

St. Genevieve Catholic School



Approved by:

Southern Association of Colleges and Schools
Diocesan Accreditation by Advanced Ed
Louisiana State Department of Education

Member of:

National Catholic Educational Association
Citizens for Educational Choice

807 Barbier Ave.
Thibodaux, LA 70301
(985) 447-9291
FAX (985) 447-9883
www.stgenevieveschool.us

Forward

This book tells who we are. As you read it you will have your hand on the pulse of St. Genevieve Catholic School. We hope that our people, our plans and policies, our curriculum and programs, our activities and services verify the vision we have of ourselves and our purpose. We believe ourselves to be about our Father's business. We hope you find us faithful to the rich heritage of our Catholic Christian tradition and, at the same time, responding to the world in which we find ourselves today.

We believe in ourselves and in our community. We want to be all that we can be. We are thankful for, and grateful to all those who help us on our journey, most especially, Our Lord.

Mission Statement

St. Genevieve Catholic School (Pre-K – 7th), an educational ministry of St. Genevieve Parish, exists to further the teaching mission of the Roman Catholic Church. We strive to nurture our children in all developmental areas – spiritually, intellectually, physically, socially, and emotionally. Living and teaching Gospel values, we work to build God's Kingdom.

Original drafting date by the faculty and staff: 12-03-1996

Reapproved by the school board: 10-06-1998

Parent and Parish approval: 02-21-1999

Ratified by Fr. Wilmer Todd, pastor: 02-21-1999

Reapproved by School Advisory Council: 08-03-04

Reapproved by School Advisory Council: 01-09-07

Revised by School Advisory Council: 06-02-09

Ratified by the faculty: 08-11-09

Revised and ratified by the faculty: 10-7-14

Reapproved by School Advisory Council: 10-8-14

TABLE OF CONTENTS

Foreword.....	1
Mission Statement	1
School Creed	3
Philosophy	4
Objectives	5
Commitments.....	5
History.....	6
Parental Rights	7
Parental Responsibilities	7
Administration, Faculty, and Staff.....	8
Glossary of Terms	9

GENERAL SCHOOL POLICIES AND INFORMATION

(Alphabetical listing by subject)

A. Admissions	12	O. Homework.....	31
B. Attendance	16	P. Insurance	33
C. Cafeteria.....	18	Q. Library	33
D. Calendar	19	R. Lost and Found	33
E. Communications	19	S. Parking.....	34
F. Conduct.....	22	T. Photo Permission.....	34
G. Development	22	U. Resource Program.....	34
H. Diocesan Policies	24	V. Spiritual Life	35
I. Discipline	24	W. Student Expulsion Policy	36
J. Electronic Devices.....	25	X. Technology Acceptable Use Policy	36
K. Evaluation (Grading)	25	Y. Uniform Policy.....	37
L. Extended Care	28	Z. Visitors	40
M. Field Trips.....	29	AA. Volunteers.....	40
N. Health & Emergency Information	30	BB. Weather Watches	41

THE ST. GENEVIEVE CATHOLIC SCHOOL CREED

LORD, we believe in You. We believe in Your Good News. What You have done for us, what You have revealed to us we are to make known to those whose lives we touch.

To recognize Your love, to respond to Your love, we must meet You on our way.

We must know You through our daily school experiences. The way we answer to Your love must make the difference in the building of the Kingdom.

We believe that for each of us to become all that we can be, we must first believe in ourselves.

In answer to Your will for us, we work toward becoming Your individuals.

We strive to be creative and critical thinkers, capable of sound decision-making and responsible action. And while we lean on and learn from each other, mutual trust and respect can be ours.



We believe in supporting one another. We believe in learning by doing. With constancy we assess the change we hope for in ourselves, our plans, and our actions. Thus we believe this good news to be an inspiring force, a moving force to deepen our union with You as we become a community of faith bound together with a shared vision, at one and full of hope.

Lord, it is good that we are here.

AMEN



The Creed embodies the philosophy and values of St. Genevieve School and permeates daily school life to a very great degree.

*- St. Genevieve Catholic School
1987 Visiting Team Report*

PHILOSOPHY

"The future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping."

The Church Today

We believe we can provide those reasons in the light of the Good News of Jesus Christ in what we say, in what we do, in who we are. We believe that if our children are to "act justly, love tenderly, and walk humbly with their God," we must first do that. Therefore, it is necessary that we call ourselves constantly to new responsibilities; that we evaluate constantly and set new goals; that we search in other people and places for answers to complex problems, for new directions, for examples, for counsel, for guidance, and motivation; that we seek a deeper understanding of ourselves and others as we study, work and pray together. As a faculty we are acquiring a new awareness of and deeper commitment to our responsibility in many areas. To be truly effective it is important that we be aware of those to whom we are accountable, our personal families, our students, our parents, and the parish of which we are a part. We are a group of individuals whose personal and unique gifts are recognized and developed for the corporate good. We are each important in some way. Therefore, as we care for ourselves, so we are called to care for our students.

"Who can say more than this rich praise than you alone are you."

Shakespeare

We believe that the recognition of and respect for the student as an individual is crucial to his/her being successful. First, it is important that the learning structures be suited to the individual. Secondly, if these structures provide the student with opportunities for personal growth, that success becomes the motivation to seek broader, more difficult goals. To recognize and provide for individual needs is not enough. The Gospel calls us to respect the student's unique gift of self. We must provide structures for affirming individual successes in all areas of concern: for the students to be all that they can be, we must foster their spiritual, mental, physical, social, and emotional growth.

We strive to help each student learn the basic skills needed to become an independent learner. The students must come to be one of their own best sources for solving the problems encountered.

We strive to keep abreast of current teaching methods and effective classroom management and of the important research supporting new theories. We seek those avenues that will enable our students to learn the way they learn best. Because we care about each of our students in a special way, we believe it is our responsibility to encourage them to seek Christian meaning in the life experiences that are a part of each student's day.

"As Christians we are confident of ultimate success, trusting not in ourselves, but in Jesus Christ, who is at once the inspiration and the goal of Christian education: "the way, the truth and the life!"

To Teach as Jesus Did

OBJECTIVES

Spiritual:

- To encourage children to seek Christian meaning in their daily life experiences.
- To encourage and enable children to own and cherish those Christian values which our church, home, and school hold in esteem.
- To develop a concern in our children for the need to bring Christ to the world and to recognize that need as their mission and ours, as revealed to us in Scripture.
- To encourage and enable children to BE Church; to embrace their Catholicism as a way of life; and to come to espouse and to perpetuate its teachings and traditions.

Intellectual:

- To equip our children with basic skills for acquiring knowledge.
- To provide opportunities and conditions where individuals can learn as they learn best.
- To enable children to set their own goals and evaluate their own work.
- To develop independent, creative, and critical thinkers.
- To foster an inquiring and curious spirit.

Physical:

- To motivate the children toward self-improvement and self-discipline, both basic to keeping physically fit throughout life.
- To provide a sound program of physical education including developmental activities, physical fitness, fundamental skills in individual and team sports, and rhythmic activities.
- To help our children recognize play as a source of important life learning, as well as a source of pleasure.

Emotional:

- To aid our children in developing strong, positive self-images by providing an atmosphere conducive to emotional stability, fostered by sensitive adults who are genuinely concerned for their welfare.
- To help children to cope with and adjust to problems of emotional and physical maturation.
- To provide for experiences in the performing arts, not only for aesthetic but therapeutic values as well.

Social:

- To include a sense of fair play and respect for others in competition, in work, and in play.
- To produce conscientious, responsible American patriots.

COMMITMENTS

We are committed to these areas of emphasis:

- an emphasis on sharing and group association among all members of the school family: students, parents, faculty, staff, and clergy.
- an emphasis on respect for every individual and respect for each person's feelings.
- an emphasis on the importance of the family in the planning, execution, and evaluation of the school program.
- an emphasis on fostering self-improvement and self-discipline with opportunities for responsibility.
- an emphasis on the formation of Christian values in a distinctive Christian environment.
- an emphasis on mission to serving one another.
- an emphasis on providing a setting where children are comfortable and encouraged to question what is, and assume responsibility toward working at what could be.

HISTORY OF ST. GENEVIEVE SCHOOL

St. Genevieve Parish opened its Catholic elementary school on August 29, 1960. It began with grades K-3 (99 students) and an all-lay faculty headed by Miss Edna Ledet as principal. It added a grade each year until 1964. In that year, the School Sisters of Notre Dame assumed administration of the school. They were to staff St. Genevieve through 1969. The school reached its maximum enrolment in 1966 with 308 students, some of the grades having two sections. In 1969, the School Sisters of Notre Dame made the decision to withdraw from St. Genevieve School. After polling the parents to determine their feelings, the school board appealed to the parish council for approval of the school family's decision to continue the school with another all-lay staff. In March of 1970, the parish council voted unanimously in favor of continuance.

In the 1970-71 school term, St. Genevieve began with a full house of 280 students, 35 in each of eight sections, kindergarten through seventh grade.

In 1982, the St. Genevieve Parish Council decided to expand the school with a plan to add a second section to each grade. In 1987, the school adopted the Developmental Kindergarten concept, adding a third section for young kindergartners. In 1991, the last of the eight grade/sections was added and a new wing was added to the parish/school plant. In 2004 the Pre-Kindergarten Program for four-year-olds was added.

Many of the programs instituted over the years are now St. Genevieve tradition. Listed here are some of those "institutions" in the order that they were added to the life of the school:

Parent Volunteer Program
Student Job Program
Buddy Program
Advent Program
Teaching Assemblies
Faculty Weekly Workshops
Faculty Retreat Days
Rite of Passage
Project Precision
Three-Way Conferences
Student Commission
K-Day
Face the Facts
Swap Shop

Annual Faculty Retreat
Band Program
Duty Patrol
Dying and Living Unit
Computer Program
Development Program
Before and After-Bell Programs
Developmental Kindergarten
Patriots Service Group
After School Enrichment Programs
Cross Country Team

PARENTAL RIGHTS

The following list of parental rights is yours to expect of us:

1. The right to a school atmosphere free from disruption and conducive to the educational process;
2. The right for your child to attend a safe physical school plant;
3. The right to be informed about available educational programs;
4. The right to competent teachers and school staff;
5. The right to be informed of your child's progress or lack of progress;
6. The right to discuss the grading system with individual teachers;
7. The right to discuss your child's school records;
8. The right to confidentiality of school records;
9. The right to be informed of the rules and regulations of the school;
10. The right to have school administrators fairly and consistently enforce reasonable rules and regulations;
11. The right to request that your child be excused from school to keep medical or dental appointments; and
12. The right to have your child receive an appropriate quality education.

