

**ST. GREGORY BARBARIGO  
CATHOLIC  
ELEMENTARY  
SCHOOL  
2019-2020  
HANDBOOK**

“BUILDING GOD’S KINGDOM, ONE CHILD AT A TIME!”



# *Established in 1963 by the Sisters of Notre Dame*

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# **ST. GREGORY BARBARIGO CATHOLIC SCHOOL MISSION STATEMENT**

***St. Gregory Barbarigo Catholic School strives to ensure the spiritual formation and academic success of all its students in a Christ centered environment.***

## **PHILOSOPHY**

St. Gregory Catholic School provides an opportunity for students to express creatively their growing relationship with God. We recognize the supreme worth of each individual student as God's child and the importance of the family unit. Through our children, we reach out to strengthen the faith and effectiveness of our St. Gregory families. By fostering the development of a good self-image and self-discipline, we reach out to every aspect of growth: academic, spiritual, emotional, physical and social.

St. Gregory Barbarigo Catholic Elementary School does not discriminate on the basis of race, national or ethnic origin, sex, age (according to the law), or any handicapping condition in its educational programs, activities, or employment policies.

St. Gregory primarily serves Catholic families; however, we also welcome those who respect our Catholic values and beliefs.

## **OUR CATHOLIC IDENTITY**

*And He said to them, "Go into all the world and proclaim the gospel to the whole creation."  
**Mark 16:15***

St. Gregory Barbarigo Catholic School is an extension of the mission of St. Gregory Barbarigo Catholic Church. Our very existence is evangelistic in nature. This mission is manifested through the permeation of this divine mandate to *go out and spread the Good News of the Gospel* to each other through mutual respect for human dignity and beyond the doors of our school in the form of stewardship.

Religion permeates more than religion class at St. Gregory Barbarigo Catholic School. It is the atmosphere that surrounds all that we do. St. Gregory students and teachers attend Mass weekly and participate in prayer throughout the school day. During Lent, students attend Way of the Cross weekly and take part in the annual Live Passion play. A Nativity is performed in preparation for Christmas and the Divine Mercy Chaplet is lead by students on All Souls Day.

## MEET ST. GREGORY BARBARIGO, OUR PATRON SAINT!

ST. GREGORY BARBARIGO WAS BORN IN VENICE ITALY ON SEPTEMBER 16, 1625. WITH HIS FATHER WHO WAS IN THE ITALIAN DIPLOMATIC SERVICE, HE TRAVELED EXTENSIVELY THROUGHOUT ITALY AND EUROPE. AT AGE 30, HE EARNED A LAW DEGREE BUT HE WAS DEEPLY DISTURBED BY THE LACK OF FAITH HE OBSERVED IN MANY OF THE LEADERS OF THE DAY. HIS STRONG DESIRE TO RENEW AND SPREAD THE CATHOLIC FAITH, AS WELL AS A DESIRE TO HEAL TENSIONS BETWEEN THE EASTERN CHURCHES AND ROME, LED GREGORY TO BECOME A PRIEST.

GREGORY BARBARIGO OBTAINED A DOCTORATE IN BOTH CANON AND CIVIL LAW ON SEPTEMBER 25, 1655 AND WAS ORDAINED A PRIEST ON DECEMBER 21, 1655, BY GIAN FRANCESCO MOROSINI, PATRIARCH OF VENICE. HE LEFT FOR ROME AT THE END OF FEBRUARY 1656, CALLED BY POPE ALEXANDER VII, WHO INITIATED HIM INTO THE PAPAL SERVICE. HE WAS NAMED DOMESTIC PRELATE OF HIS HOLINESS. ON APRIL 21, 1656 FR. BARBARIGO WAS APPOINTED REFERENDARY OF THE TRIBUNALS OF THE APOSTOLIC SIGNATURE OF JUSTICE AND OF GRACE.

IN ROME HE MINISTERED TO THE SICK AND DYING DURING A SEVERE EPIDEMIC. AT THE DIRECTION OF POPE ALEXANDER VII, ST. GREGORY SAW TO THE CONSTRUCTION OF HOSPITALS AND SANITARY FACILITIES TO HELP THE STRICKEN.

BARBARIGO DIED IN PADUA ON 18 JUNE 1697 AND WAS BEATIFIED BY POPE CLEMENT XIII ON 6 JULY 1761. HE WAS CANONIZED NEARLY 189 YEARS LATER, BY POPE JOHN XXIII ON 26 MAY 1960. JOHN XXIII, WHO IS SAID TO HAVE FELT A CLOSE KINSHIP WITH SAINT GREGORY BARBARIGO AND TO HAVE MAINTAINED A LIFELONG DEVOTION TO HIS WORK,[4] INCLUDED HIM IN THE GENERAL ROMAN CALENDAR OF 1960, ASSIGNING 17 JUNE AS HIS FEAST DAY.

*BELOVED ST. GREGORY BARBARIGO, PRAY FOR US.*



## **ACCREDITATION**

St. Gregory Barbarigo Catholic School is fully accredited by the Louisiana State Department of Education and the Houma-Thibodaux Diocese. We hold membership in the National Catholic Education Association, the Citizens for Educational Choice and are Brumfield Dodd approved. We are accredited by the Southern Association of Schools and Colleges (SACS/CASI). Our school maintains membership in the National Catholic Education Association.

## **FOREWORD**

The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between St. Gregory Barbarigo Catholic School and each student and parent in the school. In developing rules and policies for this handbook, the administration has tried to anticipate as many situations as possible. However, as new and unusual situations may arise, the principal will have the authority to use her discretion in whatever circumstances the guidelines within the handbook may not precisely apply to. The principal also reserves the right to interpret any rule in the handbook or to make judgment on any situation that is not covered within the handbook. The principal reserves the right to amend this handbook for just cause. If changes are made, parents/guardians will receive notification.

## **ORGANIZATIONAL STRUCTURE**

St. Gregory Barbarigo Catholic Elementary School is a state-approved non-public elementary school that provides educational facilities for children in Pre-K through seventh grade. The pastor is the head of the school assisted by the school principal and an advisory council. A certified lay principal staffs the school with qualified, dedicated laypersons committed to Catholic Christian educational excellence. It must be emphasized that the mission of St. Gregory Barbarigo Catholic Elementary School is the shared responsibility of parents, students, the principal, teachers, school staff, pastor, and parishioners.

### ***CONSULTATIVE SCHOOL BOARD/COUNCIL***

The St. Gregory Barbarigo Catholic School Consultative School Board/Council is consultative in nature to the principal and pastor in school matters including, but not limited to, preparing and submitting proposed goals and objectives for the school. The council is not responsible for the general operation of the school. All proposals shall be subject to the approval of the principal and pastor. The Council consists of the pastor (ex-officio), the principal of St. Gregory Barbarigo Catholic Elementary School (ex-officio), the administrative assistant (ex-officio) and up to nine lay members. The Council meets as needed.

### ***EMPLOYEES***

The school employs a principal, a secretary/bookkeeper, ten full-time teachers, a librarian/computer lab coordinator, three full-time paraprofessionals, a custodian, and a part-time aftercare assistant. All teachers have earned a Bachelor's degree or higher. The faculty is fully certified according to LA Bulletin 741NP. Student assessment, speech therapy, and adaptive PE services are provided through the Terrebonne Parish School System to those children meeting the criteria for eligibility. Title I services are provided for qualifying students in the Title I computer lab. Teachers, administration, and support staff participate in professional development workshops throughout the year.

### ***PARENT- TEACHER ORGANIZATION***

The Parent Teacher Organization is open to all parents and faculty members of St. Gregory Barbarigo Catholic School. Its mission is to promote and encourage communication between parents, teachers,, and the community. The PTO also sponsors and organizes some fundraising and school events, which deepen our community spirit and enrich our children's educational, social, and developmental experiences at St. Gregory.

## **SAFE ENVIRONMENT**

Those persons who work with or have regular contact with the children at school must be trained through the Diocesan Safe Environment Program. Anyone who plans to assist in the classroom or cafeteria, serve as a chaperone for any school function, or volunteer to work with students in any way, **must be certified through the Safe Environment Program. There are NO exceptions.**

All parents are encouraged to complete the training at the beginning of the school year. This can be done through on-line training. Anyone training for the first time must get a referral form through the school office. If parents choose to train on-line, they would be able to start and stop at their convenience until the training is complete. Contact the school office for further information.

**THE ST. GREGORY BARBARIGO CATHOLIC SCHOOL POLICIES AND PROCEDURES HANDBOOK IS SUBJECT TO ENFORCEMENT OF ALL STATE REGULATIONS AS ISSUED IN THE NONPUBLIC SCHOOL COMMISSION HANDBOOK AND IN DIOCESAN REGULATIONS AS PUBLISHED IN THE HANDBOOK OF POLICIES FOR THE DIOCESE OF HOUMA — THIBODAUX. PARENTS AND STUDENTS ARE REQUIRED TO BE FAMILIAR WITH ALL RULES AND POLICIES WRITTEN HEREIN.**

## **ADMISSIONS**

St. Gregory Barbarigo Catholic School does not discriminate because of race, national or ethnic origin, sex, age (according to the law), or any handicapping condition in its educational programs, activities or employment policies.

### **General admission policies:**

- All new students entering St. Gregory Barbarigo Catholic School are enrolled on a probationary basis for 90 days beginning on the first day of attendance.
- Payment of a registration fee does not constitute acceptance, admittance, or enrollment to the school.

