

# ST. EDMUND CATHOLIC SCHOOL

351 West Magnolia, Eunice, Louisiana 70535  
337.457.2592 - 337.457.2510 (fax)  
<http://stedmund.com>

## PARENT/STUDENT HANDBOOK 2023-2024



**St. Edmund School may determine that changes are necessary to these policies, guidelines and procedures. For this reason, St. Edmund School reserves the right to revise, modify, exclude or repeal any or all of the policies, guidelines or procedures contained in this handbook, and to take action necessary for the best benefit of student, faculty, staff and parents/guardians.**

**Accredited by**  
Diocese of Lafayette  
Advance Ed/Southern Association of Colleges and Schools  
Louisiana State Department of Education

St. Edmund Catholic School does not discriminate on the basis of sex, race, creed, or national origin.

## Mission Statement

The mission of St. Edmund Catholic School is to teach the Catholic Faith, use it in every aspect of learning, and model it in daily life.

## Vision and Belief

The Vision of St. Edmund Catholic School is  
being a Christ-like community by nurturing faith, fostering scholastic achievement, building on tradition, and  
growing visionary leaders...  
BELIEVE IN BLUE!

## Objectives

1. To help students become well-rounded men and women who will be the Catholic Christian leaders in years to come.
2. To respect and foster the natural role of parents as the prime educators of their children.
3. To provide an opportunity for the faculty to pray and celebrate as a Catholic community.

## Alma Mater

St. Edmund High we honor you.  
Our Alma Mater through the years  
To all your teachings we'll be true.  
To all that you hold dear,  
You've taught us Christian unity,  
To love and strive with dignity.  
To bring your kindness to the world  
To hold your name revered.  
Oh Christ and Mary keep St. Ed's  
Close to your loving heart

## Purpose of the Handbook

The purpose of the *St. Edmund Catholic Parent / Student Handbook* is to inform parents/guardians and students of the policies, rules and procedures that have been developed by the principal, leadership team, faculty and advisory council to facilitate the day-to-day activities of the school. Other rules, policies, and procedures can be found in the *Diocese of Lafayette Administrators Manual* and the *Louisiana Handbook for School Administrators – Nonpublic, Bulletin 741*. All of these documents are available for parents/guardians in the school office. The contents of these documents are considered part of the contract between parents/guardians, their students and the school. All are expected to know and follow all school rules, procedures, and policies.

The information contained within this handbook is meant to serve as an informational guide. The information contained within is subject to the rules of the Diocese of Lafayette and laws that govern the operation of non-public school systems. The administration of St. Edmund School, the Pastor of St. Anthony Catholic Church in conjunction with the St. Edmund Catholic School Advisory Council may amend, change or make adjustments as necessary without notice.

## **Core Values**

### Faith and Reason

In the Catholic Tradition, Faith and Reason function in harmony where each compliments the other in the search for truth. We strive to create an atmosphere where students are encouraged to articulate a vision of the harmony of faith and reason capable of guiding a life-long pursuit of knowledge and virtue.

### Church, School, and Family

In the Catholic Tradition, the three pillars - Church, School, and Family - are foundational supports working together in forming and molding character, intelligence, human and faith formation. All three pillars work as a team in facilitating the development of faith and reason.

### The Full Stature of Christ

In the Catholic Tradition, we strive to cooperate with God's grace in building and shaping ourselves into the "full stature of Christ" (Ephesians 4:13) as a person and as a community whether a church community, a school community, a family community. In striving for the full stature of Christ, we seek to imitate our head, Christ, and be his body working together to build up our society in love (Confer: Ephesians 4).

### Responsibility

In the Catholic Tradition, responsibility and right are two sides of the same coin. That is, for the right of an education to be, there is also a responsibility for an education. Every student is responsible to do his or her best in developing skills and in being involved in Church, School, and Family. In adult life, every person is responsible to contribute to the common good so that the common good can do its work.

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# Policies and Procedures

## Academic Requirements

Courses Offered at St. Edmund High School (H=Honors / D=Dual Enrollment)

### Religious Studies

Religious Studies I, II, III, IV

### English Courses

English I, I (H), II, II (H), III, III (H), IV, IV (H)  
Dual English III, IV  
Dual Enrollment Developmental English

### Science Courses

Environmental Science  
Biology I or Biology I (H)  
Physical Science or Physical Science (H)  
Chemistry or Chemistry (H)  
Physics (H)

### Language Courses

Spanish I, II

### Math Courses

Algebra I or I (H), II or II (H)  
Geometry, Geometry (H)  
Pre-Calculus (H) or (D)  
Functions and Statistics or (D)  
Dual Enrollment Developmental Math

### Social Studies Courses

Civics or Civics (H)  
W. Geography or W. Geography (H)  
U.S. History, U.S. H (H), US H (D)  
World History or W. History (H)  
Western Civ. (D)

### Fine Arts Courses

Fine Arts Survey or Fine Arts Survey (D)

### P.E. and Health Courses

Health & P.E. I, II, III, IV

### Other Courses (Possible Electives)

Psychology  
Publications I, II  
Computer Architecture  
Accounting  
Intro. Business Computer Application  
Business Computer Applications

## High School Curriculum Plan

All courses offered at St. Edmund are aligned with both the State of Louisiana Department of Education graduation requirements for non-public schools and the Louisiana Office of Student Financial Assistance (LOSFA) Tuition Opportunity Program for Students (TOPS) core curriculum requirements. TOPS requirements can change annually and are made available on RenWeb and can be accessed at [www.losfa.la.gov](http://www.losfa.la.gov). In addition to the State of Louisiana Department of Education requirements, 4 Units of Religion are required in order to receive a St. Edmund diploma. Exceptions are made for transfer students only in regards to the 4 units of Religion.

Students will need **28 units** of the following courses to graduate from St. Edmund High School and receive a diploma: 4 units in Religion; 4 units in English; 4 units in Math; 4 units in Science; 4 units in Social Studies; 2 units in the same Foreign Language; ½ unit in Health; ½ unit in P.E. I; 1 unit in P.E. II; 1 unit in Fine Arts; and 3 units of Electives

## High School Course Requirements (4-Year Plan of Study)

### 9<sup>th</sup> Grade

Religious Studies I  
English I or English I (H)  
Algebra I or Algebra I (H)  
Physical Science or Physical Science (H)  
Civics or Civics (H)  
Health (0.5 Credit) & P.E. I (0.5 Credit)  
Intro. Business Computer Applications

### 10<sup>th</sup> Grade

Religious Studies II  
English II or English II (H)  
Algebra II or Algebra II (H)  
Biology or Biology (H)  
World Geography or W. Geography (H)  
P.E. II  
Foreign Language I

### **11<sup>th</sup> Grade**

Religious Studies III  
English III, III (H), or III Dual  
Geometry or Geometry (H)  
Foreign Language II  
Chemistry or Chemistry (H)  
U.S. History, U.S. History (H) or U.S. History Dual  
Elective \_\_\_\_\_

### **12<sup>th</sup> Grade**

Religious Studies IV  
English IV or IV (H) or Dual English IV  
PreCalculus (H) or (D) or Functions and Statistics or (D)  
Physics (H) or Biology II  
W. History, W. History (H) or Western Civilization (D)  
Fine Arts Survey or Fine Arts Survey (D)  
Elective \_\_\_\_\_

\*The possibility of elective courses are evaluated on a year to year basis as students show interest or lack there-of. Another factor for offerings from year to year is teacher certification.

### **Graduation Policy**

Advisory Council policy effective January 30, 2002: A student that does not meet all requirements for graduation will not be allowed to walk with his class on class night or graduation night and will not receive a diploma or completion certificate. Likewise, a student that fails or does not complete his religion course during his senior year will not be allowed to walk with his graduating class, nor shall he receive a diploma from St. Edmund High School. Instead, he will receive a generic diploma showing state requirements completed.

### **Admission Information**

#### **Class Size**

An optimal class range for class size shall be set by the Pastor and Principal with input from the advisory council.

- If a grade level number reaches or goes beyond the optimal range, an aide shall be considered.
- When number and space allow, two classes at each level are encouraged.
- The number of pupils assigned to any class shall be determined in accordance with the nature of the class materials, the size of the classroom and the need for individual differentiation.
- No class shall exceed 35 pupils (Bulletin 741) without the authorization of the Superintendent of Schools.
- When class size drops too low, consideration shall be given to financial feasibility and student interaction.
- Examples of optimum class size as per classroom size at St. Edmund:

**Pre K 4 and K – 15 to 20 students (without aide)**

**Gr. 1-12 – 20 to 25 students**

#### **Priority of Admissions**

- Children of active parishioners:
  - children from parish families already enrolled at St. Edmund School
  - oldest child just reaching school age
  - children of new parishioners transferring from another Catholic school or from an area where a Catholic school was not available.

- Children from non-parish families with students already enrolled.
- **Non-Catholic children may be admitted if, on the basis of personal interview, the pastor and principal judge the intent and motivation to be in accord with the purposes of Catholic education.**

### Registration

- Registration of new and returning students is held in the spring, with the date and time noted in the school calendar and parish bulletin. Parents wishing to enroll a new student or transfer a student to St. Edmund School must register in advance of the entry date.
- All new students must provide St. Edmund School with the following:
  - Records from previous school attended, including IEP or 504 Plan (if applicable)
  - Social security number
  - Up-to-date immunization certificate
  - Birth certificate (copy)
  - Baptismal certificate (copy)
  - Physical Exam if applicable (athletics, ongoing medical condition, etc.)
- Requirements for registration:
  - A Pre K 4 child must be four (4) years of age by September 30 of the school year in which the student enters pre-kindergarten. (Bulletin 741)
  - Kindergarten children must be five (5) years of age on or before September 30 of the school year in which the student enters kindergarten. (Bulletin 741)
  - Children enrolling in the first grade must have attended a certified kindergarten and must be six (6) years of age on or before September 30 of the school year in which the student enters first grade. (Bulletin 741)
  - In accordance with ACT 635 HB 78 (July 1, 2019), “students entering grades 6 and 11, or a student who is 16 years of age and entering a grade other than grade 11, are required to provide the school with satisfactory evidence of current immunization against the meningococcal disease in accordance with a directive provided by the state Department of Education and the Louisiana Department of Health based on the recommendations of the Centers for Disease Control and Prevention as a condition of entry into those grade levels.”

### Payment Options

Contact the school’s Bookkeeper at 337-457-3777 for information.

*\*See registration packet in the appendix for more information.*



## Service Hour Requirements

- All parents/guardians must agree to a school stewardship indicating the agreement to volunteer work that they plan to perform for the school.
- Service Hour Requirement: 10 hours + 2 hours per child during Spring Fair Weekend.

*\*See St. Edmund Family Service Hour form in the appendix.*

## **Advisory Council**

The St. Edmund Advisory Council is advisory or consultative in nature. At present, it consists of members elected by parents/guardians to serve a three-year term. It also consists of ex-officio, non-voting members, viz. pastor of St. Anthony, the St. Edmund principal and assistant principal, the Booster Club president, the PTC President, and the Development Coordinator. The council meets on the last Monday of each month; all parents/guardians are encouraged to attend.

## **After School Program**

- Beginning at 2:55 p.m. on the first day of school and each school day thereafter, St. Edmund After School Program (Jay Care) provides childcare in a structured environment for students in K-8.
- Recreation, arts and crafts, games and study time are part of the activities.
- Jay Care costs \$5.00 per hour per child. There is a \$25.00 yearly registration fee.
- Jay Care instructors will follow the same guidelines for all other personnel and volunteers working with children by agreeing to fingerprinting and completing the safe environment course.

## **Anti-Bullying and Criminal Hazing Policy (Diocese of Lafayette)**

### **Policy Statement**

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written, "So always treat people as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and criminal hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and criminal hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

### **Prevention/Education**

To enhance education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese are strongly encouraged to:

- Prohibit all forms of bullying and criminal hazing;

- Provide adequate supervision to minimize the risk of bullying and criminal hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and criminal hazing prevention programs to education students;
- Incorporate bullying and hazing prevention lessons into the school's curriculum

### **Definition of Bullying**

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing photographs/video or physical acts. Bullying may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

### **Definition of Cyber-Bullying**

Cyber-Bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, abuse, torment and/or intimidate a person. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

### **Definition of Criminal Hazing**

Criminal Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of criminal hazing.

Criminal Hazing may involve harassment, degradation, humiliation, intimidation, and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

### **Reporting**

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

### **Investigation**

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances and may include interviews and a review of any evidence presented and/or discovered.

### **Documentation**

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school's student records of both the perpetrator(s) and the victim(s).

### **Notification**

Parents/guardians of the perpetrator(s) and victims(s) are to be notified by the principal/designee.

### **False Accusation**

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

### **Retaliation**

Retaliation against any person who reports bullying/hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

### **Discipline**

In accordance with ACT 635 HB 78: The Max Gruver Act (8/1/18), disciplinary action arising out of a violation of this policy shall be that the student (s) will be "dismissed, suspended, or expelled from the school for at least one semester, quarter, or comparable academic period". "In addition, the student (s) may also be subject to legal penalties under (R.S. 14:40.8)."

## **Arrival and Departure**

### **Authorization for Pick-Up**

- Only persons who are listed on the transportation form as responsible parties will be allowed to pick up students from school.

### **Student Drop Off and Pick-Up**

- Students may not arrive before 7:30 AM.
- Elementary students arriving between 7:30 and 7:55 AM must report to the cafeteria.
- Middle students arriving between 7:30 and 7:55 AM must report to the new gym.
- High School students arriving between 7:30 and 7:55 AM must report to the high school.
- Middle School / High School Drop Off: Students will be dropped off and picked up in front of the High School on Magnolia.
- Middle School / Elementary Drop-Off: Parents/guardians will drop students off at the same location as last year (cafeteria) while heading north on 3<sup>rd</sup> street in a single file line and entering the cafeteria parking lot following the painted arrows. Please make sure students have book bags, lunch bags, etc. in hand and that they are ready to get out of the vehicle quickly to keep traffic flowing smoothly.
- Vehicles will exit the cafeteria parking lot by heading south on 3<sup>rd</sup> street.

## Student Pick Up

- The end of the school day is 2:55.
- Students who leave the campus with their parents/guardians during the school day must be signed out in the two main offices. Elementary students sign out in the elementary office and Middle and High students sign out in the high school office.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- Elementary and students will be picked up from the front of the elementary at 2:55 PM. Middle and High Students will be picked up from the high school at 2:55 PM.
- Arrangements can be made for Pre K – 12 siblings to be picked up in the same location.
- Any child not picked up by 3:15 PM will be placed in Jay Care at the parent's/guardian's expense.

## **Asbestos**

- Non-friable asbestos is found at St. Edmund, specifically in vinyl tile, chalkboards, and the science lab burner shield.
- It has been inspected and found to be in excellent condition.
- It presents no health hazards.
- A School Asbestos Management Plan is kept on file in the school office. It may be reviewed during regular school hours.

