parents/Guardians and/or students are responsible for contacting the teacher during or after an absence to obtain the assignments missed. The teacher will specify the time in which the work is to be completed. ***Any work missed and not made-up by the date required will be recorded as a zero.***

A student who is absent on the day of a test should be prepared to take the test on the first day of his or her return to school. It is left to the teacher's discretion whether or not to give the test at that time.

Attendance at School Games and Activities

A student who is absent or checks out early may not participate in after-school sporting events or other school functions that day or evening. Please contact an administrator prior to the event if you have any concerns.

A student may not attend an after-school game unless his or her parent or another adult, who has agreed to be responsible for the child, supervises the child. The child must present a note to his or her teacher the morning of the game. Teachers initial and send notes to the office to be initialed and maintained by the assistant principal. If someone other than the parent supervises the child, the parent must name that person in the note.

TARDINESS AND EARLY DISMISSALS

Tardiness

A student arriving **after 7:55 A. M. in the building** is considered **tardy** (excluding late bus arrivals). ***In the event of tardiness, parents must accompany the student to the office and sign the student in as tardy.*** The student receives a tardy slip, which is used for admittance into his or her classroom.

Early Dismissal

Parents are requested to use discretion when asking for permission to have students dismissed during the course of the school day. Medical and orthodontic appointments **should** be scheduled for **out-of-school hours**. If an early dismissal is necessary, the parents should request it in writing, and the note must be presented to the teacher at the opening of the school day.

Students will not be dismissed after 2:30 P. M. except in the case of an emergency.

Parents or other authorized persons (listed on the emergency card) who come to pick-up the student must report to the secretary's office. The student is excused from class at the designated time.

NOTE: Arriving late, leaving during the school day or being checked out early may affect perfect attendance.

Excused Tardiness/Early Dismissal

While a doctor's appointment is considered an excuse for being tardy or leaving school early, it may affect perfect attendance. The student must present a certificate from the doctor when he or she checks in at the office or returns to school the next day. Students are issued an early dismissal slip when they are checked out.

Unexcused Tardiness/Early Dismissal (Grades K-7)

Tardiness has a direct impact on self-discipline and the overall discipline of the school. Habitual tardiness seriously affects school performance, and interrupts the learning and work environment of others.

To ensure an orderly, disciplined environment, school starts at 7:50 A. M. sharp Monday – Friday. Any tardiness/early dismissal, other than because of a doctor's appointment, is considered unexcused.

Truancy

Students are considered truant when their absences, tardiness, or early check-outs are habitual and unexcused. School administration may contact the parents/guardians after three instances in a month to correct this condition. If the attendance problem persists, the student and parents/guardians may be reported to the Truancy Officer of their local parish for further action after five instances. A parent conference may be held with the school principal or their designee before the student may be allowed to return to school. (Leaving school without school authority's permission, not signing out in the office, and skipping classes are considered truancy.)

Parents and student may be required to meet with an administrator on the sixth (6th) tardy to discuss a plan to remedy the situation.

As with excessive tardiness, excessive early dismissals seriously affect school performance, and interrupt the learning and work environment of others.

DISCIPLINE

St. Cletus uses a program of formative right choice discipline. The intent of this program is to form responsible individuals with values rooted in Christian precepts. Likewise, we strive to encourage the child who makes the right choice and to support and instruct the child who makes poor choices. In doing so, we hope to provide for the safety of all students and staff, and to ensure the maximum instructional time. Cooperative and responsible behavior in school, on the school grounds, on the way to and from school, and at any function that is under the auspices of St. Cletus is expected and required from all students. Participation in any St. Cletus activity/ceremony (including, special events, functions, grade level activities, closing and graduation ceremonies) is a privilege granted to students and parents by the administration.

The goal of formative discipline is to assist the student to achieve self-discipline. Because student behavior should reflect the Catholic values of St. Cletus, the following are expected behaviors:

- RESPECT FOR GOD - Active participation in religious activities, sharing of oneself through community activities, and reverence to God through one's actions.
- RESPECT FOR SELF – Each individual is a child of God. Each student's behavior reflects this self-respect through propriety in dress, use of proper body language, including posture, hand, and facial expressions, and fulfillment of all student responsibilities.

- RESPECT FOR OTHERS – Each student, parent, teacher, staff member, and visitor is treated as a child of God. Each student’s behavior reflects this respect for others through cooperation with students, parents, teachers, staff members, and visitors, treatment of others with kindness in word and actions, modulation of one’s voice, promptness, preservation of the privacy of others, and preservation of other’s personal space.
- RESPECT FOR PROPERTY – Students are expected to use facilities and materials properly by using all school and church property and equipment in the manner for which they are intended. Students are expected to preserve all areas of the school and church campus by keeping them clean, neat, and tidy. This includes, but is not limited to the cafeteria, restrooms, hallways, outside areas, chapel, church, etc. in compliance with the “hands off” requirement that extends to the personal property of others (including, but not limited to purses, lockers, backpacks, lunches, supplies, books, zipper bags, etc.)

Students are expected to follow the guidelines provided by each teacher’s discipline management plan, and strive to reflect the values of the school’s Christian tradition in their daily behavior.

All students are expected to follow the guidelines stated in the St. Cletus Honor Code.

The faculty, in collaboration with the administration, develops disciplinary consequences. Consequences relate to the student’s age and experience. The Behavior and Responsibility Codes for each grade level are found in the student agendas for grades 1-7.

The teacher, in order to maintain proper classroom control, may send a student to the office for continued violation of school/classroom policies.

After repeated behavior issues and/or a major infraction, the Principal or Disciplinarian may choose to form a conduct board to review student disciplinary reports, classroom behavior, and the school handbook to make a recommendation on appropriate consequences, up to and including expulsion. The recommendations will be presented to the Principal for review, approval, and final decision.

The board shall be comprised of (at least) the Safety Coordinator, School Counselor, and the impacted student’s homeroom teacher. At the request of the board, additional staff members can be requested to serve as advisors to obtain complete information.

Conduct Based Probation

A student may be placed on probation if a student continues to commit minor or major infractions. Probationary conditions and consequences of violation will be outlined in writing and issued to students and parents. Failure to acknowledge probationary conditions will not invalidate the probation process.

Probation Tier One:

1. Advisory of Possibility of Suspension
2. Define conduct standards
3. Define consequences of failure to meet conduct standards
4. Document the service of the probation

Probation Tier Two:

1. Statement of violation of probation Tier One
2. Advisory of loss of privileges
3. Advisory of Possibility of Expulsion
4. Define conduct standards
5. Define consequences of failure to meet conduct standards
6. Document the service of the probation

Situations where there is a violation of the conditions of probation Tier Two will be documented and submitted to the Principal for adjudication that could result in consequences as serious as expulsion from St. Cletus School.

The administration may deviate from the stated discipline code in special circumstances.

Final decisions regarding disciplinary action rest with the principal. Parents who fail to support the discipline policy may be asked to withdraw their child/children.

The principal or their designee, is responsible for administering the discipline system and with assistance from the counselor, weekly monitoring of the students having serious behavior problems. Educating students in good conduct is, by no means, an exclusive duty of the school itself. A strong support structure within the school as well as the cooperation of parents and guardians is vital to ensure we are successful in our endeavors. It is our belief the good discipline originates in the home. We state our expectations openly and clearly in order to foster the understanding necessary to make sure each and every student is successful. Enrolling the student in Saint Cletus indicates that students and parents/guardians agree to support and comply with the conduct, behavior, and responsibility and accountability system described within this handbook, in future grade-level specific materials, and the grade level classroom standards and rules established by the teachers and administration.

Suspensions

The principal/assistant principal issues suspensions for grades 1-7. They are generally served in school; however, the principal may issue an out-of-school suspension. During an in-school suspension, the student is required to complete all class work in isolation. Scheduled tests may be deferred or taken in the classroom at the discretion of the principal and teacher. During out of school suspensions, students will receive a zero for all work missed. The student will not participate in extra-curricular activities or any other school sponsored event. Grounds for a suspension or possible expulsion may include, but are not limited to:

- | | |
|--|---|
| ➤ use of obscenities | ➤ possessing obscene materials |
| ➤ willful disobedience | ➤ cheating, forgery |
| ➤ destruction of property, vandalism | ➤ fighting |
| ➤ immoral conduct | ➤ stealing |
| ➤ severely rude or discourteous behavior to an adult | ➤ causing bodily harm or assault |
| ➤ possession of dangerous objects or weapons | ➤ use or possession of narcotics, tobacco, or alcohol |
| ➤ possession of any electronic devices | ➤ possession/use of unauthorized cell phone |

Cheating

Students who cheat or copy another student's work, or who knowingly give student assistance (such as allowing a student to copy) receive the appropriate consequence for their grade level. See the appendices for Behavior and Responsibility Codes.

Expulsions

Expulsion is an extremely serious matter employed only when every other possible option has been explored.

The principal is the sole decision-maker with respect to expulsions. The principal will provide an opportunity for input from the student and his or her parent prior to expelling a student. The principal may also consult with the pastor prior to expelling a student, but is not required to do so. Grounds for expulsion are in the principal's discretion and include, but are not limited to the following offenses:

- Bullying, threatening, intimidating any student, whether in person or over the Internet (cyber- bullying)
- Continued lack of cooperation by a student previously suspended or violation of probation (continued misconduct while the student is on probation)
- Any severe violation of the Archdiocese's Internet Use Policy while on or off campus (at the administrator's discretion)
- Habitual or extreme violation of any policy stated in the school handbook

NOTE: There are other grounds for disciplinary action that are not listed here. Any listing of prohibited conduct is set forth by way of example only and is not meant to be an all-inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct. St. Cletus School reserves the right to issue a **consequence when appropriate, even if the offense is not listed.**

ANTI-BULLYING POLICY

St. Cletus adheres to the Archdiocese of New Orleans's Anti-Bullying Policy. In conjunction with this policy, we have focused on positive, proactive efforts to explicitly teach students how to treat their peers and to reward them for kind behavior. We have implemented a bullying prevention program. As part of this program, students have been taught a three-step method to respond to negative actions from peers, with particular importance placed on the role of the bystander in intervening. When negative behaviors persist, students should report that behavior to a school official for further action. Our teachers are also trained in effectively supervising students' behavior, rewarding them for proper responses to negative behavior, and assisting them with reporting incidents when appropriate.

All school community members are expected to report any bullying behaviors to a teacher or another school official as soon as they happen.

Saint Cletus School seeks to provide a safe environment for its students. To that end it recognizes the need to prevent bullying on its campus. Bullying is understood as repeated and purposeful acts of harassment, which may include threatening, name calling, rumor spreading, exclusion, or physical violence. Its ability to harm comes from an imbalance of power, either from age difference, difference in physical stature, popularity difference, superior numbers against fewer individuals, or the imbalance created by use of technology.

