



St. Francis de Sales Cathedral School

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**Approved by the Louisiana State Department of Education
Accredited by SACS/CASI/AdvancEd**

**Guidelines are based on the Handbook of Policies for Catholic Schools
in the Houma-Thibodaux Diocese and the
Non-Public School Commission Handbook for the State of Louisiana.**

**Student/Parent Handbook
Revised July 2020**

St. Francis de Sales Cathedral School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions, procedures, co-curricular activities, and/or other school related programs.

Covid 19 Return to School Plan

Due to the circumstances surrounding the COVID-19 pandemic, many of the policies and procedures outlined in the handbook have been adjusted to reflect the guidance from Diocesan, federal, state, and local officials. Please note that the guidelines in the Return to School Plan supersede the handbook policies until restrictions are lifted.

The Return to School Plan may be found on SFS Plus Portals.

ST. FRANCIS DE SALES CATHEDRAL SCHOOL

MISSION STATEMENT

Founded by Marianites of Holy Cross in 1870, St. Francis de Sales Cathedral School is an elementary school open to all families who respect Catholic Christian values and beliefs. In a family environment, SFCS educates children spiritually, academically, physically and socially.

PHILOSOPHY

St. Francis de Sales Cathedral School is a Catholic elementary school dedicated to the education, development, and spiritual formation of students. Its purpose is to instill Christ as the center of all things within the context of the teachings of the Catholic Church. St. Francis de Sales Cathedral School is called to:

- teach Catholic Christian values;
- nurture a love of the Catholic faith and each other;
- engender a sense of self-worth and the responsibility to develop God-given gifts to their fullest;
- develop a sense of community through joyful worship, service, and prayer; and
- exemplify Christ's message of love, hope, and peace

VISION

St. Francis de Sales Cathedral School will be a faith and learning community well-known for its academic excellence, up-to-date curriculum, enrichment programs, service opportunities and family centered environment.

ST. FRANCIS DE SALES CATHEDRAL SCHOOL PROFILE OF THE GRADUATE AT GRADUATION

Academically

- will be well prepared for the transition to junior high school;
- will be a creative, independent thinker who is able to collaborate with peers; and
- will be technologically proficient and responsible.

Religiously

- will be prepared to continue upholding Catholic Christian values and virtues;
- will be prepared to continue the richness of Catholic faith traditions; and
- will be prepared to continue his or her faith journey through prayer and study.

Spiritually

- will have begun developing a lifelong relationship with God;
- will be seeking to embrace opportunities to provide service to others; and
- will continue to show respect for the beliefs of others.

Socially

- will recognize the value of respect for self and others;
- will be a responsible and contributing member of the community; and
- will have begun to develop an all-inclusive world view.

Physically

- will recognize the importance of exercise and good nutrition;
- will understand and appreciate the gifts of all life's stages; and
- will demonstrate self-control.

CATHOLIC EDUCATION IN ST. FRANCIS DE SALES PARISH

Catholic Education in Houma has a very interesting historical record. On August 3, 1858, six Terrebonne citizens officially recorded their intention to establish a school to be called the Houma Academy. They built the beautiful Houma Academy that stood for many years on Point Street. It was a daring spirit of enterprise on the part of these six men who incorporated their intentions in a legal document to establish private education in Houma.

Their good will, however, could not assure the success of the Academy. The well-proportioned building with twelve rooms, topped with a cupola, and fronted with a balustrade in the front was a fitting monument to their intent. Perhaps this building was too large for the needs of the time and place. Moreover, during the Civil War years the Academy mortgages exceeded \$3,500.00.

This Houma Academy was taken over as the foundation for a new school by the Marianite Sisters of the Holy Cross in 1870. This is, in fact, the foundation of Catholic Education in the Houma-Terrebonne area.

For the first twenty years, the Sisters taught only girls; in 1890, a boys' school was opened and also staffed by the Marianites. The setting of the boys' school for decades was a wood-framed, two-story building on the site of the present parish youth center and rectory. It served its purpose as an elementary school building until the new St. Francis de Sales School was planned by Msgr. Lucien J. Caillouet, begun by Bishop Maurice Schexnayder, and completed in the early years of Msgr. Joseph Wester at a cost of some \$650,000 during the 1951-52 school year.

The efforts of the Marianite Sisters in Houma were reinforced in 1952 by the arrival of the Brothers of the Sacred Heart. The old academy on Point Street became a boys' high school until the completion of co-educational Houma Central Catholic High School in the fall of 1965. The school was renamed in 1966 in honor of Father August Vandebilt for his support of local Catholic education.

There are now approximately 81 priests serving in some 39 parish churches, with some 35 or so religious men and women aided by more than 200 lay persons in educational work alone.

The noble history of Catholic Education in the Houma-Terrebonne area continues today in the same spirit with which it began nearly 150 years ago.

PARENT ORGANIZATIONS

Consultative School Board

The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
2. Policy Formulation
3. Evaluation of policies, plans, mission effectiveness, and Board self-evaluation
4. Institutional Advancement/Development
5. Financial Planning and Financial Management
6. Communication and Mission Enhancement

Members of the Consultative School Board consist of:

- Pastor/Rector of St. Francis de Sales Cathedral (ex-officio)
- Principal of St. Francis de Sales Cathedral School (ex-officio)
- Assistant Principal of St. Francis de Sales Cathedral School (ex-officio)
- Appointed members: Parents, parents of alumni, leaders within community, area educators, and parishioners

The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal.

Parent-Teacher Co-Op Club

The primary purpose of the club is to encourage cooperation between the home and the school in discharging the responsibilities of both. The Parent-Teacher Co-Op Board consists of the administration, a teacher representative, and representatives from each grade level. Active participation will guarantee a greater knowledge of school operation and better communication between home and school.