## **Athletic Information**

- All athletic programs are conducted according to the rules and regulations of the Louisiana High School Athletic Association, the athletic director, and the administration of St. Edmund Jr. /Sr. High School.
- Students in the 8<sup>th</sup> grade are not allowed to play on high school athletic teams (football, basketball, baseball, softball, & volleyball), but may participate in high school individual sports (golf, tennis, cross country, track, & powerlifting). The only exception to this rule is if a team sport does not have enough high school students to meet the minimum number of players required to form a team to participate. If this occurs, tryouts will be held to fill the positions that are vacant. The following are the numbers of students necessary to have a team in each sport:
  - Football – 25 players / 2 quarterbacks
  - Basketball- 12 Boys / 12 Girls
  - Baseball – 15 players / 5 pitchers
  - Softball- 15 players / 3 pitchers
  - Volleyball- 12 Girls

### St. Edmund Blue Jay Athletic Eligibility:

- St. Edmund student athletes know education comes first. Athletic participation is a privilege not a right. This privilege will be awarded to only those who meet scholastic and disciplinary requirements as outlined in the St. Edmund Student Handbook and St. Edmund Athletic Handbook (LHSAA Basic Rules for Eligibility). Problems with grades and/or behavior are justifiable reasons for academic or disciplinary ineligibility.

- LHSAA rules state that in order for a student to be eligible for athletic participation, he/she must have passed 6 subjects and have a C average (1.5 GPA or higher).

Therefore, students at St. Edmund High School must:

- Meet the standards set forth by LHSAA regarding enrollment, age, and scholastic requirements.
- Have passed 6 Bulletin 741 approved high school subjects with a minimum 1.5 average. After each nine-week period, all student athletic grades will be evaluated for a 1.5 average.
- If the student grade average is below a 1.5 or if the student athlete has a D or an F the student will be placed on academic probation and must report grades weekly to his/her head coach of the current sport. Outside tutoring cannot be mandated but will be strongly encouraged. Tutoring resources may be obtained through the counselor's office. Students who have a D or F in academics or behavior will not be excused from that class to participate in any extracurricular activities until the next grading period. If the athlete does not show improvement, the coach can suspend the athlete until academic improvement is shown (coaches' discretion).
- Students must attend all classes on early dismissal days or four or more classes on a regular school day to participate in any extracurricular activity.
- By the end of the first semester, a student must have passed at least 6 subjects that count toward graduation and earned a 1.5 average in all subjects pursued to be eligible for interscholastic athletic participation for the second semester.
- At the end of the school year and/or prior to the start of the next school year, the grades of the student-athlete will be evaluated again for eligibility purposes. At that time a student must have passed at least 6 subjects that count toward graduation and must have earned at least a 1.5 average in all subjects taken during the school year.

#### Athletic Jacket Requirements

- Eligibility is limited to Sophomores, Juniors, and Seniors
- To receive a Jacket, a student athlete must meet one of the following requirements:
  - a. Receive two letters in the same varsity sport
  - b. Receive three letters in any combination of varsity sports
  - c. Participate in at least three years in one sport including their senior year
  - d. Managers/Trainers must receive two letters in one sport or three letters in a combination of sports
  - e. Spirit Group members must have been in cheerleader, dance line, or drum line for two years of high school

## How do I receive a Letter?

- Baseball, Basketball, Football, Softball, and Volleyball: a player must have participated in at least 60% of the games played by the varsity team (at coach's interpretation)
- Track/Cross Country: a player must have participated in at least 60% of the meets throughout the year
- Golf: a player must reach and play in the regional tournament (this does not include the alternate)
- Tennis: a player must play in the regional tournament and place in the top five (this does not include the alternate)
- Power Lifting: a player must participate in the regional tournament and place in the top five (this does not include the alternate)
- Managers/Trainers: a manager/trainer must complete the required responsibilities for a particular sport during the entire season
- The principal, coach, and the athletic director must approve any exceptions to the above. Exceptions can be due to illness, injury, or other unforeseen happenings.
- Letters earned at another school by a transfer student will not be honored at St. Edmund Catholic School.

## Athletic Events- Parent/Guardian Participation

- Parents/guardians are reminded that coaches, whether employees of the school or parent volunteers are to be respected. Confrontation with coaches in public, during games, or after games is inappropriate and in conflict with the school's stated goal for its athletic program.
- Any suggestions or complaints regarding our coaches or athletic programs should be brought to the school administration.

## **Attendance Regulations**

By Louisiana Law, to be eligible to receive grades, a student may not exceed 20 absences, excused or unexcused in any class, (10 for half credit high school classes) in a year.

### Attendance defined by Bulletin 741(**\$901**) nonpublic reads:

- Students who have attained the age of seven years shall attend a public or private school or participate in an approved home study program until they reach the age of 18 years.
- A student is in attendance when he or she
  - is physically present at a school site or is participating in an authorized school activity; and
  - is under the supervision of authorized personnel.
- Half Day Attendance: A student is in attendance for one-half day when he or she:
  - is physically present at a school site and
  - is under the supervision of authorized personnel for more than 25 percent but not more than half (26 percent-50 percent) of the student's instructional day.
- Whole-Day Attendance: A student is in attendance for a whole day when he or she:
  - is physically present at a school site or is participating in an authorized school activity; and
  - is under the supervision of authorized personnel for more than 50 percent (51 percent-100 percent) of the student's instructional day.

- Exception to the attendance policy can be made only in the event of an extended personal illness verified by a physician or at the discretion of the administration. A student who does not meet this requirement will receive an incomplete grade in the affected subjects.
- Attendance descriptions: **TARDY**- After the tardy bell at 8:00 **ABSENT**- Full day absent OR check out before second period. **HALF DAY ABSENT** -Absent more than 3 hours of instructional time
- If a student is tardy for at least half of the class time, the tardy becomes an unexcused absence for that class.
- In order for a student to participate in extra-curricular activities, including games and practices, a student must be present for a minimum of 4 class periods.

### Excused Absences

- Illness explained by a doctor's medical statement
- A funeral
- Extenuating events approved by the administration

### Unexcused Absences

- any absences not approved by the office
- Family vacations are unexcused absences counted in the maximum number of 20 days/class periods a student can miss in a school year. A formal letter must be submitted to the principal at least 1 week prior to departure for consideration of permission to approach teachers regarding assignments and tests while absent.
- Parents/guardians are responsible for informing the school of the reason for a student's absence. Excessive unexcused absences are a major violation of school rules and will be reported to the Parish Supervisor of School Welfare and Attendance for investigation.

### Checking Out of School

Once a student arrives on campus, he/she **is not allowed** to leave school without parental/guardian permission. Students will have an unexcused absence if they arrive at school and then check out for any reason other than a state of emergency, illness explained by a doctor's medical statement, a funeral, or extenuating events approved by the administration. A student who checks out during the school day **is not allowed** to return to school unless the student has a doctor's excuse, record of funeral attendance, court appearance excuse, or family emergency detailed by a letter to the principal for consideration of approval.

### Attendance Procedures

- If a student is absent fewer than four days, he or she is responsible for collecting the assignments from other students in the class or the teacher. Students may also check the school's FACTS site for additional assignments.
- No email indicating a student will sign out will be accepted without a phone call from the parent or guardian.
- Students are responsible for making up work missed during an absence. Students who have **an excused absence** are allowed to make up work missed. The student has a **maximum of 3 days after**



**returning from an absence to submit his/her written excuse to the office and speak to his/her teacher regarding the make-up work.** The grade of “0” will be given until assignments have been made up and/or completed due to excused absences. If a student fails to complete and submit the work within the allotted time, his/her grade will remain a 0. Students are not allowed to make-up an assignment unless the absence is an excused absence. A student who is absent only on the day a test is given or for a period in which no new tested information is taught should be prepared to take that test on the day he/she returns to school.

- Perfect attendance is defined as having NO tardies, early dismissals, or absences

## **Automobile Regulations**

- All students must register their vehicles with the office, receive a vehicle identification tag, and park in assigned parking areas, or the student will lose parking privileges.
  - Faculty, staff, and visitor parking is in front of the high school on the north side and the parallel parking areas on the west side.
  - Senior parking is across from the high school north parking lot.
  - No parking on the west side of the telephone pole in the North lot.
  - All other students will park on the west side. *Parking in this area is on a first-come, first-serve basis.*
- Students are not allowed to go to their cars unattended during school hours for any reason.

## **Bus Regulations**

- School buses are operated by the public-school parish; therefore, St. Edmund School is subject to rules, regulations, and time schedules of the parish.
- The principal of St. Edmund will establish the rules for St. Edmund students who ride these buses.
- St. Edmund private buses are used for St. Edmund activities unless prior approval is provided by the Principal or Pastor of St. Anthony Catholic Church.
- St. Edmund private buses must be driven by approved St. Edmund personnel or other licensed/qualified drivers approved by the principal.

## **Cafeteria Regulations**

- All cafeteria lunches, including pricing, menu options, and portion sizes adhere to the requirements established by the Federal School Lunch Program and the central Food Service Office at the Diocese of Lafayette.
- All students will eat in the cafeteria. Diocesan Policy states that middle school and high school students have the option of bringing a bag lunch from home. If a student brings lunch from home, the lunch must be eaten in the cafeteria and must be brought from home so it cannot consist of food bought at a fast-food establishment or restaurant. Since elementary students must eat the food in the cafeteria, for elementary students to bring a lunch from home, a written doctor's excuse must be provided to the cafeteria on a yearly basis. Food brought from home cannot be food bought from a restaurant or a fast-food establishment.



- When a child requires a special diet due to food allergies, intolerance, etc., a written statement from a medical authority shall be on file (Bulletin 741; 3015: Food Service and Nutrition).
- It is a violation of federal regulations for students to have meals from commercial providers or fast-food restaurants during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch.
- Food brought from home must be with the student when they arrive at school at 7:55. The school office is not responsible for delivering lunch brought later in the day and classes will not be interrupted to inform students of lunch brought by parents/guardians.
- It is a violation of federal regulations for students to have soft drinks during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch. Students who bring their lunch should not pack beverages containing caffeine. This includes tea, soft drinks and energy drinks.
- Parents/guardians may not deliver lunch to students in the cafeteria.
- Lunches are prepaid and monitored by cafeteria computers.
- Paying for one meal at a time is not allowed.
- Charging a meal is not allowed.
- Extras can be purchased for all age levels. The student must have sufficient money in their account to purchase extras.

#### Free and Reduced Lunch Program

- Applications for the Federal Free and Reduced Lunch Program are sent home at the start of the school year and returned to the principal who forwards them to the Diocese of Lafayette.
- Participation in the Free and Reduced Lunch Program qualifies St. Edmund School for thousands of dollars in federal funds.
- These funds are used to pay St. Landry Parish Special Assistance Liaisons in addition to providing funds to purchase assessment and other classroom materials as well as pay for staff development programs.
- Forms are handled confidentially; students who qualify are not identified to their teachers or classmates.
- Students who receive free or reduced lunch go through the regular lunch line.

#### Rules for Behavior in the Cafeteria

- Respect the cafeteria employees and the lunchroom duty teachers.
- Talking is permitted in a hushed tone. No yelling or talking in a loud voice.
- Elementary students will not leave their seats at the table without permission, nor will they leave the cafeteria without permission.
- Use proper manners at all times! No throwing food or touching someone else's food.
- Clean all napkins, straws, etc. from your place at the table and return condiments to the designated area.
- Table washers need to wash tables and chair seats.

## **Calendar**

- St. Edmund School Calendar committee creates the school calendar in conjunction with the Pastor of St. Anthony Church, the calendar of the Diocese of Lafayette and the attendance requirements of Bulletin 741 for Non-Public schools.
- The Diocese of Lafayette must approve the calendar.

### Cancellation/Delay of School

- In the event of inclement weather, natural disasters, epidemics of illness, etc., St. Edmund School will follow the “Unusual Occurrence Plan” required by Bulletin 741 and jointly developed by the St. Edmund Safety Committee and local law enforcement and emergency personnel.
- An announcement will be sent to all parents via FACTS Parent Alert through text messages and emails and will be posted on the school’s Face Book page. Parents/Guardians need to ensure that the school has current contact cell phone numbers and email addresses.
- If school closes early or is cancelled, there will be no Jay Care Program on that day and parents/guardians will need to make other arrangements for childcare.
- Make-up days may follow if the required number of instructional minutes outlined in Bulletin 741 is not met. All calendar amendments will be announced.
- All faculty and staff are notified of school cancellations and delays via school email and FACTS text alerts.
- The school calendar can be found on FACTS and on stedmund.com.

## **Cell Phone/Electronic Device Policy**

- Cell phones, Smart Watches and all other types of electronic devices (iPads, iPods, etc.) must be turned in to the office when the student enters school.
- Any student in possession of a cell phone, smart watch or other electronic device not allowed on campus will have the phone confiscated and face disciplinary consequences as outlined in the St. Edmund Positive Behavior Support Plan. Cell phones/electronic devices will be held for a time as determined by the administration.
- Cell phones and all other electronic devices are not allowed on field trips, unless authorized by the principal.

## **Clubs and Organizations**

- All St. Edmund High School and Jr. High organizations will be under the direct supervision and administration of a teacher/sponsor and the administration.
- All events, fund raising, selection of officers/members, and purchasing of materials must have the express permission of the sponsor and the principal.
- Fund raising that involves alumni and that uses the St. Edmund name or logo must have the permission of the principal.
- All revenues generated by such organizations will be placed in the school’s general account by the school bookkeeper. Ten percent will be retained for school operations.
- All purchases by such organizations must have the permission of the sponsor and the principal.
- The Development Coordinator and Administrative Assistant will record and track all fundraisers and fundraiser monies.

## Code of Ethical Conduct for Students

- At St. Edmund School, we believe in the ability of our students to behave and react in ways appropriate to a Catholic community that nurtures our Core Values:
  - Faith and Reason
  - Church, School, and Family
  - The Full Stature of Christ
  - Responsibility

Therefore, all students will:

- Be polite and kind to others, both adults and students in speech, action, and manner.
- Display respect and prayerful participation during mass, prayers throughout the day and rosaries.
- Follow all rules and procedures maintaining orderly behavior while using school and church facilities.
- Respect property of the school and church as well as the property of others.
- Work to the best of his/her ability.
- Be prepared for class by having the necessary materials.
- Be academically prepared for class by completing all assignments on time, turning in all work, and actively participating in class.
- Follow St. Edmund Behavior Plan

## Discipline

*See St. Edmund Behavior Plan in Appendix.*

### Conduct Off Campus

- Students must conduct themselves off campus in a manner consistent with their status as members of the St. Edmund Catholic School community and with the philosophy, policies, goals and core values of St. Edmund Catholic School as set forth in its student handbook.
- St. Edmund reserves the right to conduct Breathalyzer or such substance test at any event. The test must register 0 %.
- Violation of civil or criminal law involving moral turpitude, public intoxication, consumption and/or use or possession of drugs/alcohol and/or paraphernalia; distribution or sale of illegal narcotics; threatening and/or harassing behavior towards faculty, students or parents/guardians; or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of St. Edmund Catholic School makes a student subject to corrective action including suspension, withdrawal, or expulsion.
- If St. Edmund Catholic School students are out of school on a day when other schools are in session, they are expressly forbidden to go to other schools unless sent there for some explicit business. If they do, they are subject to corrective action.

## Special Events

- St. Edmund Catholic School Code of Conduct applies but is not limited to:
  - All school functions
  - Any time that the student is representing the school
  - Any time that the student is in school uniform.
- No alcoholic beverages, drugs or tobacco products of any type are allowed at any school function.
- Students and their dates that arrive at any school function under the apparent influence of, in possession of, or smelling of alcohol or drugs will not be admitted.
- Disciplinary action will be applied to that student and any other student who may be under the influence of, in possession of, or smelling of alcohol or drugs at any time during the function.
- Parents/guardians of such students will be telephoned immediately and so advised.
- St. Edmund Catholic School students are responsible for the actions of their dates. Students may not bring guests 21 years of age or older as their dates to school-sponsored dances.

