



# **PARENT STUDENT HANDBOOK 2023-2024**

St. Elizabeth Interparochial School

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# St. Elizabeth Interparochial School

St. Elizabeth School is a Pre-Kindergarten 3 through Grade 8 Catholic Elementary and Middle School under the Diocese of Baton Rouge Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Elizabeth, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

## History

In 1876, Father La Saichere, pastor of St. Elizabeth Church, wrote to Reverend Mother Therese of the order of Mt. Carmel in New Orleans, asking that she send sisters to teach the young girls of Paincourtville. The Reverend Mother agreed and on May 10, 1876 sisters arrived to open St. Elizabeth School as a boarding and day school for young ladies.

In 1912, at the request of Father Branche, then pastor of St. Elizabeth Church, Reverend Mother opened a school for boys in Paincourtville. The boy's school remained open for 5 years. Upon its closing in 1917, St. Elizabeth School became co-educational.

The original school campus was changed over the years with a new two classroom wing being added in 1937. Today it serves as the school library. In 1947 a gym-auditorium was built and in 1956 the cafeteria was added to the campus.

In 1964 the school was sold to the Diocese of Baton Rouge. The Diocese then directed the building of the modern brick building which is in use today. The formal dedication of the new school was on May 9, 1965.

Thus St. Elizabeth Interparochial School had begun, serving the parishes of

St. Elizabeth, St. Anne, St. Jules, St. Benedict the Moor and the Assumption of the Blessed Virgin Mary. St. Elizabeth School began serving St. Philomena Parish when their school closed in 2005.

Although the Sisters of Mt. Carmel staffed the school until 1974, they no longer administered it due to a shortage of sisters. The sisters then left St. Elizabeth Schools in the hands of lay teachers and principals in 1986.

A modular building was purchased in 1998 to serve as a computer lab. In 2006, a double modular building was added for the pre-k and kindergarten classes.

In 2005, Father Jason Labbe', pastor of St. Elizabeth Church, was instrumental in getting sisters back into the school. St. Elizabeth School has been blessed to have two Carmelite sisters of the Congregation of Mother of Carmel on the staff since 2005.

### Mission Statement

St. Elizabeth School is a Catholic Christian family devoted to spiritual growth and academic excellence in a caring and safe environment.

### Philosophy

We, the principal and faculty, strive to instill in each child the basic Christian and human values. We aim to create an atmosphere of positive concern relating to God, to self, and to others.

We believe in a well-balanced program to meet the needs of all students, with a staff that keeps abreast of the times and seeks to identify the level of the child's needs.

We strive to teach the whole person, considering the child's capabilities and life experiences. We try to provide an education that will form this unique individual into a caring, knowing, productive, serving child of God.

We are committed, along with each family, to promote emphasis on a spiritual development while guiding the moral development, aiding the emotional development, challenging the social development, stimulating the intellectual development and fostering physical development. We are further committed to fostering an attitude of respect for authority, recognizing our parents' role as first and primary teacher of our students.

We hope to educate youngsters in good Christian living, founded on principles of trust, sharing, tolerance, love and knowledge. We want to foster patriotism by teaching the statutes of democracy, as well as responsible citizenship.

The greatest accomplishment we can achieve is to help each student develop those talents given to him/her by God. We intend to instill in each one a deep-rooted concern for eternal values which will lead all to everlasting rewards.

## Admissions

### Nondiscriminatory Policy

St. Elizabeth School is an accredited, co-educational elementary school for grades Pre-Kindergarten through grade eight. St. Elizabeth School is Brumfield-Dodd approved and admits children regardless of race, sex, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. St. Elizabeth does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

## Selection Criteria

As openings become available, the following criteria will be used to prioritize the acceptance of students to St. Elizabeth School:

1. Children of St. Elizabeth, St. Benedict, and St. Philomena alum.
2. Member families of Assumption of the Blessed Virgin Mary, St. Anne Church, St. Augustine Church, St. Benedict the Moor Church, St. Elizabeth Church, St. Joseph the Worker, St. Jules Church and St. Philomena Church.
3. Member families of a Catholic church not listed above.
4. Children of other religious affiliations whose parents/guardians agree to allow their child(ren) to participate fully in the school's religious education program, including attendance at Eucharistic celebrations and liturgical services, with the exception of actual reception of the sacraments.

## New Students

Parents/Guardians requesting admission to St. Elizabeth School for their child(ren) must complete an application packet and attend an interview with the principal. This interview must include the prospective student(s). The application packet must be complete before the interview is scheduled. Students are not considered registered at the school until the interview is complete. St. Elizabeth School offers admission to qualified students regardless of race, gender, ethnicity or national origin. The application packet must include:

- Payment of the non-refundable registration fee (This fee is refundable only if the student is not accepted to the school).
- A completed St. Elizabeth School registration form.
- **Copies of the following: birth certificate, social security card, and immunization records/health card.**
- Previous school academic records including the report cards from all prior schools of attendance (and absentee record if not included on the report cards).
- Sacramental records (Baptism, Reconciliation, and First Eucharist if applicable).
- Legal documents as to custody of the child, court approved guardianship or tutorship, or court approved visitation rights, if applicable.
- All standardized test scores (national or state testing scores, including LEAP test results).
- Any other action the principal deems necessary to make a valid judgement as to the student's potential success at St. Elizabeth School

## Pre-Kindergarten

A child must be three (3) years old on or before September 30th to be eligible for Pre-Kindergarten 3, and four (4) years old on or before September 30th to be eligible for Pre-Kindergarten 4. Every child in Pre-Kindergarten must be **fully potty-trained and out of diapers and pull-ups. Your child must be able to communicate with an adult that he or she has to go to the restroom.**

- An occasional “accident” is understandable; however, if your child repeatedly has accidents, you will be called to come to school to change him/her.
- If within the first three weeks of school your child does not seem to be potty trained, a parent meeting will be held to determine a plan of action. If no significant progress can be made towards potty training, we may ask you to remove your child from the program.
- Registration in Pre-K 3 does not guarantee admission into Pre-K 4. Registration in Pre-K 3 and Pre-K 4 does not guarantee admission into Kindergarten.

## Kindergarten

A child must be five (5) years old on or before September 30th to be eligible for Kindergarten. Candidates for Kindergarten admission must successfully complete readiness testing administered by school personnel.

## Conditions for Continued Enrollment

1. All new and current students are on a probationary status and remain as such until November of the school year. During probation, the student’s records are reviewed for academic success and disciplinary behaviors. Withdrawal of a child may be necessary if the school cannot meet the child’s needs.
2. The education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student’s removal from the school.

St. Elizabeth School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. St. Elizabeth School cannot accommodate students who have **extraordinary** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from St. Elizabeth School. This decision will be made for the student’s educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Elizabeth School is made by the school, the student’s tuition would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Elizabeth School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

# Academics

## Curriculum

St. Elizabeth School adheres to standards and curricula which are high in rigor and embed our Catholic faith throughout academic achievement. The curriculum is approved by the State of Louisiana and the Catholic Diocese of Baton Rouge and exceeds the requirements of

the State Board of Education. In addition to Reading, Language Arts, Science, Social Studies, and Math, students have daily classes in Religion. The curriculum is enriched and enhanced through technology, library, physical education, and enrichment classes.

The school's basic curriculum teaches Christian values, respect for human rights, curriculum content, and appropriate skills. Curriculum standards for the Diocese of Baton Rouge is posted on the diocesan website ([www.csobr.org](http://www.csobr.org)).

## Religion

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Elizabeth School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Students attend the parish Mass every Friday morning. They also participate in Benediction on the first Friday of each month following mass and the Way of the Cross during Lent.

Students attend reconciliation twice a year and go for adoration once a year.

Students in fifth and eighth grades take the ACRE (Assessment of Catechesis of Religious Education) Test in March.

## Textbooks

St. Elizabeth School uses secular as well as religion textbooks approved by the Catholic Schools Office and by the state of Louisiana. Students will be assessed a fee for lost or damaged books.

## Technology and Library

- Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:
  1. Borrowed books are to be returned on time and in good condition.
  2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive a final report card until their account is cleared.
- Selection of Materials: All books and materials must be related to some aspect of the school's educational program.
- Request to remove Books or Materials: A written statement of concern and request for a meeting must be submitted to the principal. The principal shall respond to the parent's/guardian's statement within one week. The decision of the principal is final.

- All 4<sup>th</sup> through 8<sup>th</sup> grade students will receive a Chromebook, charger, and cover at the start of the school year.
- All 3<sup>rd</sup> grade students will be assigned a computer to use daily in the classroom.
- Students are to abide by the *Technology Acceptable Use Policy* (see p.37) upon receiving this technology.

## Grading

The grading scale used by all teachers in grades 1 - 8 is as follows:

A - (93 - 100)	4 quality points
B - (85 - 92)	3 quality points
C - (75 - 84)	2 quality points
D - (67 - 74)	1 quality point
F - (0 - 66)	0 quality points

“S”, “N”, and “U” are given for the following subjects:

Science and Social Studies - 1st and 2nd Grades (Social Living)  
Handwriting and P.E. - 1st - 5th Grades

Pre-K and Kindergarten students are evaluated with developmental assessments that are periodically reported to parents/guardians.

- Papers may be sent home to be signed anytime during the week. All papers must be signed and returned within 48 hours.
- Conduct is not an academic subject area; therefore, it is NOT included in the calculation of GPA nor considered for Honor Roll recognition.
- No academic grades may be lowered due to disciplinary reasons.