Mother's Club

The mission of the SFS Mother's Club is to prayerfully provide service and build community within our school family while keeping the best interest of the students and our catholic identity at the forefront of every project.

The organization will provide support in the following areas:

1. Prayer
2. Hospitality
3. Administrative
4. Classroom

Membership is open to all mothers, grandmothers, guardians, and/or female members of our school family past and present.

School Volunteers

Volunteers support and assist the teachers with classroom duties and enrichment programs. All activities are subject to approval by the classroom teacher and administration. Volunteers also provide services to the entire school through seasonal activities. **Any parent or adult volunteer must have completed the current Safe Environment training program as mandated by the Diocese. All parts of the training program must be completed prior to volunteering on the St. Francis School campus.**

ADMINISTRATIVE POLICY

The school administration of St. Francis de Sales Cathedral School reserves the right to interpret and administer all policies and procedures of the school to best meet the needs of the student population as a whole.

The administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

The student handbook is subject to enforcement of all state regulations as issued in the Non-Public Commission Handbook and in diocesan regulations as published in the Handbook of Policies for the Diocese of Houma-Thibodaux.

FINANCES

1. Tuition

A family must pay the total amount of tuition for the upcoming year to the school by a designated date or finance the tuition through a bank plan chosen by the school. A late fee will be assessed if the tuition fee is not paid by the due date. If a parent chooses to finance the tuition through a bank loan and the loan becomes 30 days delinquent, the bank will send a letter to the borrower. The borrower will have 30 days to bring the loan current. After this time, if the loan is still delinquent, the bank loan will be closed and no further financing will be allowed through our school tuition loan program. Upon the closing of the loan, the borrower must contact the school to make arrangements for payment. The loan balance must then be paid to the school or the parents/guardians will be asked to withdraw their child from school.

No child will receive grades online or receive a quarterly report card if outstanding bills have not been paid. No child can be accepted for the upcoming year if tuition and all outstanding bills are not paid.

Registration for the upcoming year will not be taken if current tuition loan is delinquent. The student's place will not be held.

2. Registration Fee

The registration fee is payable at the time of registration to insure the student's place in school the following year. **THIS FEE IS NOT REFUNDABLE.** A late fee will be assessed if the registration fee is not paid by the due date. Registration will not be accepted for any student whose tuition is not currently paid.

3. Supply Fee

The supply fee, which is included in your registration payment, covers the cost of school supplies needed by the student to begin the school year. If a student depletes his/her supplies during the school year, it is the parent's responsibility to replace them. **THIS FEE IS NOT REFUNDABLE.**

4. Technology Fee

The technology fee must be paid with tuition. This fee is assessed to help with the cost of upgrades to the SFS technology program. This fee is refundable **only** to families who move out of the geographic boundaries of the Diocese of Houma-Thibodaux before June 1, 2020.

5. Student Fee

The student fee must be paid with tuition. The student fee for each student covers the costs of insurance, books, standardized testing programs, instructional materials, and a diocesan assessment fee.

This fee is refundable **only** to families who move out of the geographic boundaries of the Diocese of Houma-Thibodaux before June 1, 2020.

6. Resource/Project Read Fee

Resource/Project Read students are assessed additional fees to defray the cost of necessary staff and programs. These fees will be added to the tuition fee for students who utilize these programs.

Fee Payment

Tuition and any applicable additional fees (numbers 3 – 6) must be paid either in full by a designated date, prior to the upcoming school year, or may be financed through the school tuition loan program.

7. Refunds

- Registration and supply fees are non-refundable.
- The student fee and technology fee are refundable only to families who move out of the geographic boundaries of the Diocese of Houma/Thibodaux before June 1, 2020.
- Partial refunds on tuition and Resource/Project Read fees are payable as follows:
 - Between the 1st day of class and September 30- 75%
 - Between October 1st and November 30th – 50%
 - Between December 1st and the last day of school prior to Christmas break – 25%

- Between January 1st and the last day of school – no refund
- Refunds are payable within thirty days after withdrawal.

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

8. Cafeteria Fees

- Breakfast fees must be paid daily or paid in advance to the cafeteria.
- Lunch fees are paid to the cafeteria: ½ due August 1st and ½ due by December of the current school year.
- Inquiries regarding cafeteria balances must be made to the cafeteria manager at (985) 872-6070.

9. Extra-Curricular/After School Care Programs

Fees for extracurricular programs and after school care will be handled through the individual programs.

10. Collections/Solicitations

No collections may be made in the school without the consent of the administration. The sale of any goods (popcorn, cookies, candy, raffle tickets, etc.) sponsored by organizations other than St. Francis de Sales Cathedral School is not allowed.

11. Memorial/Endowment/Donations

The Library Memorial Fund and an Endowment Fund have been instituted for those wishing to make donations in memory of a deceased individual or in honor of a living loved one. The Library Memorial Fund enhances our school library with new books and media in the name of the person being honored. The name of the person being honored or remembered is written in the donated book. Contributions to either of these funds can be made at any time to the

school office. Any donations made to St. Francis de Sales Cathedral School will be used according to the benefactor's request.

12. Annual Fund

An Annual Fund Drive is held each year at St. Francis de Sales Cathedral School. All members of the school family are encouraged to contribute prayers, a monetary gift, or both, to this drive. This fund drive is our primary means of keeping tuition increases to a minimum and also helps finance identified projects which improve the school facilities and enhance educational programs.

ADMISSIONS

St. Francis de Sales Cathedral School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions, procedures, co-curricular activities, and/or other school related programs.