## **Divorced Parents**

Parents who are divorced or separated and have a court order in regard to custody, must contact the office and provide the school with an official copy of the court order. Any time a new court order is issued, the school must be provided with an updated official copy of the court order. Unless a parent's rights have been totally revoked/denied, both parents have the right to drop-off or pick up the child; check the child out of school; communicate with the administration/teachers about the child; review and obtain copies of the child's academic record; and participate in school events to which parents are invited.

The school has no authority to physically interpret or enforce a court order and that enforcement must be handled through the court system.

## **Drug Testing Policy**

### Policy

The St. Edmund Advisory Council set forth the following policy for St. Edmund School (Grades 7 – 12).

- All students enrolled in the St. Edmund School System will be subject to testing for illegal substances.
- This testing will include all members of the faculty, administration, auxiliary staff, and advisory council.
- Any student refusing a drug test will be immediately suspended. Suspension will continue until the student completes a drug test at the expense of the parent.
- Once the drug test is complete the parents, student and administration will conference to discuss the students return to school.

## Implementation

Testing and reporting of results will be conducted as follows:

- Testing will be performed by an independent agency.
- Steps will be taken to confirm any positive results.
- Results of testing will remain confidential and will be reported to a pre-assigned medical review officer.
- Parents will receive positive test results.
- The administration will be notified as outlined in Procedure for Positive Results.
- Faculty, administration, auxiliary staff, and advisory council members testing positive will be reported to the principal and chancellor.

## Procedure for Positive Results

In an ongoing effort to work with students who test positive for illegal drugs or chemical substances, these procedures will be followed, and it will be handled as discreetly as possible:

- First Positive – The testing agency will notify the school principal. The principal will notify the chancellor. Once the principal is notified and the test is confirmed as positive, the principal will contact the parents/guardians of the student to report the positive finding and recommend that they seek counseling for the student, and the student will have a 2-day suspension.
- Second Positive – A student will be required to enter and complete an inpatient or outpatient substance abuse program.
  - At the time of a second positive result, the testing agent will notify the principal, who must approve the program entered by the student. Student will have a 3-day suspension
  - Upon satisfactory completion of the program, the documented assessments, past student records, and student/family attitude and cooperation will be used to determine continuance at St. Edmund School.
  - Parents/students must be aware that failure to comply will result in expulsion.
- Third Positive – EXPULSION

Finally, the purpose of this program is to document problems, ascertain risk, and help our students through these troubled times. Parental input will also be strongly advised.

Additionally, student athletes are held accountable by the St. Edmund Athletic Drug Policy found in the coaches' handbook and handout out to all athletes at the beginning of each school year.

## **Extra-Curricular Activities**

All Students must maintain a 1.5 GPA per nine weeks in order to participate in all extra-curricular activities.

## **FACTS/RenWeb**

- FACTS/RenWeb is an internet-based school management system which facilitates communication between administrators, teachers and parents/guardians.

- It is the responsibility of students and parents/guardians to check FACTS/RenWeb on a regular basis to keep well-informed of student progress.
- Parents/guardians are responsible for providing current contact information.

## **Field Trips**

- Parent/guardian permission must be received prior to the date of the field trip.
- Signed parent/guardian permission forms must be received prior to the date of the field trip.
- Students are not allowed to bring cell phones, or other electronic devices with them on field trips, unless authorized by the principal.
- For a parent/guardian to be eligible to be a chaperone on a field trip, he/she must be Safe Environment certified.

## **First Aid/Emergency Care**

- Students are to be sent to the high school or elementary office.
- Office staff will contact the nurse.
- The nurse will immediately contact the parent/guardian.

## **Spirit Day Policy**

- Every Friday is designated as Spirit Day unless a Friday is a Mass day.
- Students pay \$1.00 to wear jeans with their regular uniform top or any St. Edmund spirit shirt.
- Uniform bottoms (pants, skirts or shorts may be worn with a spirit shirt.)
- Proceeds from most Fridays benefit the students in terms of pizza parties or class supplies, special needs for the school for special events (homecoming), and school promotion needs (St. Ed sticker for registration).
- Every first Friday, however, the proceeds of the Spirit Day will go to a St. Edmund family in need. Students and parents can email the elementary or high school office to recommend a family. If multiple families are recommended for the same month, the administration will discern and the family/families who are not discerned will be added to the next month's discernment process.

## **Grievances Policy**

If a parent/guardian has a concern, he/she must follow the chain of command:

- Teacher
- Principal/Assistant Principal
- Pastor
- Local Advisory Council
  - Per Diocesan Policy, when a parent/guardian of a student at St. Edmund Catholic School believes that a rule, regulation, or policy has been violated, misapplied, or misrepresented, and the parent/guardian has not had the problem satisfactorily resolved at the school, an appeal may be made to the local advisory council.
  - If a parent/guardian is not satisfied and has followed Chain of Command listed above, the parent/guardian must notify the advisory council within 5 working days. The written appeal should briefly provide details and specifically cite the rule, regulation, or policy that is involved in the situation.

- If the pastor believes, after consultation with the advisory council executive committee, that the appeal should be referred to a local grievance committee, then he will appoint such a committee.
- If it is decided that the appeal does not merit a formal review, the parent/guardian will be informed of that fact and the case is closed at the lower level.
- **The Final Decision at the local level resides with the Pastor.**
- Diocesan School Advisory Council
  - If the parent/guardian still believes the issue has not been satisfactorily resolved, an appeal may be made to the Diocesan school advisory council.
  - All such action must be in writing.

## Harassment Policy

- The schools of the Diocese of Lafayette do not condone any form of harassment. All employees and students alike are to be treated with dignity and respect. Harassment in any form is prohibited and applies to all students and regular, temporary, part-time, and full-time employees, volunteers, consultants and clergy. St. Edmund School will not tolerate any form of harassment.

### Types of Harassment

- Sexual: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Verbal: derogatory comments, jokes, or slurs, as well as belligerent or threatening words spoken to another person.
- Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal movement.
- Visual: derogatory, demeaning, or inflammatory posters, emails, cartoons, written words, drawings, novelties, and gestures.

### Consequences of Harassment

- immediate suspension
- formal apology
- possible loss of employment (employees)

## Honors and Awards

### Student of the Year (Diocese of Lafayette)

- The Student of the Year Award is designed to recognize outstanding elementary, middle and high school students. This program is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. Students enrolled in grade 5, 8, and 12 who meet the diocesan criteria are invited to participate. Winners are determined by points. The names of the winners are announced during Catholic Schools Week.



- **Procedures**
  - Meetings will occur with students of each of the grade levels 5, 8, & 12 providing packets and instruction on portfolio completion to include the school determined deadline for packet submission.
  - Parents/Guardians of qualified students will receive and email with the procedure and instructions.
  - Grade levels that participate:
    - Elementary Student of the Year (Only students in fifth grade are eligible)
    - Middle School Student of the Year (Only students in eighth grade are eligible)
    - High School Student of the Year (Only students in the twelfth grade are eligible)

#### Elementary Honors and Awards

- **Accelerated Reader (end of year award)**
  - Trophies (1<sup>st</sup> -5<sup>th</sup>) trophy goes to student in each homeroom with the most AR points for the school year.
  - Medals- students receive bronze, silver, or gold medals according to their word count for the school year:
    - 1st, 2nd, & 3rd grade- bronze: 200,000 words, silver : 450,000 words, gold : 700,000 words
    - 4th & 5th grade - bronze: 500,000, silver : 1,000,000 words, gold 2,000,000 words
  - Certificates- 3 students in each homeroom with the most growth receive certificates. This is determined by comparing beginning of the year STAR results to end of the year STAR results.
  - AR party will be given each nine weeks for 1st-5th students who earn their 9 weeks AR goals.
- **Nine weeks Honors**
  - **Blue Book Superior Award** - Student who have all A's and a satisfactory conduct mark.
  - **Blue Book Award (A's and B's)** - Students who have final grades that are all A's and no more than (2) B's in academic subjects

#### Middle School Honors Awards

- **Academic Honor Roll**
  - Principal's Honor Roll- Students who have all A's
  - Teacher's Honor Roll – Students who have all A's and B's
- **Accelerated Reader** - Certificates are given to those who earned more than 100 AR points for the year
- **Athletic Awards** - Every student completing a full year/season in any sport will be recognized at the Middle School end of the year program.
- **Claire Francois Montz Awards** - These awards and guidelines were established by Claire Montz' parents, Mr. and Mrs. Houston Francois, in memory of their daughter and are given to 8<sup>th</sup> grade students in the areas of English, Science, Math and Religion. The students are selected not only for their grades but also for their interest in the subject area, their enthusiasm, and the willingness to put forth extra effort. These students are selected by a committee of ALL middle school teachers.
- **Eunice News Language Arts Award** - This award is given by Eunice News to an 8<sup>th</sup> grade student who has made outstanding strides in the area of Language Arts and whose grades and the ability to develop writing skills are considered in the award recipient selection process. The student is selected by the language arts teacher.



- **Spirit Groups** - All students who are selected for Spirit Groups and who have completed an entire year's participation in that group will be recognized for service at the Middle School Award Ceremony.
- **Woodman of the World Award** - This award is given by Woodman of the World to the 8<sup>th</sup> grade student who has the highest 7<sup>th</sup> grade American History grade point average.
- **Young Christian Awards** - Students at the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades are selected by a committee of middle school teachers. These students are selected by demonstrating the following qualities: Christian values, hard work, respect, and compassion for others.

## High School Honors and Awards

### **Academic Awards**

- **Accelerated Reader** - Certificates are given to those who earned more than 200 AR points for the year
- **District Literary Rally Awards**: determined placement at the district literary rally.
- **State Literary Rally Awards**: determined placement at the state literary rally.
- **National Honor Society** (inductees recognized at the NHS induction ceremony & Academic Pep Rally)
  - St. Edmund follows the requirements outlined by the NHS organization for students in grades 10-12.
  - Qualifications for memberships are based on the 4 pillars of the NHS:
    - Scholarship - At a minimum, students must have a cumulative GPA of 3.0 on a 4.0 scale.
    - Service - Service is voluntary contributions made by a student to the school or community and done without compensation.
    - Leadership - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
    - Character - Students of good character are cooperative, demonstrate high standards of honesty and reliability, show courtesy, concern, and respect for others and maintain a clean disciplinary record.
  - Understanding the Obligations of Membership - Students who accept membership and are inducted into the chapter must be aware of the time and commitment to this honor. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligation. Members must participate in chapter and individual service projects that benefit the school and community. Chapter advisors have the full list of bylaws and membership obligations. Chapter advisors will follow the NHS member selection process when extending invitations to membership for all eligible students.
- **Class Officers** (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> grades)
  - President, Vice President, Secretary/Treasurer are selected by class majority vote of grade level peers.
  - Requirements: 2.0 or higher GPA
  - Recognition of Service at Academic Pep Rally Award Ceremony.

### **Athletic Awards – the following awards are presented at the Athletic Awards Ceremony**

- **Every student athlete, trainer, and statistician** completing a full year/season in any sport is recognized at the Athletic Awards Ceremony.

- **Joe Nagata Award** – The Joe Nagata memorial award is presented to a senior member of the football team who exemplifies good moral character, reliability, sportsmanship, is driven to success and displays a strong faith in God. The nominee(s) are selected by the head football coach who presents his recommendation(s) to the award founders, individuals coached by Joe Nagata. The committee founders include: Scott Richard, Todd Fuselier, Mark “Boz” Brown, John Fruge, Kevin Richard, Kyle Vidrine, Mike Andrus and Jed Reviere. If the head football coach deems no senior football player worthy of the award, it will not be given that year. The award is presented at the school’s annual athletic banquet and is introduced by a former football player of Coach Joe Nagata. The award should be presented by a Nagata family member or, in their absence, the former player who introduces the award.
- **Jerry Hoffpauir Award** – given to 1 male & 1 female athlete & selected by the Eunice News.
- **All District Awards per sport**
- **All State Awards per sport**
- **LHSAA All State Academic Awards** - determined by the Louisiana High School Athletic Association. The school’s administration nominates senior students participating in a sport(s) 2 or more years; the student must have a six-semester grade point average of 3.5000 or better using a four-point scale with no extra quality points added (ex. Honors courses, AP classes). All grade point averages shall be carried out to four places and shall not be rounded up.
- **LHSAA Class/Division Composite Awards** shall be made up of all students with grade point averages of 3.5000 or better. Eligible Student Athletes will be submitted by the Principal to the Louisiana High School Athletic Association for consideration. The Louisiana High School Athletic Association determines award recipients.
- **Spirit Group Participation Recognition** - All students who are selected for Spirit Groups and who have completed a full year/season are recognized at the Athletic Awards Ceremony.
- **Mr. & Miss Blue Jay** (featured in high school yearbook) This award will be given to a senior boy and girl who have participated in at least one varsity team sport their junior and senior year and who have the characteristics that exemplify a great attitude while at St. Edmund. The coaching staff votes for 1 senior boy & 1 senior girl.

## High School Senior Class Night Awards

Awards given fall into one of the following categories:

- Recognition of Leadership and Service
- High School Academic Awards
- Civic and College Awards and Scholarships
- Special Awards

### Senior Non-Monetary Awards (presented at Class Night Award Ceremony)

- **American Legion Award** Presented to one senior boy and girl who exhibit character, courage, scholarship, leadership, and service. Voted on by the senior class, and the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select the one boy and girl from the nominees chosen by the senior class.
- **Distinguished Service Award** Presented to one senior student who has rendered four years of generous service to St. Edmund School. Voted on by the senior class, the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select one senior student from the nominees chosen by the senior class.

- **Religion Award** presented to one senior boy and girl who have upheld the Christian values of faith. Selection made by the religion coordinator and/or the senior religion teacher.
- **Stanislaus and Beverly Wyble Awards** This award will be given to the boy and girl having the highest GPA of those who have been participating team members in at least two sports. The athletic director will provide a list of seniors who have participated in at least two sports. In the event of a GPA tie, this award will be selected by a committee of ALL high school teachers.
- **Academic Levels of Distinction – see appendix**
- **Student Council President**
- **Senior Class President**
- **Yearbook Editor**
- **National Honor Society President**
- **High School Department Awards** – senior student with highest average per subject.
  - English
  - Mathematics
  - Social Studies
  - Foreign Language
  - Science

#### Special Honors (presented at Class Night & featured in school yearbook)

- **Hall of Fame** Students should exemplify good moral character, outstanding leadership, academic background and in general be those who represent the spirit of St. Edmund High School. All senior students vote on a minimum of 8 senior students to include 4 boys and 4 girls. The total may be expanded to include as many as 20% of the senior student population (i.e.: a class of 60 students may result in 12 hall of fame candidates).
- **Mr. & Miss SEH** Students must exemplify good moral character, outstanding leadership, and academic background. Students can have no out of school suspensions their Junior or Senior year. Students must be eligible for graduation with no possibility of failing a required course for graduation. Students must have participated in 2 or more extracurricular activities during high school. Students should display Christian leadership and school spirit (Unity, Cooperation and Kindness). ALL high school teachers vote on Mr. and Miss SEH. One boy and one girl with the most votes *will* receive this honor.