## Composition of Quarterly Grades

- In grades 1 - 5, a minimum of 7 assessments and a participation grade will be averaged to determine the quarterly grade.
- In grades 6 - 8, a minimum of 5 assessments must be given in each subject area during each grading period. In addition, a participation/homework grade may be averaged together with these 5 grades not to exceed 10% of the final grade.
- Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day**.
- Students will not be permitted to retake a quiz or a test for the purpose of improving their academic standing.

## Progress Reports/Report Cards

Report cards are issued after the conclusion of each grading period in nine-week intervals. Final report cards will be mailed at the end of the school year. Progress reports are issued at the midpoint of each grading period. These reports are to be signed by the parents/guardians and returned to the homeroom teacher within 48 hours.



## OptionC

OptionC is a web-based program used to store and monitor student grades and conduct. All grades will be posted within 7 days of the test/assignment due date. OptionC is used strictly for communicating graded assignments. Upcoming assignments and homework schedules will be conveyed through other means. All parents/guardians should have access to this software. Those who do not should contact the office.

## Standardized Testing

Academic summative testing occurs in Grades 3 through 8. Religious summative testing is conducted through the ACRE Test (Assessment of Catechesis Religious Education) and is given to students in Grades 5 and 8.

In order to measure and evaluate our school's progress along with individual progress, students are administered standardized tests annually. Results of the academic summative assessments are available to parents/guardians.

- Students in Pre-K4 are given a developmentally appropriate test to determine eligibility to enter Kindergarten.
- Grades 3 - 8 are assessed periodically throughout the school year, using a standardized formative assessment. Data from this assessment is used to guide instruction, track progress, and as a practice for the spring summative assessment.
- The ACRE test is administered in grades 5 and 8 to determine knowledge in religion.
- LEAP 2025 tests will be administered to a select group of students in grades 3-8.

## Promotion/Retention

The promotion or retention of a student is based on the degree of achievement of the specific objectives of the grade level or course. Kindergarten students will repeat if their scores indicate that the student does not have the skills and/or maturity to do First Grade work. A student must pass both Reading and Math in the 1st grade to be promoted to 2nd grade. A student who fails two or more major subjects (defined below) in second through eighth grades is not eligible for promotion. A student passes conditionally when failing one major subject. The student must attend an approved summer school or complete 20 hours of tutoring by a licensed teacher/tutor to meet the condition. A committee consisting of the student's teachers and the principal will meet about each child with failing grades to assess the child's eligibility for a provisional promotion on a case by case basis. Parents will be informed at the time of the 3rd nine weeks progress report if their child is in danger of failing a class/subject. Arrangements will be made for a consultation.

## ***Major Subjects***

### Primary Grades (K-3)

- Religion
- Reading
- Math
- Language Arts

### Upper Elementary (4-8)

- Religion
- Reading
- Math
- Language Arts
- Science
- Social Studies

Other graded subjects may include: Social Living (K-3); Spelling; P.E.; and Handwriting

A parent/guardian who requests their child to be retained when the school has determined he/she should be promoted will meet with the student's teachers and the principal to determine best placement for the child.

### Final Grades

A student is required to have at least a 1.0 average to earn a "D." Any average below a 1.0 may NOT be rounded to a passing grade. When averaging quality points or percentage grades, fractions of .5 and above will warrant the next higher letter grade or percentage grade in grades 1-8. All fractions or parts thereof will be dropped after the letter grade has been determined.

A student is required to have at least a 1.0 overall average to pass a course for the year. The final average is determined by converting letter grades for the four grading periods to quality points and dividing by four (overall average). In grades 1-8, failure in that course will result if the grade for the last quarter is below 1.0. A failure the FOURTH QUARTER is a failure for the year regardless of the previous grades earned.

### Honor Roll

Students are recognized for academic achievements each grading period. Honor Roll categories are determined by each nine week's final grades (see *Final Grades* p. 11). Students earning the required GPA in all subjects on the report card will merit honor roll status.

- **Superintendent's List (4.0 GPA)** - To be listed on the straight "A" Honor Roll, a student must have all A's on their final average for every subject.
- **Principal's List (3.5 - 3.99 GPA)** – All grades must be "A" or "B" to make Principal's List. There are no "C"s allowed.
- **Distinguished List (3.00 and above GPA)** - Only one C is allowed for the Distinguished Student List. Students who's GPA falls in the "Principal's List" category, but have ONE "C" will earn "Distinguished List" recognition.

\*Grade 1 is awarded Honor Roll status for the 3rd and 4th nine weeks only.

\*Students who receive a "D" or "F" during a quarter will NOT be eligible for Honor Roll recognition.

## Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (67% or higher). Academic probation may be extended for an additional two weeks, if necessary. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy (see p.16).

## Accreditation

St. Elizabeth School is accredited through the Southern Association of Colleges and Schools™ (SACS) and the Council on Accreditation and School Improvement, an accreditation division of AdvancEd®.

## Academic Honesty

Academic honesty is expected of all students. Students who plagiarize, cheat, give/receive answers, etc. will face disciplinary and academic consequences. This could include a reduction in points, failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities may not be allowed to participate in sports/extra-curricular activities.

## Homework

Homework is important! It is an extension of the learning that takes place in school. Students in grades 1st - 8th are responsible for having completed homework in class on the due dates. All assignments are to be completed and turned in on time. Work must be neatly done. The amount of homework a student has depends upon his or her progress in school. Homework includes written and study work. It is the student's responsibility for making up homework due to being absent or tardy. Sports or extracurricular activities do not excuse incompleteness of assignments.

## Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Individual grade levels will engage in service projects following current COVID restrictions. Service projects may include toy drives; collecting food and money for local food pantry; grade-levels adopting a family for Christmas; sending Christmas and Easter cards; collecting items to donate to local nursing homes; collecting for Catholic Charities through a "baby shower" for Jesus.

## Transcripts and Records

No student records will be released from St. Elizabeth School until all financial obligations have been met.

## Curriculum Assistance Services

### *Title I Math*

Students who qualify may participate in Reading and Math tutoring provided by funding through Title I.

### *Individual Needs*

Diocesan schools are addressing Section 504, Title V. “Guidelines for Catholic Schools in the State of Louisiana” have been developed and disseminated to all Catholic schools in the state, and in-service training has been provided to all faculties in all schools in order to implement the guidelines.

St. Elizabeth School attempts to meet the needs of students with diagnosed disabilities within our school by making minor adjustments (accommodations) and incorporating minor interventions in regular classroom activities.

Parents/Guardians must provide a copy of the child’s education/psychological evaluation to the school, and the school will make reasonable, minor adjustments/interventions in regular classroom activities.

### *Speech*

Special education services offered through the Assumption Parish School System are scheduled through the administration after approval has been attained. With administrative approval, a speech pathologist will be allowed to work with students during the school day upon completion of the Diocesan Child Protection policies.

# Attendance

Regular, prompt attendance is essential for success in school.

- Elementary students must be present a minimum of 160 days to be eligible to receive credit for the courses taken. Exception may be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.
- Excessive checkouts or late arrivals to school are considered in this count.

## Absences

**When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Elizabeth students and is aligned with the state statutes of the state of Louisiana. For your convenience, you may leave a message on the answering machine before 7:00 a.m.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Due to compulsory attendance requirements, excessive tardiness or check-outs may result in a student needing to be retained and to repeat the school year.

### Illness

Individuals who have a fever of 100.4°F or above, or other signs of illness will not be admitted to the facility. It is important for children to remain home when sick. This ensures the health and safety of your child as well as others. In the event that a student begins experiencing illness or is determined to have a fever of 100.4 or higher while at school, the student will be placed in the isolation room and must be picked up from school immediately by a parent or guardian. **Students should be free of fever, vomiting, diarrhea or other symptoms for 24 hours prior to returning to school. Students diagnosed with strep throat are to be on antibiotics for 24 hours before returning to school.**

Students who are sent home during the school day with a fever, vomiting, or diarrhea will not be allowed to return to school at the beginning of the next day, as this would not allow for the 24 hours protection of the entire school community.

Anyone suspected of having COVID-19, or has been exposed to COVID-19, should not come to school and should notify the principal. In cases where COVID-19 symptoms are present, a physician's alternate diagnosis must be provided before being allowed to return to school.

### Vacation

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**No assignment will be given in anticipation of the vacation. Teachers are not required to give make-up tests or assignments for absences due to vacations. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

### Absence During the School Day

Parents/Guardians are asked to request a doctor's appointment at time when school is not in session whenever possible. Students needing medical appointments during school hours require a written note by the parent. Parents/guardians are required to sign out their child.

Students leaving must be signed out by 1:45 pm. This is to ensure the safety of all during school dismissal at 2:05 p.m. Any student arriving later than 9:30 a.m. will be considered absent ½ a day. Any student leaving school before 12:30 p.m. will be considered absent ½ a day. Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

## Financial Obligations

### Tuition

St. Elizabeth School sets the tuition for the school each year based on the cost of educating a student. Tuition may be prepaid or parents/guardians may enter into a payment plan with the designated tuition collection provider.

The help of our parents/guardians, and alumni, with fundraising activities is essential to meet the budgetary needs of the school, since tuition and fees only cover a percentage of our expenses. Parents/guardians who opt for the monetary discounts are expected to work one fundraiser of their choosing and/or the school fair. In addition, one book of raffle tickets must be sold in the fall and for the fair.

Parents/guardians are financially responsible for books and school resources issued to their child(ren) and all damage done to the property of the school and others.