### **Order of admissions:**

- All students currently enrolled in the school
- Siblings of students currently enrolled in the school
- Catholic students registered in St. Gregory Barbarigo Church Parish
- Catholic students registered in other parishes
- Non-Catholic students

### **Records required for admission:**

- Birth Certificate
- Baptismal Certificate
- Proof of updated immunization as required by the Louisiana Health Dept. (Title 51 of Sanitary Code R.S. 17:170)
- Copy of the student's social security card
- Registration form and all appropriate fees
- Report cards of previous grade (for students entering grades 1-7)
- If applicable, legal custody documents signed by a judge
- Previous medical and/or educational evaluations

Students may be asked to interview with the principal before being allowed admission. Previous academic and discipline records will be reviewed to determine if St. Gregory is able to meet the needs of the prospective student. If information is withheld by a parent or guardian that could affect the wellbeing of the child or the school, action may be

taken by the school to protect the integrity of the school's environment and the wellbeing of student and staff populations within. Education of your child is a partnership between the parent and school, as the primary educators. If, in the opinion of the school, the partnership is unretrievably broken, the school has the right to require the parent to withdraw the child.

**PRE-KINDERGARTEN ELIGIBILITY REQUIREMENTS:**

- must be three years of age by September 30th of the school year of entry for Pre-K 3
- must be four years of age by September 30th of the school year of entry for Pre-K 4
- must be able to fully function in an all day program
- must be able to care for personal needs with regard to restroom use

**KINDERGARTEN ELIGIBILITY REQUIREMENTS:**

- must be five years of age by September 30th of the school year of entry

**Transfer Policy**

Parents seeking to transfer their children from another school must request *in writing* that the child's records be forwarded to St. Gregory Barbarigo Catholic School. The schools will then communicate a transfer of records.

**REGISTRATION AND FEES**

- Tuition and fees are determined annually by the St. Gregory Barbarigo Catholic School Administration.
- Tuition payment plans allow families to finance tuition through a bank plan chosen by the Diocese of Houma-Thibodaux.
- Tuition may be paid in full at the time of registration if a payment plan is not needed.
- If a tuition loan is delinquent, parents will receive notification that the balance owed must be paid. Failure to comply may result in the child being dropped from enrollment at the school.
- If a student is dropped from enrollment due to outstanding tuition bills or not allowed to return to the school due to disciplinary reasons, the parent is responsible for any debts through the date that the child was officially dropped from school enrollment.
- A student may not be re-admitted for the following school year if all debts have not been paid.
- Partial refunds on tuition may be applied in the instance that a student no longer is enrolled at St. Gregory Barbarigo Catholic School.
- Students with outstanding debts at any catholic school in the Houma-Thibodaux Diocese may not gain admission to any other Catholic school within the diocese until debts are resolved.
- Registration, out-of-parish, non-catholic, science, art, and Pre-K/K fees are non-refundable.  
Registration fee: payable at the time of registration to insure a place for the student the following year.  
Pre-Kindergarten and Kindergarten fee: used to buy snacks , specialty materials needed for this age group, and consumable instructional tools used in the education of small children.

**TUITION REFUNDS ARE PAYABLE WITHIN THIRTY DAYS AFTER WITHDRAWAL.**

Partial refunds on tuition are payable as follows:

Prior to the 1<sup>st</sup> day of school: 95%

Weeks 1 – 4: 75%

Weeks 5 – 9: 50%

Weeks 10 – 13: 20%

After 13 weeks: 0%

## **STUDENT TERMINATION POLICY**

Students and parents who accept the privilege of attending St. Gregory Barbarigo Catholic School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The principal reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands which can be viewed or interpreted as harassment on faculty, staff, or administration, may be required to withdraw his/her child from St. Gregory Barbarigo Catholic School. Tuition will be prorated and refunded by mail.

**CATHOLIC SCHOOL HANDBOOK POLICY #5500: *PARENTS WHO DO DAMAGE TO THE SCHOOL'S PURPOSE OR WHO ARE UNABLE OR UNWILLING TO SUPPORT THE PURPOSE AND SPIRIT OF THE SCHOOL MUST FURTHER BE EVALUATED AS TO WHETHER THEIR CHILD SHOULD BE ALLOWED TO REMAIN IN THE SCHOOL OR BE READMITTED.***

## **LUNCH**

- St. Gregory Barbarigo Catholic Elementary School participates in the Archdiocese of New Orleans Food Service Program. The Vanderbilt Catholic High School staff prepares well-balanced meals daily.
- Food allergies must be reported to the cafeteria manager in writing before the start of the school each year by the parent. Proper forms and medical documentation are necessary to accommodate the student.
- A lunch fee may be prepaid at the start of the school year, but it is subject to increases during the months before school begins as designated by the Archdiocese of New Orleans.
- It is important that parents maintain a sufficient amount of money in their child's lunch account so that it does not run out.
- Students may purchase juice, water, or extra milk from the cafeteria manager at a price set by the program.
- All students participate in the daily lunch program, and only in very serious medical cases, with written doctor's orders, will students be allowed to bring a lunch from home. Food cannot be brought in restraint containers and wrappers. This jeopardizes the school's federal funds for the lunch program.
- Any pre-paid unused lunch money will roll-over into the student's lunch account to be used for the following year, including the forwarding of remaining funds to Vanderbilt Catholic High or Edward Douglas White Catholic High.
- Parents may apply for free or reduced lunches. Applications are available online. Eligible students will be notified.
- If a parent knows a student will arrive at school before lunch, but after 8:30, they should call to inform the school so that accurate lunch counts can be sent to Vanderbilt Catholic High by 8:30 a.m.
- Free and Reduced lunch forms are available on-line at <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals> and in the school office. There may be a delay before approval. Parents are responsible for any payments during that time frame.

**Afterschool Care:** Fees for Before-School and After-School Care are determined annually. Failure to pay may result in your child not being able to attend until fees are paid in full, including late fees.

**Collections/Fundraisers:** Collections/sales of any type must have the consent of school administration. Money should not be brought to school for any purpose other than snack, lost or damaged item restitution, to purchase items offered by the school, and to contribute to charitable programs hosted by the school. All cash money sent to school must be enclosed in a sealed envelope labeled with the student's name, grade, and the purpose of the money. If money is sent in the form of a check, the student's name, grade, and the purpose of the money must appear in the comments section on the check.

**Please Note: Students who lose textbooks or library books are required to pay replacement costs. If the book is later found in good condition, a refund will be made.**

**ANY CHECKS DEEMED NSF WILL BE CHARGED AN ADDITIONAL \$30.00 PLUS ANY APPLICABLE BANK FEES.**

### **MEDICATION POLICY**

- Parents are advised to give medication (prescription and nonprescription, including cough drops) at home on a schedule other than school hours.
- Students are not allowed to keep any type of drug, prescription or over-the-counter on their person. This includes cough drops, aspirin, and medicated lip balm. Violation of this policy is a serious offense and appropriate disciplinary measures will follow.
- Nonprescription medication will not be stored at school. If nonprescription medication is needed, parents must come to the office and administer it to their child at the appropriate time, if possible during recess.
- Office personnel will only administer prescription medication to students after the proper forms have been completed by the parent and physician. These forms are available in the school office and must be renewed every school year.
- The medicine must be in the original prescription bottle and properly labeled with doctor's orders. A medication log will be maintained by the school for any prescription medication dispensed.
- In the case of illness or accident, the office will notify the parent or a person designated on the emergency card. Arrangements will be made by the parent to pick up the child and *sign him/her out* for the day. Early dismissal for any other reason must be requested in advance in writing by the parent/guardian. This is to protect our students and will not be negotiable.
- Students absent with contagious diseases must present a note from a doctor allowing them to return to school.
- The St. Gregory School faculty and staff are obligated to report any signs of child abuse or child neglect. The school will follow diocesan policies regarding abuse.

### **INSURANCE**

All St. Gregory students are enrolled in the diocesan insurance program that covers accidents that occur at school or during school-sponsored activities. This policy provides supplemental/secondary coverage with limited benefits. Injuries must be reported promptly to the school office and claims must be filed within 90 days.

### **VISITORS**

Visitors and volunteer workers should ALWAYS report to the office and sign in upon entering the school building. Appointments with teachers should be made by calling the school office or sending a note/e-mail to the teacher in advance. Visitors are required to wear appropriate attire when coming to the school and when celebrating Mass with us- shorts are not considered appropriate attire. Visitors are required to sign out in the office before leaving campus.

Any visitor to our school who may work directly with students must be Safe Environment trained (see Safe Environment section of this handbook).

## PARENT — SCHOOL COMMUNICATION

Only messages of vital importance will be relayed to students during school hours. Please make children aware of any changes in routine dismissal before he/she leaves home in the morning. A note signed by a parent must be sent to school informing the teacher of any change in the child's normal routine. Students will not be allowed to ride a different bus without a note from home signed by the principal.

The school name or logo may appear only on correspondence that has been approved by the administration. Persons voluntarily using the school name or logo without permission, inadvertently puts the school at risk for liability.

**All catholic schools of the Houma-Thibodaux Diocese use a unified on-line data system visible to parents as a website called Plus Portals. Only parents are able to view the progress of their own child via a *parent portal* by using a username and password assigned by the school.**

Academic progress can be continually monitored by parents and students on-line. Parents can also view monthly calendars and weekly newsletters via on-line. User names and passwords are issued to each student. If you need assistance accessing the website or logging in, please call the school office at (985)876-2038.