PARENTAL RESPONSIBILITIES

The obvious flip side of the "rights coin" is that of responsibilities. As a parent you have these responsibilities toward your school:

1. The responsibility to see that your child attends school regularly and on time;
2. The responsibility to emphasize discipline and responsibility;
3. The responsibility to supervise completion of homework;
4. The responsibility to notify appropriate school personnel promptly of your child's absence;
5. The responsibility to attend parent-teacher conferences;
6. The responsibility to respond to school inquiries;
7. The responsibility to pay designated fees on time;
8. The responsibility to support the school's efforts and its programs in the spiritual development of the child, fulfilling the at-home parental complement, especially in sacramental preparation;
9. The responsibility to guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions;
10. The responsibility to teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others;
11. The responsibility to encourage in your child a desire to learn and a respect for self and others; and
12. The responsibility to be informed of school policies as set forth in this handbook.

SCHOOL ADMINISTRATION/STAFF and FACULTY

2018-2019

ADMINISTRATION/STAFF

Chris Knobloch, Principal
Stacie Trosclair, Secretary
Zachary Miller, Campus Ministry
Al Spears, Maintenance

Cheryl Thibodaux, Assistant Principal
Michelle Adams, Business Manager
Norman Delatte, Jr., Maintenance
Tiffany Cadiere, Cafeteria Manager

FACULTY

Pre-K..... Courtney Hadaway
Aide..... Becky Gaudet
YK Jamie Gaudet
Aide..... Tara Broussard
KA Meggie LeBlanc
KB Jodie Sternfels
1A Crissy DeGravelle
1B Stefanie Bowen
2A Anne Landry
2B Beryl Ledet
3A Lea Esteve
3B Lyddy Lindley
4A Shelly Lajaunie
4B Lynne Bayhi
5A Katie Pere'
5B Abby Tregre

6AKitty Bernard
6BGina Nezzio
6A/B.....Jamie Rodrigue – Social Studies
7AChalisse Naquin
7BKristen Chauvin
TECH.....Zachary Miller
TECH.....Kristi Gravois
EA.....Kim Vice
EA.....Kay Constant
LIBChristie Montgomery
PEBill Jennings
PEJamie Rodrigue
PE/Aide...Sheryl Brazan
ENRSheryl Brazan
Music Monica Rau

GLOSSARY OF TERMS

ACRE – (Assessment for Catholic Religious Education) – a test at fifth grade level to assess knowledge of faith, God, dogma, scripture, and worship.

AMEN Mass – the final liturgy of the school year, usually on the last day of school.

Buddy System – a pairing of seventh graders with a KA or KB "buddy" for whom they are responsible for all year long. Seventh graders begin the year with activities especially planned for "Buddy Day" to get acquainted with each other and with the school. On Buddy Day, big buddies pair up with their little buddies for the first time. They interview them, weigh and measure them, take them on a tour of the church, and enjoy lunch with them. Throughout the year, big buddies take their little buddies to Mass, and pair off for school activities, such as assemblies or trips.

CEF – (Citizens for Educational Freedom) - Louisiana's lobby organization for non-public school legislation.

D.A.R.E. – (Drug Abuse Resistance Education) - a program presented by the Lafourche Parish Sheriff's Department in agreement with the diocese. A seventeen week core curriculum, geared to fifth graders, provides alternatives to drug and alcohol abuse. The department representative also makes visitations to grades K-4.

Early Childhood Closing Programs – that day in the last month of school when our Pre-K, YK, KA and KB students give testimony to their parents, relatives, buddies, and other friends that they are ready for the next grade. The programs include musical numbers and certificates.

Faculty Prayers – the faculty and staff begin every day with prayer, along with any volunteers or adult visitors who happen to be in the lounge at prayer time.

H & S – (Home and School Association) - the school's parent and teacher organization.

Middle Grade Level – grades fifth through seventh.

NCEA – (National Catholic Education Association) - our national Catholic organization. Our school has comprehensive membership. We receive the official journal and newsletter that address the following concerns: advisory councils, development, teaching, and school law.

New Student Screening – students entering at grade levels other than Pre-K and kindergarten will be screened to determine proper placement.

Catholic School Support Fee – paid by those parents who are practicing members of any parish other than St. Genevieve Parish as well as families of other faiths. The fee, set by the School Advisory Council, is a per-child assessment.

Patriots – a middle grade service group. The Patriots meet monthly from September through April, and dedicate themselves to several annual service projects. These projects are intended to help nonprofit organizations.

Personal Retreat Day – a personal day for prayer and reflection for teachers. Each teacher is encouraged to take one school day in the year as a day of personal retreat. The teacher does not report to school on that day. Children and faculty offer a prayerful backup.

Primary Level – grades Pre-K through fourth.

Project Precision – a process-presentation written and offered by faculty members of St. Genevieve School. Its objective is to teach our students a step-by-step method for individual research and reporting. The process takes the student from the selection of the topic to the finished product that takes the form of a model and/or a visual accompanied by an oral presentation before an audience. The following areas are covered:

1. Using Research Tools
2. Doing Your Research
3. Outlining Your Information
4. Writing a Report
5. Making Your Visuals
6. Graphing Your Information
7. Giving Your Oral Report

Rainbows – a peer support group for children who are undergoing any significant loss such as death, divorce, or separation. It is designed to help children share their feelings and fears with each other. Children are grouped by age levels. A facilitator especially trained in the program guides the group.

Rite of Passage – a short ceremony patterned on the Presentation of Our Lord in the Temple. Our church and school (represented by clergy and administration) receive each kindergarten child accompanied by parents and the big buddy. Through this symbolic gesture church and school indicate that their efforts are joined to that of the parents in partnership in the spiritual formation of that child as a Catholic.

Aspire/ACT – the standardized achievement test administered annually in the spring to our third through seventh graders. Results compare our performance to other students in our diocesan Catholic schools as well as those students from both private and public schools nationwide who take this same test.

Student Commission – consists of middle grade level representatives. These students share in the responsibility of management, evaluation of programs, and planning for our school. This leadership group meets monthly from September through April, apart. An agenda and minutes from previous meetings are prepared for members monthly.

Student Jobs – school jobs filled by middle grade students. Students complete written applications, must have three references, and are interviewed in the spring for jobs for the next year. A team of faculty members makes the job appointments. The student is expected to fulfill the responsibilities of the job for the full year. If for some reason they must resign, the student must report that decision through the proper channels and resign officially with the administration. At mid-year, letters of commendation are mailed to "faithful servants" from the administration. These letters are based on student performance and recommendations from teachers. Our outstanding student workers are the first we consider in the hiring of high school students to work in our After Bell Program.

Swap Shop – an end-of-the-year event. In the last week of the school year everyone promoted to the next grade spends time together meeting with next year's teacher and class. Students are given expectations for the coming year.

"Table" People and "Race" People –

"TABLE" PEOPLE are those who defer to others. Jesus is the perfect model. He always deferred to others, putting them first.

"RACE" PEOPLE are those who are out to win, to be first, and to take care of "old number one." For race people, winning is usually at the cost of someone else. A race person is one who usually chooses a selfish response and takes care of him/herself first. What happens to the rest of the world is "their problem."

Three-Way Conferences – a tradition at our school, and our choicest means of student evaluation. The "three ways" are: child + parents + teacher. These conferences are held in January.

Uniform Share Shop – a means of recycling uniforms. Parents donate uniform parts that are no longer of use to their children to be given to families who are in need of uniform parts. One need

not give to receive. There is no charge for this service. There are designated days for such sharing such as orientation day for new families at the beginning of the school year, the Halloween Bazaar, and Field Day at the end of the year.

YK (Young Kindergarten) – placement in this class gives children an extra year to grow and mature. Readiness refers to the child's ability to cope with the school environment, physically, emotionally, and socially as well as intellectually.

Before beginning school with us, every kindergarten age child is screened for proper placement. This screening is conducted for each child by two qualified examiners, with the parent having the option to observe.

GENERAL SCHOOL POLICIES AND INFORMATION

A. ADMISSIONS

Admission will be final only after the principal reviews all records. Acceptance is conditional until all academic, psychological, and disciplinary records are reviewed.

1. Guidelines

- a. St. Genevieve School invites and encourages members of all races, nationalities, and faiths to apply. Preference however, must be given to Catholic families.
- b. Priority is given to St. Genevieve Church parishioners. Our church classifies "parishioner" here for the purpose of admission to St. Genevieve School. Within the framework of St. Genevieve Church's philosophy of stewardship as a way of life, recognizing support of church programs and treasure, St. Genevieve parishioners are classified as follows:
 - (1) Established and actively involved -- 2 years or more envelope user (through Offertory giving) and service
 - (2) Newly established and actively involved -- 1-2 years envelope user (through Offertory giving) and service
 - (3) Established -- 2 years or more envelope user (through Offertory giving)
 - (4) Newly established -- 0-2 years envelope user (through Offertory giving)
- c. Priority will be given to students of St. Genevieve School alumni within each category of the guidelines. All things being equal within a given category, the child of an alumnus is to be considered first.
- d. Initial enrollment and the filling of vacancies will be determined according to the following prioritized categories:
 - (1) Places may be reserved for special cases until school begins, at which time they will be filled according to established guidelines.
 - (2) *Siblings of St. Genevieve parishioners presently enrolled or previously graduated and in good standing.
 - (3) Siblings of Catholics who reside within the geographic boundaries of St. Genevieve Parish who are not considered "parishioners" and siblings of Catholics who are members of church parishes which do not have their own schools and which are located within the geographic bounds of the upper Lafourche Deanery of the Diocese of Houma-Thibodaux.

*Siblings of all Catholic families with children presently enrolled in or previously graduated/and in good standing with the school will be placed in this category.
- e. Parishioner classification is reviewed annually. Families may be re-categorized. Siblings will be admitted according to current classification.

2. Placement requirements of St. Genevieve School

a. Kindergarten Placement:

Entering kindergarten students are administered the Gesell Developmental Screening Instrument. Results of this screening and teacher observation determine placement. The practices and policies for this program are clearly defined in our blue book entitled, The Gift of Time. Parents or guardians of children, whose entry level is kindergarten, must obtain and study this booklet.

b. Placement for Grades 1 through 7:

St. Genevieve School reserves the right to reassign transfer students based on the student's performance and/or teacher recommendation. Students in these grades will be screened by St. Genevieve School teachers before final placement. Report cards from the previous school must be provided by parents. Records from the child's previous school will be requested through our school office. Every family with a child entering St. Genevieve School having been a student in another school or having been home-schooled is subject to this policy. A meeting with the principal must be scheduled before the child is accepted. Parents may be notified of acceptance only after these criteria are met.