Bullying occurs when a student or any person is exposed repeatedly and over time to negative action on the part of one or more students or persons. Bullying is characterized by the following criteria:

- It is aggressive behavior or intentional harm.
- It is carried out repeatedly over time.
- It occurs within an interpersonal relationship characterized by an imbalance of power.
- Results in physical, emotional, or psychological stress or fear to be perceived by another student.
- This behavior can be experienced firsthand by a primary victim or witnessed by a secondary victim acting within the policy of the school serving as a witness or bystander.

Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing, but perpetuates it.” In accordance with Archdiocesan policy, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly. Any comments of a violent nature (especially threats) will be taken seriously. Threats of a violent nature may require a student to be removed from school, not to return until the school has received a written, professional evaluation from a board-certified psychiatrist or psychologist certifying that the student is not a danger to himself/herself or others. Depending on the severity and type of threat, it may be necessary to notify local law enforcement.

CELL PHONES

Students and parents or guardians are required to sign an Technology/Internet Use policy, which includes the prohibition against the use of internet or other electronic means to facilitate the harassment or defamation of students or staff. No cell phones are allowed with students during instructional time, recreational time, or any other time during the school day with the exception of authorized times during dismissal. Students must have permission to possess or use a cell phone at anytime while on school grounds during an academic day, and students are not able to use school networks to access social networking sites. They do at home, however, and the results can have a negative impact on our ability to maintain an appropriate school environment. Therefore, instances of off-campus Internet bullying that bring a disruption to the learning environment will be dealt with as school disciplinary issues. The Administration will conduct an investigation of all reports of bullying at school. This means that all parties will be interviewed, and appropriate consequences delivered.

Students will not maintain open networks, such as hot spots, on their cell phones that allow online access to themselves or other students from the device or a device accessing their phone. Such behavior may result in the revocation of cell phone privileges and require that the student no longer be allowed to possess a cell phone on campus. The device may also be confiscated, secured by administration, and reclaimed by a parent or guardian.

<https://www.arch-no.org/policies-and-procedures-of-the-archdiocese-of-new-orleans>

ST. CLETUS CANNOT BE RESPONSIBLE FOR ANY INCIDENTS THAT ARE NOT REPORTED.

Biting (Early Childhood PK3 & PK4)

Biting is a very common behavior among children from birth to three years of age. Biting is a form of communication and is almost always a response to coping with a challenge or stressor. At Saint Cletus we believe by

understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment, which we create for the children.

If a bite should occur the following procedure will take place:

For the biter:

- A first time offense will result in an incident report, call home, child will be sent home for the remainder of the day.

- The second offense will result in an incident report, call home, child will be sent home for the remainder of the day plus one full day.
- A third offense will result in an incident report, call home, child will be sent home for the remainder of the day plus two full days.
- Any future offenses will result in an incident report, call home, child will be sent home for the remainder of the day plus three to five full days as deemed necessary by the administration. At this time, it may become necessary to examine further options to best serve the needs of the actor.

By Kindergarten, biting is not developmentally appropriate. Teachers will use their discretion and knowledge of the biter to determine proper protocol. In some cases, a child may be sent home from school on the first offense, as children who are 5 and 6 years of age should be aware that biting is unacceptable.

A similar course of action may be followed for students of this age level who are exhibiting aggressive, violent, or physically inappropriate behaviors. The counselor will also be consulted on these occasions.

Social Media & Threats (In person or electronic)

It is vitally important to speak to your child about any message that is sent through social media regarding comments that reference threats of bodily harm. St. Cletus DOES NOT take any threat lightly nor do we create a teachable moment around such threats. The teachable moment is NOW, before any post is made or message is shared. Speak to your child now about appropriate ways to express frustration with themselves or others.

Words like kill, stab, shoot, and/or

statements with intention to hurt or harm will be dealt with as follows:

1. First offense: The student will be immediately sent home and suspended for one day.
2. Second offense: The student will be immediately sent home and suspended for two days.
3. Third offense: The student will be immediately sent home and may result in a 5-day suspension with a mandated psychological evaluation and/or an automatic expulsion.

Students who post derogatory comments on social media sites about St. Cletus School and/or its faculty and staff may be subject to disciplinary consequences. Content of posts should always reflect a positive image of St. Cletus.

Physical and verbal behaviors, threats, or actions depicting violence are considered major infractions and may result in the need to immediately pick up the student from school and the student may have to remain out for a determined time for suspension. Community members who use words like kill, stab, shoot, and/or statements with intention to hurt or harm will be required to remain off campus at least until a meeting with the Principal can occur. At the discretion of the Principal, the student may not be allowed to return until an evaluation can be completed and submitted to the administration for review and consideration to determine if it is suitable for the student to return to school.

DRESS CODE

SCS UNIFORM

Skobel's School Uniforms on Stumpf Blvd. in Gretna provides our uniforms locally. (PLEASE LABEL ALL UNIFORM ITEMS with students last name.) We have a lost and found, but is regularly overflowing with uniform items. Students and staff are unable to find lost items because they are all uniform and not labeled. The lost and found will be cleaned out approximately on a thirty day interval. Unclaimed and unlabeled, nonuniform items will be donated to a charity and uniform items will be added to the "used uniform" inventory and will only be available, for sale, at the used uniform event scheduled each year. The staff will make efforts to check and return uniform items that are labeled but it is the student's and parent's responsibility to check the lost and found if an item is lost. The school and staff are not responsible for lost or damaged uniforms.

All students must wear the required uniform from the first day of school until the close of the school year. Notice of exceptions to this rule is sent home in advance.

Parents and teachers are encouraged to observe and maintain proper grooming for school and to see that the dress code is followed. The way a student dresses affects the way a student behaves. To maintain an atmosphere that is conducive to learning, students are expected to have **uniforms neat, clean, tidy, in good repair, and modest in appearance. The dress code will be enforced including random uniform and grooming checks throughout the year and daily in class.**

If a student receives a uniform and grooming letter or infraction mark, the violation should be addressed by the student's parent or guardian as quickly as possible. The student will be given reasonable time, depending on the nature of the infraction, to remedy the situation.

Overall Expectations

Shirts and blouses must be tucked in at all times. The uniform may not be altered, decorated, or personalized in any way; doing so necessitates the expedient replacement of that item. Final decision as to appropriate appearance of the student is left to the discretion of the administration.

DRESS CODE VIOLATIONS

Parents are responsible for their child's compliance with the dress code of SCS. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accordance with the school's high standards. Those students in violation of the uniform and personal appearance code are given notice of their violations and their agendas will be marked accordingly.

DRESS DOWN

Beginning in September, the first Tuesday of each month is Dress Down Day. Students may pay \$1.00 to wear appropriate bottoms – (see rules below). Students who violate this forfeit Dress Down Day for the entire year. Spirit shirts with uniform bottoms are allowed on all Tuesdays.

Dress Down Rules

- **Tennis shoes/school shoes only may be worn** (No boots, sandals, crocs, flip flops, boat shoes)
- **Appropriate length shorts permitted** (Appropriate length shorts means that when your arms are down at your side with your palms facing your body, the shorts are longer than the longest finger. Shorts

must be worn on the waist – not hip. That also means that capris, skirts, and or skorts of the same length are acceptable.)

- A sweater must be worn over tank tops, spaghetti stripes or sleeveless tops.
- Leggings may be worn with a top that is longer than the longest finger when arms are down at your side.
- All clothing must be in good taste and modest with no tearing, rips or holes.
- Clothing with inappropriate slogans or graphics is prohibited.
- Students are not permitted to wear clothing with other schools, playgrounds, or high schools' insignia on them.
- Students that do not abide by the rules will forfeit participation in future events.

BOYS Uniform Requirements	
<i>Pants/Shorts</i>	<ul style="list-style-type: none"> ➤ Gray pants or gray shorts with belt loops (Only Pre-K students are allowed to wear elastic waistbands.) ➤ Extra-curricular uniforms must also be appropriate length.
<i>Shirts</i>	<ul style="list-style-type: none"> ➤ Pre-K boys have their own maroon polo T-shirt ➤ Gray or Maroon (new) polo shirts with St. Cletus emblem (K – 5) ➤ Solid white oxford shirt with St. Cletus emblem (6-7) ➤ Shirts tucked in at all times ➤ Solid white or gray T-shirt, (sleeves must not extended past outer shirt's sleeves) ➤ During cold weather, long sleeve white shirts will be permitted
<i>Sweaters/Jackets/Coat</i>	<ul style="list-style-type: none"> ➤ School sweater, windbreaker, or sweatshirts are required ➤ In cold weather, heavy outer coats may be worn over a St. Cletus sweatshirt, sweater, or jacket while outdoors. No apparel advertising other elementary, middle, secondary school or university may be worn. ➤ The St. Cletus School P. E. Department sells the "St. Cletus Spirit T-Shirt" which can be worn on Tuesday, Spirit Days, in place of the normal uniform shirt. ➤ The hooded sweatshirts with pouch pocket are no longer allowed.
<i>Shoes/Socks/Belts</i>	<ul style="list-style-type: none"> ➤ Pre-K 3 will wear WHITE Velcro tennis shoes ➤ Pre-K 4-K will wear BLACK Velcro tennis shoes ➤ K-2 will wear BLACK leather tie shoes, no canvas (Velcro optional for K) ➤ 3rd – 7th Solid black tie shoes, no colored bands or brand labels – LOW TOPS ONLY <ul style="list-style-type: none"> ➤ Solid white socks (crew, tube). No stripes or logos except spirit socks. ➤ Black or grey belt
<i>Jewelry</i>	<ul style="list-style-type: none"> ➤ Watches only – No necklaces, bracelets, earrings, or rings ➤ <i>Body piercing and tattoos are not allowed</i>
<i>Hair</i>	<ul style="list-style-type: none"> ➤ Boys must be clean-shaven ➤ Hair – Hairstyles must be neat and clean and natural at all times ➤ Hairstyles and haircuts which are faddish and deemed inappropriate by the administration must be modified within a specific time limit set by the administration (Boys are not permitted to have braids of any kind. ➤ Hair must be worn off of the face and out of the eyes ➤ Hair, when pulled down and extended, must be above the ears, the eyebrows, and the shirt collar. Shaved or partially shaved cuts are not allowed. Hair length may not exceed 1.5 inches. ➤ Curly hair, when pulled down and extended, must be above the ears, the eyebrows, and the shirt collar. ➤ Hair must not be bleached, streaked, dyed, highlighted, or altered in any manner ➤ Severe haircuts and styles that are disruptive to the learning environment are not allowed