All monies received and collected in the name of the school shall be under the control of the school principal. The principal must give permission for any bank account to be opened under the name of St. Elizabeth School or any subsidiary operation. The principal must be a signatory on all accounts.

### Registration Fee

A \$150 registration fee will be assessed to each student during the re-enrollment period for the academic year (\$200 outside this period). Once accepted to St. Elizabeth School, the registration fee is non-refundable in accordance with the Diocese of Baton Rouge policy.

### Payment of Tuition and Student Fees

In an effort to maintain the fiscal operations of St. Elizabeth School, the school has provided the following two (2) tuition and fee payment options:

- Option #1: Payment in full on or before August 1st each year through FACTS
- Option #2: Monthly payments through electronic transfer (FACTS) on the 5th or 20th of each month

At the beginning of the academic year, a student will not be considered as registered if student fees and monthly tuition amounts for the previous year are not paid in full by the day **before** the first day of school.

All money sent to school for payment of any fees or bills must be placed in a sealed envelope, clearly marked with the child's name and grade, purpose of payment, and teacher's name. Each fee must be in a separate envelope. These envelopes should be placed in the green envelope provided to each child. *Make sure to complete the information on the front of the envelope since this serves as a receipt.* Please instruct your child to give this envelope to

the teacher during homeroom. Loose money to pay fees cannot be accepted. Post-dated checks will not be accepted.

### Tuition Withdrawal Refund Policy

Student fees are due at registration. Tuition payments begin in July each year. If there are circumstances in which a student must withdraw from St. Elizabeth School prior to the first day of school, all tuition paid will be refunded. If the student is withdrawn during the school year, tuition will be refunded on a daily prorated basis. Student fees (registration, building and maintenance, and FACTS fee) are not refundable. All financial obligations must be satisfied and all books/technology returned before a tuition refund may be granted. Parents/guardians should contact the office as soon as possible to complete all necessary paperwork. Please allow up to two weeks for a tuition refund.

### Delinquent Payment Policy

This policy applies to all payments made to St. Elizabeth School, including any program, club or organization of St. Elizabeth School.

Tuition accounts must be kept current to continue a student's enrollment. Accounts past thirty (30) days will be considered delinquent and will incur late fees. The principal welcomes parents/guardians throughout the school year to discuss in advance of delinquency conditions that may prevent them from fulfilling their obligations to pay tuition. Tuition assistance may be considered. St. Elizabeth School is committed to assisting in providing a plan that will work best for the family's particular situation.

FACTS will attempt to collect any returned items 3 times. After payment is considered uncollectible by FACTS, payment must be made directly to the school using cash or money order.

- If not paid within the above stated time frame, student(s) will not be permitted to attend school until payment is made.
- If the family's second bank returned item is for Registration, Student Fees and/or Tuition, payment option plans will no longer be offered to the family and the balance for the current academic year will be required to be made in cash or money order to continue the student's enrollment.
- There will be a \$30.00 fee for all checks/drafts that are returned by the bank from FACTS in addition to individual bank fees.

Students and/or siblings of students with an outstanding tuition balance, including students who are siblings of graduated students with an outstanding tuition balance, may not register for the following academic year.

Parents/Guardians are liable for any collection costs, court costs and legal fees incurred by the school to collect delinquent accounts.

St. Elizabeth School houses the Diocesan Lab Program. All program tuition and fee requirements apply.

All fee requirements apply to the lunch fee.

Information regarding tuition and fees can be found on St. Elizabeth School's website or by calling the school office.

Student records and transcripts will be released only when all financial obligations to the school have been met. Health records will be released in accordance with state law.

### Counseling Services

If the school requires outside counseling for a student, parents/guardians are responsible for the payment of those services.

### School Closures – State or Parish Ordered

If school is closed due to weather or a public health concern, parents/guardians will still be financially responsible for payment of tuition. The education of each student will continue with a long-term distance learning program. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BOOKKEEPER @ 985-369-7402.

## Extra - Curricular Activities

Extra-curricular activities are provided to students to enhance their personal growth and Well-being. Students participating in extra-curricular activities are bound by all requirements and guidelines of each organization as well as the discipline plans of the school. Students and their siblings are not allowed to remain after school unsupervised. Parents/Guardians are responsible for their child until the supervision of the teacher, moderator, or coach begins the activity. Any student who is present in the school building or on the grounds before supervision begins will be placed in the After-Care Program and parents/guardians will be billed for the service (one-hour minimum). Infractions of this policy result in the student being removed from the activity.

### Guidelines

Students are to follow all school rules and behavioral regulations when participating in extra-curricular activities for or at St. Elizabeth School. A child will be unable to participate in any school sponsored activities, inclusive of athletics, if absent a half day or more. If absent on a Friday, the student is not permitted to participate in any extracurricular activities taking place during the weekend unless approved by the principal.

Scholastic requirement for participation in extra-curricular activities: Students must maintain a 2.0 GPA and a “C” in conduct. An “F” in any subject will disqualify them for that nine-week period.

### Student Organizations

Student organizations are offered each year and depend on student interest and sponsorship. The following organizations offered can vary from year to year.



## **4-H Club**

Any boy or girl from the 4th-8th grades may join the 4-H club. They are asked to enroll in certain projects of interest to them. Parents/guardians can help to see that they keep accurate records and encourage them to be faithful to working with their projects. Achievement Day is held once a year in spring during which individual members compete for ribbons and trophies in various contests. Dues are paid annually.

## **Student Council**

Students in grades 5th - 8th, who meet academic requirements, may be elected to serve as officers in the Student Council. Classroom representatives are elected in 5th - 8th grades.

## **Science Olympiad**

Students in grades 3-8 are invited to join this after-school activity. Students are coached through various higher order thinking tasks involving science and math. Students compete in a district wide contest with the possibility of going to the state contest.

## **BETA Club**

Students in grades 6th - 8th who meet the academic requirements will be invited to join the St. Elizabeth School BETA club.

## **Sodality**

Students in grades 7th and 8th are invited to join this organization to the Devotion to the Blessed Mother.

## **Drama Club**

Boys and girls from 5th through 8th grades may join the St. Elizabeth School Drama Club. The club promotes an appreciation of Fine Arts by encouraging participation in plays.

## **Athletics**

Boys from 5th-8th grades may sign up for baseball, basketball, and cross country when offered. Middle school sports may or may not be offered each year due to lack of student interest or coach. However, we will do our best to offer as many sports as possible. Girls in 5th-8th grade may sign up for basketball, volleyball and cross country. To participate, students must have permission of parents/guardians, health insurance, pay the Diocesan participation fee annually, and meet the academic requirement. Boys in 5th through 8th grade are invited to participate on the Ascension Catholic Middle School football team. Boys in 5th through 8th grade may participate in an independent baseball league. Third and 4<sup>th</sup> graders may participate in Developmental Sports.

It is understood that the principal has authority over athletics at our school. The athletic director works directly with the principal and the CSAA in making any decisions regarding athletics. The athletic director works directly with student athletes, parents/guardians, and coaches in organizing league activities. Uniforms are purchased and CSAA membership dues are paid by each individual athlete.

## **Cheerleaders**

Students in 6<sup>th</sup> through 8<sup>th</sup> grades may be cheerleaders. Try-outs are held each spring. Scholastic rules apply to cheerleaders.

## **Sportsmanship Code**

Parents'/guardians', teams', and coaches' behavior at practice and at games should be based on Christian values. A site supervisor will be named for all home games and posted near the concession stand. Enforcement of the sportsmanship code is his/her responsibility.

# Parent/Guardian Cooperation as a Condition of Enrollment

Parents/guardians who seek a Catholic education for their child(ren) will enter into a contractual agreement with St. Elizabeth School. The parent/guardian of a student who accepts admission agrees to abide by school rules covering all areas of the student's development as stated in the Parent-Student Handbook and other communication from school officials. Parents/guardians are expected to cooperate in a positive manner with all members of the school community, including administrators, teachers, and staff members.

## **Communication with School Faculty**

Teachers may be contacted either by email, a written note, or by calling the office and asking the secretary to have the teacher return your call. Please allow teachers 48 hours to respond. Texting teachers is frowned upon. Teachers may not answer a text during class time. Please remember that social media platforms, including the school Facebook page, are not an official means of school communication and are not considered essential by the school. These media platforms are used as a courtesy to parents and the community; therefore, they should not be used to discuss school matters or express negative opinions. All situations should be brought to the attention of school faculty FIRST, as direct communication with teachers or the administration is the only effective way they can be resolved.

## **Parent/Guardian Service Requirements**

Since tuition does not cover the total amount it costs to educate a student, St. Elizabeth embraces fundraising activities to help fund the total operating budget.

St. Elizabeth parents/guardians who enroll in eligible discount(s) tuition are expected honor their commitment by participating in one fundraiser per school year and/or the school fair (depending on specific discounts opted into at time of enrollment). Parents who fail to meet the discount criteria will receive a bill for the discounted amount at the end of the school year.

## **Student Health Policy**

Students are not allowed to keep medicine with them during the school day. All medicine must be kept in the school office. Medicine is to be administered to a student in the presence

of a staff member in the main office with written and signed instructions from a doctor and the parent/guardian.

If a child must take medications at school, a parent/guardian should follow these rules:

- The medication must be brought to school by the parent/guardian in the container received from the pharmacy.
- The label should have the following information:
  1. Child's name
  2. The name of the medication
  3. The name of the doctor prescribing the child's medicine
  4. The dosage or frequency, and the specific time it is to be given at school
  5. Date (No expired medication will be dispensed by office personnel)
- The medication must be accompanied by a medical permission form signed by the parent/guardian and the student's physician with specific instructions for administering the medication.
- To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location.
- Parents/Guardians are to instruct their child(ren) to report to the office at the appropriate time for medication.

### Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are current.

### Record Keeping

At the beginning of each school year, or when a child joins St. Elizabeth School, parents are asked to submit a child's medical record. If medication changes during the course of the school year, parents are required to inform the school.

### The School Environment

We strive to ensure the school environment is favorable to children with medical conditions, including asthma and allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with these conditions; however, St. Elizabeth School makes no claim to be an allergen or peanut-free school.

### Allergic Reactions

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. All teachers and substitutes will be educated about the risk of allergies and special needs of students. Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. Parents/Guardians will be notified if their child's Emergency Action Plan is activated.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan will be activated. The emergency medical services will be called immediately. The classrooms have easy communication with the school office. Teachers on playground duty can contact the office via cell phones when on the playground.

Schools lunch programs adhere to the mandated National School Lunch Program Standards regarding food allergies. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### Food Allergy

St. Elizabeth School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Elizabeth School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. No peanut products will be served in the cafeteria. No student is allowed to bring any item containing peanuts, peanut butter, or peanut oil to school.

### Medication on Field Trips

Medications normally administered at school may be administered by a teacher while on a field trip under the following conditions:

- The medication section of the field trip permission form must be completed and returned prior to the day of the field trip.
- A parent/guardian must deliver the medication in the original prescription container to the teacher in charge of the particular grade level involved on the day of the field trip.

### Immunizations

All students enrolled in St. Elizabeth School must have current immunizations. Please contact your physician for further information as to when vaccinations are given. It is mandatory that every child entering a Louisiana school for the first time receive a second dose of measles vaccine, using combined measles, mumps, and rubella (MMR) vaccine, the Hepatitis B vaccine and the chickenpox vaccine.

The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Minimum requirements for first time students of St. Elizabeth School:

- 4 DPT and 3 Polio - the last of which must be given after the 4th birthday
- 2 MMR - the second dose between 4 - 6 years of age OR an out of state student must have the second MMR
- Hib vaccine before the 5th birthday
- 3 Hepatitis B
- 1 chickenpox (varicella)

## Head Lice (Pediculosis)

If lice/nits are found in a child's hair, a parent will be called, and the child must leave school immediately and seek treatment.

Before returning to school, any student with head lice must:

- be satisfactorily treated as recommended by their family physician, or with an alternative lice treatment, such as lice shampoo available at local pharmacies. Proof of treatment is required.
- be completely free of lice eggs (nits) in the hair before being readmitted to the classroom.

## Social Media

St. Elizabeth School's Pastor, administration, faculty/staff, students and the SESHSA (Home and School Association) strive to keep a positive image in the community. Social media is a big tool for recruitment. As parents of SES, you agree to also help with recruitment. It is requested that students and parents be aware that photos, captions and comments they publish on social media, such as Facebook®, Instagram®, Snapchat®, Twitter® or messaging, can be detrimental to the image of SES. Homework issues, questions about school, comments about an incident or teachers should not be published on social media. These issues, questions, or comments should be discussed with the teacher and administration, not on social media. When comments are made, followers are not aware of the entire situation and unfriendly comments can be hurtful to the school's image. Positive comments or activities involving school are welcomed. This helps in the recruitment of other families and S.E.S. appreciates parent/guardian support in getting the word out about all the *great* things taking place at the school.

St. Elizabeth School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information on minors. St. Elizabeth School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Elizabeth are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. Elizabeth School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Elizabeth School.

By signing the contractual agreement for the S.E.S. Handbook, you agree to not publish on social media anything that could be turned and taken in the wrong context. Parents/Guardians who violate the signed contractual agreement may be asked to remove their child(ren) from St. Elizabeth School.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or school organization. The only official St. Elizabeth Facebook® or Twitter®, Instagram® page is the one created and monitored by the St. Elizabeth School IT Specialist. The classroom teacher and the principal will be included in

the “friend” list of each such group (if applicable). A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

### Buckley Amendment

St. Elizabeth School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### Bullying and Cyberbullying

St. Elizabeth School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## Transportation

The area in front of school may be used for parking except during bus loading times of 6:45 - 7:30 a.m. and 1:45 - 2:15 p.m. Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

### Arrivals

Class begins at 7:30 a.m. and ends at 2:05 p.m. Students may arrive as early as 6:45 a.m. when a staff member arrives for duty at the bus loading area on Convent Street. Children who walk to school or who are brought to school by private vehicle are not to arrive before 6:45 a.m. No supervision is provided before this time.

Carline ends promptly at 7:30 a.m. Children arriving late are considered tardy. Proper check-in procedures must be followed for the student to be admitted to class. Excessive tardiness may result in your child being retained.

### Departures

Students shall be released only to custodial parents/guardians or persons authorized in writing by the custodial parent/guardian to pick up their child(ren).

Students going home by bus are released to the bus pick-up area under the supervision of duty personnel. Students are to ride their regular bus unless approval is obtained in advance

in writing from the office. If there is an emergency or if a permanent bus change is required, please contact the office for directions.

Students are to be picked up from the car line by 2:15 p.m. Students who are to be picked up by car must be picked up in the bus loading area. No student will be released except to a parent/guardian or carpool driver as they drive through the bus loading area. For the safety of the children, no one should be dropped off or picked up outside of this area. Students are not allowed to walk to a car without a teacher or administrator escort. Students not picked up by this time will be sent to After-Care and charged for a minimum of one hour. Students who walk home will be dismissed from the bus loading area on Convent Street after the carline is complete.

Students will be dismissed by their normal mode of transportation unless a request is made in writing by the parent/guardian. A request to change a child's dismissal plan must be sent in writing to the office with the child in the morning. **Each child must have a note.** (Do not send one note for all children in the family or in the carpool.) Email requests for departure changes will be accepted in the office at 985-369-1527 before noon.

*\*\* Requests to change a student's mode of transportation should only be made in case of an emergency, and the procedures to do so must be adhered to. St. Elizabeth School takes your child's safety very seriously.*

St. Elizabeth School, the Catholic Schools Office, and Catholic Mutual Insurance forbid the transportation of students by faculty/staff. Students cannot be transported off school grounds or to any school sponsored events by a faculty/staff member.

### Bus Service

Bus transportation is provided by the Assumption Parish School Board for those students living in Assumption Parish who attend St. Elizabeth School. Students who ride the public-school buses are expected to follow the directions of the driver. Students not behaving properly on the bus will be subject to disciplinary action, including bus suspension.

## General Policy

### School Hours

Grades Pre-K through 8<sup>th</sup> class times are 7:30 a.m. – 2:05 p.m. Students not in the gate at 7:30 a.m. are considered tardy. The school gates are open for students by a staff member at 6:45 p.m.

At St. Elizabeth School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

Prayer and afternoon announcements begin at 1:57 p.m. each day. Bus dismissal immediately follows, with car-rider dismissal beginning at 2:05. Please check the school calendar and weekly notes for early dismissal dates.

### School Office Hours

The school office is open on all school days from 7:00 a.m. – 2:35 p.m.

## After-Care

St. Elizabeth School offers an After-Care Program from 2:15 – 5:00 p.m. Please refer to the After-Care Handbook for a complete list of policies. Parents/Guardians using After-Care services must sign the After-Care agreement and are expected to abide by the agreement. This must be signed annually in regard to payment and policies of the program.

## Child Abuse Reporting

St. Elizabeth School and all faculty and staff comply with the Child Abuse reporting laws of the State of Louisiana and the Diocese of Baton Rouge. For more detailed information, see [www.diobrocyp.org](http://www.diobrocyp.org).

## Closing Ceremonies

### **Eighth Grade Closing Ceremony**

The Eighth-Grade class Closing Ceremony consists of Mass and the presentation of certificates and major awards. Caps and gowns will be worn at graduation. All financial obligations to the school must be paid before a student is allowed to participate.

Participation in promotion exercises is a privilege which can be denied for behavior judged inappropriate by the administration.

### **Kindergarten and Pre-Kindergarten Closing Ceremonies**

Pre-Kindergarten and Kindergarten closing ceremonies will be conducted at the end of the school year. All financial obligations must be paid before a student is allowed to participate.

## Communication

St. Elizabeth School uses many forms of electronic communication to keep parents/guardians informed.

- The SES website ([www.sescubs.com](http://www.sescubs.com)) is one such tool. Important information will be posted here throughout the school year.
- Every school employee has an email which can be accessed using the employee's first initial and last [name@sescubs.com](mailto:name@sescubs.com). For example: [spizzolato@sescubs.com](mailto:spizzolato@sescubs.com) contacts the principal.
- The school has a Facebook® page which also updates parents of upcoming events at school. **It is not a tool to express or solicit opinions.** School concerns can only be resolved by contacting the school.
- Option C is our student information system. For more information, see *Option C*(p.10)
- REMIND is the App used to communicate quick short messages. Please contact the office for information if you are not registered.
- Please check these sources often to be well informed of school events.
- All St. Elizabeth employees have 48 hours in which to respond to parent/guardian communications. Please do not expect an answer to any form of communication during the school day as teachers are teaching. Employees are not expected to respond on weekends.



## Custodial Rights

In the case of divorce or separation of parents, the law holds that parents do not cease to be parents when they no longer have custody of their child(ren). St. Elizabeth abides by the provisions of the Buckley Amendment with respect to the rights of *non-custodial parents*. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the school with an official signed copy of the court order.