## CONFERENCES

- Conferences with administrators or teachers must be scheduled through the office or with teacher in advance.
- All classroom concerns should be discussed with the teacher first by making an appointment with the teacher. The principal will be part of the conference if determined necessary.
- Parents are asked to contact teachers by written request via e-mail or written note at any point in the school year to discuss their child's progress as needed. The teacher is responsible for forwarding the request for a meeting to the principal if needed. The principal will then initial the request and a time and date will be scheduled. The parent will be notified of the time and date of the conference.
- Please do not conference with teachers in the hall before, during, or after school without a scheduled appointment. Teachers need every minute to prepare lessons for the day and run off materials so that your child is able to get the best possible education. Many teachers have their own children to care for at the end of the day and must leave immediately after their duties are fulfilled. Please respect their valuable time in this matter. Also, never call a teacher or administrator at home.
- ***Please know that we have your child's best interest at heart and value your input regarding your child's well being both academically and emotionally.***

## Special Information Needed

- Parents are expected to inform the administration and classroom teachers concerning students having physical, emotional, or mental conditions that require special considerations before admission is granted. The administration should also be notified should a student develop conditions named above.
- In order to keep emergency information current, parents are required to notify the office, in writing, of any change of address, telephone or cell number, or parental job information.
- If parents become divorced and custody of the child is part of the decree, a copy of the court decree must be secured as part of the student's file. This notification should be an official document signed by a judge. We

cannot honor a request that a child not be released into the custody of another parent without a court order granting legal custody to a specific parent.

- If custody rights change at any time, the school must have written documentation, signed by a judge, before school officials are expected to comply with said changes.

## NEWS/EVENTS

***A school newsletter will be sent home on Wednesdays; it will appear in your child's test folder or daily take home folder. It should be kept for your reference as it will contain important announcements and dates. Please do your part by reading it carefully and referring to it before calling the school for information. It will also be posted on PlusPortals.***

## Public Domain Policy

St. Gregory Barbarigo Catholic School strives to have a school where administration, faculty, staff, and parents work together to create an environment of open, honest, and fair communication in working with our children, keeping our parents abreast of the rules and regulations, and the implementation of those rules and regulations. We encourage the use of discretion when posting comments about our school on a public forum website (i.e. email, Facebook, Twitter, etc.). Comments of a negative nature about policies, decisions, schoolwork, or teachers are often visible to those directly involved even though that may not have been the original intent. Comments of this nature have the potential to undermine the goal of open, honest, fair communication and can easily be misunderstood or taken out of context resulting in a negative atmosphere among parents, teachers, and ultimately students. We invite you to bring concerns you may have about the operations of the school to our attention through the appropriate channel so they may be addressed in a constructive manner. As a courtesy and respect for others' privacy, please refrain from posting photos of school related activities where other children are pictured.

## Party Treats and Invitations

- Invitations to private parties cannot be distributed at school unless all children in the class receive one.
- Only students in Pre-K and K are allowed to have birthday treats during school hours and only with advance permission from the teacher. Please do not bring cakes. Cookies, brownies, pre-cut cookie cakes, or small/mini cupcakes are allowed. Please keep in mind that sugary birthday treats may cause a tremendous distraction and even counteract medications taken by some students to help them function well within the classroom environment. Some students have extreme allergies to certain ingredients such as peanuts or coconut oil and would not be able to eat treats that could possibly contain those ingredients. It is our wish that birthdays be primarily celebrated at home with family and friends due to the above mentioned reasons.
- The school will acknowledge each student's birthday.

## STEWARDSHIP

The Diocese of Houma-Thibodaux embraces the concept of stewardship as the total commitment of self to Christ through the sharing of time, talent, and treasure. St. Gregory Barbarigo Catholic School values family service to the school and the Church. We encourage stewardship in the form of tasks that further the school's mission. Here are just a few ways parents and grandparents can serve our school. Volunteer forms will be available at the beginning of the school year for those interested in serving our school in some way.

Lunch Server Substitute Teacher Teacher Helper School repairs/ maintenance Electrical/Plumbing work Painting Carpentry Gardening/Grass Cutting	Arts/Crafts PTO involvement Room mom or dad Bulletin Board updates Labels Committee- Box Tops, coffee Live Nativity/Passion Play Photography	School Publicity Library Helper Book Fair helper Club Sponsor/Co-Sponsor Computer Cleaning
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## ATTENDANCE

Instructional time is of vital importance, therefore prompt and regular attendance at school is essential for successful academic progress.

- ✓ In order to be promoted to the next grade, elementary students shall be in attendance a **minimum of 170 days a school year**.
- ✓ Unexcused **absences cannot exceed 10 days**. This is in accordance with the **new Louisiana state attendance laws**. Exceptions may be made only in the event of extended illness as verified by a physician or a death in the child's immediate family.
- ✓ ***Promotion to the next grade is in jeopardy with 10 or more unexcused absences.***
- ✓ A doctor's excuse should be obtained any time a child is taken to the doctor after having missed a day of school.
- ✓ Every effort should be made to insure that doctor/dental appointments and trips are scheduled outside of school days and hours.
- ✓ Only a valid doctor's excuse or written proof of a death in a student's close family warrant's an excused absence.
- ✓ Students who have medical or dental appointments that cannot be scheduled outside of school hours should bring a written excuse to the teacher at the beginning of the following school day. Parents must come to the office to sign their child out. A doctor's excuse must be submitted to the office upon return.
- ✓ Teacher's must be informed in the event of an extended absence (surgery or other emergencies)
- ✓ Students absent for more than three consecutive days must bring a doctor's excuse upon return.
- ✓ Missed assignments are not provided ahead of time, unless teacher agrees to such.
- ✓ Students are responsible for all missed work and are allowed to makeup tests within a reasonable amount of time. For example, if a child misses two days of school, the student has two days to make up tests or graded projects.
- ✓ If a test is scheduled on the day of a student's return from an unexcused absence, the student must take the test on that day.
- ✓ If a student is absent only on the day of a scheduled test, the student must take the test upon return to school.

- ✓ For prolonged absences, the student is allowed up to five days for make-up work. At the end of the five days, all unfinished work/tests become F's.
- ✓ Checking students out of school is reserved only for emergencies and unavoidable doctor's appointments. Instruction takes place until the very last minute of each day. Students can only be released to adults listed on the student's emergency form. Students may only be signed out in the office; adults may not pick up students from the classroom.
- ✓ Students are not allowed to check out after 2:30 P.M. unless approved by the principal in extreme circumstances.
- ✓ Excessive absences will be reported promptly to the Terrebonne Parish School Board Child Welfare and Attendance Department by the principal.

**Perfect Attendance:** In order to receive Perfect Attendance at the end of the year, a student must be present from 8:00 to 2:45 each school day.

**Partial Day absences:** If a student is brought to school after missing more than two classes, he/she is considered absent for one half day. If a student is checked out after two classes, the student is likewise considered to have been present for one half day.

**EXCUSED ABSENCES:**

- Illness with a doctor's excuse, death, or serious illness in the immediate family
- Graduations in the immediate family
- Weddings in the immediate family
- School related absences such as Regional Social Studies Fair, BETA convention,
- If the school determines that a student has fever and must be sent home
- If the school determines that a student must be sent home due to illness or injury

**UNEXCUSED ABSENCES:**

- Absences due to a matter of convenience are unexcused (fishing, shopping, visiting relatives, vacation)
- Students are responsible for any and all work missed as scheduled upon return
- Suspensions and expulsions are not ever considered excused

**TARDINESS**

Students arriving after 8:05 A.M. are considered tardy. Parents **must** escort their child to the office to sign in. An ADMIT CARD will be issued to the child, which in turn must be given to the homeroom teacher. **Excessive tardiness is subject to disciplinary action as described in the Discipline Policy.**

**TARDINESS IS DEFINED AS ARRIVING LATE, CHECKING OUT EARLY, OR LEAVING DURING THE SCHOOL DAY.**

# BELL SCHEDULE

## 2018-19

7:30	Students Arrive
8:00	Begin Classes
8:05	Tardy Bell
8:15 – 8:45	Interventions
10:00 – 10:10	Lower Grade Recess
10:15 – 10:25	Upper Grade Recess
1:05 – 1:20	Lower Grade Recess
1:25 – 1:40	Upper Grade Recess
2:40	Prayer/Announcements
2:45 – 3:00	Dismissal

### ARRIVAL

- All students who arrive at school between 6:30 and 7:30 A.M. will report to the cafeteria (escorted by a parent or guardian) and sign in for the Before School Care Program at a monetary cost (see Before/After School Care).
- Students not attending Before-School Care may NOT be dropped off prior to 7:30. Carline begins at 7:30A.M.
- Upon arrival, students should report to the area designated for his/her grade level (hallway, outside the classroom). Parents are not allowed to walk students to the classroom. All students are to arrive in the carline. No parents will be allowed beyond the security doors near the office during morning arrival. Once prayer has been started, there should be no movement in hallways. Remain reverent and prayerful when entering during this time. Students will be taught, practice, and be expected to follow all morning procedures.
- Students are *not* allowed in classrooms before school, during recesses, or after school unless a teacher is present and permission is granted. *No one* (students or parents) is to enter a classroom to retrieve items before or after school without the permission and/or presence of a faculty or staff member.
- Students should take this opportunity to use restroom and get water should they need to do so. Students in 4<sup>th</sup>-7<sup>th</sup> grades will not be allowed out of the classroom to use restroom after class has begun. Teacher will decide when it is appropriate.
- All students riding in cars must be dropped off between 7:30 and 8:00 next to the bus canopy on 7<sup>th</sup> Street.
- Bus transportation is provided by the Terrebonne Parish School Board for St. Gregory Barbarigo Catholic School students in grades K-7<sup>th</sup>.
- Please do not park to escort students to the door. Parents must use the car line when dropping off and picking up students. This is for the safety of all students and out of sense of fairness to parents.