GIRLS Uniform Requirements	
<i>Smocks/Bloomers</i>	<ul style="list-style-type: none"> ➤ All Pre-K girls will either wear the St. Cletus smock and bloomers or skort and maroon polo shirt which are available at Skobel's in Gretna.
<i>Blouses/Shirts</i>	<ul style="list-style-type: none"> ➤ White uniform blouse-short-sleeved, pointed or round collar (K – 5) ➤ Maroon polo shirt with St. Cletus emblem (K-5) (with plaid shorts only K-4)(5th grade girls with plaid shorts or skirt only) ➤ Solid white oxford shirt with St. Cletus emblem (6 – 7) ➤ Solid white t-shirt, undershirt (Sleeves must not extend past outer shirt's sleeves) ➤ During cold weather, long sleeve white shirts will be permitted ➤ Undergarments should not be visible at any time ➤ Blouses/Shirts must be tucked in at all times.
<i>Jumpers/Shorts/Skirts</i>	<ul style="list-style-type: none"> ➤ SCS Plaid jumpers (grades K – 5) (jumpers are optional for this coming year for 5th grade only, they are being phased out) ➤ SCS Plaid skirts (grades 5 – 7) ➤ 5th grade only must wear the maroon polo with St. Cletus emblem with plaid skirt not white blouse. ➤ SCS Plaid walking shorts with the uniform blouse or maroon polo with St. Cletus emblem and a black belt – <i>Must have belt loops on the shorts</i> (grades K – 5) ➤ Jumper and skirt length should be no shorter than the top of the knee ➤ Extra-curricular uniforms must also be appropriate length.
<i>Sweaters/Jackets/Coats</i>	<ul style="list-style-type: none"> ➤ School sweater, windbreaker, or sweatshirts are required ➤ In cold weather, heavy outer coats may be worn over a St. Cletus sweatshirt, sweater, or jacket while outdoors. No apparel advertising other elementary, middle, or secondary or university school may be worn. ➤ The St. Cletus School P. E. Department sells the "St. Cletus Spirit T-Shirt" which can be worn on Tuesday, Spirit Days, in place of the normal uniform shirt. ➤ The hooded sweatshirts with pouch pocket are no longer allowed.
<i>Shoes/Socks/Belts</i>	<ul style="list-style-type: none"> ➤ Pre-K 3 will wear WHITE Velcro Tennis shoes ➤ Pre-K 4-K will wear BLACK Velcro Tennis shoes (No Mary Janes) ➤ K-2 will wear BLACK leather tie shoes, no canvas (Velcro optional for K) ➤ 3rd – 7th Solid black tie shoes, no colored bands or brand labels – LOW TOPS ONLY ➤ Solid white socks (crew, tube). No stripes or logos except spirit socks ➤ Black or gray belt
<i>Leggings, Tights, Sweatpants</i>	<ul style="list-style-type: none"> ➤ In cold weather, girls may wear any solid (no writing or logos other than SCS) gray, black, white, or maroon ankle length leggings/legwarmers, tights or sweatpants. No yoga or PJ pants
<i>Jewelry</i>	<ul style="list-style-type: none"> ➤ A watch, a single pair of earrings in the lower lobe of the ear (post or stud only), no necklaces, bracelets, or rings ➤ Body piercing and tattoos are not allowed
<i>Other Grooming Issues</i>	<ul style="list-style-type: none"> ➤ No fingernail polish, false nails or make up allowed
<i>Hair</i>	<ul style="list-style-type: none"> ➤ Hairstyles must be neat and clean and natural at all times ➤ Hairstyles and haircuts which are faddish and deemed inappropriate by the administration must be modified within a specific time limit set by the administration ➤ Hair must be worn off of the face and out of the eyes ➤ Hair may not be bleached, streaked, dyed, highlighted, or altered in any manner. Any hair extensions must be the same color as the natural hair and no adornments may be added (such as beads, threads etc.)

Uniforms for Physical Education Class	
<i>Grades 1-7</i>	<ul style="list-style-type: none"> ➤ All students “dress out” for P.E. class.
<i>Grades 1-2</i>	<ul style="list-style-type: none"> ➤ The P.E. grade is <u>not impacted</u> by whether or not these students wear the proper P.E. uniform. ➤ Girls are <u>encouraged</u> to wear maroon modesty P.E. shorts under their jumper on P. E. days. ➤ Boys are <u>encouraged</u> to wear the gray uniform shorts on P.E. days. Boys who wear long gray uniform pants to school can wear maroon P.E. shorts under the pants, or wear biking shorts under the pants, and then take the pants off at P. E. time, putting the maroon shorts on over the biking shorts.
<i>Grades 3-7</i>	<ul style="list-style-type: none"> ➤ The P.E. grade is <u>impacted</u> by whether or not these students wear the proper P.E. uniform. ➤ Maroon P.E. shorts with the St. Cletus emblem. ➤ Gray uniform shorts (Boys and allowed to keep their gray uniform shorts on for P.E.) ➤ Plaid uniform shorts (Girls are allowed to keep their plaid uniform shorts on for P.E.) ➤ White uniform shirt (Middle school students are allowed to wear a solid white t-shirt <u>under</u> their uniform shirt and take off their uniform shirt <u>during P.E. class.</u> ➤ Tennis shoes (Low-cut- no high or three quarter tops) ➤ White socks ➤ In cold weather, all students may wear any solid colored (no writing or logos other than SCS) sweat pant (gray, black, white or maroon) over their shorts during <u>P.E. class.</u> St. Cletus sweat pants are available at Skobel’s School Uniforms.

If a student is improperly dressed, consequences for his or her grade level will be administered. The principal is the final authority of what is appropriate dress.

FINANCIAL POLICIES

All financial commitments (tuition, bank loan payments, registration, book fees, etc.) must be paid in full by April 1 of the current year. The April 1 deadline supersedes all other due dates and notification procedures. If any monies still remain outstanding, the student(s) is/are not allowed to remain in school as of May 1.

Tuition for the upcoming school year is payable in full by April 28 or a loan must be completed through Gulf Coast Bank & Trust by April 28. The registration fee is non-refundable. If a family withdraws during the school year and after monthly payments are drafted, the family's tuition refund is pro-rated on daily basis.

All accounts (cafeteria, tuition, fees, Extended Day, library, and fundraisers) must be current or school services may be denied.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

FEES

The following fees are due at the time of registration and are non-refundable as well as non-transferable. Fees may change from year to year.

A place is not held for a student unless these fees are paid in full:

- Registration fee - \$165.00 oldest or only child paid by all students
- Registration fee - \$150.00 paid by all other children in the family
- Catholic non-contributing or Non-Catholic - \$350.00
- Technology Fee per student - \$75.00

The parish pays the support fee for all registered, active, and supporting members of St. Cletus Parish. Registered, active, and supporting parishioners are Catholics who contribute a minimum of \$500.00 per year for one child and \$800 for more than one child to the Church with the use of the church envelopes. They also participate in the community life of the parish (fair, liturgies, and special events). All church contributions must be paid in full by December 31 in order to receive the in-parish tuition rate for the following school year. Pre-Kindergarten tuition is separate from elementary school tuition and is not included in family tuition rates.

The pastor sets the criteria for determining which families are registered, active, supporting members of the parish.

FINANCING: TUITION BANK LOANS

All payments to the bank should be made on time since delinquency causes serious problems for both the school and the parents. When any loan is judged to be in default, it may result in the removal of the student from school and/or the withholding of services until the current tuition obligation has been satisfied.

In addition, no family having defaulted is eligible for a bank loan through the school for the following year. We cannot overemphasize the seriousness of meeting the monthly obligation to the bank for those families who have incurred this obligation. ***Students will be withdrawn immediately after May 1 if the year's tuition is not current.***

POLICY FOR COLLECTING OUTSTANDING TUITION AND FEES

1. When a family has a hardship situation and cannot meet its financial obligations to the school, that student's parent/guardian should contact the principal immediately. The principal notifies the tuition assistance committee and the case will be reviewed on an individual basis.
2. The bank notifies the school immediately when a family does not make a monthly payment.
3. If a second consecutive payment is missed, the financial secretary contacts the family to request payment of the overdue amount. If this is not possible, the family should contact the principal to discuss the situation.
4. If the family makes no response within one (1) week, the principal sends a letter to the family by certified mail. This serves as official notification that if the parent or guardian does not contact the principal within five (5) days, or make full payment within that time; the student is not allowed to return to school.
5. All fees are payable in full at the time of registration. If forms are returned without payment and/or with incomplete information, the school will not hold a place for the student(s) for the following year.
6. Bank loan applications for the next school year will not be accepted from families who have missed three (3) consecutive payments during the current school year, defaulted on their loan, or had returned (NSF) checks.
7. Late payment results in a \$100.00 late charge, payable to the school. This charge accrues monthly until payments are current.
8. Returned (NSF) /checks result in a \$25.00 fee.
9. Three or more returned (NSF) /checks might result in all future transactions being in cash or money order.
10. Students may be withdrawn if bank loans are 60 days or more delinquent.

Please communicate with us regarding a financial hardship. All information is held in the strictest confidence.

HEALTH AND ILLNESS ISSUES

It is the responsibility of the student to immediately report to a teacher or staff member in the event of personal illness or injury. Any accident, no matter how minor, must be reported.

Medications are not given to children in school except in special cases. A physician's statement and parent/guardian permission form is required, and records are kept on file. Physician's statements must include the dosage amount and the times the medication must be administered. Any deviation from this rule is solely at the discretion of the principal. All liquid medications must be pre-measured.

If a student is found to have in his or her possession any medications, a faculty or staff member is required to confiscate it. Students are then referred immediately to the assistant principal or principal, and parents are called.

For the health and safety of the entire student body and faculty, the required documentation of immunizations, including the doctor's signature, must be on file for a student's registration to be complete.

Please refer to the Administrative Procedures section for specifics concerning required immunization.

PARENT-SCHOOL RELATIONSHIPS

SUPERVISION

For the safety of all of our students, parents are responsible for the direct supervision of their child(ren) before drop-off, after pick-up, and during school social activities/events outside of school hours. Do not leave your child(ren) unattended at any time until they have been properly checked into school or supervision has been **directly given over to an St. Cletus faculty or staff member.**

When a child becomes ill, is injured, or is sent home for conduct related events the parents/guardians will be notified promptly so that he/she may receive the care that is needed as soon as possible. Working parents are responsible for having alternative persons available to pick up their child should he/she become ill at school. **Children MUST be picked up within one hour of notification that he or she is ill.**

APPOINTMENTS

As with any workplace, a scheduled appointment allows both parties enough time to discuss concerns at hand without being preoccupied with other obligations. Teachers make their own appointments. Parents may leave a message on a teacher's voice mail or e-mail for a teacher suggesting a particular appointment time. The school secretary may schedule the principal's appointments. It is our goal to return phone calls and emails within twenty-four (24) hours.

CAFETERIA/LUNCH PROGRAM

St. Cletus has a breakfast and a hot-lunch program. Breakfast is served from 7:20 A. M. to 7:40 A. M.

<i>Students arriving before 7:20 A. M. for breakfast must be checked into Before Care.</i>

All students must eat either bring a bag lunch or purchase a school lunch. The principal must approve any exception to this rule. Parents must make a request in writing which must be on file in the office.