Official custodial agreements will be kept in a confidential file in the office of the principal. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

If the custodial parent agrees that the spouse of the non-custodial parent has permission to receive any school-related information, written or verbal, they must give in writing permission to be kept on file in the office.

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade, all girls in the class, or all boys in the class.

Valentines **will be** distributed at school only if there is one for each student in the class.

## Gum

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

## Health Guidelines

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

## Late Assignments

Assignments submitted past the deadline will not receive full credit.

## Items Brought to School

St. Elizabeth School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. St. Elizabeth School reserves the right to search any items brought to school.

## Lost and Found

Clothing left at school is kept in the office for students to claim. Parents/guardians are asked to mark clothing so that identification and return of lost articles can be more easily accomplished. Items not claimed by the end of the school year will be given to the HSA uniform swap held each summer.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are encouraged to look for their child's item in the Lost and Found.

## Lunch Program

The lunch program operates as a part of the Baton Rouge Diocesan School Food Service Program, providing a hot "Type A" lunch. All students are required to eat in the cafeteria daily but may bring their own meals.

- Breakfast is served daily beginning at 7:10 am for grades K-8, and 7:35 for Pre-Kindergarten students.
- Students with food and/or milk allergies may be accommodated. A doctor's order must be provided before accommodations can be made.
- Students may not bring glass bottles, soft drinks or excessive amounts of candy. **Parents may not bring lunches or drinks from carry-out restaurants.** Any student forgetting a sack lunch will be provided a cafeteria lunch. Any lunch accounts in arrears will not be issued a final report card.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

## Parent Information

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the School Office of any transportation changes.

## Parties

Students in grades Pre-K – 5<sup>th</sup> are permitted two class parties a year: Christmas and Easter. Students in grades 6<sup>th</sup> – 8<sup>th</sup> have a Christmas Party. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and include ingredient labeling.

## Returning to School After Dismissal

Students are not permitted to return to the school building after the 2:05 PM dismissal unless accompanied by a teacher. **Students who choose to return to school after 2:05 PM without a teacher, face detention, suspension, or expulsion.** This policy is designed for the

protection of your child in addition to helping your child to become more organized and personally responsible.

### School Access

Right to Refuse Access -As a Catholic School, St. Elizabeth has the right to refuse to allow representatives of the media on school grounds.

Access to Students -Media representatives will be allowed to interview students at school only with the written permission of the parents/guardians. Pictures and film of students can be used only with written permission of parents/guardians.

Representing the School -Only the principal and pastor or their designees may make official statements concerning the school.

### School Property

The parent of a child who carelessly destroys or damages any furniture, Chromebook, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Writing in or removal of pages in hard cover textbooks is NOT permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### Use of School Grounds

No students or parents/guardians should arrive on campus before 6:45 a.m.

Parents/Guardians who carpool should pick up their children before 2:15 p.m. Any student in violation of this policy will be sent to After-Care and a fee will be assessed for these extra services at the rate of no less than one hour.

**If a student is with a school sponsored group (i.e. After Care, athletic team practice/game, Altar Servers, Drama, etc.) he/she should remain under the supervision of the coach, teacher, or coordinator in charge of the event until an authorized person picks him/her up.**

### Use of Student Information/Pictures

The school reserves the right to use student pictures in publications and on the school's website. Any parent/guardian who does not wish his/her child(ren)'s picture used must notify the principal in writing prior to the beginning of the school year.

### Student Records

St. Elizabeth School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Elizabeth School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Title IX**

St. Elizabeth School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Visitors/Volunteers**

St. Elizabeth School welcomes and encourages volunteer participation at school. The guidelines of the Diocese of Baton Rouge are followed, requiring fingerprints and background checks of any adult who works with children in the school.

Parents can access these requirements at <https://diobr.org/child-youth-protection>.

### **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all accounts have been settled.** (See previous section on Student Records for transcript information.)

## Student Behavior and Discipline Policy

The philosophy of St. Elizabeth is based on instilling Christian values in each child and creating an atmosphere of positive concern relating to God, to self, and to others. We promote the moral development of a child through the realization that the student must learn, internalize, and practice the values of the Catholic Church community. We strive to foster an attitude of respect for authority as well as responsible citizenship. Our intent is to develop responsibility in children, empowering them to make wise choices about behavior.

### **Discipline – Diocesan Policy 4.9.2**

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416). It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity. In cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with rules and regulations.

## **General School Rules**

St. Elizabeth School students must conduct themselves on campus, off-campus, and traveling to and from school in a manner consistent with their status as a member of the Catholic school community. This off-campus behavior includes, but is not limited to, cyber-bullying. Students have a responsibility to dress and appear on the school campus according to standards of modesty, safety, and health as prescribed by this handbook and the St. Elizabeth School Code of Conduct.

- Be respectful to self, others, and property
- Always use good manners
- Follow directions the first time given
- Adhere to the dress code
- Stay in assigned areas
- Keep hands, feet, and objects to oneself
- Walk inside and outside except in designated play areas
- Ask permission to enter buildings when classes are not in session
- Enter and exit church in silence and in reverence
- Participate reverently in all religious ceremonies and prayers
- Observe “Silence for Jesus” in cafeteria during Lent

The administration of St. Elizabeth School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day.

## **Formal Discipline Plan**

The discipline policy of St. Elizabeth School is in effect during the school hours as well as during after-care, field trips, and any other school sponsored event. Teachers in any grade may send students to the office when it is warranted. Corporal punishment is prohibited at St. Elizabeth School. At any level, consequences may be altered depending on the severity at the discretion of the principal and pastor.

## **Grades K-2**

Teachers and students review classroom/school rules and procedures during the first two weeks of school. Discipline consequences will be age appropriate.

## **Grades 3-8**

Teachers and students review classroom/school rules and procedures during the first two weeks of school. Classroom rules are posted in each class. This serves as a warning. After this period of time, teachers may elect to issue consequences other than a warning.

Below are listed the types of offenses and consequences that may be issued. Please note that depending on the severity of the offense, a more serious consequence may be issued. The day, date, and time of the detention are at the discretion of the **person** who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### Recess Detention

- Inappropriate language, gestures, drawings, pictures
- Teasing
- Non-compliance/disobedience
- Unsafe or rough play
- Disturbances in the classroom/cafeteria
- Eating, drinking, gum chewing
- Dress code violation

\*\*Note: the number of detentions issued may vary according to the severity of the offense and/or number of previous like offenses.

\*\*\* Any student assigned detention must report on time. Failure to do so may result in suspension. Students will perform service tasks on campus or complete written assignment during detention.

### After-School Detention

- Two or more violations as listed under recess detention
- Harassment/intimidation
- Profanity
- Credible threats
- Vandalism/stealing
- Aggressive physical contact
- Disrespect of authority and/or other students
- Destruction of property
- Major dishonesty/forgery/plagiarism/cheating
- Possession or use of electronic devices, including cell phones
- Repeated violation of rules
- Plagiarism/cheating (1st offense)

**\*Plagiarism of any kind results in an after-school detention and a failing grade on the assignment.**

## Suspension

Suspension can range from 1-10 days and lead to possible expulsion. Students may not attend school-related activities, including sporting events, while suspended.

- Being under the influence
- Fighting: (3<sup>rd</sup> – 8<sup>th</sup> Grade)
- Assault
- Major vandalism
- Use or possession of tobacco/vaping products
- Threatening the welfare of other students, teachers, staff, school facilities
- Accumulation of previous detentions/offenses
- Plagiarism (Repeated offenses)

\*\* Work must be made up on the day or night that the student returns.

\*\*\* Quizzes are not to be made up. The grade will be based on the number of quizzes taken that quarter.

\*\*\*\* Tests will be made up on the day the student returns.

\*\*\*\*\* Plagiarism of any kind as a repeated offense results in suspension and a failing grade on the assignment(s).

## Expulsion

Expulsion is an extremely serious matter. Possible reasons for expulsion are:

- Students who pose a threat to themselves or to others may be expelled from St. Elizabeth School.
- Students who are in possession of or use weapons or explosive devices of either type may be expelled from St. Elizabeth School.
- Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion from St. Elizabeth School.
- Students who have had 3 suspensions in the current year may be expelled from St. Elizabeth School.

Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Elizabeth School.

## Cell Phone/Smart Watch Violation

Students with cell phone permission slips who are caught in violation of the cell phone policy during school face the following consequences.

## Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

## Search and Seizure Policy

The school reserves the right to search desks, cubbies and storage areas at any time without notice. A school official may search anything brought on school property including but not limited to his/her belongings, book bags, purses, etc., for contraband for the purposes of maintaining discipline and order. The school official must have a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule has been committed. The school official must have a good reason for the search and seizure. The search of pupils will be conducted with a minimum of embarrassment to the student, preferably in the privacy of an administrator's office when possible.

## Principal's Discretion on Discipline

The discipline section is not considered all inclusive. Enforcement of these policies and interpretation of the school discipline code remains at the discretion of the principal. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## Harassment, Hazing, Bullying Policy

To reflect Gospel values and to ensure a positive and safe learning climate, St. Elizabeth School prohibits harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether currently in use or any new electronic devices that may be developed in the future. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Harassment is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment occur when they are unwelcome and create an environment or cause an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.

Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group.

Culpability includes hazing practices mandated or voluntarily entered into by any party.



Bullying behavior is the **repeated harassment and targeting** of another person or group of persons with the intent to cause emotional, physical or psychological harm. *One-time incidents may be deliberately mean or cruel but they may not be considered bullying.* These behaviors will be subject to the school discipline policy.