## DISMISSAL

- A bell signals dismissal at 2:45 P.M. following afternoon announcements.
- Please do not park or enter the building to pick-up students at dismissal. Stay in the car line where the duty teachers assist students into cars. Parents must use the car line when dropping off and picking up students.
- If a change in a student's normal departure method is needed, a note ***signed by the parent*** must be sent to school. We will not change a customary departure method on a child's word alone. A phone call is ***NOT*** sufficient evidence of a parent's permission to deviate from normal dismissal procedures for any child. These changes should be made only in an emergency. ***This is for the safety of your child.***
- We will not release a child into the custody of any adult not listed on forms filled out at the beginning of the school year. If duty teachers cannot identify the person picking up a child in the carline, the driver will be asked to go to the office to give proof of ID and validate permission to pick up a child.
- Bus drivers are legally bound to deny students transportation without a signed parent note that has been approved by the principal if a student has not ridden that bus since the beginning of the school year.
- Safety and security of all students is most important. Students who walk home should stay on city sidewalks. Bike riders must exit the campus at the same time as walkers.
- Dismissal area is supervised until 3:00 P.M. Students not picked up by this time will have to report to After School Care, and parents will be charged the After School Care fee.
- Students going home by bus are released to the bus pick-up area where they await bus pick-up under the supervision of duty personnel. If a permanent bus change is required, please contact the office for instructions.
- If checking out a student near the end of the school day, you must sign the child out no later than 2:30 p.m.

## BEFORE/AFTER SCHOOL CARE

***Before School Care*** is provided at a monetary cost of \$4.00 per hour per student. Before School Care begins at 6:30 A.M. Parents must bring their child to the cafeteria and sign them in.

***After School Care*** is an optional program provided at the followings monetary cost:

**\*1 student= \$30.00 \*2 students = \$50.00 \*3 students = \$60.00 \*4 students = \$70.00**

**There is a \$2.00 per minute late fee. There is a \$5.00 late payment fee for Before and After School Care.**

Students are monitored by staff members and are expected to follow all school rules and policies. The After School Care Program, consisting of a supervised homework period, daily snack, and supervised play session, begins promptly at 3:00 with line-up and sign-in procedure and ends promptly at 5:30 P.M. After 5:30 P.M. there is an additional charge of \$2.00 per child for every minute the child remains. Emergency drop-ins will be charged \$4.00 per hour; this includes students not picked up in the carline by 3:00 P.M.. Parents or their designee must sign the child out each day. Payment is to be remitted on a weekly basis for the days the child has attended. If payment is not kept current, childcare services may be denied.

## EMERGENCY SCHOOL CANCELLATION OR DISMISSAL

In the event of emergency situations regarding cancellation of classes or early dismissal of students, consult the local radio and television stations. Catholic elementary schools follow the direction of the civil parishes as instructed by the

Houma-Thibodaux Diocese Office of Catholic Schools. If area public schools close due to inclement weather, we will also close.

## CURRICULUM

St. Gregory Barbarigo Catholic Elementary School is a state-certified diocesan school that stresses religious development and academics. The curriculum follows the requirements of the LA Content Standards in Bulletin 741 for non-public schools and National Common Core Standards in an environment that fosters moral formation and academic excellence. These national and state curriculum standards are utilized as a guide, not a ceiling. The curriculum includes: Religion, mathematics, science, social studies, language arts, physical education, music, band, computer literacy, art, and library. Teachers at St. Gregory participate in on-going professional development throughout the year.

## RELIGION PROGRAM

St. Gregory Barbarigo Catholic Elementary School exists to provide a Catholic education for its students. The religious activities that follow the Tradition of the Catholic faith are the core of the total school program and attendance/participation is required of all students.

- ❖ Religion is taught on a daily basis, and a letter grade is given in this subject.
- ❖ The religion program is a comprehensive religious educational experience achieved through prayer, specific instruction in our catholic faith, school liturgies, Sunday liturgies, reconciliation, special activities and projects for events such as Christmas, Easter, and Catholic Schools' Week.
- ❖ Through Christian love for each other and reflection on God's importance to us, St. Gregory Barbarigo Catholic Elementary School students are afforded the opportunity to experience a nurturing Christian community as the foundation of their education. As parents, you are called on to act with a consciousness of Christ's presence in your family life. Since the home is the center of family life, it is of the greatest importance that parents attend mass on weekends with their children.

**Band** is offered to students in grades 5, 6, and 7 through the Vandebilt Catholic High School Band Program. Classes are taught at St. Gregory during enrichment/PE/Art classes.

**Library** offers students the opportunity to expand their reading interests and skills through access to a variety of reading material. Students are encouraged to visit the library and read as much as possible. Each class visits the library once a week. The Accelerated Reader Program is a vital component of the library for all students. If a student damages a library book or materials, a fine will be assessed for the cost of the repair or replacement of the item.

**Computer Lab** classes are offered weekly for children in grades K- 7<sup>th</sup>. The computer lab is also open daily each morning beginning at 7:30 for students choosing to work on educational programs or assignments needing the computer- no talking is allowed during this time. Lab will be monitored.

**Field Trips** are planned by the teacher to enhance the instructional program and to motivate student interest in specific subject matter. Parental consent slips are required for all students participating in the field trip. Parents are asked to please remember that field trips are for student educational enrichment and are not meant to be a family outing. Chaperones are secured by teachers and must be **Safe Environment certified**. Students not meeting the school's standards of discipline will, at the discretion of the teacher and/or administration, lose field trip privileges.

**Extra-Curricular Activities** afford students opportunities for growth in all areas. A variety of clubs and activities are offered to students.

- **Altar Servers:** At the end of 2<sup>nd</sup> grade, boys and girls are trained to serve at the altar. Once trained, students are able to serve at school Masses, Sunday Masses, funerals and weddings.

- **4-H Club:** Available to all 4<sup>th</sup> through 7<sup>th</sup> graders. Cover Buds is a 4-H prep Club and available to pre-kindergarteners through 3<sup>rd</sup> graders. Students compete in parish and statewide activities. Service activities for the school and community are part of our 4-H's evangelistic mission.
- **Beta Club:** Available to students in grades 5<sup>th</sup> – 7<sup>th</sup> with an average GPA of 3.5 and no C's on the report card. Members meet as needed to work on projects throughout the school year. Students also participate in District Day and the State Convention.
- **Royal Ministers of Christ:** Available to students in 4<sup>th</sup> - 7<sup>th</sup>. Students are involved in this campus ministry to serve the school and spread the Gospel message.
- **SGCS Youth Choir:** Students in 3<sup>rd</sup> and 4<sup>th</sup> grades are allowed to join the choir. Occasional practices are held to prepare for Friday's school Mass. Excellent behavior is mandatory to join the choir.
- **Yearbook Club:** Available to students in 4<sup>th</sup> - 7<sup>th</sup> grade. Provides opportunity for students to assist in designing of the school yearbook. Students are also provided with a camera to take photos at specific events.
- **Enrichment Clubs:** Students meet bi-weekly in the club of their choice. Enrichment is provided in a variety of areas which include Zumba, Dance, Science Experimentation, Drawing Art, Crafts, Book Enrichment, and Games.

**Special Services** The school educational program will implement the Guidelines for Catholic Schools in the State of Louisiana for addressing individual student needs published by the Superintendent of the Catholic Diocese.

- ❖ All faculty members have been trained in the guidelines and procedures with specialized interventions and strategies to be used in the regular classroom setting. Limited specialized programs are available.
- ❖ Title I services are available to students who qualify. A teacher is provided by Terrebonne Parish two days per week.
- ❖ Terrebonne Parish School Board provides speech, occupational therapy, and adaptive P.E. services.
- ❖ Parents may request evaluations through the school administration or through Terrebonne Special Education Department. Please arrange a conference with the principal should you need help with this matter.

## GRADING

**Pre-K and Kindergarten** students are monitored daily for mastery in specific skills. Each student will receive a U (unsatisfactory), NI (needs improvement), or S (satisfactory) on progress reports or report cards. Pre-K students receive progress reports quarterly. Kindergarten students receive report cards at the end of each nine weeks period.

### Grades 1-7

A variety of assessments will be given during the nine-week period and used to gauge student progress including daily work, presentations, participation, assignments, quizzes, projects, and tests. Graded products in the content areas will be calculated based on total point value. Students in grades 1<sup>st</sup> through 7<sup>th</sup> are assigned letter grades of A,B,C,D, or F in major subjects and an S, NI, or U in some minor subjects along with a conduct grade. Grades are not weighted by percentage; they are instead given a point value. Students earn points on tests, projects, quizzes, and other assignments. Students receiving a U in minor subjects may be hindered from receiving rewards or recognition for A or AB Honor roll.

### Grading Scale

A 100-94    B 93-86    C 85-78    D 77-70    F 69 and below

**Tests and Other Weekly Reports** are sent home on Wednesdays. Please sign as instructed by the teacher and return folder and any other forms included by the Friday of that same week. Consequences may be given for noncompliance. **Progress reports:** St Gregory will send home a reminder for parents to check grades available on-line midway through each nine weeks. If you do not have access to Internet, please inform your child's teacher that you will need a printed copy of your child's grades. Otherwise, grades are available as soon as a teacher posts them on-line. **Report cards** are issued four times a year for 1<sup>st</sup> through 7<sup>th</sup> grade. Pre-K and Kindergarten are given progress reports in the place of report cards at the end of each nine-weeks period.

**Honor Roll:** St. Gregory Barbarigo Catholic Elementary School maintains two Honor Rolls to honor student achievement in grades 1-7 during each nine weeks grading period. The "A" Honor Roll is awarded to students who have all "A's" for a nine weeks in both academics and conduct. The "A/B" Honor Roll is awarded to students with "A's" and/or "B's" in academics and conduct.