3. Registration

a. Registration will be conducted during an annual two-week period announced by the school administration.

b. Pre-K students must be four and kindergartners must be five years of age by September 30.

c. For all entering students, the following must be presented:

- (1) a copy of the child's baptismal certificate
- (2) a copy of the child's birth certificate
- (3) a copy of the child's social security number
- (4) a copy of the child's immunization record, and
- (5) a completed registration form.

If parents are divorced or legally separated, it is the responsibility of the legal guardian, to place on file in the office a certified copy of the court order granting legal custody.

d. Using information obtained during the registration period, students will be placed into the previously mentioned categories.

e. A public lottery will be held to determine admission for registrants in any category reached which has more registrants than available spaces. Registrants not admitted shall be placed on a waiting list as established by the public lottery.

f. Available spaces in grades other than kindergarten will be filled using the categories and priority listed.

g. Families will not be allowed to register for the upcoming year if at the time of registration money is owed to school. These places will become available to new students during new family registration at the discretion of the administration.

4. Fees

- a. There is a per-pupil registration fee. This is a fixed charge and is not refundable unless it is the school whose circumstances prevent the child from entering. A late fee determined by the School Board will be assessed to those families not meeting the registration deadline.
- b. A per-pupil book fee is charged for the full year. This fee covers the cost of all religion books, text materials not included in the state textbook allotment, art materials, standardized testing fees, student insurance, and the diocesan per-pupil assessment. This fee is paid with tuition.
- c. A per-pupil supply fee is charged for the full year. This is a flat fee for all grade levels. The school is responsible for buying all of the supplies that the student should need for the year. This includes pencils, paper, crayons, markers, rulers, etc. Parents may be asked to purchase particular items such as paper towels, Kleenex, or binders.
- d. A technology fee is charged for the full year.

5. Tuition

- a. Rates are determined each year by the School Finance Committee with approval from the School Board.
- b. A family plan allows the school to offer special rates for families with two or more children.
- c. Tuition grants are attainable for families by application. The family requesting financial assistance must apply through the school office. An anonymous committee reviews all applications and assigns reductions. The findings of this committee are kept under strict confidence.
- d. Non-parishioner families from church parishes other than St. Genevieve are advised to contact the pastor of their home parish with reference to the subsidy the Diocesan Catholic Elementary School Support Policy requires of these students. If this assessment is not already met by the parish, it must be paid by the parents. The fee is a per-pupil cost billed to the home parish. A parishioner verification form must be signed by the pastor and sent in with registration.
- e. The non-Catholic fee must be paid by non-Catholic families and is treated as tuition.
- f. All tuition (including the Catholic School Support fee), book bills, and supply fees must be paid at a time designated by the School Board. Families have these options:
 - (1) To pre-pay tuition, book bills, and supply fees in full on or before the designated day.
 - (2) To finance a loan for the value of tuition, book bills, and supply fees with the bank contracted by the school to handle its accounts;
 - (3) A combination of (1) and (2) above, pre-paying a portion and financing a portion.
- g. A late fee that is determined by the School Board will be assessed to those families that are delinquent with tuition payments.
- h. No child can be accepted for the upcoming year if tuition and all outstanding bills are not paid.

- i. The cost for the Before Bell and After Bell programs is handled apart from regular school tuition. Bills for these programs are sent home on the first of the month. Payments are due by the 15th of the month. A late fee will be added if payment is not received by this time. Students will not be allowed to continue in the program if payment is not received by the end of the month. Fees are based on the school year, but are prorated on a ten month basis. Pre-K, YK, and kindergarten parents are charged half of the monthly fee in May.

6. Refunds

- a. Partial refunds are payable as follows:
 - Between August 15 and September 30 – 80%
 - Between October 1 and November 30 – 60%
 - Between December 1 and January 31 – 20%
- b. Registration and screening fees, book and school supply bills are non-refundable.
- c. The Catholic School Support fee is treated as tuition and will be pro-rated.
- d. Lunches account balances will be refunded by School Food and Nutrition Services of New Orleans, Inc. upon request.
- e. Refunds are payable within thirty days after withdrawal.

7. Delinquent or Non-payment of Fees by the Assigned Deadline

- a. In the case of prepaid tuition – if payment is not received by the designated date, a late fee per tuition will be charged.
- b. In the case of tuition loans – if the note is not signed by the designated date a late fee per tuition will be charged.
- c. Families who have a history of delinquency in loan payments will be informed before registration time if such a history warrants the school's decision that they should not be part of the school loan program.
- d. Families will not be permitted to finance loans for the upcoming year until the debt to the school for the current year is paid in full.
- e. A child will not be accepted at the beginning of the school year, if:
 - (1) In the case of prepaid tuition, payment has not been received.
 - (2) In the case of tuition loans, note payments are not up-to-date.

In either case, a letter will be sent to the family notifying them of the delinquency and the consequences.

- f. St. Genevieve School understands that families may experience financial hardship from time to time. With timely notification to the principal by the family, accommodations can be made, but will be decided on a case by case basis.
- g. When a loan payment is approaching 60 days delinquent the family will be notified and the student may not be allowed to continue his/her education at St. Genevieve School until payments are up to date.

- h. If a family issues an NSF check to the school, the school reserves the right to demand that future payments by the family to the school be made in cash or by money order.
- i. Final exams are not to be administered to seventh graders of those families with outstanding bills.
- j. Records for exiting students may be withheld if financial issues with the school are not resolved.

B. ATTENDANCE

1. School Hours

Hours are determined by the Lafourche Parish School Board, based on their busing schedules. Tardiness will constitute a form of absence in considering attendance. To earn perfect attendance a student must be present from the take-in bell to the dismissal bell every day of school. **Drivers should not be using cell phones during arrivals and dismissals.**

2. Arrivals

- a. Standard - Students other than those in the Before Bell program should arrive no earlier than a half hour before take-in time, at which time both the crossing guard and teachers are on duty to supervise arrivals. A green flag posted in front of school indicates that these arrivals may begin.
- b. Late - Students arriving after the take-in bell must be accompanied to the office and signed in by an adult. After four unexcused tardies, the student will be assigned after school detention. Six tardies will result in an in-house suspension. After the eighth tardy the student will be suspended from school for one day. If the tardiness continues the student will no longer be able to attend St. Genevieve School. This policy does not apply to students arriving by bus.
- c. Unsupervised
 - (1) There is no supervision for Notre Dame Street or for the church parking lot. The school is not responsible for students who arrive for school in any undesignated area.
 - (2) On rare occasion it might be necessary for a parent to come into school with their child. In this case we recommend using the church parking lot. The child must be escorted to school.
- d. By Vehicle
 - (1) All car traffic will be limited to the front of school except in special circumstances. Supervision is provided only for this area.
 - (2) Cars should approach the drop-off station (at the crossing guard) from the front of church on the school-side of Barbier Avenue only.
 - (3) There can be no parking in front of school a half-hour before the take-in time in the morning, and a half-hour before the dismissal time in the afternoon.
- e. By Bus
 - (1) The Lafourche Parish Transportation Office determines our bus schedule.
 - (2) Bus assignments are made through our school. Problems should be referred to the school and not to the transportation office of the parish.
 - (3) In the event of a permanent change in arrival accommodations, both the office and bus driver should be notified.

(4) Bus traffic uses the parking lot to enter and unload children at the covered walk alongside the cafeteria.

f. On foot and by bike

(1) Supervision of arrival of these students is allowed only at the front of school.

(2) Bicycles, once at the school plant, must be walked to the bike rack.

3. Departures

Departures from Notre Dame Street or the church parking lot are not permitted. Dismissal from the school foyer is permitted only under special circumstances and with the express permission of the administration. The school is not responsible for students who leave the school from unsupervised areas.

a. By Vehicle

(1) In order to make supervision possible, children leaving by vehicle must be picked up in the car line only with the assistance of a duty teacher.

(2) Drivers are asked to KEEP a poster board sign on the dashboard which can be held up at the window to cue the duty teacher as to the name(s) of the child(ren) being picked up.

(3) Students must sit in silence at the beginning of car line.

(4) All students must report to the "map" when they recognize their car. They may proceed to cars when the duty teacher raises the green flag.

(5) Car pool children (2 or more students) should sit together at car line.

b. By Bus

(1) The Lafourche Parish Transportation Office determines our bus schedule.

(2) Bus assignments are made through our school office. Problems should be referred to the school office and not the transportation office of the parish.

(3) On rare occasions it may be necessary for a child to ride a different bus. School bus drivers can only honor these requests with a note from a parent signed by the school administration, provided there is a place for that child on the bus. Students who wish to ride home occasionally with an established bus rider are subject to these conditions.

(4) In the event of a permanent change in departure accommodations, both the school office and bus driver should be notified.

(5) The emergency card directives will be followed if a child misses their bus.

(6) Students must follow the directives of the duty teacher for departure procedures.

c. On Foot and by Bike

(1) The supervision of the departure of these students can be from the front of school ONLY.

(2) Children who walk home must wait for instructions from the crossing guard or teacher on duty to be allowed to cross the street.

(3) Children may walk to a caregiver's home provided the child enters the home. Parents may not avoid the car line by allowing their children to walk to a parked car on or off campus.

(4) Bicycles must be walked off the school premises.

d. Irregular Departures

(1) Any child who is still waiting thirty minutes after the dismissal bell to be picked up in car line will be directed to the office to call for pick-up.

(2) In the case of illness or accident, the office will notify the family based on the contact information on the emergency card. Arrangements should be made by

the parent to call for the student and officially sign them out for the day. No pupil is to leave school for any reason without following this procedure.

- (3) Children who must leave school at an irregular time must be signed out from the office by the accompanying adult no later than fifteen minutes before dismissal time.
- (4) Parents are asked to try to avoid doctor and dental appointments during school hours. However, when this is unavoidable, the parent or guardian should send a note that morning informing the teacher and the school office of the appointment. The parent/guardian should report to the office to sign the student out for the appointment. An excuse must be sent to school the next day.
- (5) Adults are cautioned against taking children, other than their own, home without written permission (which has been signed by the teacher or administrator).
- (6) If anyone other than the custodial parent is checking out a student, written permission from the custodial parent must be sent to the office. Photo identification may be required before the child will be permitted to leave the campus with this individual.

e. In Special Cases

In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of that child. Diocesan policy states:

Where parents are separated and one parent requests that a child not be released into the custody of the other parent, the principal shall ignore such a request and remind parents that until a court of competent jurisdiction awards custody of a child to a sole parent, the school is required to treat both parents as equal.