Consequences for serious acts of harassment, hazing, or bullying may include immediate after-school detention, suspension, or expulsion at the discretion of the principal and pastor.

### Substance Abuse Policy

Tobacco and smokeless tobacco - Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire. If a student is found to have in his or her possession any tobacco product on the school grounds or at any school-related function, appropriate action will be taken by the administration. Action may include, but is not limited to, suspension. Any tobacco product found in the student's possession shall be confiscated.

Alcoholic Beverages - If a student is found to be in possession of, or under the influence of alcohol on the school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Prescription or Over-the-Counter Drugs - If a student is found to be in possession of, to have provided or sold, a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Illegal Drugs - An "illegal" drug is any drug, the possession of which is prohibited by federal, state or local law.

a. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken. That action will include, but is not limited to suspension or expulsion.

b. If a student is found to have provided or sold an illegal drug to another person on the school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

The principal or Pastor reserves the right to determine the appropriateness of an action if any doubt arises.

Items including, but not limited to, e-cigarettes, vaping products, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, cameras, fidget spinners, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

# Technology and Internet

## Diocesan Technology Acceptable Use Policy

A key purpose of this document is to serve as the basis for the inclusion of a Technology Acceptable Use Policy in the parent/student handbook of each of the Catholic schools (each a “**School**” and collectively, the “**Schools**”) within the Diocese of Baton Rouge (the “**Diocese**”).

## Statement on Technology

The mission of the Technology Department at each of the Schools within the Diocese is to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. Technology is used to support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences, and must promote higher student achievement and a deeper understanding of their Catholic faith. Technology use within our Schools shall be consistent with the mission and vision of the Diocese to evangelize hearts, educate minds, encourage talent, and embrace the future.

This Technology Acceptable Use Policy (“**AUP**”) contains terms, conditions and standards (“**Standards**”) that foster our mission and goals. By using any technology, equipment, or resources of a School or the Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all Standards contained herein. This AUP is reviewed annually to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and contractually agree to abide by these Standards. Any student who violates this AUP or any applicable local, state, or federal law, is subject to disciplinary actions, including but not limited to a loss of technology privileges, potential legal liability to the School and/or Diocese, and potential legal prosecution at the discretion of local law enforcement.

As technologies continue to evolve, so will this document. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Schools will notify parents and students in writing should any changes in this AUP occur during the school year.

## Scope of Use

We recognize that the digital world allows anytime, anywhere access. School hardware, software, and technology services are provided for faith and academic purposes. All students using said technology shall be accountable for its use. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner, ensuring their actions are consistent with the School’s Code of Conduct, which guides student behavior both on and off campus. Any potential or actual threat to the School, or the individuals contained within it, shall be viewed as a violation of this AUP and those individuals may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications (“**apps**”), collaborative tools, cell phone calls, voicemails, voice memos, digital cameras, text messaging, email, Voice over IP, chat rooms, message board posting, blog or article comments, and instant messaging.

## Device Usage

For purposes of this AUP, the term “**device**” includes, without limitation, cellular telephones, smart phones, personal and School-owned/issued computers, laptops, tablets and similar devices.

## Privacy

All electronic resources owned or issued (“**owned/issued**”) by a School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The School

retains the right to monitor any and all electronic resources, including personal devices as part of a “Bring Your Own Device Program” (BYOD).

Each School-owned/issued technology device/accounts and the information stored on it are property of the School and are subject to the policies set forth by School administration and are subject to supervision and inspection. The Diocese and each individual School reserves the right to monitor, access, retrieve, read, and disclose any and all messages, information, and files created, sent, posted from, and/or stored on any School-owned/issued device/account.

### General Computer and Internet Usage

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to storage, network communications, equipment, apps, and software.

Technology devices and resources usage is a privilege, not a right, which may be suspended, revoked or terminated in whole or in part and with or without notice by the School or Diocese, in its/their sole discretion, upon any actual or alleged violation of this AUP. By using such devices and resources, parents, and students are deemed to agree to the following terms:

- Students shall not download or install software or third-party applications on any School-owned/issued device which may interfere with the educational process (e.g., games) or which change a device’s system configuration without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including but not limited to, willfully introducing a computer virus, worm, or other harmful program.
- Use of a School’s network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and, (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages, or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.
- Any student who receives a message suggesting harassment, racism, sexism or the contents of which include inappropriate language, images, and/or symbols must immediately report it to a teacher, counselor, or administrator.
- Any failure by a student to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will constitute misusing technology.
- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security concern, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers.
- Students shall not capture or transmit any image, video, or audio of School employees. Photographing and/or recording (by audio and/or video) a teacher, staff member, student, or any other individual without permission of the subject is prohibited.

- Students will not provide their password(s) or access code(s) to, or share another student's password(s) or access code(s) with, any other student or nonstudent. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves.
- Students are responsible for all digital data, activity, and products on their School-owned/issued devices/accounts.
- Students shall observe all intellectual property laws and fair use guidelines (e.g., copyright, trademark, licensing and similar laws, rules and regulations). Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.
- Students will not communicate the address, phone number, or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher or administrator.
- While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices, such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable cellular data access on the School-owned/issued laptops.
- Content filtering alerts received by School personnel outside of normal school hours will be addressed the following school day.
- Student use of a Virtual Private Network (VPN) is prohibited at any time.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to a School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging or licensed to a School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful or careless damage to School-owned/issued devices is prohibited. Each individual user will be responsible for any repair or replacement costs (at then-current rates, including associated taxes and third-party charges) and commercially reasonable administrative or replacement fees as set by the School. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students shall not dispose of any School-owned/issued device without the prior approval of the School. Any such disposal of a School-owned/issued device shall be conducted by the School or, if directed by the School, by the student in accordance with the School's directive. Prior to leaving School enrollment, if directed by the School, students must return all School-owned/issued devices.
- In the case of theft of a School-owned/issued device, parents are required to notify the School and file a police report within 24 hours of becoming aware of it. Misplaced/lost devices must be reported to School personnel immediately. If the device is not recovered, the student's parent/guardian is responsible for the replacement cost of the device.

### Email and Communication Use

Some Schools within the Diocese will issue to students password-protected logins for the network, School email, and other electronic communication resources. Not all Schools will provide this access.

For Schools which do have email accounts and other means of electronic communication for their students:

- Written parental permission is required for a student to have the use of a School-issued email account.

- Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation and are within the scope authorized by School faculty.
- Students shall not change their given email usernames.
- All communications sent or received may reflect on the Diocese, School, and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion. No such communications shall be made for personal gain, to solicit others for activities unrelated to School-approved purposes, or in connection with political campaigns.
- All email communication between faculty, staff, coaches, and one or more students must be exchanged through the School-issued email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP and such users, upon request, shall contractually agree to abide by Standards set forth herein. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.
- Students are prohibited from attempting to access or using another student's email account.
- Students will not use network resources or internet access to broadcast messages via the School's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate images, and videos.
- The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access of the student's email account for routine maintenance and to retrieve School records. Such access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of a student's email account with law enforcement as deemed necessary by the School administration at their discretion.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.
- Prior to leaving School enrollment, students shall return all School-issued e-mail and user accounts. The School reserves the right to deactivate any such accounts at any time following unenrollment.

### Cellular Devices

The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during School activities.

- Communication devices are to be used in accordance with School policy and must not disrupt the educational environment.
- Students may use communication devices while on School campus and during School activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor, and only within the scope of such permission.
- The use of communication devices in an unacceptable manner in the School setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device for any

purpose inside a restroom or locker room, use of a device on the School campus for cheating, cyber bullying, sexting, and taking inappropriate photos or videos.

- Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.

### Personal Devices

Each School shall determine whether personal devices are permitted on its campus, including but not limited to Fitbits, Smart watches, or other wearable technology, tablets, computers, and cameras. To the extent so permitted by the School, such items will constitute a device for purposes of this AUP, and any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

### Conflicts

Individuals subject to this AUP may also be subject to other School or Diocesan policies with respect to communications, the use of technology, or other matters covered by this AUP (each an “**Other School Policy**”). This AUP is not intended to modify any Other School Policy, nor should any Other School Policy be construed to modify any term, condition or provision of this AUP. In the event of a conflict between any term, condition or provision of this AUP and any term, condition or provision of any Other School Policy, the more restrictive user term, condition or provision shall apply.

### SES Technology Policy

Use of the Internet is incorporated into the educational curriculum. This resource provides students with access to a wide range of information. It assists in preparing them for success in our global society.

Procedures for Use of the Internet- The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to the Internet World Wide Web information resources through his/her classroom, library or school computer lab.

The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time.

### Rules for classroom use of the Internet

1. The student shall use World Wide Web/and or other Internet tools only under the direction and supervision of teachers.
2. The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one’s own. He/she shall respect the rights of copyright owners. He/she shall properly cite the source of information accessed over the Internet.
3. The student shall not make any purchases on the Internet while using school equipment or Internet service. The student shall promptly disclose to the teacher or other school employee any message received that is inappropriate.
4. It is possible that your child may find material on the Internet that you may consider objectionable. Although your child’s use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material.

Blogs- Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) if the content of the student’s or parent’s blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent’s social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Facebook®, Instagram®, and other Social Media Postings of Student Photographs** - St. Elizabeth School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Elizabeth School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Elizabeth School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. Elizabeth School School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Elizabeth School.