#### **Promotion/Retention Grades 1-7**

- The final grade for the school year shall be computed by averaging the four nine weeks grades.
- In grades 1 and 2, any student who fails Reading or math may be retained.
- In grades 1 through 7, a student who fails two or more major subjects will be retained. A student in grades 1 through 7 who fails one major and two or more minor subjects will be retained.
- A student receiving an F in the last nine weeks in any major subject, may fail that subject, regardless of previous grades in that subject.
- Promotion of students from Kindergarten to 1<sup>st</sup> grade is determined by a committee including the Kindergarten teacher, the 1<sup>st</sup> grade teacher, the Administrative assistant, and the principal.

#### **Major subjects are as follows:**

Grades 1-3 Reading, Language, Math, and Religion

Grades 4-7 Reading, Language, Math, Social Studies, Science, and Religion

### **HOMEWORK POLICY**

**Homework, which provides additional practice outside the classroom, is an important part of the learning process.**

- All homework is the responsibility of the student. Parents are to supervise and offer help as needed.
- Parents are expected to do the following:
  - **CHECK PLANNERS/FOLDERS DAILY!** : Students in grades 1<sup>st</sup> – 7<sup>th</sup> are required to write their assignments for each subject in the planner daily. Read info written in planner and initial daily (even on Fridays). **Also, students may receive consequences or a call home for repetitive instances where planners are not being used as instructed.** For children in PreK and K, parents must review all papers in daily folder, sign, and return to school the following day.
  - Provide materials and a quiet and well-lighted place to study, read, and write.
  - Arrange a time schedule for homework.
  - Sign all test papers and official school correspondence promptly- should always be done by FRIDAY!
  - Insist and monitor that written work be properly spelled, neatly arranged, and in good form.
  - Review current worksheets and content from texts in preparation for tests.

- Confer with the classroom teacher when the child repeatedly denies having homework.
- Insist that the child assume responsibility for completion of homework assignments.
- Time required to complete homework may vary depending on student ability, focus, concentration. An area free from distractions and close monitoring usually helps. Studying for tests may require additional time. Teachers are encouraged to keep homework to a minimum.
- Academic grades will be affected by students' homework ethic. Make homework important.

## **ST. GREGORY UNIFORM POLICY**

PLEASE NOTE THAT SCHOOL UNIFORMS MAY BE PURCHASED THROUGH SCHOOL TIME, LLC, LOCATED AT 448 CORPORATE DRIVE, SUITES 11&121 OR JAKE'S UNIFORMS AT 1226 ST. CHARLES ST., HOUMA, LA.

### **Pre-K GIRLS**

- Regulation uniform smock with logo and bloomers
- Socks - White or navy crew or knee socks
- Navy or white tights

### **Pre-K BOYS**

- Navy elastic waist uniform pants with light blue jersey knit shirt with logo
- Navy elastic waist uniform shorts with light blue jersey knit shirt with logo
- Socks - White or navy crew socks

### **GIRLS Kindergarten**

- Plaid jumper (no shorter than 2 inches from the floor when kneeling) with bib with logo, white uniform blouse (Peter Pan collar only), navy elastic shorts under jumper
- Socks – White, gray, or navy crew, knee socks (no ankle socks)
- Optional for cold weather days: **navy, or white** tights or leggings *under* uniform skirt

### **GIRLS GRADES 1 – 3**

- Plaid jumper (no shorter than 2 inches from the floor when kneeling) with bib with logo, white uniform blouse (Peter Pan collar only), navy elastic shorts under jumper
- Socks – White, or navy crew, knee socks, or tights (no ankle socks)
- Optional for cold weather days: **navy or white** tights or leggings *under* uniform skirt

### **GIRLS GRADES 4 – 7**

- Plaid uniform skirt (no shorter than 2 inches from the floor when kneeling) with white oxford blouse with logo, navy or gray elastic shorts under skirt
- Socks – white, gray, or navy crew, knee socks, or tights (no ankle socks)
- Undershirts must be *white*. Undergarments must be *white* or *skin toned*.
- Optional for very cold weather days: **navy** leggings or tights under uniform skirt

### **BOYS GRADES K – 7**

- Navy pleated pants with belt (Kindergarten and 1<sup>st</sup> grade may wear elastic pants without a belt), light blue jersey knit or oxford shirt with logo
- Navy pleated shorts with belt (Kindergarten and 1<sup>st</sup> grade may wear elastic pants without a belt), light blue jersey knit or oxford shirt with logo
- Socks – White or navy crew (no ankle socks)
- Undershirts must be white
- Belts should be black, brown, or navy (elastic, web, or leather)

### **SHOES (Available at Felgers)**

PreK3-PreK4 Boys: Stride Rite Cooper H&L Black

Girls: Footmates Sherry Navy

K-1<sup>st</sup> Boys: New Balance 624 Black Velcro

Girls: Hush Puppies Reece Navy

2<sup>nd</sup>-3<sup>rd</sup> Boys: New Balance 624 Black Velcro or Lace

Girls: Hush Puppies Reece Navy

4<sup>th</sup>-7<sup>th</sup>: Floeshim Getaway Brown or Eastland Plainview Brown

**Staying warm:**

- Lightweight zip-up jackets, button-up knit sweaters in solid navy, gray, or white are acceptable.
- Only the St. Gregory School logo may be worn on jackets, sweatshirts, and sweaters.
- Heavy coats of any color (except as listed below), beanie caps, earmuffs, and gloves may be worn *outside only* in the event of extremely cold weather (50 degrees or lower). Logos on coats must be small and inconspicuous.
- ***Denim (blue jean) coats, athletic or starter jackets, camouflage, and bright or fluorescent colored jackets are NOT allowed.***
- ***No camouflage outerwear of any kind is allowed except on Camo Day if there is such a day.***

## **DRESS CODE**

**General Uniform Regulations:** All clothing should be modest. None should be too tight, loose, or revealing. Articles of clothing should be clean, neat, and properly mended. The only authorized decoration on any article of clothing is the official St. Gregory Barbarigo school emblem. All previously purchased uniforms with the old logo (lighthouse) are not allowed. The transition period was for June of 2017. *All articles of removable clothing should be labeled with the child's first name and last initial.*

**Jewelry** should be kept simple. Girls and boys may wear wristwatches (with no alarms) and only small thin chains of gold or silver with a cross/religious medal. Rings, bracelets, or any type of wristbands may not be worn. Small post earrings in gold, silver, white, or navy may be worn by girls only and must not protrude below the lobe of the ear. Studded earrings may be worn by girls and should be no larger than a pencil eraser in size. Small loop earrings no larger than a dime may be worn *only* by 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade girls. Only one earring may be worn on each earlobe. Body piercing in any other form is in violation of dress code. Teachers will confiscate any non-uniform jewelry and send it to the office where it will be held until a parent can pick it up or until one week after the last day of school. Hats and sunglasses are not allowed unless specified for certain school wide themed days.

**Hair style** should be a traditional, well-blended cut in its **natural color**. Boys' hair must be cut clean around ears, above the top of the eyebrows when combed, and cannot extend below the top edge of their shirt collar. No strange or bizarre cuts are allowed including partially shaved heads, bowl-type, or undercuts. Girls must wear their hair as to not obstruct vision. Generally, this means hair should be above the top of the eyebrows or pulled away from the face. Girls may wear ribbons, bows, ties or headbands of solid navy blue, light blue, white or the fabric of the uniform. Barrettes, clips, and other hair accessories must be navy blue, light blue, white, black, brown, silver or gold and small in type. Students are not allowed to wear extra hairpieces or extensions. Haircuts/hairstyles/hair accessories are subject to the approval of the administration.

**Makeup/Fingernails/Tattoos:** No makeup, lipstick, lip-gloss, fingernail polish, artificial fingernails, or tattoos are allowed. **EXCEPTION: Girls in 7<sup>th</sup> grade are allowed to wear clear nail polish or French manicures- no colors.**

**Spirit Day Guidelines:**

- Only the current school year St. Gregory spirit shirts or festival shirts may be worn every Monday with uniform bottoms. All other uniform policy guidelines, jewelry, and makeup rules still apply. Pre-K girls wear dresses, so they may wear jeans with spirit shirts.

#### **Dress Down Days:**

- Dress down days will be given as rewards or on special event days.
- Jeans, slacks, capris, wind pants, uniform shorts, shorts that are no more than 4 inches above the knee are allowed. Jeans or pants must not be tight fitting or too baggy (no bling, torn, or skinny).
- Skirts must be no shorter than 2 inches above the knees when kneeling.
- Shirts must not display drugs, alcohol, tobacco, or inappropriate/offensive subject matter.
- Sleeveless or spaghetti strapped shirts are not allowed.
- Clothing must completely cover the student's torso. No skin should be seen between the shirt and pants when arms are raised or when seated.
- Jewelry and makeup rules apply.
- Students may *not* wear open toe shoes, platform shoes, sandals, or Crocs unless notified.
- Hats and sunglasses may be worn only on Field Day outside the building.

**Schoolbags** should be appropriate to the grade level and the size of the student. Colors and style should not be of a distracting nature. When choosing a schoolbag, be sure your child can carry it. Backpacks are to be worn over both shoulders and high on the back. Rolling school bags are not allowed to be rolled inside the school building.

**Lost Articles** are placed in the Lost and Found box located in the office copy room. Because articles of clothing are almost identical, sweaters, jackets, coats, etc. should be clearly marked with the student's name in order to facilitate claims. Items unclaimed for one month may be given to the Uniform Swap Program.