Order of Admission:

- a. All students currently enrolled in the school
- b. Siblings of students enrolled in the school
- c. Children of faculty members
- d. Catholic students registered in St. Francis de Sales Cathedral Parish and whose parent/sibling is an alumnus/alumna of St. Francis School.
- e. Catholic students registered in St. Francis parish.
- f. Catholic students registered in other Catholic Church parishes and whose parent/sibling is an alumnus/alumna of St. Francis School.
- g. Catholic students registered in other church parishes.
- h. Non-Catholic student whose parent/sibling is an alumnus/alumna of St. Francis School.
- i. Non-Catholic student

Registration, announced by school administration, will be in the spring.

Age Requirements

- Pre-Kindergarten 3 – 3 years of age on or before September 30
- Pre-Kindergarten 4 - 4 years of age on or before September 30
- Kindergarten - 5 years of age on or before September 30

Admission Requirements

The following information must be presented for all children applying for admission:

- Birth certificate
- Baptismal record
- First Communion and Reconciliation Certificates (if applicable)
- Immunization record
- Social Security number
- Completed registration form

No registration/admission forms will be processed until all of the above mentioned paperwork is submitted.

For students transferring from another school, St. Francis de Sales School will request the cumulative folder and any other records from the previous school.

All students are admitted on a probationary basis for a 30 day period from the start date of the current school year or the first day of his/her attendance following enrollment.

Diocesan Catholic Elementary School Support Policy:

According to the Diocesan Catholic Elementary School Support Policy, parishes without schools have an obligation to support their families who choose a Catholic school education. Each year, we bill parishes of those outside of St. Francis Parish for those families registered in parishes without schools. With the Support Policy in effect, parishes will no longer pay this out of parish fee unless proper verification procedures are not followed:

1. St. Francis parishioners will be verified by the school office.
2. Any forms not returned, from other church parishes, will result in the out of parish fee of \$225.00 being added to your tuition fees.

Withdrawal Procedures

Parents of students who transfer to another school, during the school year must contact the school office to be informed of the withdrawal procedure. A withdrawal form must be obtained from the office and completed and signed by all responsible

parties. All textbooks and library books must be returned to the homeroom teacher and any outstanding funds must be paid at this time. Student records will not be released if outstanding fees are present.

School/Parent Partnership

The education of the child is a partnership between St. Francis de Sales Cathedral School and the parent. If in the opinion of the administration/school the partnership is irretrievably broken, the school reserves the right to require the parent/guardian to remove the child.

SCHOOL HOURS

Pre-K 3 – 7th grade 7:50 A.M. – 2:55 P.M.

The school office is open from 7:00 A.M. - 3:30 P.M., Monday through Friday, when school is in session during the school year.

ATTENDANCE

Absences

Prompt and regular attendance at school is essential for successful class work. Appointments should be made after school hours.

1. According to attendance laws for the state of Louisiana, in order to be eligible to receive grades an elementary (K-7) student should be in attendance a minimum of 167 days per school year. The only exception to this regulation is extended personal illness or emotional illness verified by a physician.
2. On the day of return to school a student who has been absent must present a written excuse by a parent or guardian, physician, or dentist stating the reason for absence. Notes may not be faxed or emailed to the school office or teacher.
3. No student may be sent to school nor be allowed to remain if they are running a fever. Students should be fever free for 24 hours before returning to school.
4. An absence will be determined excused or unexcused by administration.

Excused Absences (all below must be supported by written documentation)

- Illnesses (3 or more days requires an excuse from a physician).
- COVID-19 quarantine and isolation
- Death in the immediate family
- Student medical appointments
- School sponsored activity participation
- Weddings in the immediate family
- Graduations in the immediate family

Unexcused Absences (included but are not limited to)

- Family vacation
- Participation in non-school functions
- Truancy
- Matters of convenience
- Leaving early (for more than a 2 hour period) during a school day for an unexcused reason
- Suspension

***** Unexcused absences may not exceed 10 per school year. A notification of each unexcused absence will be issued by administration. Excessive unexcused absences may result in further action by the administration.**

Tardiness

The school day begins at 7:50, and all students should be in his or her line up area or classroom when the take-in bell rings.

- Students arriving after the take-in bell must be accompanied to the office and signed in by an adult.
- Tardiness is also defined as checking out early or leaving during the day for a period of 2 hours or less.
- If a student is tardy for an unexcused reason, a tardy slip will be issued.
- Receipt of 4 tardy slips per semester will warrant a detention.
- Excessive tardiness will result in further disciplinary action by administration.

Signing In/Out

Students may only be signed out by parents/guardians or individuals designated on the student's registration form. If an individual other than the before mentioned needs to sign out a child, then written permission must be sent to school and approved by administration. School faculty/staff may request identification from individuals checking out a student.

Truancy Policies

A student, who after reporting to school, skips or leaves a class, or leaves the school grounds without an excused permission, is truant. Any student who is absent from school without the knowledge and permission of his/her parent/legal guardian or school authorities is truant. This student will be subject to disciplinary action by the administration and proper authorities will be contacted.

Mandated Reporting

Parents are deemed by enrolling their children in the school to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.

AFTER-SCHOOL CARE

Hours of operation: 3:00 – 5:30

Students in Pre-K3 through 7th grade enrolled at St. Francis de Sales Cathedral School are eligible to participate in the After School Care Program. This program is provided for students at a nominal, daily rate.

Students are provided with a light snack and are provided time to do homework. Individual tutoring is **not** provided during after-school care.