- PK3 students eat in their classroom.
- Students in PreK 4 through second (2) grade have the hot lunch available to them.
- Students in grades three (3) through seven (7) have the option of a hot lunch or the sandwich line.
- Students not eating lunch prepared at school may bring a lunch from home. **Students or parents/guardian may not bring outside food into the cafeteria (food purchased from fast-food vendors). This regulation also applies to parents/guardians eating birthday lunch with their children in the cafeteria.**
- White milk, chocolate milk, bottled water, and juices are served as beverages in the cafeteria. **Soft drinks may not be brought to school.**

- Lunch money is collected daily/weekly/monthly. Cafeteria accounts must be current at the time of quarterly exams or school services may be denied. Parents are asked to follow the regulations for keeping lunch accounts current.

CELL PHONE POLICY FOR STUDENTS

Cell phones are not allowed in school. We realize some parents need their children to bring them because of after school activity schedules, transportation issues, and/or to notify parents that they have reached their destination. Please note the following policy if you choose to allow your child to bring a cell phone to school for these reasons:

1. A cell phone permission slip (found in the Appendix page 38) must be signed by the parent and student and submitted to the homeroom teacher.
2. The cell phone **must be turned off at all times**. The phone may not be used in any way while the student is on the school campus. **(This includes being used or accessed as a “Hot Spot” or other networking device.)**
3. The phone must remain in the student’s school bag until he/she enters homeroom. At that time, the phone must be immediately turned over to the homeroom teacher. When the phone is returned at the end of the school day, the student must immediately place it in the school bag. The phone may not be removed from the school bag while the student is on the school campus.
4. If a cell phone causes any disruption to the educational environment, it will be confiscated immediately and later released to the student’s parent/guardian.
5. St. Cletus School is not responsible for cell phones that are damaged, lost or stolen.
6. Any violation of this policy will result in disciplinary action and the loss of cell phone privileges.
7. This policy applies to cell phones only- no other electronic devices are allowed at school at any time.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school, in writing, of change of address and/or telephone numbers (home, cell, or business). It is important to keep this information current for the student’s safety in case of emergencies.

COMMUNICATION

Depending upon the grade level, envelopes, folders, and agenda planners are used as communication. These serve as a student’s grade sheet and tools for organizing with his or her assignments.

Parents are expected to read and to be aware of the enclosed information from the administration, teachers, and school/parish groups. Communiqués are sent home on Wednesdays; however, please check daily for memos in the folders and/or your child’s backpack.

The ideas, comments, compliments, and concerns that parents have are very important to us. Please do not hesitate to share these with us.

CONFIDENTIALITY

Each school year a Student Directory is published. Parents may opt out of having their information included by returning the appropriate form from the handbook if they choose not to have their phone numbers and address listed. Parents may buy a Student Directory for \$5.00. The school cannot honor requests for employee telephone numbers.

DELIVERIES

SCS does not accept delivery of restaurant food, flowers, balloons, etc. for students. Outside food cannot be brought into the cafeteria due to government regulations.

DISMISSAL PROCEDURES

Walkers

- Students must walk to and from an address in the neighborhood. **Parents may not park their car on surrounding streets and walk to pick up their child.**
- Parents must fill out a permission form indicating that their child is a walker.
- Only students in grades five (5) through seven (7) are allowed to walk home unaccompanied by an adult. Student(s) in grades Kindergarten through fourth (4) may walk home with a 5th through 7th grade sibling **as long as written parent permission is on file in the school office.**
- Walkers in grades Kindergarten through fourth (4) are dismissed to meet their parent/guardian at the walker station at 3:30 p. m. If the parent/guardian is not at the walker station when walkers are dismissed, the child is sent back to class. When the parent/guardian does arrive, he or she reports to the office to get the child.

Carpool

- Please follow all directives given by staff and comply with procedures in place.
- Please be patient as our goal is to have a smooth and safe carpool process.
- All students must go directly to their cone, without stopping or talking with other students.
- If a student does not arrive at the cone, the driver will be directed to a waiting area. The student will be located by staff and called again for dismissal at the end of carpool. Student will then be escorted by staff to the waiting vehicle.
- Students are registered in the carpool system and will only be released if the placard is displayed.
- Students must sit and remain quiet so that they can hear their names when they are called.
- Enter the vehicle on the passenger side door only. **Student will not be loaded or unloaded on the driver's side of the vehicle or through a rear gate, tailgate, or hatchback.** This causes staff and students to have to cross in front of vehicles and behind vehicles. This causes a safety hazard to both the students and staff.
- Pull forward as directed or to the furthest loading/unloading position available.
- Make sure that the vehicle has come to a complete stop.
- Ensure students are prepared and ready to exit.
- Students in fifth, sixth, and seventh grade should exit the vehicle once they are at the appropriate unloading position. Staff will be available to supervise and to assist younger students.
- Students may not take articles out of book bags while waiting including food/drink.
- Continuous misbehavior at dismissal stations results in disciplinary action.

- **Students are not permitted to return to the building during dismissal carpool.** This presents an unnecessary hazard to the students and cannot be allowed. Students needing to return to the building, for any reason, must pull forward and wait until after the conclusion of carpool.
- **All drivers and passengers should remain inside their vehicles during carpool.** Visitors and requests will not be processed at the front office during carpool. Please do not walk across the carpool line. If you must exit your vehicle, please pull the parking spaces across from the Church and use the sidewalks.
- Please remain in your vehicle at all times. Pedestrians moving through the lot interrupts the carpool line and is a hazard.
- School representatives will not allow a child to be placed in a vehicle in a carpool when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment: <https://www.lahighwaysafety.org/>

Inclement Weather Carpool Dismissal

Add text and map

PARENTS MUST REFRAIN FROM ANY CELL PHONE USE WHILE IN THE CARPOOL LINE.

Note: If alternate carpool transportation arrangements are needed, the Alternate Transportation Authorization Form must be completed.

EMERGENCIES/DRILLS

Emergency Dismissal

At times during the school year, it may be necessary to dismiss students early for various emergencies, which sometimes occur. Any decisions regarding the early dismissal or emergency closing of school are made according to Jefferson Parish or the Archdiocese of New Orleans Department of Catholic Education and Faith Formation.

In the event of emergency closing of the school or early dismissal of students in school, announcements are made via the news media regarding this decision. AP Notify is the phone/text/alert system. Parent Portal and the Official St. Cletus Facebook page are the official site for emergency information in the case of an evacuation.

Depending upon the existing weather conditions, a decision is made as to whether students should be kept at school or released. If the decision is made to hold students at school, all students, including walkers, are held. Of course, parents may come to the school to pick up their children.

Student Emergency Cards

Students are given the Student Emergency cards on the first day they report to their homeroom, or they are given to the parents if the parent orientation is held before the students' first day of school. These cards are to be filled out by the parents/guardians and must be returned within five (5) days. **Please note:** On the emergency card, parents/guardians are asked to provide two (2) or three (3) emergency contacts in case they themselves cannot be contacted. Emergency cards are immediately returned to the parents/guardians if it is

found that information is missing, or incomplete. **Parents/guardians are asked to inform the school office if changes in the information on the emergency cards occur during the school year.**

Drills

Fire/emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys promptly and moves to the designated area as quickly and safely as possible. The teachers in each classroom give students any instructions necessary. Parents/guardians are encouraged to discuss with their children the seriousness of these drills and the need to follow the rules established by the school and teacher.

Lock Down Drills

Periodic lock down drills or other crisis management drills are held to ensure safe and orderly procedures in case of a crisis.

Fire & Tornado

Fire drills are held in accordance with fire code regulations. These drills ensure safe and orderly evacuation and precautionary measures. Tornado drills are also held periodically.

Severe Weather

In case of severe weather, SCS receives its instructions from the Archdiocese. Parents should listen to WWL for any school closings.

PARENT INSTRUCTIONS FOR CRISIS SITUATIONS

In the event of a crisis at school (a fire, a tornado, armed intruder, chemical leak, etc.), parents must be aware of the and adhere to the following policies and guidelines:

- Parents and guardians will be informed about the crisis via text, email, and/or automatic phone calls, and possibly through local news media.
- Parents and guardians will be directed to the safety zones where the students are located. Students may be in the classroom, large field, or on our alternative evacuation routes.
- If the students must be evacuated from school property, your child's class will be brought to a designated area which will be communicated once the evacuation is completed.
- Any person whose name is on the child's emergency record may bring the child home. Parents and guardians may send or email a note giving the school permission to release their child to a different person. That individual will need to show an ID.
- Parents and guardians will check out their child/children by going to the classroom teacher.
- Do not attempt to gain access to HNJ property during a crisis situation until you receive information to do so safely via text, email, and/or automatic phone calls. Emergency personnel will prevent your access to the property until they give the all clear.
- It is imperative that parents do not attempt to rush to the school. As in every case, be assured that student safety remains our priority. Remain at the phone numbers you have provided school to use for emergency contact so you can be contacted if necessary. It is imperative that you keep your contact information updated/current.
- Call the school or rectory for information.
- If the telephones are jammed, listen to **WWL 870 AM Radio** or any radio or TV station for emergency information.
- Remember to check your email and phones (both home and cell) for special notifications from school.
- Information on students and instructions for release of students will be given in the special school

notifications. Listen attentively there for information.

- The situation may call for the evaluation of students or the sheltering of students in place or even a lockdown. **Be prepared to wait until your child can be released safely.**
- Call the front office to update any changes in the names and numbers or persons to be contacted in an emergency situation; this should include someone who could be reached at any time during school hours. Strict release procedures will be enforced.
- Every person picking up a child in an emergency must show a **photo identification** of any sort and sign a release form.

FIREARMS (Weapons Free Zone)

Firearms of any kind are prohibited on St. Cletus campus (except by law-enforcement in the active performance of their jobs.) Act 833 of the Regular Session of Louisiana Legislature created the crime of carrying a firearm by a student or non-student on school property. The crime is defined as ‘the intentional possession of any firearm by any student or non-student on a school campus, during regular school hours, or on a school bus. Anyone, student or non-student, convicted of the crime of carrying a firearm on school property is subject to the maximum penalty of imprisonment at hard labor for not more than five (5) years. The Law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such official or employee. The Law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

The Gun-Free School Zones Act defines a school zone as the area “in, or on the grounds of or within a distance of 1,000 feet from the grounds of a public, parochial or private [elementary or secondary] school.”

FIELD DAY/MISSION FAIR

Field Day and Mission Fair events incorporate team-building skills for all students. All students participate in these fun-filled days. Because the safety of all students is the utmost concern and due to the physical activities of Field Day events, parents may not bring younger siblings. **These events are usually held on an Early Dismissal day.**

FIELD TRIPS

Local educational field trips may be arranged during the school year. Permission slips are to be signed by the parent/guardian and returned before each trip. **Faxed copies are accepted.** Unless otherwise noted, school uniforms must be worn on field trips. Students must ride the bus for transportation to and from field trips.