***Wearing the St. Gregory Barbarigo Catholic School Uniform is a privilege. It instills school pride, a sense of history and unity. Students wearing the St. Gregory uniform are representatives of the school. By enrolling in St. Gregory Barbarigo Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents to bring proper attire. The administration is the official interpreter of uniform/dress guidelines. Anything that distracts from the learning environment or is not in keeping with the intentions of these regulations is prohibited. Parents should check with the administration of the school if in doubt that clothing does not conform exactly to these regulations.***

## **SGCS BEHAVIORAL EXPECTATIONS AND PROCEDURES**

Students will be directed, redirected, and expected to act responsibly, using self-control and respect for all individuals- including students, teachers, and staff. Teachers and staff members of St. Gregory Barbarigo Catholic School accept the responsibility of guiding students through their school day, displaying love and encouragement. However, parents are the first teachers of their children and are expected to assist children in developing positive behaviors and attitudes towards school, learning, and those in authority at school (teachers, all staff members). We are all learning to be disciples of Christ at St. Gregory; therefore, we must gently and consistently guide our

students to follow Christ's teachings. The Ten Commandments are a great guide. Review them often with your children. Expect their very best everyday! Seize every opportunity to teach them the ways of Christ!

Each teacher at St. Gregory formulates a set of classroom rules, expectations, procedures, and consequences. These are explained and modeled. Also, please realize that teachers are expected to teach, re-teach, direct, redirect, guide, encourage, and model appropriate behaviors. Students receiving discipline slips regarding their behavior have been given many opportunities to correct their misbehavior. Students are also taught the Circle of Grace Program in Religion Class which also helps to underline appropriate behavior among students.

#### GENERAL EXPECTATIONS

- Display behavior that is kind, obedient, forgiving, and merciful; show respect for all people.
- Strive for neatness and cleanliness.
- Dress according to school dress codes and regulations.
- Take proper care of all school property, including all books, equipment, and furniture.
- Follow all directions quickly, without unnecessary discussion.
- Complete all class work, homework, projects, tests, and writing assignments to the best of your ability.
- Have planner/conduct sheet signed daily by a parent or guardian according to teacher expectations.
- Have weekly test folders signed by a parent or guardian and returned back to the homeroom teacher by Friday.
- Deliver all necessary information to parents the day it is received and return responses promptly.
- Refrain from bringing gum, candy, snacks, toys, or other school supplies not requested by the teacher.
- Use the restrooms properly, leaving as soon as you are finished.
- Students are expected to keep hands and feet to themselves at all times.
- Uphold a safe learning environment by avoiding running, jumping, and skipping in the building.

#### Arrival and Morning Routine

*Students will arrive at school in the carline/bus area; they will be greeted by BETA members and a duty teacher/staff member. Students will then proceed into the school building, entering near the library. Students are to sit quietly with their class line in the hallway outside their homeroom classroom. Younger students will be guided by BETA members to the hallway near their classroom. It is very important that students understand that this is not a recess time. Each student will be expected to read, draw with pencil and paper (no crayons/markers), or study individually during this time. For children in 4<sup>th</sup>-7<sup>th</sup> grades, partner or group studying may be done in the library. A duty teacher will monitor students in the hallways. Consequences will be given to students not conforming to redirection. Students are allowed to quietly go to the restroom, library, or computer lab with permission at this time. At the bell, students proceed silently and orderly to cafeteria for morning assembly on Mondays, classrooms on the other days of the week..*

#### General Classroom Expectations

- Instruction begins at 8:00 A.M. with the completion of daily morning work and the review of that work.
- Students and teachers will pause for morning prayer and announcements- all must be reverent and listen.
- Students are expected to follow all classroom rules, procedures, and expectations quickly, and accept behavior consequences without unnecessary discussion.
- Complete all class work and homework on time.
- Be prepared by having all necessary books, supplies, and assignments ready when needed.
- No one (students or parents) may re-enter a classroom without permission.
- Students will not be allowed to call home for homework, permission slips, or signed tests unless the principal requests such.

#### Recess Expectations

- Morning recess is designated as a brain break or restroom break. No play equipment may be used during morning recess. However, students may use this time to walk, run, and exercise their body.
- Students are not allowed to take moss or cones off of any trees. Sticks are to be left on the ground to be picked up later by designated officials.
- **Physical contact of any nature is not allowed- no tag, chase, touch football is allowed on the playground.**
- Students are not allowed to bring toys or any playground equipment from home.

- Students must have a teacher's permission to be in the building during recess. The exception to this is for bathroom privileges and water during recess.
- Recess is the appropriate time to get water and use the restroom. No one is allowed to get water or use the restroom immediately after the bell has rung to go back inside.
- Loitering in restrooms is *not* allowed; use water, soap, and paper towels sensibly and sparingly.
- When the bell rings, students are to immediately stop all activity and silently report to their designated line. They may proceed into school upon the signal of the duty teacher in the designated order. Teachers will meet students at their line. Teachers will escort students into the building in a quiet orderly manner.
- Students are to remain seated during rainy-day recess for the safety of all students; students will be directed for bathrooms and water.
- Teachers will monitor rainy day recess and provide opportunities for a brain break through various activities.

### Hallway Expectations

- Students will walk silently in the hallways keeping hands to themselves.
- Students must obtain permission to be in the hallways without teacher supervision.

### Cafeteria Expectations

- Classes pray together before meals.
- Christian music may be playing- this is an opportunity for reflection and nourishment.
- Students are to refrain from playing with food or lunch items (forks, plates, paper products, milk cartons).
- Students are not allowed to share food as per federal guidelines.
- During LENT/before Easter break, we may encourage silent lunch time.
- **Mass Expectations**
- **Students in grades 1-7 are not allowed to wear shorts for Mass. All girls must wear a skirt or jumper.**
- Students will walk in silence going to/coming from Mass; unnecessary talking is disrespectful during Mass.
- Students are expected to genuflect properly when entering and leaving the pew.
- Parents may choose to have their children sit with them during Mass. However, we ask that parents not collect their child once Mass begins in order to show respect for the solemnity of the Mass. As always, the administration and staff encourage and welcome parents to celebrate Mass with us; please arrive early.
- Parents are to sit on the side sections of the church to allow room for classes.
- Pre-K students will be assigned a 7<sup>th</sup> grade Buddy and Kindergarten students will be assigned a 6<sup>th</sup> grade Buddy to accompany them to Mass and sit next to during Mass. The purpose of having a Big Buddy is to guide our little ones in the ritual parts of the Mass, which are steeped in our Jewish roots, and to model respectful behavior expected in God's temple.
- Students are expected to actively participate in the Mass to the level of their capabilities.
- **Whether seated with parents or classes, students are only allowed to use the restroom during Mass in the cases of emergencies. All students are allowed time to use the restroom before coming to Mass.**
- Students and guests are asked to remain quiet while still in church after Mass has ended.
- Students are to process out of church in grade order behind the priest, unless otherwise directed.
- **Students are to remain with parents (if that is where they are sitting during mass) until the priest has exited the church. Then students may meet their class quietly. The church is not a place for visiting.**

### Dismissal

- Students should stop all activity to listen to afternoon announcements.
- Students are to remain quiet and orderly during afternoon announcements, packing up, and while waiting for the bell. This is not a visiting time; many important procedures are followed before leaving for the day.
- The 2:45 bell is the signal that teachers may dismiss classes to the loading zone or to the After-School Care designated sign-in area (in line by class outside or in case of inclement weather, in the cafeteria).
- Students are to remain silent and walk orderly (in line) down the hall.
- Students are to remain quiet in the pick-up area to ensure a smooth and safe pick-up procedure in an orderly fashion.

- Parents are expected to wait in the pick-up line to pick up their children. Parents are NOT permitted to park and walk up to the dismissal area to pick up their child. *All teachers are needed to monitor their assigned post and cannot not be distracted.*

### Before/After School Care

- General rules and disciplinary policy will apply during these times.
- Students must remain in the designated areas assigned by Before/After School Care personnel.

### Spiritual Responsibilities

- Display a cooperative, positive attitude and be courteous, honest, respectful, obedient, and polite to teachers, school employees, other students, and visitors at all times.
- Treat others as you wish to be treated, but most importantly as God would want you to treat them.
- Do your absolute best at all times.
- Be respectful of one's own body as a temple of God by refraining from writing on clothing or on the body.
- Show complete and total reverence during school prayer time and in Mass. There will be a school wide morning prayer time and a school wide mid-day prayer time.
- Present oneself in a way that positively reflects Christian values as taught in the Gospels. This expectation applies to student conduct both on campus and off campus and includes conduct on social networking sites and public forums.

## DISCIPLINE POLICY

The following are behaviors which will require disciplinary action:

- A. **BULLYING OF ANY NATURE WILL NOT BE TOLERATED**, and it will be well documented by teachers and principal. The principal will handle this issue immediately and in the way deemed appropriate. Parents will be notified. The police may be involved if found necessary. Teach your children the proper way to report bullying. See the principal should you need assistance with this matter. Never encourage bullying to be handled with physical aggression. This leads to possible serious injury, and it really does not solve the actual problem. A student found to be guilty of bullying may be asked to seek professional help or may be expelled from school. Bullying refers to repeated attack of a particular student emotionally or physically.
- B. **PHYSICALLY AGGRESSIVE BEHAVIOR WILL NOT BE TOLERATED**. This includes, but is not limited to the following: hitting or punching, kicking, slapping, pushing, shoving, biting, pinching, spitting on another student/teacher, poking with objects, deliberately hitting another person with a ball or other equipment, or verbal or written threats made to do any of the above.
- PLEASE NOTE THE FOLLOWING GUIDELINES:**
- **A warning will not be given to a student exhibiting physical aggression. This teaches ZERO tolerance.**
  - Any student found guilty of any of the above behaviors or another behavior determined to be physically aggressive will be given an **Automatic Study Hall consequence** for the following school day.
  - The principal will also contact parents regarding this issue.
  - **In some cases, In-School Suspension or At-Home Suspension** may be assigned to **protect** students.
  - Should a student exhibit **additional physically aggressive behavior** in the future, student will repeat the **Study Hall consequence** and a **conference** with parents will be arranged by the principal.
  - **On the third instance of aggressive behavior, a 3-day At-Home Suspension will be issued**, and both parents (if living in the same house) will be requested in a **conference** with student, principal, and teacher before the student returns to school. Principal will determine if it is safe for all students, faculty, and staff for student in violation of policy to return to school.
- C. **DISRESPECTFUL BEHAVIOR WILL NOT BE TOLERATED**. This includes, but is not limited to the following: refusing to follow procedures or rules after redirection and related consequences, cursing or using un-Christian or unkind language towards another individual, name calling towards another individual, use of hate words, talking back/making sassy remarks to a teacher or staff member who is redirecting, rolling eyes or giving unkind messages with facial expressions towards a teacher or staff member.