#### **Injury/Illness Procedure**

- At the beginning of each school year and thereafter, parents/guardians will fill out an information form indicating the procedures to be followed in an emergency involving their child. The form will include phone numbers of the parents/guardians, alternative numbers, and physician numbers to call in case of an emergency.
- Students who become ill or injured at school will be given first aid. The procedures of universal precautions will be employed at all times when providing care for all students regardless of their infectious disease status. In cases of serious illness or injury, the school shall attempt to notify the student's parents/guardians as soon as possible.
- An ill or injured child will be turned over to the care of the parents/guardians or qualified medical employees as quickly as possible.

- When the parent/guardian or a designated alternate cannot be reached, the ill or injured child shall be transported by a member of the school staff to the hospital, doctor's office, or to a place previously designated by the parent/guardian.
- In cases of emergency, the pupil shall be transported to a hospital or doctor's office by ambulance or other appropriate means of transportation. Student will be accompanied by a school staff member.
- An injury report will be filled out and signed by the principal in the event of an accident.

## **INTERNET SAFETY POLICY (Diocese of Lafayette)**

### Technology/Internet Acceptable Use Policy for Students

St. Edmund Catholic School provides students with access to the school network and Internet to enhance learning. Such use shall be consistent with the philosophy, goals and objectives of St. Edmund Catholic School. All computers/resources are to be used in a responsible, ethical and legal manner. Students must adhere to the guidelines set forth in this policy.

Use of electronic information is a privilege, not a right. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

**Social Media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications. Other electronic devices such as laptops, iPads, Kindles, tablets and other computerized devices are considered social media as well.

**Please note:** Signing the handbook Acknowledgement Form indicates the parent/guardian and student agree with the St. Edmund Catholic School Acceptable Use and Technology Policies listed below. No student will be allowed to use any computer equipment on the campus without a current, signed acknowledgment form.

- Downloading, uploading, sending, saving, surfing, or accessing pornographic material on any school owned or personal computer or electronic device on campus is a serious violation of the safe school's policies of both St. Edmund Catholic School and the Diocese of Lafayette.
- The inappropriate use of the name St. Edmund Catholic School or any logo/symbol associated with St. Edmund is strictly prohibited on Instagram, Facebook, blogs, or any Internet posting sites. This includes pictures of the student that may also be deemed inappropriate. It is the right of school officials to determine what is inappropriate.
- Students are prohibited from being a contact on a teacher or staff member's social media site. In addition, the only email contacts a student should have with an employee of St. Edmund School should be conducted via the employee's and student's St. Edmund's email account for appropriate school-related issues.
- Inappropriate pictures and inappropriate language either stated or implied that may be offensive to or inflammatory of others or to St. Edmund School is strictly forbidden.

- Impersonation and/or anonymity is prohibited.
- No student may open chat programs on any computer or electronic devices on campus. Students may not play, download, or bring computer games from home. Further, student may not “surf” the Internet from any computer or electronic device on campus without specific directions from the teacher who is monitoring the activity. Texting, Facebooking, etc. is not permitted on school-owned or personal devices on the St. Edmund campus.
- Students may not alter in any way the screen appearance, screen-saver, controls, or any other management function of any computer on campus.
- Students are not allowed to open any folders/files on the network other than their own. Browsing, deleting, adding to, or editing someone else’s work will be a violation of the policy.
- Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using the communication system at the school or a personal system on campus (including but not limited to cell phones, PDAs, laptops) is NOT protected by an individual’s right to privacy. It is the right of the school to access, review and/or inspect all such information at its discretion, including disclosure to third parties when warranted.
- Students may not play games on graphing calculators in any class. Calculators may not be used in class without teacher approval. Teachers have the right to check calculator memories at any time and to erase any material found in calculator memories. In addition to penalties for violation of the Technology Policy, storing material in the memory of a calculator may also be considered a violation of the school’s policy on cheating.
- Strict adherence to copyright rules and licensing agreements when accessing materials will be enforced.
- Web cameras and audio recorders may never be used on campus. Teachers have the right to refuse to allow electronic devices, including laptop computers in the classroom.
- St. Edmund School assumes no responsibility or financial liability for any damage the student or parent/guardian may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal laptop computer. If a laptop computer appears to have been stolen, the student will immediately report the incident to the teacher or an administrator who will determine the appropriate extent to which an investigation should occur.
- Laptops and electronic devices and the content of the devices are subject to search by a teacher or administrator at any time.
- Cyber bullying is cruelty to others through electronic means. It can be done through texting, email, instant messaging, chat rooms, or social network sites. St. Edmund School will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy.

#### Consequences for Violation of Acceptable Use Policy

- Violations of the policy will be dealt with individually and may result in suspension and/or expulsion from school.
- Student/parent/guardian is responsible for any monetary damages caused by the student’s actions.
- If warranted, academic penalties may also apply.

\*Any unacceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

## Lockers

- Students in grades 6 thru 12 will be assigned a locker. It is the student's responsibility to keep it clean and closed.
- In Middle and High School book sacks or athletic bags will not be allowed in the classrooms and/or hallway.
- No writing or stickers are allowed on or in the lockers
- School authorities have the right to inspect students' lockers at any time.
- Materials not allowed in school will be confiscated, and students will be disciplined.

## Mass Schedule

- Elementary mass (grades PK-5) is at 9:00 AM each Thursday.
- 6<sup>th</sup> through 12<sup>th</sup> students will attend mass on Tuesdays at 9:00 AM.
- All school mass days are at 9:00 AM and are scheduled on the yearly calendar. They will be announced the week prior.
- Shorts are not allowed on Mass Days.

## Medication Policy

The St. Edmund medication policy is to ensure the health, safety, and welfare of students who need medicines during the school day.

- For medication to be given at school, the parent or legal guardian must complete and sign an administration-of-medication form in its entirety. The licensed physician must sign this form also. This form may be picked up from the elementary, high school, or nurse's office.
- Medicine should be in a container with a label from the pharmacy of manufacturer with the patient's name, name of medication, strength, dosage, and directions for administration. Unit doses or blister packs are strongly recommended. Please ask your pharmacy to provide separate bottles for home and school use. No more than a twenty-five day supply of the medicine should be delivered to the school.
- Medicine should be delivered to the school by the parent, guardian, or a responsible adult designated by the parent/guardian.
- Medication is to be administered by school personnel who have been trained according to state law (17:436.1) or by personnel under the supervision of the principal.
- A daily log will be completed each time medication will be given to a student.

## Parent Cooperation Statement

### Parent Cooperation Statement

(Mandated by the Diocese of Lafayette)

An integral part of the educational philosophy of St. Edmund Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing, positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in



school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While St. Edmund Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Edmund Catholic School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Edmund Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that

- A positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or
- The parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

### **Parent-Teacher Club**

- The St. Edmund Parent-Teacher Club (PTC) is a viable active group that supports the school and its' goals in various ways.
- All families are members and are encouraged to attend meeting and participate in PTC sponsored activities.
- The Parent-Teacher Club meets approximately four times per year.

### **Parent/Teacher Conferences**

When in need of a conference parents/guardians are encouraged to follow these procedures:

- An appointment must be made by contacting the teacher via email or phoning the school office.
- Parents/guardians are requested not to call a teacher's home in the evening unless the teacher has provided his/her phone number and specifically invited the parents/guardians to call.
- If a parent/guardian has a complaint about a teacher, the parent/guardian should discuss the difficulty first with the teacher.
- Should the parent/guardian/teacher conference not satisfactorily resolve the problem a conference with the administration will be scheduled (See Grievances Policy).

### **Purchases and Finances**

- No student, faculty member, staff or any person associated with St. Edmund School may purchase items using the school's name or use accounts without the proper purchase order being approved and signed by the principal.
- All revenue to be generated by an organization, club, or class in the name of St. Edmund must have the permission of the principal.
- An outside organization (PTC, Athletic Booster Club) must have the permission of the principal as well.

- All revenue generated by a group associated with St. Edmund School must be placed in the school's general account. Financial reports will be given to the groups upon request at the end of each month. It is the responsibility of the faculty sponsor to make sure this rule is carried out.
- Every organization conducting a fund raiser must fill out the appropriate paperwork, get permission from the principal and be placed on the fund raiser calendar.
- Purchasing materials in the name of the school for non-educational matters cannot be granted.

## **Religious Events**

- Grades 1 – 12 will attend religion classes.
- All classes will begin with prayer.
- St. Edmund School is based on the principles of Catholic teaching. We recognize that not all of our students belong to the Catholic faith. We as a school, administration, and teachers respect the beliefs of our non-Catholic students and families. We in no way discriminate against another student or family's religious beliefs. However, non-Catholic students while attending school or at school related extracurricular activities are, expected to remain respectful of all Catholic ceremonies, programs, or activities both on campus and off. This includes but is not limited to: prayer, school masses, religious presentations, and ceremonies.
- At St. Edmund Catholic School, religion is an important part of the core curriculum; it is taught daily.

## **Safe Environment Training**

- Parent/guardian interest in the spiritual, educational, and extracurricular activities of the school are vital in developing and sustaining an outstanding school.
- Parents/guardians are encouraged to become involved and to volunteer their services in whatever way they feel able.
- The interest of parents/guardians and grandparents is needed, and the faculty and administration appreciate the efforts and generosity of these individuals.
- Anyone dealing directly with students must complete a mandated Safe Environment Training on an annual basis.

## **School Closures (Diocese of Lafayette)**

- The decision for the closure of the school due to unexpected events/weather conditions will be made by the principal.

## **Search and Seizure/Impairment Policy**

- The administrator or his/her designee reserves the right to search any student, his or her personal belongings, and surroundings for any contraband that the administrator has reason to believe the student may possess.
- If a student appears to be impaired, the school has the right to have a breathalyzer, or other such substance test, administered to the student. Student must register 0%.
- No search or testing of an individual will be conducted without the presence of a school staff member as a witness.
- Contraband is any item forbidden on campus by civil or criminal law or by school policy.
- The administrator may also search individuals or groups of students for stolen items.



- No student will be asked to remove clothing other than outer garments (jackets, vests, sweaters, etc.). No search of an individual will be conducted without the presence of a school staff member as a witness.

## **Service Hours**

- Service Hour Requirement:
  - Each family must complete 10 regular hours + 2 hours per child during Spring Fair Weekend.
  - The service hour form can be found in the appendix, on the website and in RenWeb.
  - Please have the form completed correctly prior to turning it in.
  - A form without a supervising official signature will not be accepted.
- The consequences for incomplete Regular and Spring Fair service hours are:
  - \$25.00 per hour per family for regular service hours.
  - \$50.00 per hour per child for spring fair.
  - The fee must be paid at June registration.

## **Sexual Identity Policy (Diocese of Lafayette)**

St. Edmund Catholic School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

## Signing Students Out

- Students who must leave the campus with their parents/guardians during the school day must check with their teachers for assignments.
- Parents/guardians must sign the sign-out form in the office for students who are being picked up and should the student return before the end of the day the parents/guardians must sign their child in at the time of return.
- Students are responsible for checking with their teachers to get assignments missed during their absence.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- If parents/guardians of students who can drive are not able to come to school to check their children out, then the parents/guardians may submit written permission in the form of a fax or e-mail message to the school, followed by a phone call from the parent/guardian, confirming the parent/guardian-initiated e-mail.
- Parents/guardians are to honor class schedules when checking students out of school early by checking students out during class exchange times, break time, and lunch time.
- To discourage unnecessary check-outs, students will not be allowed to return to campus without a valid doctor's excuse, record of funeral attendance, court appearance excuse, or family emergency detailed by a letter to the principal for consideration of approval.

## Social Events

Students who attend school-sponsored social activities are expected to obey all rules of St. Edmund High School. In addition, the following specific rules must be followed.

- Students and parents/guardians must be aware that the drug and alcohol policy will be strictly enforced at all dances including the prom.
- Dances are for St. Edmund School students and their dates only.
- Each St. Edmund student is allowed one guest of the opposite sex. If the guest is not a St. Edmund student, the appropriate paperwork must be turned in by the due date for the guest to be admitted.
- St. Edmund reserves the right to conduct breathalyzer, or other such substance test, at any social event. The test must register 0% for substances.
- St. Edmund students will be subject to disciplinary action and parents/guardians will be called immediately.
- The St. Edmund student is accountable for his/her guest's behavior.
- If a student becomes ill and must leave, parents/guardians will be called to make arrangements for the student's transportation prior to the student's leaving. The ill student will not be permitted to drive a vehicle home.
- Students who leave the dance will not be allowed to return without the permission of the administrator.

## Event Attire

- St. Edmund Catholic School dances are an event, which reflects the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.
- According to *The Catechism of the Catholic Church*, “Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness...Modesty is decency. It inspires one’s choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet...Teaching modesty to children and adolescents means awakening in them respect for the human person.”
- In accordance with the directives of the National Conference of Catholic Bishops, St. Edmund High School sets forth the following dress guidelines for St. Edmund students and their dates:
  - Necklines of a dress must be cut in a modest way. If cleavage is showing, the student will be asked to leave the dance. Spaghetti straps or strapless dresses are allowed, as long as they are not low cut.
  - Cut of the dress in the back and sides must not be below the natural bra line. Backless dresses are not allowed.
  - Dresses, skirts, or gowns must be no shorter than three (3) inches above the knee
  - Slits in dresses/skirts may be no higher than three (3) inches above the knee.
  - No midriff or navel is allowed to show.
  - The bodice of the dress must not have any fabric cutouts (this includes openings covered with net-like fabric).
  - Dresses/skirts should not be excessively tight.
  - For Homecoming boys should wear a collared dress shirt with a tie or bowtie, dress pants, and dress shoes. T-shirts and tennis shoes are not allowed. Sport coats are optional.
  - For prom boys should wear tuxedos or suits. Sport coats and slacks are not permitted.
  - **Additional Notes:** Admittance to the dance, with consideration of attire, will be left to the discretion of the faculty/administration sponsors who are present that evening. If a student is in doubt as to the expected modesty of his or her chosen attire, he or she should consult with administration before the dance to avoid the embarrassment of being turned away.
- Students are subject to random breathalyzer checks at all dances.
- Deliberate failure to comply will result in disciplinary action by administration.

## **Textbooks**

- It is the responsibility of each student to take care of the books given to him/her.
- The student and/or parents/guardians are required to pay for lost or damaged books.
- Report cards and other records will be held until books have been paid for or returned undamaged.

## **Title IX**

- Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. St. Edmund Catholic School does not discriminate based on sex, race, creed, or national origin.
- The Title IX Coordinator is the principal of the school.

## **Tuition/Fees**

Tuition must be paid by your Enrollment Agreement, or it becomes Delinquent.

- An account is delinquent on the day after its draft due date or enrollment agreement payment date unless prior arrangements have been made.
- Once an account is delinquent, a statement will be mailed stating the delinquency and a late fee of \$25.00 is assessed.
- A delinquent account at registration time will result in denial of admissions due to delinquent accounts.
- If the account is delinquent at the beginning of the school year, the student will not be allowed to attend class until all outstanding tuition has been paid.
- If the account is delinquent at the end of the fall and/or spring semesters, the students will not be allowed to take midterm or final exams. If the student is in the elementary, he/she will not be issued a report card and will not be allowed to return to school until tuition is paid in full.
- Families who have been delinquent will NOT be able to use FACTS auto draft as payment for outstanding balances as time constraints require the use of a cashier's check, money order, or cash to pay the balance owed.
- Families seeking financial aid/tuition assistance are required to register for the drafting of monthly tuition payments through FACTS. Any family, who applies for financial aid/tuition assistance and fails to register for the drafting of monthly tuition payments through FACTS, shall not be eligible to receive financial aid/tuition assistance for any of its family members. (Adv Council 4/25/16)
- Families contracting to lease computers or other technology from St. Edmund School are required to make monthly payments by draft or pay in full at the onset of the lease contract. (see Appendix for Computer/Technology Lease Agreement).