4. Absences

According to the Compulsory Attendance Laws of the State of Louisiana, in order to be eligible to receive grades an elementary student should be in attendance a minimum of 167 days a school year. The only exception to this regulation is extended personal illness or emotional illness verified by a physician.

- a. On the day of return to school a student who has been absent must present a written excuse signed by a parent or guardian, physician or dentist, stating the reason for absence.
- b. After three days of consecutive absence, or an anticipated extended absence, the school must be notified.
- c. When a child is ill with a communicable disease, the school must be informed. These children should remain at home for as long as they are contagious.
- d. No child should 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.
- e. Vacations should be scheduled during school holidays. Should a family have an opportunity to travel that might occur when school is in session, permission from the administration is required.

C. CAFETERIA

1. Children have the option of purchasing breakfast.
2. A luncheon meal is served daily. Students in grades fifth through seventh may have choices for lunch throughout the week.

3. A menu is posted monthly.
4. Cafeteria management is under the auspices of the New Orleans Archdiocesan Food Services. Therefore, if there should be a cafeteria-related problem you should contact the cafeteria manager.
5. Payments and refunds for breakfast and lunches are arranged with the cafeteria manager.
6. Volunteers or visiting parents are encouraged to join a student or a class for lunch. We ask only that you let the cafeteria know first thing in the morning if you plan to eat with us. Adult lunches may be prepaid by sending money with your child in the morning, or by paying in the cafeteria when you receive your meal.
7. Every Thursday, for the whole school year, the children and teachers eat in silence as a form of fasting and prayer. Parents and friends are asked to choose a day other than this day for having lunch with the children if they do not wish to observe the silence.
8. Students who are on reduced or free lunches for the preceding year must reestablish that status for the upcoming school year. Families must reapply each year. If eligibility changes, the difference in the change must be paid by a designated date.
9. Children are not permitted to bring treats to school except for special class or group functions, which would have to be approved by the teacher.
10. Requests that a child be exempt from the regular menu for health purposes must be verified by obtaining a note from a doctor stating the reason, or approval from an administrator. Students may not alternate bringing a lunch from home and eating in the cafeteria. It must be one or the other. Lunches brought from home must be nutritious and well-balanced. The only acceptable beverages are 100% fruit juice, water, or milk. Candy and meals from fast-food restaurants are not allowed. Lunches should not include nuts, or foods manufactured in plants that process nuts. Only clear water bottles may be brought from home for grades fifth through seventh.
11. The cafeteria is used after school hours for school or school-related functions, and for parish affairs only. The church office must be notified to schedule the cafeteria for such functions.

D. CALENDAR

1. The school makes an effort to plan its calendar to correspond to the Lafourche Parish School calendar with regard to holidays, grading periods, and opening and closing dates.
2. A calendar of coming events is posted on PlusPortals and on our website monthly, August through May.
3. There are those rare days when the public schools may choose to close for reasons other than emergencies. It is possible that we may close when they are open. In either case, parents must provide transportation for their child(ren) when Lafourche Parish buses are not in operation. In both instances we will attempt to notify our parents in advance if we have to deviate from the published calendar.

E. COMMUNICATION

Communication that promotes the growth of the individual and/or the community is a top priority at St. Genevieve School. Maintaining open lines of communication and searching for ways to improve them within the school and between home, school, and church are a lifelong goal for our school community. Examples of how we try to foster wholesome exchange can be found throughout this handbook. A few of the traditional methods of communication include parent-teacher conferences, weekly newsletters, monthly calendars, the open School Advisory Council meetings, PlusPortals, our web page and Facebook. It is an on-going practice that the

administration and the faculty offer parents the opportunity to meet and discuss any concern upon request.

1. A newsletter, written by the principal, serves to keep families informed of important happenings at school. This newsletter is posted on PlusPortals and our school website, and is updated as needed. Parents are encouraged to be faithful in reading the newsletter and checking it for important data and announcements before calling school.
2. Telephone calls from children through the office are limited to emergencies. We ask our parents to avoid calling the school for matters that are clarified in the newsletter, and to anticipate needs before the children leave home for school. Please make children aware of any changes in routine dismissal before he/she leaves home in the morning. A note should be sent to school informing the teacher of the change in the child's normal routine. If a parent must call school to leave a message for a child or to request homework for a sick child, he/she should do so before noon.
3. A notification system allows the school to notify parents through email, text messages, and voice mail. It will be used for emergencies and as needed for reminders of school events throughout the year.
4. Parent-teacher contacts are a necessary part of school life. Teachers are more than willing to give their free time at school to private conferences with parents. Parents are asked to contact school when requesting such a conference so that the teacher can decide on a convenient time. Parents may not come to school (either before or after normal school hours) and expect to have an impromptu conference. It stands to reason that a half-hour conference that a teacher has planned for is invariably more beneficial to the parent than the telephone call for which the teacher is not prepared and which may come at a very inopportune time if the parent calls the teacher at home. We ask our parents to be considerate of the fact that our teachers are already working "after hours". They should not be called at home unless it is an emergency. Issues should be addressed with teachers before they are brought to the attention of the administration.
5. The official St. Genevieve Catholic School Facebook page will be used to inform friends of events that have occurred at school. Parents unwilling to have postings of their children on our Facebook page must follow the Photo Permission policy on page 35 of the handbook.
6. School Board meetings always include an open-session time at which parents or other interested parties may be heard. The board meets on a monthly basis and reserves time in the beginning of the meeting to hear from non-board members. Only after that time does the board go into executive session, at which time the visitor is expected to leave. The board is not obligated to respond to the presentation at the time it is made. Parties interested in being included on the agenda for the open session of the meeting, should contact the principal one week in advance of the meeting.
7. Keeping the school abreast of changes in family or home status is very important. Parents are requested to keep the school office informed of any changes in living arrangements of the child. It is mandatory that the school be informed in the case of a change in marital status of the parents. Phone numbers at home and work for both parents must be current. Families with unlisted numbers must give the school a number at which they can be reached in an emergency.
8. Our note system is a treasured form of communication at St. Genevieve. The bulletin board in the teachers' lounge has a note pocket for each teacher and staff member and one designated for student mail.
9. The church bulletin and the school newsletter are both sources of information relative to parish life. Since bulletin news goes to press more than a week in advance, sometimes plans change in the interim between compilation and publication. Know, therefore, that the word from your school newsletter may be more apt to be correct since it is often the more recent.

10. The purple pages of the Home and School Association will keep you abreast of the news of our parent-teacher organization.
11. The Bayou Catholic Magazine is available to Catholic families in the diocese. We encourage our parents to read this monthly publication.
12. The Web Page address for St. Genevieve School is <http://www.stgenevieveschool.us>. The following information might be found on the web page: the mission statement, the current staff of the school, the current School Advisory Council members, alumni news, Home and School Association news, the most recent newsletters, and the monthly calendar.
13. Any money sent to school for payment of any fee or bill such as tickets, treats, yearbook orders, etc., should be placed in a sealed envelope. Each fee should be enclosed in a separate envelope. The envelope should be marked with the following information:
 - a. that for which the money is being sent
 - b. child's full name
 - c. grade and section
14. If a child has a particular problem (perhaps a very temporary one!) that makes coping difficult, even with the ordinary happenings of an ordinary day, the parent should let us know. A nightmare, a pet's death, dad's business trip, or mom's illness can all make a big difference. The parent cares, the child cares, and so do we. We can only show it, if we know it, however. Communication from the parent in these instances would help.
15. If a student is planning to drop out of a school program (i.e. band, altar servers, student jobs, 4-H Club, etc.) the following steps must be taken by the student:
 - a. obtain written consent of the parents or guardian;
 - b. set up an interview with the administration;
 - c. submit the written consent (signed by the administration) to the teacher or staff-member who is the sponsor of the program.
16. Party invitations are not to be delivered at school unless the entire class is included, except in the case of an all-boy party or an all-girl party, in which invitations may be delivered at school. For obvious reasons our faculty feels the omissions are very damaging. We are working hard to build esteem in both individual and class images.
17. All communication (notes, emails, etc.) between teachers and parents will be turned in for review by the administration daily.
18. Grievance Policy - We must safeguard against the possibility that an important grievance might not have been addressed to the satisfaction of all concerned. In that case the following is the formal procedure for the resolution of such problems:

Grievance Procedure Related to a Classroom Matter:

- a. Discuss the problem directly with the teacher as soon as possible.
- b. If satisfaction of both parties is not obtained, notify the principal.
- c. If problem is not resolved after discussion with the principal, it is then discussed with the Pastor of St. Genevieve Catholic Church.

Grievance Procedure with the Principal or School Policy:

- a. Discuss the problem directly with the principal.
- b. If not resolved, the problem may then be discussed with the Pastor of St. Genevieve Catholic Church.
- c. If a problem cannot be resolved at a local level, the Superintendent serves as final mediator.

As per the handbook of the Diocese of Houma-Thibodaux, the school may make the determination that a family will not be allowed to continue at St. Genevieve Catholic School or might not be readmitted if that family:

- Does damage to the school's purpose and spirit
- Is unable or unwilling to support the purpose and spirit of the school
- Is himself/herself in violation of the code of conduct expected of students and staff.

19. Anonymous Letters - Neither the school administration nor the School Advisory Council will honor this kind of correspondence.

F. CONDUCT

1. Conduct refers to the way a child manages their behavior. Primarily this concerns their own learning. Student interest and attitude are key factors. Also inherent in our definition of conduct is a respect and concern for the rights of others.
2. These are questions we reflect on when assessing a student's conduct:
 - a. Is the child's behavior conducive to their own learning and growth?
 - b. Is the individual conducting themselves in a manner appropriate to the situation at hand?
 - c. Does the student recognize when silence is called for and exercise reasonable self-discipline to cooperate?
 - d. Does the child realize that making themselves heard in an acceptable manner is often the greater need in a classroom situation?
3. Behavior that is disruptive and acts of misconduct on the St. Genevieve campus shall constitute grounds for disciplinary action. Including but not limited to abusive comments, bullying, unwanted physical contact, teasing, comments regarding attire, offensive jokes or cartoons, pranks, stereotyping, name calling, graffiti, vulgarity, profanity, fighting, threats, harassment, insubordination, and refusal to accept correction. Weapons or look-alike weapons, tobacco, drugs, and other controlled substances brought on campus will constitute grounds for suspension if not expulsion.
4. The willful damaging, defacing, or destroying of the school uniform, school property, or personal property will warrant disciplinary action.
5. See also "DISCIPLINE."