Drop-ins are not permitted for grades Pre-K3 through 7th during Phase 1 or Phase 2. Children must be registered for After School Care. **The earliest a student may be picked up from After School Care is 3:45. All students must be checked out from the front office. Parents may not walk to the classroom to pick up their child.**

Parents of students who are not picked up on time will be charged a per-minute late fee. After School Care ends at 5:30 p.m. A \$5.00 late fee will be assessed for pick-up after 5:30 p.m. plus \$1.00 for each minute beginning at 5:31 p.m. After-school care privileges may be taken away if tardiness persists or if payments are not made in a timely manner.

After-School Care payments for full-time attending students are to be made on a weekly basis. All payments must be sent to school with your child or paid at the office. All payments must be sent in an envelope **with your child's name and homeroom class marked on the outside.** Payments may be made during After School Care in the drop box in the office.

DRESS CODE

Uniforms

All students attending St. Francis de Sales Cathedral School are required to wear their uniform daily. Students are encouraged to take pride in their appearance, their conduct, and their school work, which reflect the quality of the school. Uniforms must be purchased at designated uniform stores. All uniform parts should be LABELED. Violation of any dress code will result in a uniform notification being issued. Every fourth uniform notification received will result in a study hall.

Girls (Pre-Kindergarten 3 and Pre-Kindergarten 4)

- **Dress**
Blue gingham dress with front pockets, rounded collar must have a school emblem. The length of the dress should cover the bloomers/shorts worn underneath.
- **Bloomers/Shorts**
Bloomers or shorts **must** be the same print and fabric as the uniform dress. (cannot exceed length of dress)
- **Socks**
White or navy, short or knee length; no ankle socks. White or navy tights may be worn in cold weather.
- **Shoes**
Pre-Kindergarten must have a Velcro style shoe in navy Mary Jane, white tennis shoe, or navy and white oxford. No boots or any shoe above the ankle. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.

Girls (Kindergarten – 7th)

- **Blouse**
White sport blouse with the school crest buttoned down the front with short or long sleeves. (Rounded collars are not part of the uniform.)
Blouses must be properly buttoned and tucked in at all times. Turtleneck shirts may not be worn under the shirt.

- **Undershirt**
Undershirts worn must be solid white and must fit properly (cannot exceed length of outer sleeve).
- **Skirt**
Kindergarten - Navy v-bib uniform jumper with school crest on jumper.
Grades 1-7 - Navy pleated skirts. The length should not be shorter than 3 inches above the knee when kneeling.
- **Shorts**
Navy or black P.E. shorts may be worn under skirts.
- **Socks**
White or navy, short or knee length; no ankle socks. White or navy tights may be worn in cold weather.
- **Shoes**
A tie shoe is required for grades K-7. Shoes must be brown, navy, or black and white or navy and white oxfords (Pre-K- 2nd only). No tennis shoes or tennis shoe look-alikes. No boots. (This includes any shoes above the ankles.) Shoes must have a moderate heel. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.

Girls (Pre-K 3, Pre-K 4, and K-7th)

- **Outerwear**
If an outer coat is worn, it must be the approved uniform jacket. The jacket is navy with gray lining or the navy “School Apparel” fleece jacket, available for purchase from the school uniform stores. Either of these must have the school emblem on it. Any other fleece pullovers or light jackets are not acceptable. The approved navy sweatshirt, V-neck, or button down sweater may be worn. All outerwear must contain the school emblem. Only black, navy, or white scarves, gloves and hats may be worn.
- **Hair**
Well groomed and out of the eyes (pulled and held back off the face). Hairstyles should be neat, clean, and **natural** color with **no highlights**, add-ons/extensions. Hair barrettes should be gold, silver, navy blue, white, brown, or black. Scrunchies, hair ribbons, cloth headbands and

other hair accessories should be navy, white, or red and should be worn in moderation.

- **Jewelry**

Only the following jewelry items may be worn:

- Gold, silver, or pearl earrings no larger than the size of a penny (one in each earlobe). No loop earrings.
- One wrist watch
- One ring
- A simple religious necklace
- One religious bracelet

- **Make up**

No make-up is allowed.

- **Fingernail polish**

No fingernail polish is allowed.

Boys (Pre-Kindergarten 3 and Pre-Kindergarten 4)

- **Shirt**

Approved navy blue pique knit short sleeve shirt with crest must be worn. The shirt may not exceed the length of the shorts.

- **Undershirt**

Undershirts worn must be solid white and must fit properly (cannot exceed length of outer sleeve).

- **Pants**

Students must wear approved shorts or pants. Khaki shorts or pants must be elastic waist with pockets. Pants must be worn at the waist.

- **Socks**

Solid white, khaki, navy, black or brown crew socks. (No ankle athletic socks.)

- **Shoes**

Pre-K must have a Velcro style tennis shoe in white. No boots or any shoe above the ankle. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.

Boys (Kindergarten – 7th Grade)

- **Shirt**
Khaki shirt with crest, short or long sleeves must be worn. Boys' shirts must be properly buttoned and tucked in at all times. Turtleneck shirts may not be worn under the shirt.
- **Undershirt**
Undershirts worn must be solid white and must fit properly. (cannot exceed length of outer sleeve.)
- **Pants**
Approved khaki pants must be worn. Khaki uniform shorts may be worn by students in Kindergarten through 3rd grade. Pants must be worn at the waist.
- **Belt**
A brown, black, or khaki belt must be worn at all times.
- **Socks**
Solid white, khaki, navy, black or brown crew socks. (No ankle athletic socks.)
- **Shoes**
Brown tie shoes. No boat shoes, tennis shoes or tennis shoe look-alikes. No boots. (This includes any shoes above the ankles.) Shoes must have a moderate heel. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.