## **Uniform and Grooming**

### Students in General

Students who do not meet uniform requirements may not be allowed into class. Parents/guardians will be called and/or disciplinary action will be taken.

### Physical Education Uniform

A standard uniform will be decided by the P.E. instructor for both boys and girls, grades 6 – 12. Students are required to change back into their school uniforms at the end of P.E. class. In regard to 7<sup>th</sup> hour P.E., student athletes only that have practice/game immediately after school may wear their practice/game attire.

**Wearing a St. Edmund Catholic School official uniform is a privilege. It instills school pride, a sense of unity and discipline in students. Students in a St. Edmund Catholic School Uniform are representatives of the school.**

## Elementary School Uniforms (Pre K-5<sup>th</sup>)

- **Boys**

- Shirt -- Gray short or long sleeve shirts with school crest. (spirit shirt on jean day)
- Undershirts -- Solid white T-shirts allowed (no logos or writing of any kind)
- Pants -- Navy pants/slacks (no cargo pants or elastic at bottom of legs) – Black or Brown belt is required in grades 1-5
- Shorts -- Knee-Length; Navy Only; Not allowed on Mass Days
- Socks -- White ankle socks with the St. Eds. Design or crew socks that are matching & solid white, black or navy
- Shoes -- Tennis shoes may be worn and may have only the following colors black, white, gray, or blue (no neon or bright colors, including shoestrings). Leather shoes may be worn and must be brown or black in the form of an oxford or loafer (no boots).

- **Girls**

- Skirt -- Uniform plaid no shorter than 3” above the floor when kneeling
- Shirt -- Navy blue short or long sleeves with school crest (spirit shirt on jean days)
- Undershirts -- Solid white T-Shirts allowed (no logos or writing or any kind)
- Slacks -- Uniform plaid or Khaki pants (no cargo pants or elastic around the legs)
- Shorts -- Knee-Length plaid-Not allowed on Mass Days
- Socks -- White ankle socks with the St. Eds. Design or crew socks that are matching & solid white, black or navy
- Shoes -- Tennis shoes may be worn and may have only the following colors black, white, gray, or blue (no neon or bright colors, including shoestrings). Leather shoes may be worn and must be brown or black in the form of an oxford or loafer (no boots).

- **Girls and Boys**

- Sweater/Sweatshirt -- Solid navy, long sleeved either button down or pullover with the school crest, or gray, navy, **white** or royal blue sweatshirt with approved St. Edmund Logo. No other colors allowed. These are not to be worn tied around the waist. Hoodies are not allowed.
- Jacket -- Solid Navy with school crest, no hoods
- Heavy Coat -- Any color, must be heavy winter coat, not to be worn in any building on campus, including church, no hoods
- Winter Wear -- Navy pants are allowed (no hip huggers); students may wear tights or leggings (white, navy blue, or gray) under skirts in cold weather. Sweatpants are not allowed.
- Hair --
  - Boys: Hair (including bangs) is to be kept clean, neatly trimmed, well-groomed (no longer than the base of the neck and not to extend beyond the collar of the shirt & must be above the ears and above the eyebrows). No facial hair.
  - Girls: Hair bows, barrettes, and ribbons must be school colors only (royal, navy, white, uniform plaid, black, or gray).
  - Boys and Girls: The hairstyle and color must not distract or disrupt classroom and school decorum. Unnatural hair colors and high lights are not allowed.
- Jewelry/Make-Up -- Body piercing of any kind is not permissible. Visible tattoos are not allowed. Drawing and writing on the body is not allowed.

- Girls: Modest jewelry is allowed. Earrings are not permitted to be worn anywhere except on the ear and must be modest in size. Only 1 earring can be worn per ear.
- Boys: May wear religious medal/scapular tucked inside of shirt only.
- Make-up and colored nail polish are not allowed.
- Jeans-- On designated jean days, students may wear jeans with no holes or tears and a spirit shirt. The administration reserves the right to dictate dress on these days.

\*Shirts and blouses must be tucked in between arrival on campus and 2:55 P.M. Please see discipline policy for consequences related to uniform violations.

### **Middle School (6<sup>th</sup> – 8<sup>th</sup>) and High School (9<sup>th</sup> – 12<sup>th</sup>)**

#### ● **Boys**

- Shirt -- Navy blue, long or short sleeved polo with school crest. (spirit shirt on jean day)
- Undershirt -- Solid white T-shirts allowed (no logos or writing of any kind)
- Pants -- Khaki pants/slacks (no cargo pants or elastic at bottom of legs). Black or Brown belt is required
- Shorts -- Knee-Length; Khaki Only –Not allowed on Mass Days
- Socks -- Matching crew Socks, solid white, navy, or black
- Shoes -- Tennis shoes may be worn and may have only the following colors: black, white, gray, or blue (no neon or bright colors, including shoestrings). Leather shoes may be worn and must be brown or black in the form of an oxford or loafer (no boots).

#### ● **Girls**

- Skirt -- Uniform plaid no shorter than 3” above the floor when kneeling
- Shirt -- Gray short or long sleeves with school crest (spirit shirt on jean day)
- Slacks -- Navy blue; No cargo pants or elastic on bottom of legs
- Shorts -- Knee-Length plaid; Not allowed on Mass Days
- Socks -- Matching crew socks that are solid white, black, or navy
- Shoes -- Tennis shoes may be worn and may have only the following colors black, white, gray, or blue (no neon or bright colors, including shoestrings). Leather shoes may be worn and must be brown or black in the form of an oxford or loafer (no boots).

#### ● **Boys and Girls**

- Sweater/Sweatshirt -- Solid navy, long sleeved either button down or pullover with the school crest, or gray, navy, white or royal blue sweatshirt with approved St. Edmund Logo. No other colors allowed. These are not to be worn tied around the waist. Hoodies are not allowed.
- Jacket -- Solid Navy with school crest or letterman jacket, no hoods
- Heavy Coat -- Any color, must be heavy winter coat, not to be worn in any building on campus, including church, no hoods. Blankets, wraps, or throws are not allowed.
- Winter Wear -- Navy pants are allowed (no hip huggers); students may wear tights or leggings (white, navy blue, or gray) under skirts in cold weather. Sweatpants are not allowed.
- Hair --
  - Boys: Hair (including bangs) is to be kept clean, neatly trimmed, well-groomed (no longer than the base of the neck and not to extend beyond the collar of the shirt & must be above the ears and above the eyebrows). No facial hair.

- Boys and Girls: The hairstyle and color must not distract or disrupt classroom and school decorum. Unnatural hair colors are not allowed.
- Jewelry -- Body piercing of any kind is not permissible. Visible tattoos are not allowed. Drawing and writing on the body is not allowed.
  - Girls: Modest jewelry is allowed. Earrings are not permitted to be worn anywhere except on the ear and must be modest in size. Only 1 earring can be worn per ear.
  - Boys: May wear religious medal tucked inside of shirt only and seniors may wear senior class ring.
- Jeans -- On designated jean days, students may wear jeans with no holes or tears. The administration reserves the right to dictate dress on these days.

\*Shirts and blouses must be tucked in between arrival on campus and dismissal at 2:55 P.M. Please see discipline policy for consequences related to uniform violations.

## Visitors

- Parents/guardians and other interested individuals are always welcome at St. Edmund Catholic School; however, in the interest of safety and the efficiency of the school, all visitors must check in at the administration office.
- The administration office is located in the convent.
- Parents/guardians are not allowed to proceed to classrooms without first receiving permission from the administration office and obtain a visitors' pass.
- Teachers are asked to send unannounced visitors to the administration office to check in before speaking with them.
- Any stranger or unauthorized person seen on campus by teachers, staff, or students should be reported to the office immediately.

# Appendix



## St. Edmund Catholic School Academic Policies

Pre-K and Kindergarten		
100% - 94%	E Excellent	Exceeds grade level standards
87% - 93%	S Satisfactory	Meets grade level standards
86% - 70 %	N Needs Improvement	Making progress but not meeting grade level standards
0% - 69%	U Unsatisfactory	Not making progress, not meeting grade level standards

Grades 1-12 Grading Scale for Regular Courses	
Grade	Percentage
A	100 - 94
B	93 - 87
C	86 - 77
D	76 - 70
F	69 and below

## Grading Policies

- St. Edmund has a total of 4 nine-weeks grading periods.
- Grades will be rounded up, i.e.: 65.50 will be 66, 73.50 will be 74, etc.
- In Pre-K and Kindergarten grades used are: E= Excellent; S=Satisfactory; N=Needs improvement; and U=Unsatisfactory
- In grade one and above, traditional letter grades will be given in all subjects. Six-week grades will be calculated by dividing the number of points earned by the total number of possible points. Averages will be no greater than 100% in FACTS.
- **Deliberate Plagiarism and Cheating:** The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis.
  - 1<sup>st</sup> Offense: The student will receive a 0 and 1 day of Saturday School
  - 2<sup>nd</sup> Offense: The student will receive a 0 and 2 days of Saturday School
  - 3<sup>rd</sup> Offense: The student will receive a 0 and an Out of School Suspension
- Grades will be posted to FACTS within 5 school days of the test or due date of an assignment for parent access. Essays will be graded within 10 days after due date.
- Students are responsible for making up work missed during an absence. Students who have **an excused absence** are allowed to make up missed work. The student has a **maximum of 3 days after returning from an absence to submit his/her written excuse to the office and to make-up the work.** The grade of “0” will be given until assignments have been made up and/or complete due to excused absences. If a student fails to complete and submit the work within the allotted time, his/her grade will remain a 0. Students are not allowed to make-up an assignment unless the absence is an excused absence. A student who is absent only on the day a test is given or for a period in which no new tested information is taught should be prepared to take that test on the day he/she returns to school.
- In regard to late work, in grades 6-12, students’ assignments are to be turned in on the expected date and time set by the teacher. If a student turns in the assignment at the end of the day on the due day, 10 points will be deducted from the grade. If a student turns in the assignment 1 day after the due date, 15 points will be deducted from the grade. If the assignment is turned in 2 days from the due date, 25 points will be deducted from the grade. On the 3<sup>rd</sup> day the assignment is late, the grade becomes a 0 and cannot be made up.
- A minimum of 900 points per nine weeks period are required. A minimum of (5) 100-point tests must be given. In all Religion Classes, a minimum of 700 points are required. A minimum of (3) 100-point tests must be given.
- In the elementary grades 1-5:
  - Science and social studies will be a minimum of 500 points since instruction time is less than other subject areas. A minimum of (2) 100-point tests must be given.
  - Spelling tests will be 50 points.
  - In Kindergarten, a minimum of 500 points are required in ELA and Math and a minimum of 200 points in science.
  - 1<sup>st</sup> grade: minimum of 300 points in science.
- Months with a limited number of days, such as the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks grading periods, will require no

less than ½ of the required number of points.

- Any tests given within a 9 week period must be posted for that 9 weeks and cannot be carried over to the next 9 weeks.
- Participation may not be used as a grade except for Health and PE classes.
- In grades 1-12, in order to help students reach their full potential, a failing grade in any subject at the end of the grading period will be no lower than a 50, if all work has been completed and turned in on time, which includes but is not limited to, class work, homework, projects, papers, participation, attendance, make-up work, and attending tutorials. The gradebook will reflect the students' exact grade on the tests. The report card will show the 50.
- In grades 6-12, every 3-week period, a progress report will be emailed. If a student has a D or an F average in any subject, parents are asked in the email to contact the teacher (s).

### **Comprehensive Exams**

- Grades 6-12 will be given a midterm exam and a final exam. Each of these exams will be worth 300 points each. The midterm exam will be given at the end of the 2<sup>nd</sup> 9-week period and will be averaged into the 2<sup>nd</sup> 9-week period grades. The final exam will be given at the end of the 4<sup>th</sup> 9-week period and will be averaged into the 4<sup>th</sup> 9-week period grades.
- The midterm exam will include material taught from the beginning of the school year up until the exam. The final exam will include material taught from the 3<sup>rd</sup> 9-week period up until the exam. Midterm and Final exams must be turned into the Assistant Principal one week prior to the tests.
- All students in grades 6-12 are required to take Mid-Term Exams in all courses. All 6-8 grade students are required to take Final Exams in all courses.
- Final Exam Exemption Privilege (Grades 9-12 ONLY):
  - Exemptions are NOT allowed on Religion Final Exams
  - Students in grades 9-12 who accomplish the following will be exempt from the final exam of the specified course (s):
    - Maintain an A average in the course (s) for all grading periods; for honor courses refer to the report card grade
    - Earned a minimum of an A on the Midterm Exam
    - Received no Saturday School Assignments or Suspensions

### **Accelerated Reading (AR)**

- In first grade, students will begin the year by reading books and taking Read-Aloud AR tests. AR is not counted for a grade in 1<sup>st</sup> grade.
- In grades 2-8 during each grading period, each student's 2 highest AR grades will be averaged using the % given by AR and be counted as one 50-point Reading grade. Students must take a minimum of 2 AR tests per nine-week period. Students may retest at the discretion of the teacher.
- In grades 2-8, students will be able to take any amount of AR tests during each grading period.
- In grades 1-8, if a student reaches the point goal for the grading period of his/her grade level, he/she will receive a free dress day at the end of that grading period.
- In grades 9-12 during each grading period, each student must read 2 AR books on his or her level. These grades will be averaged using the % given by AR and counted as a 100-point English

grade. All AR tests are to be taken in the presence of the assigned teachers during library time or allotted class times.

### **6<sup>th</sup>-12<sup>th</sup> Grade Health and PE Policy**

- In conjunction with Bulletin 741 Non-Public, students are required to take ½ unit of health education and 1 ½ units of Physical Education to meet graduation requirements.
  - Health education will include instruction on dating violence awareness and prevention in accordance with R.S. 17:81.
  - Cardiopulmonary resuscitation (CPR) will be taught.
    - Instruction must be provided for CPR and the use of an automated external defibrillator.
    - The instructional program must be nationally recognized and based on the most current national evidence-based emergency cardiovascular care guidelines.
    - Students are required to perform hands-on practice.
    - The instructor is not required to be CPR-certified.
    - Students trained in CPR are not required to obtain CPR certification.
    - The physical presence of an automated external defibrillator is not required.
- All grades for ALL Health and Physical Education classes will follow the following format:
  - Grades will convert to 100% per nine weeks period.
  - 70% of the grade will be participation in physical activity and 30% will be dressing out for participation. This amounts to 10 points per day, 7 points for participation and 3 points for dressing out.
  - Students in health and physical education classes will follow the policies outlined above.
  - All grades will be entered into FACTS, progress reports will be scheduled, and parents/guardians will be advised of poor grades and performance by the coach/teacher of record.
  - Students in grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> will take general health and physical education classes that focus on lifetime fitness with an emphasis on individual and team activities.