**Instagram®**:- Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

**Sexting**- Students involved in possession or transmission of inappropriate photos on their cell phone, Chromebook, or other electronic devices face suspension and/or expulsion. In accordance with the law, the Assumption Parish Sheriff's Department will be notified.

**Virtual Reality Sites** - Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Cell Phones/Smart Watches**

In order for any student to possess a cell phone on campus, a Cell Phone Permission Slip must be completed and signed by the parent and the student. Possession of a cell phone without a signed permission slip, may result in a suspension. Students must keep the phone in the off position during the day and stored in their backpack. Cell phones must remain stowed until the student dismissed from their last class. Staff may confiscate the phone of any student upon seeing or hearing the phone in class. The administration reserves the right to search the contents of a confiscated cell phone. St. Elizabeth School assumes no responsibility for theft, loss, or damage to a cell phone brought on campus by a student.

**Smart watches are not permitted.**

Cell Violations of this policy will result in disciplinary measures as well as the confiscation of the communication device.

## **Safety**

Every member of the community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and will result in discipline. Serious infractions can result in dismissal from school.

### **Crisis Plan**

#### **Emergency Procedures**

In case of an emergency, St. Elizabeth School follows the directives of the Catholic Schools Office. The school conducts emergency drills monthly. Emergency plans are in place for fire, tornados, shelter-in-place and evacuations. At the given signal, all students and school personnel are to follow procedures for the specified emergency. All drills are conducted in silence for the safety of all students and personnel.

In the case of a lock down or shelter in place situation, school phones will only be answered for emergency personnel. Do not call the school. Children will not be released if these situations are in place. You will be notified of the all clear.

Parents/Guardians should monitor local news outlets for up-to-date information. Parents/Guardians should not try to phone the school as this could tie up lines and prevent Civil Defense or the Diocesan office from reaching us. If it is possible, parents/guardians would be notified by the home phone, cell phone, and e-mail account listed on a student's file.

## School Closures

If school is called off due to *dangerous weather*, St. Elizabeth School will follow the same directives in regard to inclement weather as Assumption Parish Schools. Therefore, adhere to announcements made via radio and TV for Assumption Parish Schools.

St. Elizabeth School does not automatically follow the Assumption Parish Public School dismissal procedures. However, because we do utilize the public-school buses, St. Elizabeth will in most *emergency situations* dismiss when Assumption Parish Schools are dismissed. In cases of extended closures, St. Elizabeth may or may not remain closed, depending on the situation. Parents/guardians are asked to listen to radio and TV stations, and school messages for announcements concerning school closures during emergency situations.

## Emergency Drills

Drills are held in compliance with the procedures of the State of Louisiana and Catholic Schools Office.

**Fire Drills**, in compliance with state law, are conducted monthly.

During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column facing away from the building;
5. Return to building when signal is given, and in silence.

**Tornado Drills**, are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom/places when signal is given.

**Evacuation**, In the event of an evacuation off campus, the school would notify the Diocesan Superintendent and the necessary civil authorities. Bus transportation from the Assumption School System would be requested. Students will be brought to safety as per the current emergency plan. Parents/Guardians will be notified via the REMIND App, if possible. Parents/Guardians would then pick up students at the safe evacuation area. (Paincourtville fire house is our designated off - campus evacuation point unless otherwise noted.)

**Shelter-In-Place**, In some situations, authorities may direct us to remain on the school grounds and shelter-in-place. The following steps would be taken:

- All students will be brought inside.



- Doors, windows, and blinds will be closed and, if necessary, cracks or openings will be taped.
- Students in the temporary classrooms will remain in the classrooms.
- In some situations, heating or cooling systems will be turned off.
- Administration will be directed by authorities from the Catholic Schools Office and the Paincourtville Fire Department.

### Student Information Cards

Each year parents/guardians must complete a current emergency card for each student at the beginning of the school year. Please make sure that the card is filled out as accurately and completely as possible. The purpose of the card is for use in emergency situations including illness and emergency school situations. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents/guardians, students will only be released to the individuals named on the form. Parents are to update this card with current contact information should phone numbers, names, address, etc. change during the year. This is the parents'/guardians' responsibility.

### Asbestos

Inspections are held bi-annually. The school contains no friable asbestos and is in compliance with state regulations. A copy of the Asbestos Management Plan is available in the school office.

### Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
  - Verbal permission **cannot** be accepted. Therefore, **telephone calls** will **not** be accepted in lieu of the proper field trip permission slip.
  - **Note:** a fax does not take the place of an original signature.

9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Elizabeth School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

### Personal Safety

St. Elizabeth School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### School Insurance

All St. Elizabeth students are enrolled in the diocesan insurance program which covers at-school accidents and any accident occurring while engaged in authorized school activities. This policy provides secondary coverage with limited benefits. Injuries must be reported to the school office within 30 days and claims must be filed within 90 days.

### Surveillance Cameras

St. Elizabeth School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

# Dress Code Policy

By enrolling in St. Elizabeth Interparochial School, the student and his/her parents/guardians accept the rules governing dress and agree to abide by these rules. All students must be in uniform every day. If there is a time when the prescribed uniform cannot be worn for some legitimate reason, permission must be granted by the principal prior to wearing alternative attire. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents/guardians to bring the proper articles when called. The administration is the official interpreter of uniform guidelines. Parents/guardians should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

## General Uniform Regulations

All clothing should be modest. None should be too tight or revealing. Articles of clothing should be clean, neat and properly mended. No articles of clothing should be decorated with names, pictures, advertisements, logos or team emblems. The only authorized adornments will be the St. Elizabeth Cub and/or the "SES crest," monograms, and initials on outerwear. For identification purposes, student initials in block letters no larger than ½" on navy or athletic sweatshirts and jackets will be permissible. Blouses are not to be personalized in any way.

All articles of removable clothing should be labeled with the child's full name.

## Mass

Walking shorts are not allowed to be worn to school Mass. Jackets worn at Mass must be navy in color. All other outer wear must be removed upon entering the church.

## *Shoes*

Tennis shoes are recommended for all grade levels, but not required. Any brand of shoe is permissible, provided they are: one SOLID color (white, black, or gray) or a combination of the colors white, black or gray; closed-toe; closed-heel; and rubber sole. In addition, shoes must meet the following grade-level criteria:

**Pre-K - Pre-K3** and Pre-K students must wear shoes with Velcro fasteners. Shoes with lights are not allowed.

**K** - Students may wear shoes with laces, Velcro, or boat-type shoes. No crocs or shoes that light up.

**1st – 8<sup>th</sup> grades** Shoes must be standard height (low-quarter) – no ¾ or high tops are allowed. Shoes must have shoelaces or Velcro straps (slip-on shoes are not allowed). Shoes must be tied or strapped at all times. Shoelaces **MUST** match the color of the shoe. Shoes with lights are not allowed.

**6<sup>th</sup> – 8<sup>th</sup> grade** Boat-type shoes are allowed for middle school students only. Shoes must be standard height (low-quarter) – no ¾ or high tops are allowed. Shoes must have shoelaces and be tied and visible at all times. Shoelaces **MUST** match the color of the shoe. Beige, brown, and black are the acceptable colors for boat shoes. Any type of slip-on shoe (loafers or shoes with faux laces) is not allowed.

## Belts

Solid brown, black, navy or khaki belts must be worn through the belt loops on pants or shorts.

## Hair

Students are expected to have neat, well-groomed haircuts. Hair-cuts and hair styles are subject to the approval of the administration. Hair must be of a natural color (no artificial hair coloring).

- Boys' hair must not extend below the collar. Bangs must be no longer than the top of the eyebrows when combed. Hair must be trimmed over the ear. No extreme type haircuts will be accepted. A notice will be sent home to parents/guardians if a child comes to school with an unacceptable haircut.
- No mustaches or beards allowed. Students are to shave on a daily basis once they begin. Sideburns must be no lower than the middle of the ear.
- Girls must wear their hair as to not obstruct their vision. Generally, this means hair bangs must be above the eyebrows or pulled away from the face. Braids must be worn neatly, not in the child's face, and must not obstruct the view of other students.

### Jewelry

The wearing of jewelry will be held to an absolute minimum. A wrist watch, a necklace bearing a cross or religious medal and one pair of earrings which do not protrude below the lobe of the ear are acceptable. Earrings may be worn by girls only. Boys must tuck their chain and religious medals/cross in their shirts. No other jewelry, including bracelets, may be worn. Only one earring may be worn in each ear lobe. Jewelry should be gold, silver, navy, white, maroon, or black. Other colors are not permissible. No rubber band jewelry may be worn.

### Make-Up

Make-up including eyeliner, mascara, fake eyelashes, lipstick, fingernail polish, and artificial nails, are not allowed.

### Boys Basic Uniform

Uniforms are required for Pre-K3 through 8th grade.

#### Outer shirts

Boys must wear the navy uniform knit or dry-fit shirt with the St. Elizabeth School crest. Crests may be iron on, stitched patch, or embroidered. Shirrtails must be tucked-in at all times. Navy t-shirts are acceptable with the school crest for grades Pre-K3 through 3rd grade only. No plain navy t-shirts are allowed.

#### Undershirts

Plain white T-shirts (no decorations or colors) may be worn. They are not to be worn as outerwear. Long sleeve undershirts may be worn in cold weather.

#### Pants/Shorts

Bottoms shall conform to the following:

1. Regular long or short khaki (dark) uniform pants with belt loops (Shorts can be no shorter than two inches above the knee when kneeling; shorts are not appropriate attire for Mass)
2. True khaki (dark) uniform (no sand or stone colors)
3. Loose fitting (not tight or baggy)
4. Regular fit leg bottoms (no slits)
5. No flaps on back pockets

6. No jean type, cargo or camp shorts allowed (no rivets)
7. Worn at the waist (not the hips)

### Socks

Solid white, black, navy, or gray socks are required. They must cover the ankle.