Boys (Pre-K 3, Pre-K 4, and K – 7th Grade)

- **Outerwear**
If an outer coat is worn, it must be the approved uniform jacket. The jacket is navy with gray lining or navy "School Apparel" fleece jacket, available for purchase from the school uniform stores. Either of these must have the school emblem. Fleece pullovers or any other light jackets are not acceptable. The approved navy sweatshirt may be worn. All outerwear must contain the school emblem. Only black, navy, brown, or tan scarves, gloves and hats may be worn.

- **Hair**
Must have short, neat, and clean hair that is not below the top of the ear, below the eyebrows, or touching the collar. No strange, bizarre, or shaved haircuts. Haircuts are subject to approval of administration. A haircut notice will be issued and the student's hair must be cut by the designated date. Repeated notices will result in demerits being issued. Hair must also be its **natural** color.
- **Jewelry**
Only the following jewelry items may be worn:
 - One wrist watch
 - One ring
 - A simple religious medal
 - No earrings of any kind are allowed.
 - One religious bracelet

P. E. Wear (Kindergarten – 7th Grade)

School uniforms are worn during P.E. classes. Solid white, tie tennis shoes can be worn on P.E. days. If white P.E. shoes are worn, students may wear white athletic socks. If solid white tennis shoes are not worn that day, school shoes must be worn. Students will not be allowed to change shoes for P.E. classes. Girls must wear only solid navy blue or black shorts under skirts.

Spirit Day Attire

During the school year, certain days are designated as “spirit days”. Spirit shirt orders are sent home at the beginning of each school year and can only be purchased at this time.

K-7 girls may wear their spirit shirts, **blue** jeans without holes, frayed edges, or adornments, or their uniform skirt. Jeans must have belt loops and a solid-colored black, brown, navy or khaki belt. Either white P.E. tennis shoes or the official uniform shoes may be worn with the Spirit Day attire. Spirit shirts must be tucked in at all times.

Pre-K 3 & Pre-K 4 girls may wear their spirit shirt with approved blue jeans or the gingham shorts that match their jumper. Gingham bloomers may not be worn with spirit shirts. Pre-K 3 and Pre-K 4 girls are not required to wear a belt.

K-7 boys may wear their spirit shirts, blue jeans without holes or frayed edges, or the khaki uniform pants. An approved belt must be worn. Either white P.E. tennis shoes or the official uniform shoes may be worn with the Spirit Day attire. Spirit shirts must be tucked in at all times.

Pre-K 3 & Pre-K 4 boys may wear their spirit shirt with uniform shorts, uniform pants or approved blue jeans. Pre-K 3 and Pre-K 4 boys are not required to wear a belt.

Face Coverings must be worn during dedicated times by administration. Face coverings must be school appropriate and cover the nose and the mouth.

LOST ARTICLES

All books, school bags, and clothing should be marked with the child's name, not initials. Lost and found articles are sent to designated lockers. These articles may be claimed before and after school or during recess. Found articles that are not claimed within a reasonable time will be given to charity. The school cannot assume responsibility for personal belongings brought to school.

ACADEMICS

Grading

Report cards are issued at the end of each nine-week period. Letter grades are used to designate a student's progress. Report cards are to be signed by a parent or guardian and returned within 2 days. During the fifth week of each nine-week period, a progress report is issued electronically.

Parent-teacher conferences are held during the second nine-week period for all grades. Parents are encouraged to contact teachers at any point during the school year when they wish to discuss their child's progress. If a problem arises, parents are asked to communicate with the teacher first. Parents are encouraged to check their child's progress weekly on PlusPortals.

Grading for Grades 1-7

Daily work, including activities, homework, participation, projects, assignments, as well as quizzes and tests given during the nine-week period, constitute the student's grade. Graded assignments, tests, and averaging in the content areas will be calculated numerically. 6th and 7th grade students are administered exams during the 2nd and 4th nine weeks which account for 20% of the total grade in that marking period.

Grading Scale

GRADE	VALUE	DESIGNATION
A	100-94	Outstanding Achievement
B	93-86	Above Average Achievement
C	85-78	Average Achievement
D	77-70	Below Average
U or F	69 or below	Unsatisfactory or Failing
I		Improvement Needed
S		Satisfactory

Religion Grading Scale for Grades 1-2

GRADE	VALUE
E	100-91
S	90-81
I	80-71
U	70 or below

Promotions

- Promotion - A student who has satisfactorily progressed at one level to be advanced or promoted to the next higher level.
- Non-Promotion - A student failing 2 or more subjects or a student who has not satisfactorily progressed at current grade level is not eligible for promotion.
- Conditional Promotion - Any student who has failed one subject is not eligible for promotion until he/she has received specified tutorial instruction from a certified teacher. Proof of the remediation must be presented to administration before the new school year begins.

Honor Roll

For each nine-week period, students will be recognized for the following achievement:

- **Alpha Honor Roll:** A's in all subjects, including conduct, on the report card
- **Beta Honor Roll:** A's and B's in all subjects, including conduct, on the report card

High Honor Award

At the end of the year awards ceremony, this award is given to those students who have achieved A's in all subject areas, including conduct, for each of the four nine week periods.

Religious Instruction

Religion is taught daily. It is the **parents'/guardians'** responsibility to contact their **church parish** to determine the parish's policies in regard to receiving the sacraments of Reconciliation and Communion.

Resource Program

The resource program (resource and Project Read) is focused on the student with a learning difference. Accommodations/modifications will be individualized for each student. Classroom teachers work closely with resource personnel to implement these accommodations/modifications.

In order for a student to be admitted to the resource program, a professional evaluation must be submitted to the administration. A fee is assessed for the program and can be financed with tuition fees.