### **GPA (GRADE POINT AVERAGE)**

- GPA is defined as the Total # of Grade Points Earned/Total # of Credits Attempted
- 4.0 Grade Point Scale: A=4; B=3; C=2; D=1; F=0 (Example of a student's final grades in 9<sup>th</sup> Grade is located on the following page)
- Cumulative GPA is defined as the Total # of Grade Points Earned in all grade levels/Total # of Credits Attempted in all grade levels. Courses taken in grades 9-12 are used for the calculation of a student's unweighted cumulative GPA. The cumulative unweighted GPA is listed on a student's high school transcript record.
- In accordance with the Diocese of Lafayette and the State of Louisiana, a transcript of a student failing a course will show both the failing course grade and the passing course grade. Both grades are calculated into a student's grade point average (GPA) on the high school transcript of record. The failing course grade is not deleted and replaced with the passing course grade from summer school.
- The Legislature of the State of Louisiana sets the calculation for the TOPS GPA. The current policy states in the case of a student failing a course, when a course is repeated, TOPS GPA is calculated using the highest grade. This is done before final GPA calculations and evaluation of transcripts in the state transcript system for meeting the TOPS core curriculum requirement of 19

core curriculum units. In accordance with the Diocese of Lafayette, students are not allowed to retake courses that they have passed with a grade of A, B, C, or D.

- Unweighted Grade Point Averages (GPA) on a 4-Point Scale will be used for grades 1-12.

Example of Calculated 9th Grade GPA :

DEPARTMENT	COURSE	END OF YEAR GRADE	CREDITS EARNED	GRADE POINTS EARNED	CREDITS ATTEMPTED	GPA CALCULATION
01 English	English I	F	0	0	1	
Transfer/Summer school	English I	A	1	4	1	
02 Math	Algebra I	D	1	1	1	
03 Social Studies	Civics	B	1	1	1	
04 Science	Physical Science	A	1	3	1	
05 Physical Ed.	Health & P.E. I	C	1	2	1	
06 Elective (Business)	IBCA	B	1	3	1	
07 Elective (Religion)	Religious Studies I		1		1	
<b>TOTAL ATTEMPTED</b>					<b>8</b>	
<b>TOTAL EARNED</b>			<b>7</b>	<b>18</b>		<b>18/8=2.25</b>

## PROMOTION AND FAILURE

Elementary: In grades Pre-K-5 students who have failing grades in Math, English, and/or Reading will be referred to the School Evaluation Committee for a determination as to whether the student will be promoted to the next grade level.

Middle School: In grade 6, students must pass Math, English and Reading to be promoted to the next grade level. In grades 7-8, if a student earns a failing grade in one core subject, then the student must make up the course in summer school in order to be promoted to the next grade level. If a student fails more than one core subject, the student will not be promoted to the next grade level.

High School: A student must earn 28 credits at the end of the 12<sup>th</sup> grade year to receive a St. Edmund Diploma. If a student earns a failing grade in one or more subjects, the student must make up the course(s) in summer school in order to be promoted to the next grade level homeroom. If a course(s) is/are not made up, then the student will be enrolled in those courses the next school year. In this case, the student will NOT have the required credits to receive a diploma and MUST enroll in an online course(s) through a SACS Accredited program and pass this/these courses in order to have the required number of credits in order to receive a diploma.

Graduation Requirements

Required Courses:

- 4 Units of: Religion (exceptions made for transfer students only)
- 4 Units of: English
- 4 Units of: Math
- 4 Units of: Science
- 4 Units of: Social Studies
- 2 Units of: Health and P.E. (½ unit Health, ½ unit PE I, and 1 unit PE II)
- 2 Units of: Foreign Language (2 units of the same foreign language)
- 1 Unit of: Art
- 3 Units of: Electives
- 28 Units: Total

High School Credits:

To begin the **Sophomore Year**, a student should have completed the following:

Religion.....	1 unit	Social Studies.....	1 unit
English.....	1 unit	Health & PE.....	1 unit
Math.....	1 unit	Electives.....	1 unit
Science.....	1 unit	<b>TOTAL</b> .....	7 units

To begin the **Junior Year**, a student should have completed the following:

Religion.....	2 units	Social Studies.....	2 units
English.....	2 units	Health & PE.....	2 units
Math.....	2 units	Electives.....	1 units
Science.....	2 units	Foreign Language .....	1 units
		<b>TOTAL</b> .....	14 units

In order to begin the Senior Year, a student should have completed the following:

Religion.....	3 units	Social Studies.....	3 units
English.....	3 units	Health & PE.....	2 units
Math.....	3 units	Electives.....	3 units
Science.....	3 units	Foreign Language.....	3 units
		<b>TOTAL</b> .....	21units

## **PREREQUISITES FOR HONORS COURSES**

The Honors Course Track is offered to students whose achievement in previous courses is of high quality and whose test scores indicate such potential. A student is expected to meet the curriculum designs of each course with a determination to excel beyond what is required of regular courses. Honors courses are more rigorous, proceed at a faster pace, and demand more in-depth study, independent study, creativity, and quality work. Placement into honors courses is based on academic performance and a demonstration of ability that ensures success at this level of course work.

Honors Courses are offered to students in English, Math, Science, and History. Students must take all honors courses in the Honors Course Track.

### **Freshman Honors Placement Criteria**

For a student to take honors courses in the 9<sup>th</sup> grade, the student must meet the following criteria:

1. Must have earned all As and Bs on the final report card grades in all courses
2. A student who has earned all As and Bs and only one C can enter the honors track on probation. If the student earns another C as a final report card grade, he/she will no longer be eligible for the honors track.

### **Sophomore/Junior/Senior Honors Placement Criteria**

For a student to take honors courses in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, the students must meet the following criteria:

1. Must have earned all As and Bs on the final report card grades the previous year in all courses
2. A student who has earned all As and Bs and only one C can remain in the honors track on probation. If the student earns another C as a final report card grade, he/she will no longer be eligible for the honors track.

Enrollment in the Honors Course Track is a one-year commitment. Schedule changes can only be made during the first two weeks of school. A student can choose to move to the regular track the following school year.

## **GRADING FOR HONORS COURSES**

- 2 percentage points will be added to each grading period's average on the report card
- The addition of the 2 percentage points will occur only if the grading period's average is 70 or above
- The average cannot be greater than 100
- No additional percentage points will be added to the first or second semester average or the final end of the year average

### **Benefits to taking Honors Courses:**



- Greater workload allows students to become more prepared to deal with intense situations and become more confident in handling difficult tasks
- Prepares students for transition from high school level coursework to college level coursework
- Some entities giving scholarships take into consideration whether or not students took honors courses when making scholarship offering decisions.
- Admission factor for selective colleges and universities since some colleges and universities are more discerning for admission to students who took honors courses

## DUAL ENROLLMENT COURSES

- Courses offered for dual credit stem from agreements between high schools and universities or colleges, whereby a student enrolls in a college course and simultaneously earns college grades and credit in the college course and high school grades and credit in the high school course. St. Edmund has an agreement with LSU-E to provide dual enrollment courses to students.
- All dual enrollment grades are included on all future college transcripts. Dual enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by LSU-E. College grades earned in dual enrollment courses will be used by other programs, including TOPS, to determine continuing eligibility for those programs.
- LSU-E's policy for continued enrollment states that in order for a student to continue enrollment in subsequent semesters/terms, a student must have successfully completed (earned a college grade of A, B, C, or P) current dual credit courses. Students who earn grades of D, F, or I from a course may not enroll in the following semester or term.
- Parents and students are responsible for all fees associated with the college credit. Dual enrollment tuition and fees are set by LSU-E, usually just prior to the start of the school year. Tuition and fees are paid directly to LSU-E.
- Course availability, criteria, and tuition and fees are subject to change each semester. The Board of Regents can make changes to criteria for student eligibility at any time.
- Prior to enrolling in a dual enrollment course, parents and students should review the curriculum plan of the chosen major field of study at the college or university the student intends to enroll in to pursue their post-secondary education to ensure the course is required. An academic advisor from the college or university should be consulted with. In the event that a student chooses a different major field of study or chooses to attend a different college or university, there is a possibility that some dual enrollment courses taken may not be required or may not fulfill course requirements under the new curriculum plan. The manager of LSU-E Dual Credit Program is assigned as all dual enrollment students' academic advisors and should be consulted for assistance with courses.

## ACADEMIC LEVELS OF DISTINCTION

The following academic levels of distinction are used by educational institutions to signify a diploma that will be received with “Great Honor.”

**NOTE:** Dual Enrollment Courses are counted as Honor Courses only if the student meets the qualifications for the corresponding high school honors courses.

1. Summa Cum Laude/Co-Valedictorians
  - a. Students have taken **ALL** Honor Courses offered at St. Edmund
  - b. Students have earned a cumulative (grades 9-12) grade point average of **4.00** on a 4-point scale
  - c. Students will receive a Gold Cord at the Class Night Award Ceremony
2. Magna Cum Laude
  - a. Students have taken **ALL** Honor Courses offered at St. Edmund
  - b. Students have earned a cumulative (grades 9-12) grade point average of **3.75-3.99** on a 4-point scale
  - c. Students will receive a Silver Cord at the Class Night Award Ceremony
3. Cum Laude
  - a. Students have taken **ALL** Honor Courses offered at St. Edmund
  - b. Students have earned a cumulative (grades 9-12) grade point average of 3.5-3.749 on a 4-point scale
  - c. Students will receive a Bronze Cord at the Class Night Award Ceremony
4. Distinguished Honor Students
  - a. Students have taken **SOME** Honor Courses offered at St. Edmund
  - b. Students have earned a cumulative (grades 9-12) grade point average of **3.5 Or above** on a 4-point scale
  - c. Students will receive a White Cord at the Class Night Award Ceremony
5. Distinguished Students
  - a. Students have taken **NO** Honor Courses offered at St. Edmund
  - b. Students have earned a cumulative (grades 9-12) grade point average of **3.5 or above** on a 4-point scale
  - c. Students will receive a Light Blue Cord at the Class Night Award Ceremony

**High School transfer students must have been enrolled in all honors courses at the school(s) they attended in order to meet the criteria for the following levels of distinction: Summa Cum Laude, Magna Cum Laude, and Cum Laude.**

## St. Edmund Catholic School

### Positive Behavior Support Plan

The St. Edmund Behavior Plan includes clearly identified and defined behaviors, prevention through teaching alternate skills, designing consequences, creating long-term supports and behavior contracts that provide ongoing behavior remediation.

- Goal:** The St. Edmund Behavior Plan is a proactive strategy for defining, teaching and supporting student behavior resulting in academic gains and a positive school environment
- Definition:** The behavior plan is a prevention approach of positive behavior support. The basic approach is to use proactive, research-based strategies to teach clearly defined behavioral expectations. Most importantly, it establishes ongoing behavior supports that can be used by all students and staff.
- Purpose:** The purpose of the St. Edmund Catholic School Behavior Plan is to reinforce positive behavior in all students.
- Reasoning:** Research indicates that a positive and predictable school environment ensures that students feel safer, have better academic performance and higher test results, and make better behavior choices. Schools also show a gain in instructional time, reduction in detention and in-school suspensions, out of school suspensions and discipline referrals.

### Long Range Plan

- Incorporate best practice in professional development and system change (teams)
- Emphasize the use of assessment information to guide intervention and management decisions
- Focus on the use of a continuum of behavioral supports
- Focus on establishing school environments that support long term success of effective practices
- Effective behavioral support consistently implemented by staff and administration
- **Teach** appropriate student behavior
- Publicly acknowledged positive behaviors
- Have clear consequences for problem behaviors
- Student behavior monitored
- Regular feedback received from staff

## **Expectations**

### **Student Expectations:**

- Obey the rules of each classroom and the school
- Display leadership skills in order to help other students understand the rules and consequences for rule violations
- Treat others and all property with respect and expect to be treated the same
- Treat others with courtesy and cooperation
- Act in a safe and responsible manner

### **Teacher Expectations:**

- Post and review classroom rules
- Give praise for correct behaviors
- Avoid criticism of students
- Constantly and consistently enforce school policies
- Promptly communicate with parents
- Follow the behavior plan procedures

### **Disciplinarian Expectations:**

- Oversee and investigate all referrals
- Finalize actions based on offense with the Administrator
- Enforce consequences based on a behavior plan
- Notify/Email teachers of disciplinary action taken and point deductions
- Contact parent concerning disciplinary action
- Disperse referral forms to appropriate parties

### **Administrator Expectations:**

- Manage the school wide behavior plan.
- Work with the Discipline committee to monitor the St. Edmund Catholic School Behavior Plan.
- Provide training for school personnel.
- Follow the St. Edmund Catholic School Behavior Plan.

### **Staff Expectations:**

- Report any discipline incident to the disciplinarian or administrator.

### **Parent Expectations:**

- Sign in at the front office on all visits.
- Send children to school on time.
- Honor class schedules when checking students out of school early, during classroom exchange times or lunch.
- Know and support school rules and policies.
- Cooperate with the staff and administration to correct discipline problems.
- Make appointments for teacher conferences in the main offices.

## **Saturday School Policy**

- 1) Saturday School will be held on specified Saturday mornings from 8:00 AM to 10:00 AM.
- 2) Out of town trips, lack of transportation, or athletic commitments, whether school or non-school related, will not be excused.
- 3) If a student arrives after 8:05 AM or leaves prior to 10:00 AM, he/she will be assigned a 2<sup>nd</sup> Saturday School for the following Saturday.
- 4) If a student does not attend an assigned Saturday School, an out of school suspension will be assigned for the following Tuesday.
- 5) Any student that receives (3) Saturday School assignments in a nine week's period, will receive an out of school suspension.
- 6) Assignments to Saturday School will be made after 3 minor infractions or at the discretion of the Disciplinarian and Administration.
- 7) An immediate Saturday School will be assigned for the misuse of a computer in class. (movies, games, etc., or anything deemed inappropriate by the Disciplinarian and Administration.)
- 8) Students will be required to wear a school uniform.
- 9) Students will be required to bring schoolwork. Light cleaning duties can also be assigned.
- 10) The only acceptable reasons to miss a Saturday School is a death in the family or an illness. If a student is ill and not able to attend Saturday School, the administration/disciplinarian must be contacted immediately and a doctor's excuse must be presented to postpone Saturday School and the student not be suspended.