G. DEVELOPMENT

"The overall concept of development holds that the highest destiny of an institution can be realized only by a TOTAL effort on the part of the institution to:

- analyze its educational philosophy and activities
- crystallize its objectives
- project them into the future
- take the necessary steps to realize them.

Development in the Catholic school is quality Catholic education together with efficient business management and effective public relations which attract people and financial support."

NCEA's Definition

St. Genevieve School's development committee is a standing committee of the School Board. The chairperson of this committee acts as liaison officer between the board and development operations undertaken by the committee.

It is the task of the development committee to elicit ideas from the school parents, parishioners, alumni, and friends on suitable means of enhancing the school's goals, its programs and its image of quality education. The committee works toward prioritizing the possible development program efforts. Development and publicity work together for the same purpose.

St. Genevieve's Development Program is designed to promote understanding, acceptance, and support of the school's mission. It is designed to communicate that mission as well as the objectives of the school. The by-product of this communication will be an enhanced image of the school. The support of our school engendered by the development program is first and foremost human support in terms of an effective volunteer program based on the principles of stewardship. The major aspect of financial support is the school's Annual Fund Program. The revenue realized through this plan is directed toward meeting the school's needs and objectives.

Our school's Development Program involves others in the support of the school by offering opportunities for contributed time, talent, and treasure. The funds from our development program's financial effort have allowed us to eliminate major fund-raisers.

The funds raised through development efforts have also allowed us to make purchases for the school that we might not otherwise have been able to afford, thus making dreams the reality.

1. History of the Development Program at St. Genevieve Catholic School

Our Development Program was begun in 1984, born out of a genuine concern for the future of our school. That concern came from both home and school fronts. In its beginning its sole purpose was to provide additional financial help from parents beyond the school costs they were already assuming for their own children.

In the early years, we interpreted "development" to mean "dollars." Our program allowed us to modify our fund-raisers (at the time we had ten in the course of a year) and gradually eliminate them as a source of income for the school.

Now we believe that a successful development program is reflected in increased numbers of people who are actively involved with the school. Our parent base is broad and strong. Our grandparents are becoming increasingly more involved.

A newsletter goes out to parents, grandparents, alumni, parishioners, and friends.

2. Development Funds

a. Donations

- (1) The St. Genevieve Parish Remembrance Fund is an additional means for tax deductible contributions to be made for the benefit of our school and church parish. Any donation to the fund is acknowledged annually on the contribution statement sent from the parish. The donations can be made at times of death as well as in thanksgiving for loved ones or for favors granted. Contribution cards are available in the rear of the church. Should one need more information, he/she should contact the church office at 446-5571.
- (2) Individual families or friends can donate magazine subscriptions, DVD's, and library books to our school. Sometimes these donations are made as a memorial and are acknowledged by the office as such. A letter of remembrance is sent to the family. The donor also receives a letter of acknowledgment. When a book is donated, a book plate on the inside cover acknowledges that the book was given to us "in memory of..." and "by..." If you are interested in making such a donation, please contact the office.
- (3) Any donation, designated or undesignated, will be acknowledged.

H. DIOCESAN POLICIES

1. As a parish school of the Diocese of Houma-Thibodaux we follow the policies set forth by the Diocesan Handbook of Policies. This handbook is available for review in the school office.

I. DISCIPLINE

1. Discipline is an attitude we hope to instill in our children. It is an educational process - an acquisition of the child - rather than something imposed upon them. It is correct to use discipline as a noun, not a verb. It is not something we do to someone. It should never be equated with punishment. Correction, instead, is one of the means in discipline education. The only lasting motivation in discipline is the self-motivated kind. Children who have developed self-discipline recognize their responsibilities. They have internalized moral standards. Their own reasons provide them with the motivation for behaving properly. They understand that good social behavior makes for personal and group happiness. They abstain from doing what is wrong because doing what is right is the Christian Way, and contributes to the well-being of others.
2. In both home and school environments we might use the five "L's" as principles to which we dedicate ourselves in helping our children:

Love them
Listen to them
Live with them
Learn with them
Laugh with them

3. Copies of policy DO'S and DON'T'S with respect to discipline are available in the school office upon request and for any of our substitutes, volunteers and interested persons.
4. Detention for inappropriate behavior will be assigned to students whose behavior is *repeatedly* disruptive or is *repeatedly* nonconforming to the school policy. After accumulating three such detentions that student must serve a before-school detention.
5. Before-school detention is held on one day of the week, that day being the designated day for the whole school year. The student reports to the detention room before school begins, working independently on the assignment made by the teacher. After three before-school detentions, the student is subject to suspension.
6. We do not send home detention slips for students unless and until we see that noon-recess detention isn't working for that child. In the case of fourth graders, we send home the detention slip to be signed.
7. Misconduct at detention will not be tolerated and will be reported to the administration.
8. Suspension: A student may be suspended for one or more days by the principal for any serious breach of conduct such as gross disrespect, willful damage of school property, habitual tardiness, use or possession of alcohol or illegal drugs on campus, weapons, serious fighting, or serious dishonesty. This suspension may be served at school (in-house) at the discretion of the administration.

Suspension must be used only to deter serious disciplinary problems, and only after attempts have been made to change the student's behavior. Notice of the suspension and the reasons for it are given in writing to the parents of the student and a conference with the parents is held before the student returns to school.

9. The school's policy on searches and seizures tracks the language of the state law for public schools found in *La. R.S. 17:416.3(A)(1)*. St. Genevieve Parish, through its school, is the exclusive owner of all school buildings and all desks and lockers within the building assigned

to any student and any other area of any school building or grounds set aside specifically for the personal use of the students. Any teacher, principal, assistant principal or school security guard may search any building, desk, locker, area, computer product or grounds for evidence that the law or a school rule or policy has been violated. Any teacher, principal, assistant principal or school security guard may search the person of a student or his personal effects, including but not limited to a student's bag, clothing, accessories, phone or computer product, when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule or policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Contraband material will be confiscated.

10. See also "CONDUCT."

J. ELECTRONIC DEVICES

Electronic devices will not be allowed on the school campus without the express permission of the child's teacher and the administration. Cell phones may not be in a student's possession while at school. On occasion a student may have to bring a cell phone to school. For example, seventh graders going directly from St. Genevieve to other schools for tryouts at the end of the year may need phones. In this case the phone must be placed in a zip lock bag with a note from the parent stating the reason the student must have a phone. The phone must be brought to the school office upon the student's arrival at school and will be given to the student at the end of the day. Phones are not allowed on field trips.

K. EVALUATION (GRADING)

Evaluation is an important component of the educational process. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, effort, potential, and creative ability of an individual student.

An overemphasis on grades can cause students to focus their energy on achieving grades rather than on real learning. Parents can help us to put grades in the proper perspective.

1. Grading Policy

- a. Our grading policy is designed to reward consistent effort and diligence as well as ability and achievement.
- b. Grading is based on all classroom activities that may include but are not limited to daily work, class participation, cooperative learning, tests, written work, projects, homework assignments, and extra-credit opportunities.
- c. By no means is evaluation limited to paper and pencil work.
- d. Our teachers look for ways to measure more than just the assimilation of information. We evaluate students on the creative and affective dimensions of education.
- e. In testing for what is KNOWN, the teacher goes beyond memorization of data to measure other skills such as application, synthesis, and analysis in order to develop critical thinking.
- f. Students are shown graded tests. Parents have a right to see graded tests.
- g. The grading system is designed in such a way that rewards improvement and cumulative integration of learning and is designed to give students and parents an accurate representation of the student's ability and performance.

- h. Teachers should make themselves available to the students following an exam to answer questions and/or offer assistance.
- i. Not more than one-fourth of the grade can be given to a nine-weeks' exam. At least three-fourths of the nine-weeks' grade is comprised of all other learning activities.
- j. Under no circumstances should St. Genevieve School students be using actual copies of unit tests or exams from former years to "prepare" for the test or exam in question. To "help" a child by reviewing actual test questions is viewed as a preventive measure of a *negative* sort. This practice works against the student moving beyond rote memory to higher levels of thinking. It is neither good nor right and ethical.
- k. Students should take ownership and responsibility for grades earned.

2. Testing at Middle Grade Level

- a. Tests following units of work may be sent home for parental review. Graded test papers should be signed by the parent or guardian and returned to school within such time as prescribed by the teacher.
- b. Make-up tests are the student's responsibility.
- c. Nine-weeks exams may be viewed at school upon request.
- d. The teacher's individual make-up policy will be presented at the class night meeting.
- e. ACT/Aspire is administered to students in grades third through seventh in the spring. Individual student reports are sent home to parents. Participating in this testing is mandatory for our students.

3. Grading Scale

- a. Our school uses the same grading scale as that of the diocese for grades first through seventh. It is as follows:

94	→	100	=	A
86	→	93	=	B
78	→	85	=	C
70	→	77	=	D
69	↓		=	F or U

4. Report Cards

- a. Report cards are issued at the end of each evaluation period. Letter grades are used to designate pupil performance.
- b. Parents are cautioned against making the objective assumption that paper and pencil work brought home from the child is the sole criteria for grade assignment. The younger the child, the less weight one can assign to the papers brought home.
- c. A portion of the report card reflects the teachers' evaluation of the students' Christian growth, work-study skills, and attitude toward school. ALL teachers of that student have input (e.g. librarian, music/band, and P.E. instructor etc.).

5. Progress Reports

- a. These reports are posted on PlusPortals for students in grades second through seventh.
- b. The date for these reports to be posted will be noted on the calendar.
- c. The progress report is an assessment of the child's *progress*. It is not a comparison to other students.

6. Three-Way Conferences

- a. Parent-pupil-teacher conferences are scheduled annually, at the beginning of the second semester. To prepare for an effective conference, parents should study the guidelines provided.
- b. The evaluation of the conference itself from the parent's and student's point of view is important input to the school. It is mandatory that the pink evaluation form be returned to school by the stated deadline.