Make-Up Work

All students are responsible for making up any work missed. Students will be given a designated amount of time to complete any missed work and are expected to do so in that given time period. **If a student is absent on the day of a scheduled test, the student will be expected to take the test on the day he/she returns to school unless other arrangements are made with administration. A parent/guardian may call the office before 9:30 to request missed assignments during a student's absence.**

Homework Policies

Homework is meant to be the child's responsibility and the child's work. It is the parents'/guardians' responsibility to supervise and check the homework for completion, but not to do the homework. Incomplete homework may result in an issuance of a homework notice. The signed homework notice must be returned the following day with the completed homework. If a student experiences continued serious difficulty doing homework, the teacher should be notified.

No one will be allowed back into the building after dismissal to get books/items which have been forgotten. This policy is for everyone's safety and will be strictly enforced.

Standardized Tests

Standardized tests are given in certain grade levels in the spring. Since these are used to track development and growth patterns, it is mandatory for all students in selected grades to participate.

EDUCATIONAL/FIELD TRIPS

Educational trips and field trips are privileges. To participate in these activities, a student must have a permission form signed by the parent/guardian releasing the school from any liability. Telephone calls/handwritten notes will not be accepted in lieu of proper forms. Students can be denied participation if they fail to meet academic or behavioral requirements. If an educational or field trip is taken away from a student, the student must report to school on the day of the trip.

INSURANCE

The student insurance plan provides coverage for the nine months of the school year while the student is at school or attending all official school activities. This plan is obligatory for all students and the cost of the program is included in the Student Fee. When a student is injured within the times stated above, he/she will be given a claim form by the school office upon request. This form must be completed by the parents and given to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. A special insurance plan that provides coverage throughout the year is available upon request.

CAFETERIA PROGRAMS

The cafeteria is run by the Archdiocese of New Orleans. All questions regarding fees should be directed to the cafeteria manager. Cafeteria fees must be paid by the designated due date.

1. Breakfast

Breakfast is available for students in Pre-K4 – 7th from 7:20 - 7:40 for an additional fee. **Only students who purchase lunch in the cafeteria are allowed to eat breakfast.**

2. Lunch

- This school year all students are not required to participate in the lunch program.
- Prior to the start of school, parents must opt for their child to participate in the lunch program or bring lunch daily. After the first day of school, students may not change the option selected.
- No soft drinks, candy, or fast food may be brought in a student's lunch.
- Students bringing lunch will not be allowed to trade food. The lunch must be a balanced meal. Failure to comply with the cafeteria guidelines jeopardizes the school's ability to receive federal funds for the lunch program.

COMMUNICATIONS

PlusPortals

All communications from the school will be posted to PlusPortals. If a parent does not have access to a computer, arrangements can be made by contacting the school office. **The school strongly advises all parents to check PlusPortals regularly.**

School Scoop

“School Scoop” is a weekly communication from administration emailed to parents/guardians. Please read this information carefully.

Monthly Calendar

A monthly calendar is published to notify parents of important dates and announcements.

Publications

The school reserves the right to use student pictures in any publication, website, and/or school social media site. **Any parent, who does not wish his/her child’s picture to be used, must notify the principal in writing by the first day of school.**

Notification System

This allows the school to notify parents through email, text messages and voicemail. It will be used as needed for reminders and/or emergencies throughout the school year.

Facebook/Instagram

Follow our school on both forums to keep up to date on the latest news and activities.

Messages

Only messages of **vital** importance will be relayed to students. Reminder messages **will not** be given as this is a disturbance to all students' learning. If, through urgent necessity, a parent comes personally to deliver a message, the parent is to deliver the message through the school office and never directly to the child or teacher.

Appointments

To meet with the administration, please make appointments through the school office. Parents should not come to school either before or after normal school hours and expect to have an impromptu conference with administration or teachers. To meet with teachers please email the teacher to set a date and time.

Guardianship

The guardianship of each child must be established by the school, and must be retained in the official folder. All divorced parents should furnish the school with a copy of the custody section of the divorce decree. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent is responsible for making arrangements with the school concerning "WHO" is to pick up the child.

Party Invitations

Party invitations or gifts to other students may not be distributed at school. Parties/treats are not allowed at school at any time. Students' home addresses are available online through the Student Directory.

PUBLIC DOMAIN POLICY

St. Francis de Sales Cathedral 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, school work, 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.

SAFETY REGULATIONS

Safety is everyone's responsibility. Students should use common sense and care in protecting themselves and others from danger and harm. No list of safety rules can be all-inclusive and students are expected to report any dangerous situation to the school staff for corrective action.

Parent/Visitor

Due to security procedures, **NO ONE** is allowed in the school building or on the school grounds unless there is a purpose that has been approved by the teacher and/or the administration. All visitors to the school **MUST** first report to the front office, and sign in. Every visitor to the school must wear a visitor's badge while visiting the school. Visitors who do not follow this procedure will be asked to report to the main office to comply with this policy.

No individual may walk up to the car or bus line at dismissal to pick up a student. Individuals must go to the front office and the student must be signed out. Prior to dismissal, walkers will receive special permission from administration.

Transportation

*No cell phones should be in use during morning arrival or afternoon dismissal.

a. Morning Arrivals

Students should be dropped off no earlier than 7:20. If arrangements have been made with administration, for drop off prior to 7:20, the student **MUST** be dropped off in the front of the school. After 7:20, students must be dropped off at designated, supervised areas.