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral standards. Only adults who have completed the Archdiocesan Safe Environment Training have been designated as chaperones by the teacher(s) are allowed to attend field trips.

Siblings are not allowed on field trips due to the supervisory responsibilities of the chaperones. Chaperones may not have adult guests who are not registered as a chaperone accompany them on field trips.

Students are not allowed to bring or use cell phones, cameras, or other electronic devices on field trips. If an emergency does arise, the teachers will contact the school office immediately.

Phone calls will be not be accepted as a means for permission on a field trip.

GIFTS/INVITATIONS

Students are not to exchange gifts at school. Gifts brought to school are immediately taken from the student and must be picked up by the parent.

Invitations to parties or other special events should be mailed to students' homes. Invitations may be distributed at school only if **all students** in the homeroom are included in the invitation.

HOME AND SCHOOL ASSOCIATION (HASA)

We encourage all parents to join and to become active participants of HASA in order to provide the necessary link between home and school. HASA meets approximately five times yearly. At each meeting door prizes are given. Those parents who attend every HASA meeting are eligible for participation in a drawing for a cash prize.

LEGAL ISSUES

Legal Custody of a Student

Where the legal custody of a student has been judicially assigned to one parent, a legal guardian, or a foster parent, a certified copy of the order shall be kept on file with the student's records. In the absence of legal documents, a child may be released to either parent or legal guardian.

Non-Custodial Parent

This school abides with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school provides the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that order. Please contact office for additional Parent Portal accounts.

Non-Parent Communication

In order for members of the St. Cletus staff to communicate with a non-parent, i.e., stepparent, grandparent, sibling, etc., the school must be given permission in writing. Written permission is kept on file in the school office.

SAFE ENVIRONMENT TRAINING

As mandated by the Archdiocese of New Orleans, all parents who intend to volunteer in the school are required to participate in Safe Environment training. In addition, a background investigation must be conducted on all parents who wish to volunteer. This service has an additional charge. This process is handled through the school office and must be completed BEFORE chaperoning a field trip, working in the classroom, or participating in any activity that involves interacting with children in our school. Once all of these steps are completed, your confidential information is kept on file and the certification is valid for 3 years.

Only after all of these steps are completed and the school has received a cleared report on your background investigation will you be permitted to participate fully in the activities of our students.

According to Louisiana Law 14:403, any person who suspects that a child's physical or mental health or welfare is or has abused, is required to report it to the civil authorities. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. St. Philip Neri School is in full compliance with this law. Further, all faculty and staff regularly receive training and certification in accordance with the Safe Environment program administered by the Archdiocese of New Orleans.

SEARCH AND SEIZURE POLICY

School officials may search a student's desk or belongings (including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession) if there is reason to believe that stolen/illegal/inappropriate objects or substances are being concealed. Likewise a search may be conducted if there is reason to believe that a violation of a school rule related to the maintenance of discipline in the school has been committed. The school campus, all included buildings, rooms, and spaces owned by the school or the Parish are the private property of the school or parish. Enrollment as a student, attendance, and presence on the property, and at school functions is voluntary consent to submit to a search of persons or property or to the reasonable investigative process involving possessions such as outer clothing (emptying of pockets, bags, purses) and/or containers brought on campus or inside buildings. Nothing in this policy shall include a physical search of a person's body or the right to be secure in one's person (body). Refusal to submit to a voluntary search of one's belongings and outer clothing may result in the requirement that the individual be immediately removed from the premises. This may be accomplished by calling parents and requiring the student to be picked up from school or intervention involving the appropriate law enforcement officials.

As a condition of admission to St. Cletus, parents and students agree that school official may search students or their lockers or their belongings, including but not limited to handbags, briefcases, and book bags if:

- The students are warned that lockers or belongings will be searched periodically for purposes of maintaining discipline and order.
- The search of a person should be conducted with a minimum of embarrassment, preferably in the privacy of an administrator's office when possible.

STUDENT INSURANCE POLICY

Secondary insurance coverage is provided to all students during the school day. When a student is injured at school, he/she must report the injury to a teacher or to the office. If medical attention is needed, the office will provide the appropriate forms to the parent or guardian.

Saint Cletus School, through the Archdiocese of New Orleans carries Student Accident Insurance through Gallagher Insurance Company. The policy is used for accidents that occur during the school day on the school property and during off campus interscholastic athletics. All bills must first be submitted to the parent's primary insurer. The parent must submit the balance due, including deductibles with their Explanation of Benefits form from their health insurance carrier. Bollinger Insurance Solutions will then address all charges not covered by the primary insurance provider. This insurance is available on a group basis and is included in your school registration fee. **If students are injured at school or in a school sponsored function, they must see a doctor within twenty days of the injury. The school must be notified within three (3) days of that injury.** For the insurance company to honor a claim, the proper claim form must be filed with the insurance company regarding the accident. The parents are responsible for obtaining a claim form from the school office and for filing the necessary claim with the insurance company. **Benefits will be payable for covered expenses that are not recoverable from another plan providing medical expense benefits.**

SUBSTANCE ABUSE

No student shall possess, use or attempt to possess, use or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event:

- Cigarettes, Vapes, E-cigarettes, chewing tobacco, or any other nicotine containing device.
- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate

- Alcohol or any alcoholic beverage
- Any inhalant abuse substance, such as glue, aerosol paint, or any other volatile chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug

Definitions:

- “Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.
- “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion. See section “Hierarchy

of Consequences” for consequences related to substance abuse.

Lockers, student automobiles, and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances.

LIBRARY

SCS has a central library from which students are given an opportunity to check out books. Students are allowed to check out books for a two (2) week period. Any book lost or damaged beyond repair shall be paid for in full with the current replacement value of the book. If books are damaged, home repairs should not be attempted.

PARTIES

Class Parties

Part of a well-rounded education is providing students opportunities for socialization. Classroom parties are allowed for Christmas and the end of the year. Parties are for students only.

Monthly Birthday Club Celebration

To ensure that all students are treated special and fairly, individual parties are not held at the school. Instead, all students participate in the Birthday Club. Parents may have lunch with their child if they let the cafeteria know using the appropriate form. Please consult the school calendar for specific dates.

- Students and 2 guests may participate in the child’s scheduled birthday month.
- Please return Birthday Club form and money (\$5.50 a person) by the day before the Birthday Lunch.
- Guests must purchase the hot lunch in order to attend. No outside food or soft drinks are permitted.

PERSONAL BELONGINGS

- All items of clothing should be clearly labeled. We do maintain a “lost and found” area; however, items are donated to charities if left unclaimed.(approximately every thirty days)
- Students are not allowed to personalize, deface, or alter assignment books/agendas, Bibles, and school books/workbooks, uniforms, etc. Students are required to replace any items altered, defaced, or personalized.
- School staff, for discipline, health, and/or safety reasons, may periodically check student belongings.

- Books must be covered at all times. ***No book socks may be used.*** Students must cover all books with brown paper covered with contact paper. ***Contact paper CAN NOT be used directly on books hard cover books.*** Teachers recommend Contact Paper for workbooks and soft books.
- **Wheeled luggage/book bags are not permitted unless the student has a health problem that requires assistance and he or she presents a doctor's note to that effect.**

SCHOOL COUNSELOR

The services of a professional school counselor are available to all students, parents, and staff. The school counselor designs and administers a comprehensive counseling program that supports the academic mission of St. Cletus by enhancing students' academic, personal, and social development. This is done through classroom guidance lessons, group counseling sessions, individual counseling sessions, and collaboration with teachers and parents. The counselor is also a point of referral to resources in the community.

TELEPHONE USE AND MESSAGES

Students may use the school's telephone in the event of an emergency. Forgetting one's homework, P.E. uniform, or making arrangements for play dates are not considered emergencies. Students and parents must arrange afternoon rides in advance in writing and given to the front office.

The office staff is available to serve you in case of an emergency, but is not responsible for non-emergency messages. Please limit your requests for messages to be delivered to your child unless it is an emergency.

VISITORS AND VOLUNTEERS

Sign In/Sign Out

To ensure the safety of all children, staff, visitors, and volunteers of SCS, all visitors must sign the logbook and/or log in to the electronic visitor registration system at the administrative secretary's desk. A visitor's pass must be worn at all times while on campus. **Anyone not properly identified will be escorted back to the office. This directive is for the safety and protection of all students and teachers.**

Parents are not allowed to go to the classroom to confer with a teacher before school, during class time, or at dismissal time. Requests for appointments to speak with a teacher may be made by phone or e-mail. Visitors, service providers, parents, all non-staff persons on campus **MUST** enter through the **SINGLE POINT OF ENTRY** at the front of the school building accessible from the main parking lot.

- Press the buzzer on the gate, wait to be buzzed in.
- Approach the front center doors and ring the bell and wait for the door to be released.
- Enter the main lobby. **DO NOT pass the front office without completing the check in process.**
- Register in with the electronic visitor tracking station. Place your visitor badge on outer clothing, above the waist, preferably on the upper torso and chest area where it is plainly visible to staff members and other visitors.
- Visitors may not let other visitors in through any door for any reason. Only St. Cletus employees are authorized to permit visitors into any SCS building. This includes during drop off/pick up.
- Visitors and parents will not be allowed to congregate in the lobby, in or outside the gated entry point, or along the carpool line areas. This creates a hazard for the teachers and students. Your cooperation with this is greatly appreciated. During carpool, we ask that visitors remain inside their vehicles or in areas of the exterior of buildings that are not near the carpool line.
- Between 7:00AM and 8:00AM please do not park in the spaces along the sheltered area in front of the school entrance.

- Between 2:30PM and 3:45PM please do not park in the spaces along the sheltered area in front of the school entrance.

In regards to service providers that come to campus, anyone working with or in the presence of students, regardless of who pays the service provider, must be cleared through the Archdiocese of New Orleans to work on campus with students. A service contract, proper insurance and licensure documentation, and parent acknowledgement forms must all be filed with the Archdiocese of New Orleans and the vetting process must be completed before a service provider may work with any student on the school campus. All visitors including service providers **MUST** complete the visitor registration process each time they arrive or leave campus. Visitors on campus are subject to all rules, regulations, and established processes, standards, guidelines, and expectations as students and staff related to behavior, conduct, safety, security, and cooperation with maintaining a safe and effective educational environment.

Classroom Visitations

We strive to minimize classroom distractions and increase attentiveness of the children towards a positive, child-centered learning environment. The teachers' and students' daily schedules vary, so **parents must make an appointment with a teacher to visit a class. Siblings may not visit classrooms.**

Volunteers

Parent involvement at St. Cletus is always welcomed and appreciated. Parent/guardian volunteers may help in such areas as teacher assistants, library assistants, room parents, yard and cafeteria duty helpers, field day helpers, fundraisers, chaperones, etc. A parent, guardian, or grandparent who wishes to volunteer may contact the school office. All volunteers must be Safe Environment trained. **Younger siblings may not accompany parents when volunteering.**

POLICIES FROM THE ARCHDIOCESE AND THE STATE

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for your review in the Principal's office during school hours. If you desire a copy of the plan it will be made available to you at the cost of \$25.00 which covers the cost of reproduction. [St. Cletus is an asbestos free facility.](#)

CHILD ABUSE

The Law: Obligations under the Law and how to report – summary of Louisiana Law 14:403: Any persons or agencies who are responsible for the care of children, such as physicians, nurses, hospitals staff, teachers, principals, and social workers, who suspect that a child's physical or mental health or welfare is or has been abused are required to report in accordance with Louisiana Law 14:403.