### Girls Basic Uniform

Uniforms are required for Pre-K3 through 8th grade.

### Blouses

Blouses must be plain white, short or long sleeve oxford or broadcloth uniform style. Long sleeve undershirts may be worn in cold weather. Knit polo style shirts are not acceptable. No type of color trim is allowed. Blouses must be tucked in at all times. Blouses are not to be personalized in anyway.

*White camisoles or white undershirts, plain with no writing or images, must be worn under blouses (not necessary if wearing a jumper over the blouse).*

### Shorts (Pre-K through 8<sup>th</sup>)

Blue plaid (#20) uniform, walking shorts may be worn. Shorts must be loose fitting (not tight or baggy) and can be no shorter than two inches above the knee when kneeling. Shorts are not appropriate attire for Mass.

### Jumpers (Pre-K through 5<sup>th</sup>\* grades only)

Blue plaid (#20), pleated, moderate length jumpers are to be worn and can be no shorter than two inches above the knee when kneeling. Shorts/bloomers MUST be worn under jumpers. First through 5<sup>th</sup> grade girls MUST wear a school blouse or a white, sleeved undershirt beneath the jumper.

### Skirts (4<sup>th</sup>\* through 8<sup>th</sup> grades only)

Blue plaid (#20), pleated, moderate length skirts are to be worn. Must be no shorter than two inches above the knee when kneeling.

*\*Girls in 4<sup>th</sup> and 5<sup>th</sup> grades have the option of wearing jumpers or skirts.*

### Pants

Long pants (in lieu of skirts) may be worn on days when the temperature drops below 50 degrees. This is optional. When worn, pants shall conform to the following:

1. Regular long true khaki (dark) or navy uniform pants with belt loops (no sand or stone colors)
2. Loose fitting (not tight or baggy)
3. Regular fit leg bottoms (no slits)
4. No flaps on back pockets
5. No jean type, cargo or camp shorts allowed (no rivets)
6. Worn at the waist (not the hips)
7. No type of trimming on the pants will be allowed.

## Socks

Solid white, black or gray socks are required. They must cover the ankle. No decorations or colorations allowed. Solid white, navy or gray leotards or leggings may be worn under the uniform skirt in cold weather. Leggings must be tucked into the sock. Jogging pants and/or Yoga pants are not allowed.

## Hair Ribbons/Bows

Hair ribbons and bows may be worn, but they must be navy blue, white, burgundy, or uniform plaid.

## Hair Accessories

Barrettes, headbands, clips and all other hair accessories must be navy blue, white, brown, silver or gold.

## Outer Wear

Any jacket, sweater, sweatshirt, or wind breakers worn in any school building **MUST** be solid navy blue or white, with the exception of articles purchased through St. Elizabeth School. Student initials in block letters ½” or less in size may be worn on jackets for identification purposes.

Heavy coats are considered to be anything too warm to be worn inside. These may be any color or type with navy blue preferred. Heavy coats will be worn on cold days when outside.

Sweaters/coats of any kind may never be worn around the hips.

\*\* No articles of clothing should be adorned with names, pictures, advertisements, logos, team emblems, fur, beading, or other embellishments. The only authorized adornments will be St. Elizabeth Cubs and/or the “SES crest” monograms and initials on outerwear. For identification purposes, a student’s initials may be placed in block letters no larger than ½” on navy or athletic sweatshirts and jackets. Blouses are not to be personalized in any way.

Brand name logos on coats and other articles of clothing are not allowed.

## Sodality Uniforms

### Boys

1. Solid white long sleeve button-down shirt
2. Solid white undershirt
3. Tie- Light Blue (purchased through St. Elizabeth School office)
4. Uniform pants and shoes

### Girls

1. Light Blue skirt (Style 16, color 04) SK02LB-16
2. Uniform blouse and shoes
3. Camisole

## Spirit Shirt Day Guidelines

Every Monday students will be allowed to wear this year’s spirit shirt with uniform bottoms and school shoes. No other spirit shirts will be allowed on Monday’s.

Students who do not comply with Spirit Shirt Day guidelines will call home for their school uniform.

**Good Rule: If you think you shouldn’t wear it, you shouldn’t.**

## Dress Down Day Guidelines (SPECIAL EVENTS)

Students who are allowed to participate in Dress Down Days should dress appropriately for school. This includes:

1. No open shoes, platform shoes, sandals, slip-ons or boots
2. Regulation socks must be worn.
3. Usual rules for jewelry and makeup apply.
4. Shirts must not advertise alcohol, tobacco, offensive language, rock groups, or music.
5. Jeans are permissible but must not be tight fitting or too baggy or have holes in them. Wide bottom and low-waist pants are inappropriate. Pants must be worn at the waist and come to the ankle.
6. If wearing shorts, they must be loose-fitting and no shorter than 2 inches above the knee.
7. No sleeveless shirts, tight-fitting pants, wind pants, yoga pants or sweatpants.
8. No other inappropriate clothing is allowed. Clothing must completely cover the student's torso. No skin should be seen between the shirt and pant areas.
9. Belts must be worn if pants have belt loops.

Students who do not comply with Dress Down Day guidelines or have not prepaid for fundraiser dress down days will call home for their school uniform.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

## Parent's Role in Education

We, at St. Elizabeth School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Elizabeth School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Elizabeth School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively**

**about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

As partners in the educational process at St. Elizabeth School, we ask parents to:

1. Set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money on account or a bag lunch every day.
  - Takes prescribed medications.
2. To actively participate in school activities such as Parent-Teacher Conferences and Home and School Meetings;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)
5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's well-being, safety, and health;
8. To complete and return to school any requested information promptly;
9. To read school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To attend Mass and teach the Catholic faith by word and example;
12. To support and cooperate with the discipline policy of the school;
13. To treat teachers with respect and courtesy in discussing student problems;



Refrain from posting negative comments about students, teachers, or the administration on any social media.

In a distance learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through distance learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the distance learning schedule.

## Home and School Association

St. Elizabeth's Home and School Association (HSA) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. They provide activities for students throughout the school year.

By-Laws for the HSA are available on the school website.

Annual dues for St. Elizabeth's HSA - \$10.00.

### Principal's Right to Amend

This handbook is not intended to be all-inclusive. The school/principal retains the right to alter or vary the application of these rules. The handbook is intended to help parents/guardians, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. Every effort will be made by school employees to help students understand what is expected of them. Notice of amendments will be sent to parents via the Cub Folder or through e-mail communication.

**Handbook Agreement**

We have read the St. Elizabeth School Parent/Student Handbook for the 2023-2024 school year and understand all policies and procedures therein. We understand that this document is a contractual agreement with St. Elizabeth School. By signing this agreement, a parent/guardian agrees to abide by the rules and policies of St. Elizabeth School. Parents/Guardians understand that by signing this document they are expected to cooperate in a positive manner with administrators, teachers, staff members and all members of the school community. By signing this document, it is understood that all parent/guardian comments on any social media venue should remain positive.

By Diocesan policy, “Failure to abide by the regulations and policies of the school handbook by either the student and/or parent may result in the student’s removal from the school.”

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

## Photo and Video Tape Consent

I agree to allow my child to be photographed and/or video-taped and I understand that only general information concerning school activities will be published. I understand that I may withdraw my consent in writing at any time.

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Parent/Guardian Signature  
(Mother)

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Parent/Guardian Signature  
(Father)

## Student Honor Code

As a student of St. Elizabeth School, I will tell the truth, do my own work at school and at home, and keep only what belongs to me. I will treat myself and others with respect. I know that my words, actions, and choices both in school and on social media have an effect on others and should be positive, having no intention of hurting or harming anyone else. I understand that lying, stealing, and cheating are serious violations of the Honor Code. I also realize that the teacher's decisions regarding correction and punishment in his/her classroom are final. I will accept correction with obedience and respect.

**Diocesan Code of Conduct:** A student must conduct himself/herself on campus, off campus, and traveling to and from school in a manner consistent with his/her status as a member of the Catholic school community. Students have a responsibility to dress and appear on school campuses according to standards of the Catholic school community.

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Student Signature

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Student Signature

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Student Signature

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Student Signature

**Each student in the family should sign the Student Honor Code**

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND RELEASE FROM LIABILITY

I/we, the undersigned parents/guardians of the minor child, \_\_\_\_\_, a student at St. Elizabeth School, hereby request the school to allow said child to attend school while taking medication from \_\_\_\_\_ to \_\_\_\_\_.

If I/we furnish any form of medication, prescription or non-prescription, it must be labeled with said child's name, name of medication and dosage. It must be accompanied with instructions, including the specific time it is to be taken at school. I/we assume all responsibility for any mistake if furnishing incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special needs, we hereby release, relieve and discharge St. Elizabeth School, Parish and the Diocese of Baton Rouge, and/or any of its agents or employees, from any and all liability for any injury or damage to the health of said child having to take medication during school hours.

I/we further release St. Elizabeth School, Parish and the Diocese of Baton Rouge from any and all liability whatsoever, and for any cause whatsoever which may result from the storing of medications, prescription or non-prescription.

I/we have read, understand and agree to the school's regulations concerning giving medication at school.

To be administered by: \_\_\_\_\_ for \_\_\_\_\_  
Parent/Guardian Child

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