These areas include:

- Pre-Kindergarten 3, Pre-Kindergarten 4 and Kindergarten- Front of school building (Verret Street)
- Grades 1-7 - Convent driveway (Grinage Street)

b. Afternoon Dismissal

Parents who pick up students in the afternoon must do so at the convent driveway. Parents are to remain in their car. **A sign with the child's name must be displayed on the windshield.** Students will walk to the car once their name has been called. The school is not responsible for any students who walk home. Any child who is present in the school building or on the

grounds after 3:20 will be placed in After-School Care and the parents will be responsible for all fees. **Parents may not pick up their children at the front office at dismissal time. If a change in afternoon dismissal is needed for a child, a note must be brought from home signed by the parent/guardian. Phone calls, faxes and emails are NOT acceptable. No student may be checked out after 2:20.**

c. Bus Regulations

St. Francis de Sales Cathedral School utilizes the Terrebonne Parish School Board Transportation system in providing transportation for students to and from school. St. Francis de Sales Cathedral School 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.

Fire/Severe Weather/Safety Drills

Drills are conducted at the school on both a scheduled and an unscheduled basis. During the school year, drills are discussed and practiced with the students.

Early Dismissal and Dismissal with No Buses

The procedure for early dismissal during the school day and/or dismissal with no bus service will be as follows:

- If your child's last name is A-K, the pick-up line will be on Grinage Street by the cafeteria. You will need to come up Grinage Street and **REMAIN** in your vehicle. We will call your child and bring them to you.
- If your child's last name is L-Z, the pick-up line will be on Verret Street near the Youth Center. You will come up Verret Street and **REMAIN** in your vehicle. We will call your child and bring them to you.

DO NOT come to the office to check your child out of school. This causes the process of being dismissed to be delayed for all students.

Once early dismissal is called by the Catholic Schools Office and/or Administration, no student may be checked out from the office. Parents/Guardians will be required to get in the car line.

Medication

Short-term medication (cough drops, cough medicine, Tylenol, Chap Stick, Carmex, lip balm, etc.) of any type may not be brought to school and may not be administered by the teacher or office staff. If medicine has to be administered, the parent must come to school and check in with the office. The student will be called to the office for the parent to administer the medicine. The office may administer long-term medication (Ritalin, asthma medication, etc.) only if the physician's instructions have been received. Long-term medication and refills **must** be brought to the school office by the parent--not by the student.

Search and Seizure

In an effort to maintain a positive learning environment and/or to promote health and safety purposes, the administration reserves the right to search clothing and accessories, personal property, or desks at any time. Contraband materials may be confiscated.

St. Francis de Sales Cathedral School is a drug-free zone and abides by the drug-free laws. The use, sale, or handling of narcotics (tobacco, drugs, alcoholic beverages, marijuana, etc.) is illegal and a serious offense and is subject to suspension and/or expulsion from school. The principal is required by law to contact law enforcement authorities, after which parents will be contacted. This action is not an option.

The law (R.S. 14:95.2) creates the crime of carrying a dangerous weapon by a student on school property, on a school bus, or at school-sponsored activities. Any student found with a dangerous weapon is subject to disciplinary action and consequences mandated by law. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous weapon and is required to notify appropriate law enforcement authorities.

Technology

All electronic communications to or from **St. Francis de Sales Cathedral School** shall reflect the Christian and educational principles upon which the school and The Diocese of Houma-Thibodaux was 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. cyberbullying)
- 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: Facebook, Twitter, Snapchat, Instagram, personal email accounts, unapproved YouTube videos, messaging, blogs, chat rooms, 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 which compromises the school's integrity, on or off campus, will be cause for corrective measures.

Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

Inappropriate use may result in denial of access and will be dealt with according to **St. Francis de Sales Cathedral School** disciplinary policy or as deemed appropriate by administration.

Inappropriate school computer/iPad/Chromebook use will result in computer/iPad privileges being suspended for an indefinite period of time.

Electronic Devices/Cell Phones

Students may not use an electronic device or cell phone on school property, in the school building, or on the school bus. All devices must remain off in these areas.

In the event an electronic device or cell phone must be brought to school, the following procedure must be followed.

1. The parent/guardian must have contacted administration to receive permission for the student to bring a cell phone.
2. The power must be off while on school property, in the school building, and/or on the school bus.
3. Upon arrival at school, the device must be taken directly to the school front office and checked in.
4. The device may be picked up by the student as dismissal occurs.

Any student not following the above policy and/or having an electronic device or cell phone in a classroom will receive disciplinary actions as stated in the SFCS Handbook and/or at the discretion of the administration.

Recording Lessons

- The principal has the discretion to permit classroom instruction to be streamed live online, recorded, or both, in order to provide remote learning for the benefit of students.
- Students may not record a teacher or another student without permission.

Safe Environment for the Protection of Children and Young People

The Diocese of Houma-Thibodaux is committed to providing a safe environment for everyone in the school system. All school employees and volunteers are required to participate in the Diocesan Safe Environment Training program.

SCHOOL PROPERTY/TEXTBOOKS

Students are expected to respect school property and equipment. The parents or guardians of any student found defacing school property will be held responsible for the cost of damage or replacement.

All textbooks must be covered and carefully handled throughout the entire school year. In covering books, **NO TAPE OR ADHESIVE MATERIAL** may be used directly on the textbooks. Books may not be covered with **STRETCHABLE MATERIAL**. St. Francis book covers can be purchased at the school office. Textbooks should be kept free of ink or pencil marks. If a book is lost or damaged through carelessness, the student will be expected to pay for its replacement. All technology devices that are issued to a student become the responsibility of that student. A student will be expected to pay for the device if it is lost or damaged through carelessness.

School bags/binders should be free of writings/drawings, except for the name of the students. Rolling school bags are not permitted.

DISCIPLINARY SYSTEM

Discipline is the systematic development and training of the student's physical, social, intellectual, moral, and spiritual capacities through guided instruction and controlled self-activity.

Bullying and/or misbehavior sometimes may occur outside of the school's physical grounds yet these actions impact the safety of our students as though they have occurred on school grounds. Any bullying and/or misbehavior demonstrated at school or outside of school that affects our school family will be addressed by the school.