7. Other

- a. Parents of a child whose academic performance warrants consideration for retention are advised as soon as the school determines that this is a possibility. Following the three-way conference, if evidence continues to point to the fact that repeating the grade will be the school's recommendation, the parents will be informed. It cannot be assumed that middle grade students will be allowed to repeat a grade. Seventh grade students will rarely be allowed to repeat the seventh grade year.
- b. Any student with a grade of "F" in any subject for the first through third nine-weeks will receive a letter from the administration indicating that failure for the year may be a possibility.
- c. If a parent wishes to contact a teacher relative to a child's progress, a conference should be requested by written note or by an email to the teacher.
- d. Periodically students will take home samples of schoolwork. Parents are generally asked to sign and return the work, indicating an awareness of the child's performance.

8. Awards

At the end of the school year outstanding students are recognized at a special awards assembly.

- a. The major awards are as follows:
 - (1) The **Religion Award** is given to a student who excels not just in performance in the religion class, but in modeling the Christian way with the Word, in worship, and in service.
 - (2) The **Outstanding Personal Achievement Award** is given to the student who makes the greatest strides in improving; in moving from where they were in the beginning of the school year. This growth may be in any of these facets of development: academic, spiritual, emotional, and/or social.
 - (3) The **Academic Excellence Award** will be awarded in every class section, grades two through seven to the student(s) with the highest grade point average for all nine-week grading periods. In the case of a tie, multiple awards will be presented.

- (4) The **P.E. Award** is given to a boy and girl in every class, grades first through seventh, who demonstrates sportsmanship and maintains Christian values, not only at P.E., but throughout the day.
 - (5) The **Elizabeth Hebert Angel Award** goes to the student whom the faculty recognizes as best epitomizing our ideal.
- b. Certificates of merit are given for service, leadership, and perfect attendance. To attain perfect attendance a student must be present from the take-in bell to the dismissal bell every day of school. The only exception would be for those days – like the Halloween Bazaar and Field Day – when the school allows (if not encourages) early departures. Tardiness and early checkouts will constitute a form of absence in considering perfect attendance.
 - c. Also recognized are those students, individuals, and groups, who play a significant role in the management and spirit-life of the school.
 - d. For those students receiving major awards, the parents receive advance word inviting them to be present.

L. EXTENDED CARE

1. Before Bell

- a. The St. Genevieve School Before Bell Program is designed to serve parents whose working hours necessitate their being able to drop their child(ren) off at school before the regular time for supervised arrivals. The service is provided every school day, Monday through Friday beginning at 7 AM.
- b. The Before Bell Program adheres to the same policies applicable to the regular school program. The morning program includes these options: a study time and organized games or free play. The adult supervision for the Before Bell Program is provided by faculty and/or staff of St. Genevieve School.

2. After Bell

- a. The St. Genevieve School After Bell Program is an extension of the school day in more ways than one. The program identifies strongly with the St. Genevieve School philosophy and its policies conform to those of the school. Its goals dovetail beautifully with the school's mission statement.
- b. The goal of the After Bell Program is to create a safe and inviting environment for those children whose parents must be able to pick them up after school hours and as late as 5:30 PM.
- c. The After Bell Program offers an excellent venue for social development. The time extension allows the participants to practice that which they have learned at school. One of the program's greatest gifts is the gift of time; time for old-fashioned creative play and time to practice relational skills.
- d. Provisions of the program include a daily snack, homework sessions four days a week, arts and crafts, and plenty of playtime.
- e. Superimposed over all of the happenings at After Bell is a value system that is worthy of its Christian atmosphere. Respect for others, tolerance, older students caring for younger ones, fair play, and peaceful conflict resolution are all a part of the daily After Bell Program.
- f. All students in this program are covered by the diocesan insurance coverage, the cost of which is included in the book bill.

- g. Participants in the Before and After Bell Programs are billed monthly. Payments are due on the 15th of the month. Failure to pay these bills on time may result in the child no longer having the privilege to take part in these programs. Drop-ins for both programs are limited to emergencies only. Payment of \$5.00 must be made on the date of service for drop-ins.

M. FIELD TRIPS

1. Field trips on school days are replete with learning experiences most often unattainable in the classroom setting. All students are to attend scheduled field trips with the exception of an illness. Certain medical conditions may require that the parent must attend the field trip with their child.
2. Every child must have turned in, *by the teacher's stated deadline*, a permission slip and fees to be able to accompany their class on such an outing. Children who do not meet this deadline will not be allowed on the trip and should report to school in uniform. Work for students who are unable to attend the trip will be provided by the child's teacher(s) and will be completed in the office.
3. No child will be allowed to leave the class group to return home with a parent or by some means other than that which the teacher has provided for the total group without permission from the principal beforehand. A note from a parent is required for this exception to policy.
4. Special arrangements may need to be made in the event that a child's bus arrival time is later than the scheduled departure time for the field trip.
5. All volunteers must be safe-environment trained. A certificate must be on file with the school office.
6. Individuals who volunteer to drive their personal vehicles for school related functions are advised that their auto liability coverage is primary should they be legally liable for an accident, and the Diocese of Houma-Thibodaux, Protected Self Insurance Program will be secondary in such cases.
7. The number of chaperones is governed by the nature of the trip. The school will determine and provide adequate adult supervision for all trips.
8. All chaperones must abide by the same rules and requirements given to minors (ex: no alcohol consumption at any time during the trip or event).
9. Diocesan Field Trip Policy states that if a private passenger vehicle must be used, the following must be verified by the driver:
 - a. The driver must be 21 years of age or older.
 - b. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - c. The vehicle must have a valid registration.
 - d. The vehicle must have a valid state inspection sticker.
 - e. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
10. A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used.
11. Younger siblings cannot accompany a parent chaperone.
12. Field trips are a privilege that is earned. There may be circumstances in which a child is denied a field trip as a natural and logical consequence for poor behavior, but only after

having been given the chance to make better choices and thereby earn the trip. **Parents may not deny field trips as a punishment for their child.**

13. It should not be assumed because last year or year-upon-year a class has been treated to a special trip, that this is a foregone conclusion for the year thereafter. The decision is up to the teacher(s) involved. Trip objectives are set by the teachers and vary in purpose. For example: A trip to Lumen Christi, may have as one of its objectives, to expose parents to the retreat center, consequently, the more parents who attend, the better. That is the exception rather than the rule.
14. These considerations are made by the teachers regarding chaperones:
 - a. What is in the best interest of the children?
 - (1) The parent who does go must support and uphold school policies and the spirit of its programs.
 - (2) Some parents inhibit their children.
 - (3) Some parents inhibit the purpose of the teachers.
 - (4) It may be that a parent must go, that being the only way that the child can accompany the class.
 - b. A field trip is not a family outing. St. Genevieve does provide some field trips that encourage parents to join their children.
 - c. Parents should honor the wishes of the child as to whether or not the child would want the parent to chaperone.
 - d. Parents can interfere with the development of the child's independence.

N. HEALTH, MEDICATION, AND EMERGENCY

1. Health

- a. The following must be provided at the time of registration:
 - (1) Completed immunization records (required by state law). Any health problems requiring modification of the student's school program (academic or physical activities). Notification of such should be sent to the school or arrangements made for a parent-teacher conference.
 - (2) The school should be informed of any particular health problems (e.g. allergies, nose bleeds, etc.) even when these do not curtail activity.

2. Medication

- a. Parents are advised to give medication at home on a schedule other than school hours whenever possible.
- b. Students may not have medication (prescription or non-prescription) in their possession while at school.
- c. The school will not provide any medication.
- d. If medication must be administered by parents during school hours, the parents shall be personally responsible for bringing the medication to school and, if at all possible,

for scheduling the visit at the time least disruptive to the school day. If that visit can be timed for one of our recesses, it would be important for the teacher to know in advance by written message.

- e. In extraordinary circumstances and with special arrangements with the school administration, parents may plan to have the student take medication in the office or have an attending adult dispense medication provided the appropriate release of liability forms are signed by the parent. Parents should contact the school administration to make such arrangements. The procedure in special circumstances will be determined in consultation with the parent.
- f. Any medication that is required to be kept at school for emergency situations must have a Medication and Release from Liability Form submitted annually. Medication left at school at the end of the year will be discarded if not picked up before the office closes for the summer.
- g. A Statement of Physician Form will be submitted by parents in the case of medication being kept permanently at school or for chronic illness.

3. Emergency

- a. It is necessary for our office to know of at least one person the school can contact in the event that neither parent can be reached in times of emergency. This information must be recorded on the emergency information card.
- b. In the event of emergency dismissals of public schools, it is our policy to follow suit in their directives since we are dependent on their buses for transportation.

O. HOMEWORK

Homework is meant to be the child's responsibility and the child's work. It is the parent's responsibility to supervise but not to do the homework nor to teach. It stands to good reason that if children know that they are going to be taught again at home what their teacher has already taught in class, they may choose one or the other and perhaps not both times to invest themselves. As children progress through the grades the objective of home assignments progresses also.

Research shows homework can be important for these reasons:

- honing organizational skills
 - learning how to manage time
 - developing the ability to learn autonomously
 - practice is best done at home
 - some projects need the reflective period that cannot be provided in the classroom
1. At kindergarten and first grade levels the work is geared primarily toward reinforcing that which is being taught at school. It is critical that parents, at this level, know and be a part of what the child is learning and how they are learning it. At this level homework time should be about twenty to thirty minutes.
 2. Parents can expect a natural progression in terms of the time devoted to homework and the level of difficulty. Second graders should be spending approximately thirty to forty minutes per day on homework, while a student with learning challenges may take longer.
 3. It is at fourth grade level that the child should be making the transition toward independence in doing homework. Beyond fourth grade the child should begin to take responsibility for homework. Parents are really doing their child a disservice if they are assuming responsibility for homework at this level. They should allow the child the opportunity to reap

the benefits of good decision-making and the wise use of time; or, conversely, to suffer the natural and logical consequences of avoiding personal responsibility. We feel this is far and away our best means of enhancing the number one objective of self-discipline.

4. Amount and Kind of Homework

a. The amount and kind of home assignment the child is expected to do will be governed basically by two factors:

- (1) the child's progress in school; their performance in class work and,
- (2) each individual teacher's recognized need for that which can best be accomplished at home.

b. Even when specific home assignments are not given we would like to assume that time and effort are being expended on the home front. We would hope that parents are working with their child to reinforce what is presented at school; that eventual mastery, when mastery is the objective, is seen as a task of the home as well the school. Work should be done faithfully at home in the following areas:

- (1) With prayers: the Our Father, Hail Mary, Glory Be, Grace Before Meals, the Apostle's Creed, and the Act of Contrition.
- (2) With number recognition and learning the basic facts in math.
- (3) In conversation: pursuing and extending interests, ideas, and ideals, the seeds of which are planted in the classroom. Parents might ask about the current concerns in religion, moral choices, social studies, science, physical education, and classes in the fine arts. We should not underestimate what this can add to our efforts at school.
- (4) With nightly review of notes in all subject areas.

c. Parents should help the child set up a good time and place conducive to learning at home.

d. Parents can assist their middle grade children in guiding choices and gauging the time needed to meet long-term project assignments such as the Science and Social Studies Expo project.

e. When children are returning to school after an illness, they are not expected to have homework or class work immediately upon their return. If both parent and child feel that the student is up to the task, we encourage the child to contact a classmate for books and/or help.