**PLEASE NOTE THE FOLLOWING GUIDELINES:**

- ***It is usually considered disrespectful to repeatedly refuse to follow school or classroom rules, expectations, and procedures. Once redirected, students should make sincere attempts to follow all directions given; not doing so is considered disrespectful.***
- Students displaying disrespect may be issued a ***Disrespectful Behavior Slip***.
- ***Three Disrespectful Behavior Slips*** will constitute a ***Study Hall Slip on the third offense; a conference with both parents will also be arranged.***
- When a student receives a ***fourth Disrespectful Behavior Slip***, an ***In-School Suspension*** may be issued.
- When a student receives a ***fifth Disrespectful Behavior Slip***, a ***3-Day At-Home Suspension*** may be issued.
- ***Disrespect towards a teacher or any other staff member is directly related to the 4<sup>th</sup> Commandment-HONOR YOUR MOTHER AND FATHER. While at school, teachers, staff members, volunteers, church staff, and church volunteers are mothers and fathers. They deserve respect; St. Gregory School students are expected to treat these people with the highest respect.***

- D. **EXCESSIVE TARDINESS WILL NOT BE TOLERATED.** Tardiness promotes the possibility for a student to start the day disorganized, overwhelmed, stressed, and sometimes agitated. It is often embarrassing for students as well. Promptness and timeliness teaches responsibility.

**PLEASE NOTE THE FOLLOWING GUIDELINES:**

- Students arriving ***after 8:05 A.M.*** or leaving before dismissal are considered ***tardy***.
- ***Unexcused Tardy Slips*** will be issued to students ***without an excusable reason*** for being tardy. The principal will determine if the tardy is excused. Any ***doctor excuse*** is automatically excused.
- ***3 Unexcused Tardy Slips*** will constitute a ***Study Hall Slip*** on the ***third*** offense and a ***conference*** with principal, teacher, student, and parents. A plan to correct the issue will be developed and well documented.
- Each time a student receives an ***Unexcused Tardy Slip*** in the future, a ***Study Hall Slip*** will be issued.
- ***Students will not be suspended for unexcused tardiness, but may be assigned to Study Hall an unlimited amount of days. Failure to attend Study Hall will be handled as deemed appropriate by the principal.***

- E. **UNIFORM VIOLATIONS WILL NOT BE TOLERATED.** All students are expected to arrive at school in complete uniform, including all specified shoes, outerwear, and accessories. Until the midpoint of the 1<sup>st</sup> Nine Weeks, parents will receive a phone call in the morning after uniform checks if a violation of uniform policy has taken place. Parents will be expected to come to school promptly and correct this issue. Some uniform issues may be handled without the parent. For example: unacceptable outerwear may be removed, unacceptable hair accessories may be removed, students may be directed to tuck shirts, etc. We do understand mistakes happen, so we are giving you half of the first nine weeks to simply correct the violations.

**AFTER THE MIDPOINT OF THE FIRST NINE WEEKS, PLEASE NOTE THE FOLLOWING GUIDELINES:**

- ***Uniform Violation Slips*** may be issued to students ***not arriving in complete specified uniform***.
- ***3 Uniform Violation Slips*** will constitute a ***Study Hall Slip*** on the ***third*** offense and a ***conference*** with the principal, teacher, and student, and parents. A plan to correct the issue will be developed and well documented.
- Each time a student receives a ***Uniform Violation Slip*** in the future, a ***Study Hall Slip*** will be issued.
- ***Students will not be suspended for uniform violations, but may be assigned to Study Hall an unlimited amount of days. Failure to attend Study Hall will be handled as deemed appropriate by principal.***
- Students needing a ***haircut*** will be given a ***Haircut Violation Slip*** and will be expected to have a ***proper haircut*** within the next ***three days***. (see policy on haircuts) Nonconformity will be handled as deemed appropriate by the principal.
- ***Your cooperation with these important matters is very important. When your child arrives inappropriately, he or she is set up for possible negative remarks from other students. No one wants that for their child. It is embarrassing and may cause issues with self-esteem. It also promotes unity when all students are in uniform and properly dressed. St. Gregory provides other opportunities to express individualism; dress down days are held occasionally for a variety of reasons.***

- F. **OTHER INAPPROPRIATE BEHAVIORS**- after careful review of the situation, the following behaviors constitute immediate suspension (In-School or At-Home) as deemed appropriate by the school principal: stealing; cheating; forging another person's signature; possession of stolen goods; vandalism; purposely destroying, dirtying, or damaging school property; possession of alcohol or drugs, matches, lighter, medications; possession of weapons or instruments that could harm another person; leaving campus during the school day without a parent present to sign the child out; school bus rule violations; or any other behavior deemed inappropriate by the principal.

## BEHAVIOR SLIPS WITH CORRESPONDING GUIDELINES

A. **STUDY HALL SLIP**- Study Hall will be held daily as needed in the Computer Lab or Library. The Study Hall Slip will detail reason for being assigned to Study Hall; slip should be signed by both parents (if living in the same house) and returned to school the following day. Exceptions will be made for parents working away from the home. If not signed, a parent will be called to come to school and sign the slip. If parent is not available, the principal will develop the appropriate plan of action. **ALL STUDY HALLS WILL BE HELD BEFORE SCHOOL AT 7:15 AM, UNLESS OTHERWISE NOTED!** Failure to comply with Study Hall assignment may result in additional consecutive day(s) of Study Hall as deemed appropriate by the principal and a loss of all recesses on the day(s) assigned to Study Hall. Purpose of Study Hall is to redirect students to think about the inappropriate behavior and develop a plan to improve the behavior. Student may be assigned a writing assignment to reflect behavior or directed to an educational computer website to enrich academic skills.

B. **DISRESPECTFUL BEHAVIOR SLIP**- must be signed by the student and both parents (when living in same house) and returned the following day. If not signed, a parent will be called to come to school and sign the slip. If parent is not available, principal will develop the appropriate plan of action.

C. **UNEXCUSED TARDY SLIP**- must be signed by the student and both parents (when living in same house) and returned the following day. If not signed, a parent will be called to come to school and sign the slip. If the parent is not available, the principal will develop the appropriate plan of action.

D. **UNIFORM VIOLATION SLIP**- must be signed by the student and both parents (when living in same house) and returned the following day. If not signed, a parent will be called to come to school and sign the slip. If the parent is not available, the principal will develop the appropriate plan of action.

**HAIRCUT Violation Slip**- must be signed by the student and both parents (when living in same house) and returned the following day. If not signed, a parent will be called to come to school and sign the slip. If the parent is not available, the principal will develop the appropriate plan of action.

E. **IN-SCHOOL SUSPENSION**- student will not be allowed to remain with his/her teacher or classmates for the rest of that day in which In-School Suspension was granted and the following day as well if In-School suspension was assigned after lunch. Student will also be assigned to Study Hall the following day. Parent will be contacted by the principal.

### **In-School Suspension Guidelines:**

- Student will be assigned to another classroom and teacher.
- Student will be expected to complete all work and tests given without assistance.
- Student must turn in all assigned work at start of new day, finishing any unfinished work by the next morning- failure to do so will result in additional Study Hall Slip.
- Student will not be allowed to participate in any club or fun activities until the end of the suspension.
- Failure to behave appropriately while under this suspension may result in an Automatic 3-Day At-Home Suspension

F. **3-DAY AT-HOME SUSPENSION**- student will not be allowed to attend school for 3 days starting with the day being dismissed, unless it is after 1:00 pm, then day one of the suspension starts on the following day.

### **3-Day At-Home Suspension Guidelines:**

- Student will be given 3 unexcused absences
- Student will not be allowed to make up any missed assignments, class projects or tests
- Student will receive a 60% on all graded assignments and tests missed during suspension
- Student will be expected to take any tests that are scheduled for the day he/she returns from the suspension
- Student on this suspension will write a detailed essay describing a plan to correct the behavior causing the suspension. Guidelines for the essay will be given upon leaving for suspension
- Upon return, the student, teacher, and parents will have a conference and a plan for improvement will be discussed and documented

### **OTHER SERIOUS CONSEQUENCES**

**BUS SUSPENSION:** *The bus is an extension of the school day and all expectations and rules apply. When riding the bus, students represent not only our school but also our faith. If a student is given a bus suspension, parents must provide transportation both to and from school on the dates designated for the suspension.*

**PROBATION:** *A student may be placed on probation determined by the principal. If there are any discipline violations, the student may be suspended or expelled. The allowance to participate in extra-curricular activities is determined by the principal.*

**EXPULSION:** *Expulsion takes place only at the discretion of the principal in extreme cases where the student habitually violates school rules/policies or the behavior is detrimental to the safety of others and/or the reputation of the school. The criteria for the decision to take serious disciplinary action will always be based on the good of the individual student concerned as well as the common good of others in school. (The decision to expel a student will only be determined by the principal.)*

**LAW ENFORCEMENT:** *Administrators have the authority to determine when the assistance of law enforcement is necessary to investigate or maintain the educational environment of the school.*

*My signature below states that I understand and accept all behavior policies stated above. I have reviewed the policies and consequences with my family, specifically the St. Gregory students in my family. I will support all consequences when given fairly and justly. I understand that the principal makes the decision regarding probation, suspension, or expulsion, or the need for law enforcement.*

Student's Name \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Father's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

## **SAFETY PROCEDURES**

**Safety is the responsibility of everyone. Adults and students must use common sense and care to protect themselves and others from dangers.**

### **Fire, Tornado, and Lockdown Drills**

St. Gregory Barbarigo Catholic Elementary School conducts monthly fire drills and tornado drills as needed. Students are expected to move in silence, following the posted procedure. A confidential Crisis plan is on file and personnel are trained in the event of an unexpected crisis situation.