Bullying, cyberbullying, and/or hazing will not be tolerated by St. Francis School. Any awareness of this should be immediately reported to administration.

All faculty and staff have full permission to correct or discipline any pupil who violates the rules of the school.

General Behavioral Rules

A. Before School

No one is allowed on the stairs, in the halls, or in the classrooms before school. During inclement weather, students should proceed to the first floor hallways until their teacher arrives.

B. After First Bell

Silence must be observed at the sound of the first bell. At the sound of that bell, students proceed to their lines in silence.

C. In Bathroom/Hall/Stairs

There will be no running or playing in the hallways, stairwells, or bathrooms at any time.

D. In Classrooms

Students are not allowed to enter the classroom during any recess period, before school or after school unless a teacher is present.

E. In Church

Silence and proper respectful behavior are expected of all while attending Mass or any program in the Cathedral.

F. In the School Yard

Students are expected to remain in their respective play areas.

Fighting and/or rough play will not be tolerated and are subject to disciplinary action by teachers and administrators.

No running under the shelter at any time.

Wall ball is not permitted at any time.

G. In Cafeteria

Students entering the cafeteria for lunch must wash their hands before lunch. All students are expected to show respect and consideration for the cafeteria and its workers. **Students are responsible for cleaning their own area when finished. Students are not allowed to exchange or share lunch.**

H. Dismissal

- Upon leaving the classroom, students are expected to report directly to the designated dismissal area.
- No one is to re-enter the school building after dismissal of classes for the day.
- Students stay in quiet single lines, everything must stay in school bags.

I. After School Care

School rules will apply. After care is a privilege. Students who do not adhere to rules will not be allowed to attend.

Disciplinary Policy

A. Uniform/Grooming Violations

A uniform notification will be issued to any student violating the dress code policy as stated in the Handbook. Four of these notices will warrant a detention. A detention will continue to be issued after each 4th uniform notification. Periodic hair and uniform checks will be conducted by teachers and/or administration.

B. Demerit

This will be a warning for a student's unsatisfactory behavior. Demerit slips may be given out by any faculty member or substitute teacher for infractions of school regulations. **STUDENT MUST BRING THE DEMERIT SLIP HOME FOR THE PARENT'S/GUARDIAN'S SIGNATURE AND RETURN IT TO THE HOMEROOM TEACHER THE FOLLOWING DAY.** Failure to do so will result in the issuance of a **detention**. Forgery of a signature on a demerit will result in a detention.

Among the following violations that warrant a demerit include but are not limited to:

- Gum chewing/candy eating
- Damaged textbooks
- Use of inappropriate language and/or name calling
- Failure to have any important documents signed
- Any behavior deemed inappropriate by the faculty, staff or administration

C. Detention

Major infractions will result in a student being issued a detention. Students must remain after school for one hour on the day assigned by administration from 3:00 - 4:00. Detention is assigned by administration only.

STUDENTS MUST BRING THE DETENTION SLIP HOME FOR THE PARENT'S/GUARDIAN'S SIGNATURE AND RETURN IT THE FOLLOWING DAY. Forgery of a parent's/guardian's signature or failure to return the detention slip the day after it is issued will result in an in-house suspension.

Among the infractions that warrant detention include but are not limited to:

- Every three demerits equal a detention
- Lying, cheating, stealing, or forgery (Academic consequences will be determined by administration.)
- Marking on desks, walls, doors, defacing school property, etc.
- Intentional misuse or damage of technology devices
- Fighting or encouraging fighting
- Disrespect for authority, others, and property
- Leaving the classroom or recess area without permission
- Profane language, gestures, writings, drawings, and actions
- Rude or discourteous behavior

- Harassing or bullying of any kind
- Possession of electronic items including cell phones, cameras, music players, electronic games, as well as inappropriate reading material, will result in the item being taken away and then picked up only by a parent
- Any behavior deemed inappropriate

No student is exempt from detention, and it is the responsibility of the parents/guardians to make arrangements to pick up their child at 4:00. Failure to serve a detention without the administration's permission may result in an in-school suspension. A student **cannot** go to After School Care after he/she serves detention.

D. In-School Suspension

Suspension is considered a disciplinary measure that follows serious failure on the part of the student to comply with the rules and standards of behavior. Suspensions are assigned in-school for one or more days. The student is to report to the school office upon arrival. They will complete all class work, tests, and other assigned tasks for the day in a designated area. Parents may be required to come to school for a conference. This will affect the students' conduct grade.

Among the infractions that warrant in-school suspension include but are not limited to:

1. Any act detrimental to the well-being or safety of students/adults involved with the school
2. Inappropriate/Unacceptable Use of Technology (computer/internet/cell phone/other resources)
3. Any other behavior deemed serious or inappropriate by administration
4. The third detention assignment within a school year results in an In-School Suspension

E. Out-Of-School Suspension

Out-of-School Suspensions are reserved for the most serious offenses and may be for one or more days. In addition, the third (3rd) In-School Suspension will result in an Out-of-School Suspension. A mandatory conference will then be held with the student, parents, school counselor, and/or school administration. Any tests missed as a result of an Out-of-School Suspension must be made up on the day the student returns.

F. Probation

A student may be placed on probation determined by the principal. During the probation period, if there are any discipline violations, the student may be suspended or expelled. The allowance to participate in extracurricular activities during the probationary period is determined by the principal.

G. Expulsion

Expulsion takes place only at the discretion of the administration 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.

ST. FRANCIS DE SALES CATHEDRAL SCHOOL ORGANIZATIONAL CHART



CATHOLIC EDUCATION IN