Note: Abuse can be reported anonymously. Persons who report in good faith are granted immunity from court action.

[FIREARMS Moved to an above section](#)

INTERNET USE (Responsible use guidelines)

Students, staff, and administrators of the Archdiocese of New Orleans School District have the opportunity to access the Internet in order to prepare them to be computer literate in an increasingly technological world. It can also foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the Archdiocese of New Orleans School District does not have sufficient staff to monitor every aspect of one's use of the Internet; however, the purpose of the Responsible Use Guidelines of the Archdiocese of New Orleans School District is to foster the independent use of the school district's network, subject to compliance with procedures and standards for appropriate network behavior and communication.

The following Responsible Use Guidelines apply to all users when they access any school district network connection. (NET)

1. It is understood that cooperation is critical in the use of the Internet at the Archdiocese of New Orleans School District. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the school district's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of the Responsible Use Guidelines may result in student discipline, subject to the student disciplinary code, and/or staff and administrative discipline, subject to guidelines adopted by the school district administration.
3. Transferring the copyrighted materials to or from any Archdiocese of New Orleans School District network without the express consent of the owner of the copyright is a violation of the federal law and is expressly prohibited.
4. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Archdiocese of New Orleans School District. For the purposes of these Guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the student's educational program at the Archdiocese of New Orleans School District.
5. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password and set harassing letters under the user's name.
6. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or may receive other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.
7. The posting or distribution of any communications, video, music, or pictures which a reasonable person would find contrary to the morals and teachings of the Roman Catholic Church or any policies of the Archdiocese of New Orleans or which would be considered to be defamatory, offensive, harassing, disruptive, derogatory or bullying.
8. Using the technology resources of the Archdiocese to engage in other inappropriate conduct, e.g., making fraudulent offers of products, items, or services.

9. Any form of harassment via-e-mail, telephone or paging, whether through language, frequency, or size of messages.
10. The use of the Archdiocesan logos or materials in any web page, Internet posting, or printed material, unless it has been approved in advance by the Archdiocesan Office of Communications.
11. Students are prohibited from posting or publishing any pictures taken on school campus or during school-sponsored activities. Pictures posted to social media or transmitted via electronic devices such as cell phones must not contain images of the St. Cletus School campus, the school logo, or school uniforms without the explicit consent of the principal.
12. The law requires explicit permission to be obtained from parents or guardians prior to the posting or publication of any image containing minors. Students are prohibited from posting or publishing any pictures of fellow students without first obtaining the consent of a parent or guardian.

SEARCH AND SEIZURE (addressed above)

LOOPHOLE CLAUSE

In as much as it is true that loopholes may be found in any code, it is the expectation of St. Cletus School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: **If you are not sure that it is allowed, do not do it!**

NEW POLICY AS A RESULT OF COVID-19

- The COVID Task Force will be implementing, monitoring, and ensuring enforcement of changes that must be made for the safety of students and staff. Some of these changes may permanently change items in the faculty handbook. Notice will be given.

Appendix A

PARENTAL ACKNOWLEDGEMENTS

St. Cletus School endeavors to the full extent of its capabilities to provide a quality education for your child. At the same time, St. Cletus School does not have the capability to perform all medical services that your child may need. The undersigned, the parents and/or legal guardians of _____, presently enrolled in St. Cletus School, acknowledge that this school does not provide any and all medical services.

The undersigned acknowledges that the school does not assume the role of health care provider in diagnosing or treating its students; nor does the personnel (includes principal, faculty, and staff) have experience, knowledge, or expertise in providing any emergency treatment that may be necessary for any students, including but not limited to – and by way of example only – any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which student needs to self-medicate or requires assistance with medication, the undersigned acknowledges that the school may be unable to accommodate the medical needs of this child/student. This matter should be discussed directly with the school principal. In certain circumstances in which the student needs to self-medicate or needs other medical assistance, the undersigned acknowledges that this must be discussed with the school principal.

I acknowledge that my child has been given a current copy of the St. Cletus School (SCS) Parent/Student Handbook, and that I have received the contents with my child/children. I agree to abide by the policies and regulations enforced by the school and affirm my support of their implementation.

Parent/Guardian Signature Date

Parent/Guardian Printed Name

Parent/Guardian Signature Date

Parent/Guardian Printed Name

STUDENT ACKNOWLEDGEMENT

I acknowledge that I have been given a current copy of the St. Cletus School (SCS) Parent/Student Handbook and that I understand the policies and regulations enforced by the school. I agree to follow these policies and regulations, remembering that my actions reflect on me, my family, the school, and the community at all times.

Student's Signature Date

Student's Printed Name Grade

Appendix B

Student Computer Acceptable Use Pledge

2023 - 2024

Pledge: We the students of St. Cletus School agree to learn and to work together to remove any *inappropriate language and material* at our school so it is always a safe and peaceful environment.

- You shall remember that you and those you communicate with on the Internet are created in the image of God and you shall treat all people with respect.
- You shall take personal responsibility for holding up the dignity of all people by refusing to take part in activities that embarrass or threaten another person.
- You shall communicate with your parents or other trusted adults if someone or something on the Internet makes you feel uncomfortable.
- You shall not participate in cyber-bullying; your messages will be truthful and will not harm others.
- You shall take personal responsibility for protecting your name, your passwords, and all of your personal information while using the Internet.
- You shall not use the passwords of others at any time or for any purpose.
- You shall use security software and update it regularly.
- You shall never meet someone “in person” whom you’ve “met” online.
- You shall never use the Internet to steal someone’s graphic, written, recorded, or real property.
- You shall always think twice, and then think again, before clicking your “send” key.

By signing this pledge, I am making a promise to my peers and to my school community.

I _____, promise to follow these pledges for the 2023 – 2024 school year.

Student’s signature _____ Date _____

Witnessed by Parent:

Parent’s signature _____ Date _____

We congratulate you for your brave and important decision.

Principal and Staff of St. Cletus School

Appendix C

PUBLICATION OF STUDENT WORK

From time to time, the school may wish to publish examples of student work, photographs of students, or photographs of student groups for academic or publicity purposes in the newspaper, in education displays, at professional meetings, or on the Internet.

_____ My child's work, name, or picture **may be published** on the Internet.

_____ My child's work, name, or picture **may NOT be published** on the Internet

_____ My child's picture **may be published** on Facebook.

NEWSPAPER

_____ My child's) work, name, or picture **may be published** in the newspaper, presented in education displays, or displayed at educational meetings.

_____ My child's work, name, or picture **may NOT be published** in the newspaper, presented in education displays, or displayed at educational meetings.

DIRECTORY

We will publish a school directory. It will be available to parents/guardians for contacting other children about homework, party invitations, etc.

_____ My child's address and phone number **may be published** in a school directory.

_____ My child's address and phone number **may NOT be published** in a school directory.

Please include my family's e-mail address in the school directory:

PG RATED MOVIES

From time-to-time, PG movies suitable for student viewing may be shown in the classroom.

_____ My child **has permission** to view a PG rated Movie/video.

_____ My child **does NOT have permission** to view a PG rated movie/video.

Parent/Guardian Signature

Date

Student's Name

Grade

Appendix D

BEFORE AND AFTERCARE

There will be no bus service this year.

WALKERS

_____ My child will walk to and from school from school. Please note: The Permission Form for Students Walking Home must be completed and submitted to the office.

Comments: _____

CARPOOL

_____ My child will carpool to and from school. Please note: Any adult authorized to pick up your must be noted on the Emergency Card in the school office.

Comments: _____

BEFORECARE

_____ My child will go to Before care in the morning.

Comments: _____

AFTERCARE

_____ My child will go to Aftercare after school.

Comments: _____

Student's Name

Grade

Appendix E

CELL PHONE PERMISSION SLIP STUDENTS

As stated in the handbook, cell phones are not allowed in school. We realize some parents need their children to bring them because of after school activity schedules, transportation issues, and/or to notify parents that they have reached their destination. Please note the following policy if you choose to allow your child to bring a cell phone to school for these reasons:

1. A cell phone permission slip must be signed and on file with the homeroom teacher.
2. The cell phone must be turned off at all times. The phone may not be used in any way while the student is on the school campus.
3. The phone must remain in the student's school bag until he/she enters homeroom. At that time, the phone must be immediately turned over to the homeroom teacher. When the phone is returned at the end of the school day, the student must immediately place it in the school bag. The phone may not be removed from the school bag while the student is on the school campus.
4. St. Cletus School is not responsible for cell phones that are damaged, lost or stolen.
5. Any violation of this policy will result in disciplinary action and the loss of cell phone privileges.
6. This policy applies to cell phones only- no other electronic devices are allowed at school at any time.

My child, _____ in homeroom _____ has my permission to bring a cell phone to school. I am aware that St. Cletus School is not responsible for cell phones that are damaged, lost or stolen. My child and I understand the cell phone policy outlined above and agree to abide by it.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING AGREEMENT.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

Appendix F

Safety Contract

Grades Pre-K 4 – 4 Agreement

Dear Parent(s) or Guardian(s):

We believe that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. No student will be permitted to perform laboratory activities unless this agreement is signed by the parent(s)/guardian(s) and is on file with the teacher. Your signature on this agreement indicates that you have read the Student Safety Guidelines and are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent(s)/Guardian(s) Signature

Date

Grades 5-12 Agreement

I, _____, have read and agree to follow all of the Student Safety Guidelines set forth in this agreement. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety agreement that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature

Date

Dear Parent(s) or Guardian(s):

We believe that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. No student will be permitted to perform laboratory activities unless this agreement is signed by the student and parent(s)/guardian(s) and is on file with the teacher. Your signature on this agreement indicates that you have read this Student Safety Guidelines and are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent(s)/Guardian(s) Signature

Date

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.

ST CLETUS CATHOLIC SCHOOL
2025-2026 TECHNOLOGY POLICIES AND PROCEDURES
(Updated July 2020)

Mission Statement

The mission of the Technology Department at St. Cletus School (SCS) is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all SCS students and parents must read and sign the technology policy, and are expected to abide by the rules.

Student Access

Students will frequently have access to different types of electronic and virtual resources, including but not limited to: storage, network communications, equipment, apps, and software, to complete tasks. Only those resources issued to the student may be brought into the classroom environment. Students are not allowed to bring outside devices into school. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe. Each student will be issued a Google Apps for Education (GAFE) account which will allow them unlimited storage through their google drives.