### Elementary Teacher Managed Per Nine Weeks

Behaviors	Description/Examples (not limited too)
Check in electronic devices	<ul style="list-style-type: none"> <li>Phones, smart watches (per Diocesan policy), etc.</li> <li>All electronic devices</li> </ul>
Follow all classroom/school rules	<ul style="list-style-type: none"> <li>Materials ready</li> <li>Homework</li> <li>Proper uniform</li> <li>Complete assignments and be alert</li> <li>Refusal/non-compliance</li> <li>Respect one another &amp; oneself</li> <li>Talking/noises/follow school rules</li> <li>Comply without argument</li> </ul>
Use appropriate language	<ul style="list-style-type: none"> <li>Cursing</li> <li>Inappropriate responses</li> </ul>
Respect each other	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Horseplay</li> <li>Stealing</li> <li>Disrespecting peers</li> <li>Do unto others as you would have them do unto you</li> </ul>
Do your own work	<ul style="list-style-type: none"> <li>Plagiarism</li> <li>Cheating</li> <li>Lying</li> </ul>

### CONSEQUENCES PER NINE WEEKS

**1<sup>st</sup> Offense**  
 Verbal Correction  
 Teacher records behavior

**2<sup>nd</sup> Offense**  
 Bible verse/essay  
 Teacher contacts parents  
 Teacher records behavior

**3<sup>rd</sup> Offense**  
 Loss of recess privileges  
 Disciplinarian contacts parents  
 Teacher records behavior

**4<sup>th</sup> Offense**  
 Student sent to Disciplinarian  
 Disciplinarian contacts parents  
 Before School Detention

**5<sup>th</sup> Offense**  
 Student sent to Disciplinarian  
 Disciplinarian contacts parents  
 Out-of-School Suspension

### Elementary School Disciplinarian Managed Per Year

**\*\*After first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.**

<b>Immediate Discipline Referral Slip to Administration</b>	<b>Description/Examples (not limited to)</b>
<b>Tier 1</b>	<b>Before School Detention</b>
Know when to stop	Excessive disruption becomes a major problem
Respect each other and others and school's property	<ul style="list-style-type: none"> <li>• Property damage</li> <li>• Graffiti</li> <li>• Stealing</li> <li>• Physical contact</li> </ul>
Vulgarity	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Directed at an individual</li> <li>• Body language; gestures</li> <li>• Written words or illustrations</li> <li>• Inappropriate touching</li> </ul>
Attend all classes	Skiping class
Disrespect to teacher	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Body language; gestures</li> <li>• Written words or illustrations</li> </ul>
Bullying, or Harassment	As per Diocesan policy, all the following criteria must be met: <ul style="list-style-type: none"> <li>• Imbalance of Power,</li> <li>• Repeated and/or escalating behaviors, &amp;</li> <li>• Aggressive or intentional behavior</li> </ul>
Cyber Bullying	As per Diocesan policy: <ul style="list-style-type: none"> <li>• Any form of social media, emails, text, etc.</li> </ul>



<b>Tier 2</b>	<b>Out-of- School Suspension (OSS)</b>
Criminal Hazing	Acts of Initiation Consequence: (ACT 635 HB 78): “Dismissal, suspension, or expulsion for at least 1 semester, quarter, or comparable academic period”
Fighting	Bodily harm to another student
Verbal Threats	<ul style="list-style-type: none"> <li>• Threat of harm involving perception of physical or mental damage.</li> <li>• Harassment</li> </ul>
Tobacco/OTC Medication/ e-cigarettes	Possession or use of OTC Medications/tobacco or imitation controlled substance Sale or distribution of tobacco
<b>Tier 3</b>	<b>Immediate Expulsion</b>
<b>Possession of Weapon:</b> Pepper Spray, Mace, Knives, Letter Openers, Large Pointed Scissors, Tasers, & other Self-Defense Items are Not allowed on school property or at school sponsored events.	
<b>Possession of an illegal controlled substance:</b> Alcohol or Drugs are not allowed on school property or at school sponsored events.	
<b>Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff, or any other adult</b>	

- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**
- Tier 2 behaviors result in 1 day of suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. The student will be referred for expulsion on the 4<sup>th</sup> out-of-school suspension. Students **will not be allowed** to participate in extra-curricular activities, including games and practices on the day/days of a before school detention or an Out-Of-School Suspension. Students can make up all work including tests but cannot receive a grade higher than 60%.
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an

activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.

### **Positive Incentive Plan**

To deter negative behaviors, a positive incentive plan has been established that includes:

- Daily affirmation of positive behaviors by teachers and administration.
- Monthly reinforcement of positive behaviors in the form of Homework Passes in one subject for no negative behavior reports.

## Middle School Teacher Managed Per Nine Weeks

Behaviors	Description/Examples (NOT LIMITED TO)
Minor uniform violations	As outlined in Handbook: <ul style="list-style-type: none"> <li>• Shirts tucked in</li> <li>• Belt</li> <li>• School approved jacket</li> <li>• School approved shoes</li> </ul>
Follow all classroom/school rules	<ul style="list-style-type: none"> <li>• No food, drinks, or gum</li> <li>• Materials ready</li> <li>• Hall pass</li> <li>• Complete assignments</li> <li>• Be alert</li> <li>• Follow directions</li> <li>• Classroom rules</li> <li>• Refusal/non-compliance</li> </ul>
Use appropriate language	Inappropriate Responses (verbal or nonverbal)
Respect each other	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself</li> <li>• Horseplay</li> <li>• Practical jokes, i.e. hiding belongings of others</li> <li>• Acts of Initiation</li> <li>• Disrespecting peers</li> <li>• Do unto others as you would have them do unto you</li> </ul>

### CONSEQUENCES PER NINE WEEKS

#### 1<sup>st</sup> Offense

Verbal Correction  
Teacher records behavior

#### 2<sup>nd</sup> Offense

Bible verse/essay  
Teacher contacts parents  
Teacher records behavior

#### 3<sup>rd</sup> Offense

Saturday School  
Disciplinarian contacts parents  
Teacher records behavior

#### 4<sup>th</sup> Offense

Student sent to Disciplinarian  
Disciplinarian contacts parents  
2 consecutive Saturday Schools

#### 5<sup>th</sup> Offense

Student sent to Disciplinarian  
Disciplinarian contacts parents  
Out-of-School Suspension

## Middle School Disciplinary Managed per Year

**\*\*After the first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.**

Immediate Discipline Referral Slip to Administration	Description/Examples (NOT LIMITED TO)
<b>Tier 1</b>	<b>Saturday School</b>
Respect each other and others and school's property	<ul style="list-style-type: none"> <li>Property damage</li> <li>Graffiti</li> <li>Stealing</li> <li>Physical contact/PDA (public display of affection)</li> <li>Violation of acceptable technology use policy</li> </ul>
Attend all classes	Skipping class
Check in electronic devices	<ul style="list-style-type: none"> <li>Phones, smart watches, etc.</li> <li>All electronic devices</li> </ul>
Disrespect to teacher	<ul style="list-style-type: none"> <li>Verbal</li> <li>Body language; gestures</li> <li>Written words or illustrations</li> <li>Lying</li> </ul>
Plagiarism/cheating	Copying someone else's work and using it as your own (see grading policy below for this offense)
Major uniform violations	Violations that cannot be solved at school: i.e. hair length, skirt length, facial hair
<b>Tier 2</b>	<b>Out-of- School Suspension-1 Day</b>
Bullying or Harassment	<p>As per Diocesan policy all of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Imbalance of power,</li> <li>Repeated and/or escalating behaviors, &amp;</li> <li>Aggressive or intentional behavior</li> </ul>
Criminal Hazing	Acts of Initiation Consequence (ACT 635 HB 78): "Dismissal, suspension, or expulsion for at

	least 1 semester, quarter, or comparable academic period”
Cyber Bullying	As per Diocesan Policy, any form of social media, email, text, etc.
Fighting	Bodily harm to another student
Obscenity/Derogatory	<ul style="list-style-type: none"> <li>• Verbal; directed at someone</li> <li>• Body language; gestures</li> <li>• Written words or illustrations</li> </ul>
OTC Medication	Possession or use OTC Medication
Leaving Campus	Leaving Campus
<b>Tier 3</b>	<b>Out-of- School Suspension-2 Days</b>
Tobacco/e-cigarettes	Possession or use of OTC Medications/tobacco or imitation controlled substance Sale or distribution of tobacco
<b>Tier 4</b>	<b>Immediate Expulsion</b>
<b>Possession of Weapon:</b> Pepper Spray, Mace, Tasers, & other Self-Defense Items are NOT allowed on school property or at school sponsored events.	
<b>Possession of an illegal controlled substance:</b> Alcohol or Drugs are not allowed on school property or at school sponsored events.	
<b>Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult.</b>	

## NOTES:

- Refer to the Drug Testing Policy (see Table of Contents) for positive results.
- St. Edmund reserves the right to conduct a breathalyzer or such substance test at any time during the school day. The test must register 0% for substances.
- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**
- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. Students will **not be allowed** to participate in extracurricular activities, including practices and games on the day/days of a Saturday School or an Out-of-School Suspension. Students receiving an out of school suspension will not be allowed to make up work missed.

- **Deliberate Plagiarism and Cheating:** The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis.
  - 1<sup>st</sup> Offense: The student will receive a 0 and 1 day of Saturday School
  - 2<sup>nd</sup> Offense: The student will receive a 0 and an Out of School Suspension
  - 3<sup>rd</sup> Offense: The student will receive a 0 and 2 days Out of School Suspension
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.
- **The student will be referred for expulsion on the 3<sup>rd</sup> out-of-school suspension.**

### **Tardy Policy– (Counted per 9 Weeks)**

1 <sup>st</sup> Tardy			Teacher documents date & reason in RenWeb
2 <sup>nd</sup> Tardy			Teacher documents date & reason in RenWeb
3 <sup>rd</sup> Tardy	Referral Form completed & turned into Disciplinary	Saturday School	Teacher documents date & reason in RenWeb
6 <sup>th</sup> Tardy	Referral Form completed & turned into Disciplinary	Out of School Suspension	Teacher documents date & reason in RenWeb
7 <sup>th</sup> Tardy Or More	Referral Form completed & turned into Disciplinary	2 days Out of School Suspension	Teacher documents date & reason in RenWeb

## **Positive Incentive Plan**

To deter negative behaviors, a positive incentive plan has been established that includes:

- Daily affirmation of positive behaviors by teachers and administration.
- Students with no Behavior Notices will have their names entered into a drawing for prizes at the end of each 9 weeks period.



## High School Teacher Managed per Nine Weeks

Behaviors	Description/Examples (not limited to)
Minor Uniform Violations	<ul style="list-style-type: none"> <li>• As Outlined in the Handbook</li> <li>• Shirts tucked in</li> <li>• Belt</li> <li>• School approved jacket</li> <li>• School approved shoes &amp; socks</li> </ul>
No Food, Drinks, or Gum	• No food, drinks, or gum
Follow all classroom/school rules	<ul style="list-style-type: none"> <li>• Materials</li> <li>• Hall pass</li> <li>• Complete assignments</li> <li>• Be alert</li> <li>• Follow directions</li> <li>• Classroom procedures</li> <li>• School rules</li> </ul>
Use appropriate language	• Inappropriate Responses (Verbal or nonverbal)
Respect each other	<ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Practical jokes, i.e. hiding someone's belongings</li> <li>• Disrespect of peers</li> <li>• Acts of initiation</li> <li>• Do unto others as you would have them do unto you</li> </ul>

### CONSEQUENCES PER NINE WEEKS

**1<sup>st</sup> Offense**  
 Verbal Correction  
 Teacher records behavior

**2<sup>nd</sup> Offense**  
 Bible verse/essay  
 Teacher contacts parents  
 Teacher records behavior

**3<sup>rd</sup> Offense**  
 Saturday School  
 Disciplinarian contacts parents  
 Teacher records behavior

**4<sup>th</sup> Offense**  
 Student sent to Disciplinarian  
 Disciplinarian contacts parents  
 Two consecutive Saturday Schools

**5<sup>th</sup> Offense**  
 Student sent to Disciplinarian  
 Disciplinarian contacts parents  
 Out-of-School Suspension

## High School Disciplinarian Managed per Year

**\*\*After the first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.**

<b>Immediate Discipline Referral Slip to Administration</b>	<b>Description/Examples (Not Limited To)</b>
<b>Tier 1</b>	<b>Saturday School</b>
Know when to stop	<ul style="list-style-type: none"> <li>Excessive disruption</li> <li>PDA (public display of affection)</li> </ul>
Respect each other and others and school's property	<ul style="list-style-type: none"> <li>Property damage</li> <li>Graffiti</li> <li>Stealing</li> <li>Violation of technology acceptable use policy</li> <li>Physical contact</li> </ul>
Disrespect a teacher	<ul style="list-style-type: none"> <li>Verbal noises</li> <li>Body language, gestures</li> <li>Written words or illustrations</li> <li>Lying</li> </ul>
Major uniform violations	<ul style="list-style-type: none"> <li>Violations that cannot be solved at school: i.e. hair length, skirt length, facial hair</li> </ul>
<b>Tier 2</b>	<b>Out of School Suspension- 1 Day</b>
Bullying or Harassment	<p>As per Diocesan policy all of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Imbalance of power</li> <li>Repeated and/or escalating behaviors</li> </ul> <p>Aggressive or intentional behavior</p>
Criminal Hazing	<p>Acts of Initiation Consequence:</p> <ul style="list-style-type: none"> <li>(ACT 635 HB 78): "Dismissal, suspension, or expulsion for at least 1 semester, quarter, or comparable academic period"</li> </ul>

Cyber Bullying	As per Diocesan policy, any form of social media, emails, text, etc.
OTC Medication	Possession or use of OTC Medication
Obscenity/Derogatory	<ul style="list-style-type: none"> <li>• Verbal; directed at someone</li> <li>• Body language; gestures</li> <li>• Written words or illustrations</li> </ul>
Skipping Class and/or Leaving Campus	Skipping class or leaving campus without permission
Check in electronic devices	<ul style="list-style-type: none"> <li>• Phones, smart watches, etc.</li> <li>• Laptops, iPod</li> <li>• All other electronic devices</li> </ul>
<b>Tier 3</b>	<b>• Out of School Suspension- 2 Days</b>
Fighting	Bodily harm to another student
Tobacco/e-cigarettes	<ul style="list-style-type: none"> <li>• Possession or use of tobacco or imitation controlled substance</li> <li>• Sale or distribution of tobacco</li> </ul>
<b>Tier 4</b>	<b>• Immediate Expulsion</b>
<b>Possession of Weapon:</b> Pepper Spray, Mace, Tasers, & other Self-Defense Items are NOT allowed on school property or at school sponsored events.	
<b>Possession of an illegal controlled substance:</b> Alcohol or Drugs are not allowed on school property or at school sponsored events.	
<b>Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult.</b>	

#### NOTES:

- Refer to the Drug Testing Policy (see Table of Contents) for positive results.
- St. Edmund reserves the right to conduct a breathalyzer or other such substance test at any time during the school day. The test must register 0% for substances.
- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**

- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. Students will **not be allowed** to participate in extracurricular activities, including practices and games on the day/days of a Saturday School or an Out-of-School Suspension. Students receiving an out of school suspension will not be allowed to make up work missed.
- **Deliberate Plagiarism and Cheating**: The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis.
  - 1<sup>st</sup> Offense: The student will receive a 0 and 1 day of Saturday School
  - 2<sup>nd</sup> Offense: The student will receive a 0 and Out of School Suspension
  - 3<sup>rd</sup> Offense: The student will receive a 0 and 2 days Out of School Suspension
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.
- **The student will be referred for expulsion on the 3<sup>rd</sup> out-of-school suspension.**

## **Tardy Policy – (Counted per 9 Weeks)**

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6 <sup>th</sup> Tardy	Referral Form completed & turned into Disciplinary	Out of school suspension	Teacher documents date & reason in RenWeb
7 <sup>th</sup> Tardy Or More	Referral Form completed & turned into Disciplinary	2 Days Out of school suspension	Teacher documents date & reason in RenWeb

## **Positive Incentive Plan**

In an attempt to deter negative behaviors, a positive incentive plan has been established that includes:

- Daily affirmation of positive behaviors by teachers and administration.
- Students with no Behavior Notices will have their names entered into a drawing for prizes at the end of each 9 weeks period.

St. Edmund Catholic School  
Family Service Hour Tracking Form  
2023 – 2024

Family Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Service Hour Requirement: 10 hours + 2 hours per child during Spring Fair Weekend.

Date	Describe Event	Service Hours Worked	Supervising Official Signature

Please return this form no later than May 10, 2024, to Maggie Fuselier at the High School office or Michele Stelly at the Elementary office. You can also scan and email the form to [sarah.oliver@stedmund.com](mailto:sarah.oliver@stedmund.com). Also, make a copy of your completed form prior to turning it in.

Please have the form completed correctly. A form without a supervising official signature will not be accepted. The consequences for incomplete Regular and Spring Fair service hours are:

- \$25 per hour per family for regular service hours
- \$50.00 per hour per child.  
\*Example: 2 children x 4 incomplete service hours = \$400.00
- The fee must be paid with July tuition.