Note: On the day of an absence, homework and books may be sent home. A parent should telephone the office, before morning recess, on that day and/or on subsequent days of absence with instructions as to how the work is to be sent home (by a sibling, neighbor or friend), or that the work will be picked up in the office at the close of the day. The office will notify the person(s) involved of these instructions. If a parent telephones after noon, the teacher is not obligated to fulfill this request. Email is not an acceptable method for requesting homework. We cannot guarantee that teachers will have an opportunity to check their email early in the school day for various reasons.

f. In the event of long-term absences the parent should contact the teacher to schedule a conference to discuss assignments and make-up tests.

g. When returning to school following an illness, middle grade children are given a maximum of five days to make up tests. The child is expected to take the initiative in setting up a time with the teacher.

h. On nights when parent(s) are asked to attend a school function, teachers of grades first through fifth will make an effort to avoid homework assignments for the next day

that would need to be done specifically the night parent(s) are called away by the school. This would not apply to standing, routine assignments that the child knows about well in advance (e.g. a standing Friday spelling test).

P. INSURANCE

1. All St. Genevieve students are enrolled in the diocesan insurance plan (which is compulsory). The cost of the insurance is covered in the book bill. This coverage includes the Before Bell and After Bell programs.
2. All injuries must be reported to the school office immediately and claims must be filed within ninety days of the accident. Claim forms are available in the office.
3. The diocese offers a 24-hour plan for an additional cost. The order form for this policy is sent home at the beginning of the school year.
4. Both the regular and the 24-hour coverage are supplemental and not primary policies paying to the limits of the policies.

Q. LIBRARY

1. Regular Circulation
 - a. Books are ordinarily checked out for one week.
 - b. If a student wishes to keep a book longer than the seven days, the book must be brought back to the library for renewal.
2. Lost or Ruined Books
 - a. For lost or ruined books a fee will be charged. If a book is later found and returned within the same school year a refund will be forthcoming. If the book is returned damaged, there will be no refund.
 - b. No final report card will be issued to a student whose library book is not returned or paid for.

R. LOST AND FOUND

1. We cannot over-emphasize the need for labeling personal items that come to school. All uniform parts, outer-garments, book bags, athletic equipment, etc., should bear the child's full name.
2. Lost and found items are turned in to the office.
3. Those items that are properly marked with the student's name will be placed in the teachers' cubby for their return.
4. Search efforts for unlabeled items should be made by the students themselves at one of the recesses or before school.
5. Periodically, uniform items will be turned over to the Home and School Association for its Uniform Share Shop collection.
6. For lost or ruined textbooks the charge will be the total cost of its replacement. If a lost book is later found and returned within the same school year a refund will be forthcoming. No final report card will be issued to a student who has failed to return or pay for the lost textbook.

S. PARKING

1. The area immediately in front of the school and Family Center is used for arrivals in the morning and departures in the afternoon. However, parents are welcome to use the parking spaces in front of school during the day, with these exceptions: no parking a half-hour before the take-in bell, and a half-hour prior to the dismissal bell.
2. The street area immediately in front of the school sidewalk (marked with a yellow "X") should not be used as a parking space. This is where the crossing guard assists the children entering and leaving.
3. The school parking lot is not for parent or visitor parking. Parents should use the church parking lot.

T. PHOTO PERMISSION

1. St Genevieve 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 **annually** stating your wishes. This letter will be placed on file in the school office and we will make every effort to exclude your child from photographs and publications.
3. By not sending a letter, you are granting St. Genevieve School and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the St. Genevieve School website and the internet and further release, indemnify and hold harmless St. Genevieve 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.

U. RESOURCE PROGRAM

1. The Educational Assistance Program at St. Genevieve School attempts to meet the individual needs of students who have a language processing disorder and/or an attention deficit disorder which makes it difficult to process expressive or written language despite adequate intelligence, educational exposure, and cultural opportunity.
2. Depending on the student's needs, teachers offer accommodations and modifications within the regular classroom. The Individual Needs Committee (INC) assesses the needs of students at the onset of each school year. The INC consists of administrators, educational assistance teachers, Title I tutors, and classroom teachers, who meet regularly to discuss and review student concerns. Student progress is tracked routinely by the educational assistance teachers. Professional evaluations are needed for assistance. Dibels assessment tracking and teacher observation precipitates the need for a formal evaluation. Recommendations set forth by the student's professional evaluation shall be met to the best of the ability of St. Genevieve School. In some cases, the school does not have all available means to meet some needs of students.
3. The educational assistance program is designed to meet the individual needs of the students and may be different at every grade level or for each student. In primary grades, some students may attend an educational assistance class where phonemic awareness, reading strategies and language skills are taught. The grade level reader is used and the students do the same work as the regular classroom students, but at a modified pace.
4. At other grade levels, the educational assistance teacher provides assistance to qualifying students. Some accommodations and modifications may include copied notes, note organization, modified assignments and tests, paraphrased information, study guides, testing taking techniques, and test reading in a less distracting small group setting.

5. It is understood that a student in the St. Genevieve Educational Assistance Program must have positive parental support and consistent daily help with homework and studying. A general medical exam, which includes a screening for vision and hearing problems, is strongly encouraged.

V. SPIRITUAL LIFE

1. Community Life

Keeping in touch and being involved in the spirit life of our community are vital to its very existence, to say nothing of its growth. Our parish needs us and we need our parish life. The church's weekly bulletin and the school's weekly newsletter are sources of information. Occasionally, flyers from church will be distributed to our students.

2. Masses

Our school attends Mass weekly during the school year. The day and time are subject to change each year. The newsletter and calendar will keep parents informed. Our families and friends have a standing invitation to attend our liturgies. Younger siblings may not sit with the class.

On holy days of obligation the parish accommodates the school assembly by altering its usual Mass day.

3. Sacramental Preparation

We learn to love our God and celebrate that love in the Eucharist, the very core of our Catholic tradition. As our children develop their relationship with God, they learn how sin hurts that relationship. The preparation for both the sacrament of Reconciliation and the Eucharist is a joint effort of home and school. With respect to the reception of a sacrament for the first time, it is diocesan policy that children receive the sacrament in their HOME PARISH even though their preparation for that sacrament is with us.

The preparation and reception of these sacraments for the first time is at second grade level.

Parent seminars in preparation for these sacraments will be announced well in advance of their appointed times. These sessions with our parish priests and school personnel are mandatory.

4. Reconciliation Services

Students in grades two through seven have the opportunity to celebrate the Sacrament of Reconciliation during the year. Parents are asked to see that their child(ren) celebrate this sacrament when offered by the parish priests at least one other time during the year.

5. Prayer

Community prayer is a very important part of our school life. The faculty begins each day together with prayer. Our school day begins with a morning offering recited over the intercom, and ends with The Act of Contrition. School-wide assemblies always begin with prayer.

In the case of those formal prayers taught at school, we look to parents for help with memorization. These are the prayers that are taught: the *Our Father*, *Hail Mary*, *Glory Be*, *Grace Before Meals*, *Act of Contrition*, *Apostle's Creed*, *Memorare*, *Hail, Holy Queen*, *Guardian Angel Prayer*, *Serenity Prayer*, *Twenty-Third Psalm*, and the *Rosary*.

Our kindergarten classes participate in the Rite of Passage, a beautiful celebration with parents and big buddies, patterned on Our Lord's Presentation in the Temple. This ceremony

held in the fall, is that time when, symbolically, we (the church and school) join parents and guardians in the responsibility for the religious formation of the child.

6. Envelopes

Along with parents we encourage our children to form the habit of regular Offertory Giving as their responsibility for church support. Parents are asked to help the child remember his/her envelope for the school Mass.

7. Shared Facility

Our school is a shared facility. Our full-time students at St. Genevieve know that they share their desks and classrooms with students in our Monday night CCD program.

8. St. Genevieve Weekend Liturgies

Our parish welcomes our school families to its weekend liturgies. The following special service is provided at the 10:30 AM mass:

Liturgy of the Word for Children - Children in kindergarten through second grade are invited, after the opening prayer of the Eucharist, to experience Scripture on their level. The group returns to the church for the Liturgy of the Eucharist.

W. STUDENT EXPULSION POLICY

Students and parents who accept the privilege of attending St. Genevieve School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The St. Genevieve administration 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 of faculty, staff, and/or administration, will be required to withdraw his/her child from St. Genevieve School.

X. TECHNOLOGY ACCEPTABLE USE POLICY

All electronic communications to or from St. Genevieve 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:

1. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyber bullying);
2. Vandalizing, damaging, disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
3. Vandalizing, damaging, disabling, or gaining unauthorized access to district- or building — owned computer systems, files, data, or materials;
4. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. — jump-drives, disks, etc.);
5. Engaging in any unauthorized commercial or business activity;

6. Unauthorized online game playing;
7. 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.
8. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
9. 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. Genevieve School disciplinary policy or as deemed appropriate by administration.

Y. UNIFORM POLICY

By enrolling in St. Genevieve Catholic School, the students and their parents accept the rules governing dress and agree to abide by these rules. The administration is the official interrupter of uniform guidelines. Anything that distracts from the learning environment and/or is not in keeping with the intentions of these regulations will not be allowed. Both parents and students, by signing the handbook contract, agree to abide by these rules.

Uniform infraction forms will be issued for any infraction.

Students who receive four uniform infraction forms (for the same infraction) in a calendar year will be assigned detention. Six total infraction forms will result in detention. After the eighth infraction form, the student will receive an in-house suspension. If the uniform infractions continue, the student may not be allowed to attend St. Genevieve Catholic School.