Receiving a Chromebook

Chromebook use will be primarily used at school, but in the event of distance learning chromebook may be sent home. The chromebook device issued to you is the property of St. Cletus Catholic School. When the chromebook is referred to in this document it includes the chromebook and charging device. This device is on loan to the student and must be used in accordance with the following policies. Use of this device, as well access to your google account, email and internet is a privilege, not a right. The chromebook is managed by Google apps for education (GAFE) under the St. Cletus domain. This device is provided for educational purposes only and is intended to support the learning objectives of St. Cletus Catholic School. All electronic resources provided by St. Cletus School remains the property of SCS. It reserves the right to access any file, email, network transmission or other information stored on or communicated through this property.

Please understand that you have no expectation of privacy for anything involving the chromebook. St. Cletus Catholic School has the ability to monitor any and all activities on this device.

Return of the Chromebook

All school owned chromebooks will be returned to school on the same day that the school resumes instruction in the school building. In the event that a student withdraws, the chromebook will be returned before withdrawal. All chromebooks will be examined for damage upon return. In the event of damage, the parents will be assessed a \$50 deductible to cover the cost of the repair. In the event that the device is beyond repair, the parents will be responsible for the cost of replacement, which is \$220.

Care of the Chromebook

- Do not lean or put pressure on the top of the chromebook when it is closed
- Do not store or carry the chromebook with the screen in the open position
- Do not touch or poke the screen
- Do not place anything on the keyboard before closing the lid
- Do not place the device near magnets or high electrical current
- Dust the screen with a soft, dry microfiber cloth. The cloth may be dampened slightly if needed
- Do NOT use any kind of cleaning solvent or spray on the screen
- Use care when inserting the charging cable
- No food or drink should be near the chromebook
- Do not leave the chromebook in areas with high temperatures
- Avoid extreme heat or cold
- Do NOT add markings or stickers to the chromebook
- Students should use the handle to carry the chromebook properly
- Do NOT allow anyone else to use your school owned chromebook
- When not in use your chromebook should be stored in a secure place
- Any damages or technical difficulties should be reported immediately to Mrs. LeBlanc at cleblanc@stcletuscolts.com

Chromebook Use at home

- ALWAYS use your chromebook in an open area of your home that can be monitored by an adult
- You should connect your chromebook to your home wifi
- Only registered users should log into the chromebook, and all usage can be monitored
- Students will NOT download software, apps, media or other data
- As always all files will be saved to the student's google drive
- Do not share log-ins, passwords or other personal information with anyone. The name on the account will be held responsible for all activity connected with the device
- The chromebooks are school property and the school may examine and search its contents at any time for any reason. Neither the student or parents/guardians have any right to privacy of any data on the device or in a cloud-based account to which the device connects. School administration may involve law enforcement if it is thought that the device has been used for illegal activity
- Students should be the ONLY users of the chromebook. Chromebooks are NOT to be shared with other members of the household
- Under no circumstances are identification labels to be removed or modified
- Under no circumstances should students change their passwords or log-in information

Internet Safety and Digital Citizenship

- Ensure that your child understands they should not give personal information to any person or any website without checking with an adult first
- Talk with your child cyberbullying, encouraging he/she to communicate clearly and kindly online
- Advise your child that anything they post, text, or upload may be forwarded, copied, and published to anyone
- Respect and protect yourself
- Respect and protect others
- Respect and protect intellectual property

Prohibited Behaviors

St. Cletus students may not engage in any of the following:

- Conducting or participating in any actions which are illegal including threatening or harassing others (according to city, state, or federal law)
- Participating in non-academic school sites during class time
- Compromising the privacy and/or security of users
- Advocating racial, ethnic, religious, or gender-based slurs
- Infringing software copyright or licensing agreements
- Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Soliciting or conducting commercial or private/personal business enterprises
- Promoting private business, product advertisement, or political lobbying
- Sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- Maliciously installing, invoking, or altering files to create a disruptive mechanism
- Writing on any technology piece with an instrument other than an approved stylus or affixing stickers
- Seeking or gaining unauthorized access to non-approved local or internet resources
- Illegally downloading copyrighted MP3s, games, images, or movies
- Sharing school-related files when the project, activity, or assignment is to be done independently
- Utilizing headphones and/or ear-buds without expressed prior teacher permission
- Taking pictures, recording via video, and/or audio at the school or any school activity without expressed prior permission of the person in charge
- Any other action deemed inappropriate by the administration

Consequences of Inappropriate Use

Violations of school rules or the policies in this document may result in disciplinary action, including but not limited to, loss of privileges to this device, suspension, or expulsion. In the case of illegal activity, law enforcement will be notified. Students and/or parents/guardians will make the chromebook available for inspection as requested by the school. School administration has the right to restrict or terminate electronic resource access at any time to protect the integrity of the network or prevent misuse.

First violation of the technology policy will result in a loss of privilege for one week and “0”s in all classwork/graded work or group work that is taken for a grade in all subjects that week.

Accident Insurance

Chromebooks are covered by accidental damage insurance. There is a \$50 deductible associated with accidents that happen within normal Chromebook use, including cracked screens. The coverage does not include damage that is intentional or the result of neglect or misuse. The individual is responsible for the costs of all repairs that are not covered by the insurance agreement. You will receive the request for the deductible/repair cost in an authorized letter from the school.

Student and Parent Use Agreement for Technology

Student Name: _____

Parent/Guardian Name: _____

The Student agrees to:

- Take good care of the chromebook
- Be a responsible digital citizen
- Use the device for educational purposes only and only pursue interests that align with school policy and the Catholic faith
- Take responsibility for any damage or loss that happens during at home use
- Return the chromebook on the first day that students return to our building or upon withdrawal

Parents/Guardians agree to:

- Ensure your child understands proper care for the chromebook in all locations
- Speak to your child about good digital citizenship
- Support student learning and the exploration of interests that align with school policy and the Catholic faith
- Ensure that any damage or loss is reported

Acceptance of the Usage Agreement:

I understand and accept these policies and procedures.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Permission for Video Lessons/Video Conferencing

In order to participate in live video conferencing, school faculty, staff, students, and parents must adhere to the following:

1. Parents must sign the consent form provided by the school prior to student participation.
2. The video conference **must be recorded**.
3. **For groups of less than 10 students, a second adult must be present.** The second adult may be a school faculty or staff member or a parent volunteer in complete compliance with safe environment requirements for the Archdiocese of New Orleans. The second adult must be unrelated to the teacher.
4. Private chat/messaging functions must be disabled. Students must not be allowed to private message each other. All participants must be able to view all messaging during any live session. Private chat between teachers and students is prohibited.
5. Teachers must wear professional attire that adheres to the school dress code.
6. ALL participants are to wear appropriate attire as determined by the school.
7. Video conferencing must take place in home office or common living space. Staff and students may not join video conferencing from a bedroom or restroom.
8. Breakout rooms are permitted. The teacher must circulate between breakout rooms to moderate discussion.
9. One-on-one video conferencing must be recorded and students must have an **adult guardian that can see and hear the conference** in order to attend.

Approved Video Conferencing Software:

- Google Meet via a school provided Google Apps for Education Account
- Zoom for Education
- If your school would like to use an alternative video conferencing software, please consult with the Office of Catholic Schools.

Video Conferencing Settings

- For schools using Google Meet, [see this video](#) for instructions on enabling the recording function in the google admin panel.
- For schools using Zoom, [click here to see instructions for recording sessions and for disabling private chat.](#)
- [Click here for Zoom security guidelines.](#)

Safe Environment Guidelines for Phone Calls and Text Messages

- Phone calls between students and teachers should take place on the parent/guardians' device or a landline. Parents should be present during phone calls.
- If a student reaches out to a teacher via text messaging, the teacher must respond in a group message that includes the parent or guardian.

I, parent of _____ hereby grant permission to and authorize St. Cletus Catholic School to provide live, online instruction by means of an online platform chosen by St. Cletus School, to my child, _____, during the 2023-2024 school year.

Signature: _____ Date: _____

Alternate Transportation Policy

To increase the safety and efficiency of our carpool dismissal process, we are clarifying the current policy and implementing the following policy enhancements for students using alternate transportation sources in the carpool system. Students being checked out at the office window is a different situation than students using alternate transportation sources in the carpool system. The current checkout/emergency card system is in place for students checking out and being released directly to an authorized individual at the checkout window inside the school building. The following procedure applies to students having periodic changes to their normal carpool dismissal and transportation arrangements or routines. Exceptions may be made in cases of emergency when the school is contacted AND arrangements are approved by the administration. The administration reserves the right to adjust and make decisions as deemed necessary to provide the safest possible conditions and procedures for the students enrolled at St. Cletus School.

Written permission from the student's parent or guardian must be turned in to homeroom teachers as early as possible (but not later than 1:00PM) while teachers are conducting attendance and other administrative tasks to prepare for the day. The written permission **MUST** be in one of the following forms:

1. An email from the individual student's parent's email account on file with the school containing all required information listed in this policy.
2. Written permission using the St. Cletus Early Dismissal Authorization. This form can be emailed or turned in at school.

Parents must deliver or email written permission to the office before 1:00PM or 2 hours prior to the authorized time of dismissal. Only a student's parent or guardian may provide this authorization. Authorization cannot be made for a friend or on behalf of another student's parent or guardian.

The written permission authorization must contain:

1. Student's first and last name (Each student to be released must be individually named.)
2. The time to be dismissed
3. First and last name of the responsible party AND the associated student listed in the carpool system associated with the carpool number placard issued by the school. (Person the student is being released with)

Parents & Responsible Party

If students are to be released in carpool, the responsible party should advise the staff member registering vehicles in the carpool line. The responsible party must be able to fit all passengers in the vehicle providing all passengers with required safety equipment and restraints required by law (seats, seatbelts, car seats, etc.)

Procedures for students carpooling to and from school sponsored or team sporting events will be defined by coaches, staff members, and moderators of specific teams, clubs, and events.

These procedures will go into effect immediately as of Tuesday, December 20, 2022.

Alternate Transportation Authorization Policy

Parent and student policy acknowledgement form

I, _____

(Parent's First and Last Name)

the parent or guardian of

(Student's First and Last Name)

Acknowledge receipt and acceptance of the Alternate Transportation Authorization Policy. I will read and adhere to its instructions and requirements. I understand not providing all the required information in the time frames listed may result in the specified arrangement not being fulfilled and that my child/student will be allowed to contact me and will be sent to aftercare where applicable charges will be assessed.

The emergency card system is not connected to this process. The emergency card system is applied when a responsible party comes into the office and physically signs out a student. The emergency card system does not apply to dismissal by carpool.

Parent's Signature

Student's Signature

ST. CLETUS



Alternate Transportation Authorization

This form must be turned in to the student's homeroom teacher as early as possible but not later than 1:00PM or two hours prior to the scheduled time of dismissal to ensure proper processing and notifications are made. Emails, from a parent's registered email account, sent in lieu of this form **MUST** contain all the information listed below.