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**St. Edmund Catholic School**

351 West Magnolia

Eunice, LA 70535

PH 337-457-3777 FAX 337-457-3779

www.stedmund.com



## ENROLLMENT CONTRACT

I hereby agree, subject to the administration's acceptance, to enroll the below listed student(s) at St. Edmund Catholic School for the school year 2023-2024 and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules (Forms SE-1, SE-2, SE-3, SE-4, & SE-5) and applicable handbooks (inclusive of any changes on the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

**Student(s)****Entering Grade**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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In consideration of the acceptance of this Enrollment Contract by the St. Edmund administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe a 1% per month (12% per year) charge on any unpaid balance after due.

I acknowledge and agree that: (1) all grade reports and academic transcripts are the property of St. Edmund Catholic School and that academic transcripts will not be released until the subject account is paid in full; (2) in the case of any delinquent account 30 days from the billing date the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and (3) in the case of any account that is more than 90 days delinquent, the school



has the right and authority to immediately either not allow the student to attend class or cancel the student's enrollment.

I acknowledge and agree that St. Edmund reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to St. Edmund for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth in orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that St. Edmund reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of St. Edmund as reflected by its teachings, policies and rules. In the case of such removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from St. Edmund, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I further agree that unless I advise you to the contrary, I hereby authorize the above named student(s) to participate in any athletic and extracurricular activities and in all school-sponsored or sanctioned field trips. I also agree to provide medical insurance coverage for my child in the event he/she sustains injuries or illness while on campus or during school sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in St. Landry Parish, Louisiana. I further agree that in the event I have reason to believe that St. Edmund is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide St. Edmund with the full details of same and a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by St. Edmund shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of St. Edmund, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against St. Edmund and agree that St. Edmund shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of St. Edmund.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and St. Edmund. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and

enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

**Please initial and check appropriate choice below:**

\_\_\_\_ [ ] **Consent to publish.** I hereby authorize and give full consent, without limitations or reservations, to St. Edmund to submit, publish and/or cite, in whole or in part, any photographs, artwork, videos, written work, and voice recordings that the above student creates, and/or in which the above student appears, in school publications, including but not limited to newsletters, advertising, brochures, press releases and the school's social media and websites. These media items may be used in perpetuity. All media shall be the school's property, solely and completely. Further, I hereby permit the school to notify the media of my child's academic, athletic, and other special achievements, and share the aforementioned items, where applicable.

\_\_\_\_[ ] **Refusal to publish.** I do not give permission to St. Edmund to use the image of my child or my family in materials distributed by St. Edmund.

Signature (Parent/Guardian)	Date
-----------------------------	------

Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Billing Name

Billing address

City/State/Zip

Phone: Mobile Home Business

*This is to confirm acceptance of the above named student(s) for enrollment at St. Edmund Catholic School for the school year \_\_\_\_\_, depending upon the successful completion of the current scholastic year.*

Accepted by: \_\_\_\_\_  
Principal Date

\*St. Edmund Catholic School is owned and operated by The Congregation of St. Anthony's Roman Catholic Church of St. Landry Parish.

# St. Edmund Catholic School Registration 2023-2024

High School: 337-457-2592 • Elementary: 337-457-5988

Administration/Bookkeeping: 337-457-3777 • Fax: 337-457-3779

[www.stedmund.com](http://www.stedmund.com)



**Students Presently Enrolled and Brothers and Sisters Entering: Beginning March 6, 2023.**

Registration packets **MUST BE RETURNED BY MARCH 31<sup>st</sup> TO BE ABLE TO PAY DISCOUNTED REGISTRATION FEE.**

**New Students in Pre-K through 12th Grade: Week of March 13, 2023**

Parents or guardians of children entering St. Edmund School (PK – K) must come to the School Administration office between the hours of 8:00 a.m. and 2:00 p.m. on the dates specified below. Immunization Card for school registration, Certified Birth Certificate, Baptismal Certificate and Social Security Card must be presented at the time of registration.

**NEW STUDENTS 1st – 12th GRADE ARE REQUIRED TO APPLY ONLINE AT [www.stedmund.com](http://www.stedmund.com). Note: REGISTRATION FEES ARE NONREFUNDABLE.**

## Registration Policy

St. Edmund is a Catholic school affiliated with St. Anthony of Padua Roman Catholic Church Parish in Eunice, Louisiana. It is approved by the State of Louisiana and accredited by the Southern Association of Colleges and Schools. The admission of students into St. Edmund School is based on the following policy of non-discrimination and issued by the Diocese of Lafayette, the Diocesan School Board, and the Diocesan Department of Education:

St. Edmund School accepts student applications for admission to any grade regardless of sex, race, creed or national origin. There is no discrimination in the administration of educational policies, of scholarship programs, or of athletic and extra-curricular programs.

## Registration Notes

Children returning to St. Edmund are considered registered students for the next school year upon receipt of all required paperwork.

**All tuition payments through February 2023 must be paid in full before registration for the year 2023-2024 will be accepted.**

## Age Requirement

Students entering Pre-kindergarten must be 4-years of age on or before September 30, 2023. Students entering Kindergarten must be 5-years of age on or before September 30, 2023. Students entering first grade must be 6-years of age on or before September 30, 2023.

## Tuition Draft Plan

St. Edmund utilizes a tuition draft program. Families may pay tuition in any of the following ways:

- ✓ Pay tuition **IN FULL by JUNE** (Receive a 3% discount off tuition for advance payment)
- ✓ Pay the tuition in monthly installments by bank draft; **DRAFTS ARE JUNE - MAY.**

You *must* make your payments by bank draft, or otherwise pay for year in advance. Families are required to contact the school if at any time they are unable to make a payment due to an extraordinary circumstance.

<b>Family Organizations Fee</b> <i>\$25 per family</i>	This fee is collected on behalf of PTC/Academic Booster, and Athletic Booster clubs. PTC/Academic Booster, \$15 per family, and Athletic Booster, \$10 per family (contributes to student catastrophic insurance which is paid by Athletic Boosters). <u>This fee is due at registration as a post-dated check for June 1 or Drafted in June.</u>
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## Tuition 2022-2023

Elementary (Pre-K) \$385 per month for 12 months

Elementary (K-5) \$385 per month for 12 months

Middle/High School (6-12) \$480 per month for 12 months

A Multi-Child Discount Plan: 12% discount for second child, 15% for third child, 19% for fourth child, 22% for fifth child, 25% for sixth child and 29% for seventh child, for students PK-12. Families with 8 or more children will pay registration and fees, but NO tuition for the 8th and above children.

### Tuition Assistance

Families with financial needs, whose children are registered, may apply for tuition assistance online at FACTS.

### Fees & Commitments

<b>Registration Fee</b> <i>\$100/student pre-register          \$150/student registration</i>	The pre-registration period is <b>Mar 6 - March 31, 2023</b> <u>This fee is due at registration and is NONREFUNDABLE.</u>
<b>Diocesan Tax</b> <i>\$24 per child</i>	The Diocese of Lafayette assesses this school \$24 per year for each child registered to help cover the costs of maintaining the Office of Catholic Schools which oversees all the Catholic schools in the Diocese. <u>This fee is due at registration.</u>
<b>Out of Parish/          Non-Catholic Fee</b> <i>\$150 per child, up to 3 unless          subsidized by church parish</i>	Most local Catholic churches have made arrangements with this school to pay this fee for their parishioners who support their church monetarily on a regular basis. A form is provided on the back of this registration form to be signed by the pastor agreeing to pay the church subsidy. If you do not qualify for a church subsidy payment for whatever reason or you choose not to ask your church for this support, this fee <u>becomes your responsibility</u> at registration.
<b>Technology Fee</b> <i>\$100 per child</i>	The cost of technology (even with grants) is very prohibitive. A fee of \$100.00 is assessed for each student to cover the cost of software, software licensing, software support, hardware such as computers, monitors, scanners, printers, other peripherals, the repair or replacement of hardware, and supplies such as inkjet cartridges, diskettes, etc. <u>This fee is due at registration time as a post-dated check dated June 1 or drafted in June with Tuition</u>
<b>Building          &amp; Maintenance Fee</b> <i>\$150 per family per year</i>	The monies collected from this fee are used to maintain our buildings and grounds. The costs of maintenance have climbed steadily and rapidly over the years. To keep current with the rising cost, the school must assess each family with a \$150 fee. <u>This fee is due at registration time as a post-dated check dated June 1 or drafted in June with Tuition.</u>
<b>Book &amp; Activity Fees:</b> <i>Pre-K-12: \$190</i>	The Book/Activity Fee covers many different areas depending on the individual grade, but the majority of the fee pays for the religion books each year. This fee also funds workbooks, copy paper, testing materials, standardized testing, lab supplies, classroom supplies, etc. <u>This fee is due at registration time as a post dated check dated June 1. Or drafted in June with Tuition</u>
<b>Capital Campaign Fee</b> <i>\$50per family per month</i>	The Capital Campaign Fee is dedicated to payment of debt incurred to construct the new multi-purpose facility which includes seven additional classrooms and a new gymnasium. The fee is to be applied to each family and will last over the life of the loan. <u>This fee will begin June 1 and added to your monthly tuition fee. (Previous Donors may be exempt, please consult the Development Office for more information.)</u>
<b>Service Work Hours</b> <i>2 hrs/child Spring Fair          10 hrs/family service</i>	In addition to mandatory Spring Fair hours, families are required to work service hours during school year to total 10 service hours. \$25/hr assessed otherwise. Must be approved/signed by sponsor/ administrator turned in before students begin final exams and/or final grades are posted. Spring Fair assess \$50/hr/child non-worked.
<b>Tuition Draft Fee</b> <i>\$45/Yr</i>	Fee drafted once per year for drafting services, through FACTS Tuit Mgmt.

# Tuition/Fees Worksheet    2023-2024 REGISTRATION

SE-

FAMILY INFORMATION	REGISTRATION FEES
PARENT NAME	REGISTRATION FEE \$ _____ \$100/student pre-reg OR \$150/ student registration
ADDRESS	DIOCESAN TAX \$ _____ (\$24 per Student)
CITY, STATE, ZIP	OUT OF PARISH/NON CATHOLIC \$ _____ (\$150/child without signed agreement from pastor)
PHONE	TOTAL FEES DUE NOW: \$ _____
CHURCH PARISH	=====
CHILDREN:	POSTDATED FEES (Postdated for June 1, 2022 or drafted with June Tuition)
NAME/GRADE	IF PAYING MONTHLY
NAME/GRADE	Family Maint. Fee \$ <u>150.00</u>
NAME/GRADE	Family Organizations Fee \$ <u>25.00</u>
NAME/GRADE	Book/Activity Fees:
NAME/GRADE	No. of children Pre-K-12 ____ x \$190 = \$ _____
NAME/GRADE	Technology Fees:
NAME/GRADE	No. of children _____ x \$ 100 = \$ _____
NAME/GRADE	TOTAL POSTDATED AMOUNT: \$ _____
NAME/GRADE	Postdated Check Number: # _____
NAME/GRADE	=====
NAME/GRADE	IF YOU CHOOSE DRAFT TUITION
NAME/GRADE	Your Monthly Payment will be: \$ _____
NAME/GRADE	JUNE – MAY (12-month draft)
NAME/GRADE	=====
EMAIL ADDRESS:	IF YOU CHOOSE TO PAY FOR YEAR
	Your Payment will be: <b>BY JUNE</b> \$ _____
	<i>Inc 3 % disc off tuition ONLY. Also includes Book Fees, Maintenance Fee and Technology Fees. Does not include Diocesan Tax, Parish Subsidy, Registration Fee</i>

CHECKLIST OF NECESSARY ACCOMPANYING DOCUMENTS FOR ALL FAMILIES REGISTERING	CHECKLIST OF NECESSARY ACCOMPANYING DOCUMENTS FOR NEW FAMILIES REGISTERING
<input type="checkbox"/> This billing form and any fees due now <input type="checkbox"/> Postdated check for June Fees <input type="checkbox"/> Signed Parish Registration Certificate ( <i>on back</i> ) from church parish ~or~ payment of fee <input type="checkbox"/> Signed receipt of student handbook and acknowledgment of drug policy ( <i>on back</i> ) <input type="checkbox"/> <b>New Draft Auth if bank acct changed</b> <input type="checkbox"/> 6 <sup>th</sup> grade or 11 yr olds and 11 <sup>th</sup> grade or 16 yr olds – Proof of Immunization against Meningococcal Disease to attend school. (ACT 635 HB 78)	<input type="checkbox"/> Personal information form <input type="checkbox"/> Copy of birth certificate <input type="checkbox"/> Copy of baptismal certificate <input type="checkbox"/> Copy of social security card <input type="checkbox"/> Shot record <input type="checkbox"/> 6 <sup>th</sup> grade or 11 yr olds and 11 <sup>th</sup> grade or 16 yr olds – Proof of Immunization against Meningococcal Disease to attend school. (ACT 635 HB 78)

Thank you for choosing St. Edmund Catholic School for your child/ren's educational and spiritual needs. We request that all necessary forms and payments be returned to the school promptly. We also ask that all tuition payments be made regularly and on time during the coming school year. Please read the handbook carefully as it contains important information on delinquent payment policy, dress code, curriculum, etc.

**Student Handbook Agreement/Receipt** (to be completed by Student & Parent)

**PLEASE DOWNLOAD STUDENT HANDBOOK(S) FROM: [www.stedmund.com](http://www.stedmund.com).**

Please initial each of these policies to acknowledge that you have read and understand each of them.

Consent to Photograph\_\_\_\_\_ Technology/Internet Acceptable\_\_\_\_\_

**I have read and understand the contents of the student handbook. I agree to abide by ALL policies, requirements and rules stated in the handbook.**

_____ SIGNATURE / DATE	_____ PARENT/GUARDIAN'S SIGNATURE & DATE	_____ STUDENT'S
_____ SIGNATURE / DATE		_____ STUDENT'S

## Parish Registration Certificate 2023-2024

The following family has applied for admissions to St. Edmund Catholic School:

Parents Name:	LAST	FIRST	MIDDLE	NICKNAME	
	STREET	CITY	STATE	ZIP	Mailing Address:
	WORK				Phone: HOME
N'S RELIGION		MOTHER/GUARDIAN'S RELIGION			FATHER/GUARDIA

### Children:

NAME	GRADE APPLYING FOR
NAME	GRADE APPLYING FOR
NAME	GRADE APPLYING FOR

(Do not ask your pastor to pay your subsidy unless you use the donation envelopes and are thus a verifiable giver to your parish. This will eliminate unpleasant situations. Thanks for your cooperation.)

<b>FOR PASTORS</b>	<b>PASTOR'S SIGNATURE &amp; CHURCH SEAL</b>
<i>Please check one:</i>	
<input type="checkbox"/> We will pay the parish subsidy of <b>\$150.00</b> per student to support Catholic education.	PASTOR'S SIGNATURE
<input type="checkbox"/> We will pay a partial amount of the subsidy, \$_____ per student to help support Catholic education with the understanding that the balance becomes the responsibility of the parent.	DATE
<input type="checkbox"/> We <u>will not</u> pay the subsidy for this family at this time with the understanding that this fee becomes the responsibility of the parent.	CHURCH PARISH
	CHURCH SEAL
	<i>*Note to Pastors: Your church will be billed upon completion of registration. A listing of families will be attached.</i>

SE-