1. Boys Uniform

- a. Shirt - a plain dark navy blue shirt, long or short sleeve. The shirt must be worn tucked in. The inside collar should be solid blue.
- b. Pants - khaki pants with belt loops. Pants with or without a front pleat are acceptable. Cargo pants are not allowed. Patch pockets (pockets sewn on the outside of the pants) are not uniform. There should be NO labels showing on the outside of the pants. Pants with cuffs are not allowed.
- c. Shorts - khaki with belt loops. Shorts with or without a front pleat are acceptable. Patch pockets (pockets sewn on the outside of the shorts) are not uniform. There should be NO labels showing on the outside of the shorts. Shorts with cuffs are not allowed.
- d. Belts - black, brown, navy blue, or khaki (with standard or magnetic buckle)
- e. Shoes - SOLID BLACK tennis shoe. NO COLOR other than black anywhere on the shoe. The shoe must tie. It may not have Velcro or zippers. The uniform shoe must be a low quarter shoe. Students in Pre-K and Young Kindergarten may wear shoes with Velcro.

- f. Socks - solid white or navy – tube or high crew. NO STRIPES. NO LOGO. NO ANKLE SOCKS.

2. Girls Uniform

- a. Blouse - plain white oxford cloth, button-down collar, long or short sleeve, to be worn tucked in. Note: no monograms or button covers.
- b. Skirt - navy blue (one way complete pleats not stitched down)

IMPORTANT: The skirt length: no shorter than 3 inches above the knee when kneeling.

- c. Shoes - SOLID WHITE canvas or leather tennis shoe. There can be NO COLOR other than white anywhere on the shoe. The shoes must tie. It may not have velcro or zippers. The uniform shoe must be a low quarter shoe. NO HIGH TOPS. NO PUMPS. NO PLATFORMS. Students in Pre-K or Young Kindergarten may wear shoes with Velcro.
- d. Pants- navy blue long pants with belt loops (flat-front or pleated) no watch pocket flap.
- e. Belts- black, brown, navy blue, or khaki (with standard or magnetic buckle)
- f. Socks - solid white or navy - high crew, knee length, or tights (white or navy). NO STOCKINGS, STRIPES, LOGOS, OR LACE. School socks must be worn with tights.

3. Boys and Girls Uniform Cover-Ups

- a. Jacket - The uniform windbreaker (unlined) with logo on the upper left side, a nylon jacket with a gray lining and embroidered logo, or a fleece jacket with logo (that can be purchased through the school office only) are the only lightweight jackets that might be worn next to the uniform shirt or blouse.
- b. Sweatshirt -The St. Genevieve sweatshirt (pullover or zippered) with the school's logo might be worn next to the uniform shirt or blouse. The logo may be embroidered.
- c. Sweater - dark navy V-neck cardigan (with buttons, "varsity" or "cheerleader" sweater) is the only sweater that girls may wear next to the uniform blouse.

NOTE: A non-uniform jacket or coat is not considered part of the uniform and therefore may not be worn indoors in place of the standard uniform cover-up. Only an official uniform jacket may be worn next to the uniform blouse or shirt. On extremely cold days students may wear a non-uniform jacket over their uniform jackets.

4. P.E. Regulation Dress

- a. Boys - plain white crew neck t-shirts may be worn under the uniform shirt and the uniform shirt removed for P.E.
- b. Girls - solid navy regulation style P. E. shorts. Plain white crew neck t-shirts may be worn under the uniform blouse.

5. Pre-K and YK Uniforms

- a. Pre-K students adhere to the established uniform policy with the following exceptions:
 - Shoes for boys and girls must be Velcro
 - Boys wear shorts and pants with elastic waistbands (no belt or belt loops)

- Girls wear a navy pleated jumper
- b. YK students adhere to the established uniform policy with the following exceptions:
- Shoes for boys and girls must be Velcro.
 - Magnetic or Velcro belts are preferred for boys.

6. General Comments

- a. Local stores have copies of our dress code. It would be important to check with the school office before having something embroidered on any uniform part. Local merchants should have our permission to use the school's logo. Only the uniform jacket and sweatshirt may have an *embroidered* logo.
- b. All uniform parts should be labeled, boys' shirts and girls' skirts included, since these parts may be removed for P. E.
- c. If a child must come to school with an irregularity in the uniform, a note should be brought to the homeroom teacher.
- d. "Fun Dress Days" are days when the students do not have to wear their uniforms. Traditionally there is one such day per month and is noted on the calendar. Halter, midriff, or tank tops are not acceptable for school days or school functions. Shorts worn alone must be to the knee. If shorts are not to the knee they must be worn with leggings or tights. Leggings or tights may not be worn alone. T-shirts and shorts with offensive slogans may not be worn. Guidelines will be sent home before the first Fun Dress Day.
- e. Hairstyles should be neat, clean, and natural in color. Boy's hair must not touch the eyebrows when combed straight down and must be above the ears. Boy's hair must be above the collar of the uniform shirt. Boys may not wear ponytails, mohawks, long sideburns, etc. Students will not be allowed to have extreme hair styles or coloring.
- f. Girls may wear bows, ribbons, and headbands of white, navy blue, or a combination of the two colors. Bows may not be too large. All hair accessories must also be white, navy blue, or a combination of the two colors. Headbands that are too wide or have scarves attached may not be worn.
- g. Nail polish and/or artificial nails are not permitted.
- h. Jewelry that may be worn with the uniform:
- (1) **small** religious jewelry such as crosses preferably on simple chains or cords
 - (2) one ring
 - (3) stud earrings can be worn by girls only; only one pair and only in the ear lobe. Earrings should be no longer than the ear lobe.
 - (4) watches which are actually timepieces - no game watches.
 - (5) bracelets may not be worn
- i. Students are encouraged to purchase a school issued t-shirt that may be worn on field trips or on "Spirit Day". This shirt takes the place of the uniform shirt or blouse. These shirts are only available through the school office.
- j. Rolling school bags are permitted in grades third through seventh.
- k. Students are required to wear ID badges during school hours. The badges will be kept at school. A \$5.00 fee will be charged for badges that are lost or have to be replaced.

Z. VISITORS

1. Parents and visitors must sign in and get a visitor's badge to be allowed on campus. Parents should not be going directly to classrooms without prior knowledge of the teacher and/or the administration. This does not pertain to parents who are coming at the request of either.
2. It is school policy that materials forgotten at home by the student should not be brought to school by the parent. However, there are instances when an exception must be made. In these instances or when parents must leave important messages for a child or teacher, the contact person is the school secretary.
3. Only the office personnel can give the teacher permission to release a child from a class. Teachers are instructed to release children only with permission from the office.
4. All of our classrooms lead onto outdoor walkways. Since our classroom doors are often open, we ask our friends and company to observe quiet along these walkways during class hours.
5. NO ONE is to be on walkways by the classrooms before the final dismissal.
6. Visitors are asked to follow the same ethics and dress code to which teachers adhere.
7. Children should not accompany parents to adult functions such as school meetings and seminars.

AA. VOLUNTEERS

St. Genevieve School is blessed with a great deal of parental involvement in the whole educational process. Volunteers help in virtually every aspect of school life. Parental involvement is vital to the success of our program. It is a genuine need at our school. We hope that parents view their time with us as an important aspect of their stewardship to the church.

1. Safe Environment training is required by the diocese before volunteers may come in contact with and/or supervise students. All volunteers must complete an initial training that includes completing a Volunteer Ministry Application and a two-step online process at <http://www.htdiocese.org/se-training>. Once the process has been completed, a copy of the certificate will be sent to the applicant's Safe Environment Supervisor. This certification is valid through June 2021.
2. Our parent-volunteers are asked to report first to the office to sign-in, and to wear a visitor's badge while on campus.
3. Volunteers are asked to follow the same ethics and dress code to which teachers adhere.
4. Parents who are unable to meet a commitment to a volunteer job, a meeting, or a seminar where they are expected, are asked to inform the office.
5. It is our hope that our involved parents not only consider it their right but their responsibility to share their concerns and suggestions with the school. We ask only that the proper channels be used for communicating these ideas, suggestions, comments, and questions to those who are responsible for the answers.
6. Younger siblings (not of school age), should not accompany parents volunteering or attending school functions with certain exceptions (ex. Halloween Bazaar, Rite of Passage).

BB. WEATHER WATCHES

When hurricane, storm, or tornado watches are in effect for our area, we ask that parents stay tuned to our local radio and television stations. Generally, it is our policy to follow suit in their directives since we are dependent on their buses for transportation, but this may not always be the case. Parents should **NOT** call school. The school itself takes action based on notification from the Catholic Schools Office. You will be notified through our text, email, voice mail notification system.

**ST. GENEVIEVE CATHOLIC SCHOOL
HANDBOOK ACCOUNTABILITY CONTRACT**

St. Genevieve Catholic School is a state approved institution that follows the policies set forth in the Louisiana Department of Education's Bulletin 741 for Non-Public Schools and the Handbook of Policies for the Diocese of Houma-Thibodaux. The policies and procedures in this handbook are in place to provide for the safe, efficient, and effective operation of our school and to inform and assist in the overall school experience.

The administration of St. Genevieve Catholic School retains the right to amend the handbook as needed. Parents will be given prompt notification if changes are made to the handbook through our newsletter and PlusPortals. Upon signing this contract, parents agree that it is their responsibility to keep abreast of changes to the handbook throughout the school year. In addition, the administration has the authority to use discretion in unforeseen circumstances, and policies are subject to interpretation by the administration.

A student at St. Genevieve Catholic School, as in any private or Catholic School is under contract law, meaning that students and/or parents voluntarily surrender certain constitutional protections while in school, including due process (for example: freedom of dress, freedom of speech, etc.). Policies in this handbook are in effect for the current year and may be amended in the future.

The school handbook is our contract with you. Parents and students should take time to review the handbook thoroughly. It is **mandatory** that we obtain the signatures of both parents indicating that you have studied the handbook and understand and agree to be governed by, and to abide by, the policies and procedures set forth in this handbook. In the case of single-parent families, we must obtain the signature from the non-custodial parent as well. Parents should review procedures that pertain to students with their children. Lack of understanding of school policy in no way releases the student and/or parent from their responsibility regarding the rules and regulations outlined in the handbook.

My signature below indicates that I have read, understand, and agree to abide by, and be governed by the policies and procedures set forth in St. Genevieve Catholic School's Handbook of Policies. My child's signature indicates that he/she understands they must abide by the policies set forth in this handbook. I realize that disciplinary action may result if the student conducts him/herself in a manner contrary to the rules and procedures outlined in this handbook.

Student's Printed Name: _____ Homeroom: _____

Student's Signature: _____

Mother/Guardian's Printed Name: _____

Mother's Signature: _____ Date: _____

Father/Guardian's Printed Name: _____

Father's Signature: _____ Date: _____

This form must be returned to your child's teacher on or before the mandatory date, August 24, 2018