This form must be physically delivered or emailed to the attendance office prior to the authorized time of dismissal. Failure to meet this requirement could result in the authorization not being processed and the student not being released to an alternate individual not specified on record.

The written permission authorization must contain:

1. Student's First & Last Name: **(Each student to be released must be individually named.)**

2. The Date & Time to be Dismissed:

3. First & Last Name of Responsible Party AND associated student(if applicable): **(PRINTED)**

4. Parent's Signature **and** Printed Name **and** Date:

*****NOTICE*** If the designated driver arrives in a vehicle not equipped with the correct amount of safety restraints or devices required by law, the students will not be released, and parents will be immediately notified.**

St. Cletus 1st Grade Discipline

Students start each week with 100 points for conduct and effort grades. Points are deducted according to the charts below. Weekly conduct grades are computed and recorded in the student's planner by the homeroom teacher each Friday. The planner is signed by a parent/guardian, and returned on Monday (or the following school day). Weekly grades are averaged for the quarterly conduct grade that appears on the report card.

Points	Conduct Infraction
2	A-1 Not on task
	A-2 Talking
	A-3 Blurting out / Talking out of turn
	A-4 Untidy area / desk
	A-5 Sitting improperly
	A-6 Disturbing others
	A-7 Out of seat
	A-8 Grooming/dress code violation
	A-9 Calling someone a name
3	B-1 Improper line behavior
	B-2 Interrupting teacher or class
	B-3 Inappropriate behavior in Cafeteria
	B-4 Inappropriate Bathroom behavior
	B-5 Lack of Classroom materials, books or supplies
	B-6 Writing or passing notes
	B-7 Not following directions

Points	Conduct Infraction
5	C-1 Improper or unchristian behavior
	C-2 Consistent disregard for school rules
	C-3 Misconduct at special function / Church
	C-4 Talking during a Test
	C-5 Defacing school materials / personal property
	C-6 Improper written or spoken language
	C-7 Rough play
	C-8 Name Calling / Teasing
	C-9 Misconduct during prayers / announcements
10	D-1 Rude/discourteous to any adult
	D-2 Willful disobedience
	D-3 Asked to leave class / sent to office
	D-4 Dishonesty – copying, lying, forging, etc.
	D-5 Sent out of class by a substitute
	D-6 Possession of forbidden objects
Other	E-1 Teacher Discretion
	E-2 Principal/Assistant Principal Discretion
	E-3 Continuation of inappropriate behavior after discipline

DETENTION OFFENSES

- Receiving a grade of 77% or less for a weekly conduct grade
- Any “D” or “E” infraction may result in a detention, depending on the seriousness of the offense.

St. Cletus

2nd Grade Discipline

Students start each week with 100 points for conduct and effort grades. Points are deducted according to the charts below. Weekly conduct grades are computed and recorded in the student's planner by the homeroom teacher each Friday. The planner is signed by a parent/guardian, and returned on Monday (or the following school day). Weekly grades are averaged for the quarterly conduct grade that appears on the report card.

Points	Conduct Infraction
2	A-1 Not on task
	A-2 Talking
	A-3 Sitting Improperly
	A-4 Disturbing others
	A-5 Out of seat
	A-6 Grooming/dress code violation
	A-7 Dropped Chromebook
3	B-1 Outbursts / talking out of turn
	B-2 Throwing objects in class
	B-3 Untidy area/desk
	B-4 Writing on the body or uniform
3	B-5 Inappropriate behavior in cafeteria
	B-6 Inappropriate bathroom behavior
	B-7 Lack of classroom materials, books or supplies
	B-8 Not following directions
	B-9 Putting hands on others
	B-10 Chromebook Violation
	B-11 Continuous/Excessive Talking

Points	Conduct Infraction
5	C-1 Improper or unchristian behavior
	C-2 Writing or passing notes
	C-3 Consistent disregard for school rules
	C-4 Misconduct at special function / church
	C-5 Talking during a test
	C-6 Defacing school materials
	C-7 Improper written or spoken language
	C-8 1 st bullying offense (with reflection)
	C-9 Misconduct / talking during prayers and announcements
	C-10 Rough play
	C-11 Name calling / teasing
	C-12 Disturbing the property of others
10	D-1 Rude/discourteous to any adult
	D-2 Willful disobedience
	D-3 Asked to leave class / sent to office
	D-4 Damaging school / personal property
	D-5 Fighting
	D-6 2 nd bullying offense
	D-7 Dishonesty – copying, lying, forging, etc.
	D-8 Sent out of class by a sub
	D-9 Possession of forbidden objects
Other	E-1 Teacher discretion
	E-2 Principal/Assistant Principal discretion

Missing Planner Policy

A student who does not have a planner receives a A-8 infraction. The 2nd day it is a C-9 infraction. On the 3rd day the student receives a detention and must buy a new planner.

DETENTION OFFENSES

- Receiving a grade of 77% or less for a weekly conduct grade
- Any “D”, or “E” infraction may result in a detention, depending on the seriousness of the offense

St. Cletus

3rd - 4th - 5th Grade Discipline

Students start each week with 100 points for a conduct grade. Points are deducted according to the chart below. Weekly conduct grades are computed and recorded in the student's planner by the homeroom teacher each Friday. The planner is signed by a parent/guardian, and returned on Monday (or the following school day). Weekly grades are averaged for the quarterly conduct grade that appears on the report card.

Points	Conduct Infraction
3	A-1 Not on task
	A-2 Unsigned papers/agenda
	A-3 Book not covered
	A-4 Not writing down homework
	A-5 Not prepared for class
	A-6 Disturbing others / talking
	A-7 Out of seat
5	B-1 Improper or unchristian behavior
	B-2 Outbursts / talking out of turn
	B-3 Throwing objects in class
	B-4 Improper line behavior
	B-5 Improper contact with another student
	B-6 Missing agenda 1 st day
	B-7 Entering a building without permission
	B-8 Interrupting teacher or class
	B-9 Writing on the body or uniform
	B-10 Not following directions
	B-11 Grooming / dress code violation
	B-12 Sent out of class by a sub
	B-13 Chewing gum / food
	B-14 Writing or passing notes
	B-15 Defacing school materials/agenda
	B-16 Leaving Chromebook
	B-17 Violating cafeteria rules
	B-18 Violating bathroom rules
	B-19 Dropped Chromebook

Points	Conduct Infraction
10	C-1 Misconduct at special function / church
	C-2 Consistent disregard for school rules
	C-3 Rude / discourteous to any adult / peer
	C-4 Improper use of computer / Internet
	C-5 Improper written or spoken language
	C-6 1 st bullying offense
	C-7 Missing agenda 2 nd day
	C-8 Disturbing property of others
	C-9 Rough play
	C-10 Not following recess rules
	C-11 Missed detention (to be rescheduled)
	C-12 Having electronics / forbidden items
	C-13 Chromebook Violation
15	D-1 Asked to leave class / sent to office
	D-2 Damaging school / personal property
	D-3 Fighting
	D-4 Violating testing procedures
	D-5 2 nd bullying offense
	D-6 Dishonesty – copying, lying, forging, stealing, etc.
	D-7 Lost agenda
Other	E-1 Teacher/Administration discretion

DETENTION OFFENSES

- Receiving a grade of 77% or less for a weekly conduct grade
- Any “D” or “E” infraction may result in a detention, depending on the seriousness of the offense

CAFETERIA RULES

- Each class sits at an assigned homeroom table.
- Talking should be at an appropriate level once all children have been served.
- Duty teachers ring a bell when 5 minutes are left of lunch. There is no talking after this point.
- A student gets one warning. The second time, the student is sent to the quiet table. There is no talking at this table, and the student receives an automatic A-8 (violating cafeteria rules) infraction.
- A student may be moved without a first warning according to the discretion of the duty teacher.

St. Cletus Catholic School Middle School Discipline

Discipline is essential for a proper learning environment. It sets the foundation for the future citizenship of our students, who are expected to behave in accordance with classroom procedures, school regulations, and Christian values at all times. Teachers establish and post class rules that have been approved by the administration.

Parental support of school policy is essential.

PERSONAL RESPONSIBILITY RECORD SYSTEM

Students are assigned a personal responsibility grade of 100 points at the start of each week. Points are deducted according to the chart below. Any student with a weekly personal responsibility grade of 77 or lower receives a detention. Grades are computed and recorded in the student's planner at the end of each week by the homeroom teacher. The planner will be signed by the parent/guardian and returned on Monday or the following school day. Weekly grades are averaged to calculate the quarterly personal responsibility grade that is recorded on the report card. Consistent grades of "D" or "F" are unacceptable. If conduct problems cannot be solved with conferences, interventions, or other means, the student may be asked to leave the school.

Points	Personal Responsibility Infractions
3	A-1 Book(s) not covered
	A-2 Unsigned papers / student agenda
	A-3 Not prepared for class (materials)
	A-4 Talking
	A-5 Teacher discretion
5	B-1 Uniform violation
	B-2 Disturbing others
	B-3 Lack of cooperation
	B-4 Interfering with instruction
	B-5 Disturbing personal property of others
	B-6 Improper behavior
	B-7 Eating when not allowed
	B-8 Throwing objects
	B-9 Writing on the body or uniform
	B-10 Off task / inattentive
	B-11 Not in designated area
	B-12 Papers/Agenda repeatedly unsigned
	B-13 Misbehaving for sub
	B-14 Left Chromebook unattended
	B-15 Disturbing class to retrieve forgotten items
	B-16 Dropped Chromebook
	B-17 Not following directions
	B-18 Teacher discretion
	Students who do not have their agenda on the day of grading will receive a 0. It is their responsibility to have that changed.
	D - infractions will result in a referral.
	D, E, F - infractions will result in a detention.

Points	Automatic Disciplinary Action
10	C-1 No agenda
	C-2 Inappropriate language
	C-3 Improper use of computer/internet
	C-4 Unchristian behavior
	C-5 Challenging authority
	C-6 Rude / discourteous to peers
	C-7 Rough play
	C-8 Irreverent behavior during prayer
	C-9 Chewing gum
	C-10 Dress down policy violation
	C-11 Teacher Discretion
	C-12 Chromebook Violation
	Automatic Detention Infractions
15	D-1 Irreverent behavior during a church service/special function/ prayer time
	D-2 Sent out of class
	D-3 Improper conduct on bus
	D-4 Rude/discourteous to any adult
	D-5 Missed detention
	D-6 Violation of Hands Off Policy
	D-7 Teacher Discretion
20	E-1 Willful disobedience
	E-2 Possession of electronics/forbidden articles
	E-3 Teacher discretion
30	F-1 Dishonesty (cheating, lying, forging, etc)
	F-2 Inappropriate physical contact
	F-3 Harassment/Bullying
	F-4 Teacher Discretion