### **Smoke and Drug Free Zone/Weapons Free Zone**

St. Gregory Barbarigo Catholic Elementary School is a smoke and drug free facility. There can be no use of illegal drugs, alcohol, or tobacco at school or on the bus. Knives, guns, and any other weapons are not allowed on campus or on buses. Violations will be handled according to the law that governs school zones.

Act 833 of the 1991 regular session of the Louisiana legislature defines the carrying of a firearm by a student on non-student on school property as a crime. The crime is defined as the intentional possession of any fire arm by any student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five years. The law also requires that the principal notify parents of any student who is arrested for carrying a concealed weapon on campus.

*Confidentiality will not be protected when life, health, or safety of any person is in question.*

### **Student Policy on Harassment and Bullying**

St. Gregory Barbarigo Catholic Elementary School is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, or personal appearance. The school will neither tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person whether these acts are implicit or explicit, verbal or non-verbal. The school will neither tolerate nor condone any sexual advances or sexually derogatory or discriminatory remarks. This policy applies to the students both on and off campus. Students are introduced to conflict management and coping skills to be used for small problems and are encouraged to report incidents that may require adult intervention.

### **Possession of Firearms**

Act 833 of the 1991 regular session of the Louisiana legislature creates the crime of carrying a firearm on school property. The crime is defined as the intentional possession of any firearm by an individual on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

### **Possession of Electronic Devices and Inappropriate Items**

Electronic devices such as cellular or digital phones, beepers, I Pods, MP3 players, radios, electronic games, and laser pointers are not permitted on campus. Likewise, magazines, trading cards, toys, and sunflower seeds should be left at home. These items will be confiscated, sent to the office, and released only to parents. If items have not been claimed within two weeks after the last day of school, they may be thrown away or donated. If a student accidentally brings an electronic device to school, he/she may immediately report it before instruction begins and give the device to the teacher who will send it to the office to be secured until the end of the day, and the student will not receive disciplinary action.

### **Bus Regulations**

St. Gregory Barbarigo Catholic School utilizes the Terrebonne Parish School Board Transportation system in providing transportation for students to and from school. St. Gregory Barbarigo students must adhere to all bus safety rules as well as policies governing discipline for riders. Improper or unsafe bus conduct may merit disciplinary action, including suspension of bus riding privileges.

### **Search and Seizure Policy**

St. Gregory Barbarigo Catholic School maintains the right to search students' belongings, including but not limited to handbags, briefcases, and school bags for the purpose of maintaining discipline and order, or for health/safety reasons. A search may take place when there are grounds for suspecting that the search will reveal that the student has violated either the law or rules of the school.

### **Asbestos Report**

St. Gregory Barbarigo Catholic Elementary School is in full compliance with the Asbestos Hazard Act of 1987. The Asbestos Management Plan for Compliance is on file in the school office and is available for your inspection upon request. We will continue to monitor our physical plant to assure a safe and healthy environment.

### **School Authority**

Students and parents who accept the privilege of attending St. Gregory Barbarigo Catholic School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The administrator reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules and/or regulations. Any parent who continually makes unreasonable demands that can be viewed or interpreted as harassment on faculty, staff, and/or administration, will be required to withdraw his/her child from St. Gregory Barbarigo School. Tuition will be pro-rated and refunded by mail. The ultimate authority in all school matters lies with the principal of St. Gregory Barbarigo Catholic Elementary School. The principal's decisions regarding the implementation of school policy are final.

### **COMPUTER LAB/TECHNOLOGY**

Advancements in technology provide tools that may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning. With the privilege of using technology comes the responsibility to use that technology in a way that promotes authentic learning within the mission and philosophy of St. Gregory Barbarigo Catholic Elementary School. Failure to use technology in appropriate ways may warrant disciplinary action. The student and the parent agree that the student, not the school, is responsible for his/her actions while using the Internet, and the student and parent agree to release, indemnify and hold harmless St. Gregory Barbarigo Catholic Elementary School, its teachers and staff, for illegal and/or improper use of e-mail or the internet and/or for claims arising from student actions while at school or at home. **PLEASE CAREFULLY READ THE ACCEPTABLE USE OF TECHNOLOGY POLICY. THIS MUST BE SIGNED BY THE STUDENT, PARENT, AND TEACHER.**

### **ACCEPTABLE USE OF TECHNOLOGY**

All electronic communications to or from St. Gregory Barbarigo Catholic Elementary School shall reflect the Christian and educational principles upon which the school and Diocese of Houma – Thibodaux, are founded. Access to the Internet is made available to students, teachers, and staff. Histories of use are monitored, filtered, and censored by the Archdiocese of New Orleans, which is CIPA compliant. The goal of Internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

#### **Unacceptable Internet use will consist of, but not be limited to the following:**

- A. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyber bullying);
- B. Vandalizing, damaging disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
- C. Vandalizing, damaging disabling, or gaining unauthorized access to district- or building –owned computer systems, files, data, or materials;
- D. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. – jump drives, disks, etc.);
- E. Engaging in any unauthorized commercial or business activity;
- F. Unauthorized online game playing;
- G. Gaining access to inappropriate sites, as deemed by administration, including but not limited to: chat rooms, instant messaging, MySpace, Facebook, Twitter, Blogs, personal email accounts, etc.
- H. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
- I. Bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

Any action that compromises the school's integrity, on or off campus, such as negative comments posted about the school, may be cause for corrective measures. Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

**Media Consent**

1. St. Gregory Barbarigo Catholic School utilizes student photos to publicize the activities of our school and the accomplishments of our students.
2. If you do not wish for your child to be pictured in any media, send a signed and dated letter advising of your wishes, which will be placed on file in the school office. We will make every effort to exclude your child from photographs and publications.
3. By not sending a letter, you are granting St. Gregory School and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the St. Gregory School website and the internet and further release, indemnify and hold harmless St. Gregory School, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees, and insurers from any and all claims and/or damages on behalf of yourselves and your child arising from the publication of your child's name, photograph, or likeness used by the school. This agreement shall remain in force and in effect at all times.

The signatures on the attached sheet indicate that the parties who have signed have read the terms and conditions and understand their significance. **(Signature sheet is placed behind the last page of this handbook. It must be signed by the student and parent and returned to the school for the teacher's signature.)**

**NOTICE:** *The principal retains the right to amend the handbook for just cause, and parents will be given prompt notification if changes are made. The administration has the authority to use discretion in unforeseen circumstances; policies are subject to interpretation by the administration.*

**PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE  
ACKNOWLEDGEMENT FORM FOR STUDENT/PARENT HANDBOOK**

Each student and parent/guardian must sign, date, and return this Acknowledgement Form for the 2017-2018 Student Handbook to his/her homeroom teacher promptly as a commitment to support the policies and procedures within.

As a member of the St. Gregory Catholic School Community, I have read and understand the Student/Parent Handbook as posted on St. Gregory Barbarigo Catholic School website. I give my wholehearted cooperation and support to the policies, procedures, guidelines, and regulations stated within.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
DATE

**ACCEPTABLE USE OF TECHNOLOGY POLICY  
RESPONSIBILITY AGREEMENT**

**Student Responsibility**

As a student of **St. Gregory Barbarigo Catholic Elementary School**, I have read and agree to the terms set forth in the **St. Gregory Barbarigo Catholic Elementary School** Acceptable Use of Technology portion of the handbook. I also know that a violation of the rules that govern the use of the **St. Gregory Barbarigo Catholic Elementary School** network may result in the revoking of my access privileges and that use deemed offensive or illegal will be dealt with by school disciplinary action.

\_\_\_\_\_  
Name of Student (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student:

**Parent or Guardian Responsibility**

As the parent or guardian of a St. Gregory Barbarigo Catholic School student, I have read the terms and conditions for Internet use. I understand that this access is designed for educational purposes and the school has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the Internet.

I hereby give permission for my child to use the Internet at school.

\_\_\_\_\_  
Name of Parent or Guardian (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Teacher Responsibility**

I have read the terms and conditions and agree to promote and uphold all guidelines, rules, and policies stated within the Acceptable Use of Technology portion of the Student Handbook. I agree to instruct the student on the rules of the network and proper network etiquette. Because the student may use the network for individual work or in the context of another class, I can not be responsible for the student's use of the network.

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Name of Teacher

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Date

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Signature of Teacher

*My signature below states that I understand and accept all behavior policies stated in the handbook. I have reviewed the policies and consequences with my family, specifically the St. Gregory students in my family. I will support all consequences when given fairly and justly. I understand that the principal makes the decision regarding probation, suspension, or expulsion, or the need for law enforcement.*

Student's Name \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Father's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_