

# **Catholic Elementary of Pointe Coupee**

## **2018-19**

### **Handbook**



**Founded 1904 by  
The Sisters of St. Joseph**

**304 Napoleon Street, New Roads, Louisiana 70760**  
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**Website: [www.catholicpc.com](http://www.catholicpc.com)**

**Approved by  
Louisiana State Department of Education  
SACS/CASI (Advance-Ed)**

**Member of  
National Catholic Educational Association  
Citizens for Educational Freedom  
International Reading Association**

**Catholic Elementary of Pointe Coupee  
Is an Equal-Opportunity Employer**

**Catholic Elementary of Pointe Coupee does not discriminate on the basis of race, color, sex or ethnic origin in the administration of education policies, admission processes, extracurricular activities and other school related activities.**

## ADMINISTRATION AND SUPPORT STAFF

Jason Chauvin, Principal  
Hope Crochet, Administrative Assistant  
Kathy Robillard, Administrative Assistant  
Loretta Leonard, Religion Coordinator  
Colin Williams, Junior High Athletic Director  
Rev. Msgr. Robert H. Berggreen, Pastor

### DISCLAIMERS

1. Although we have attempted to cover every aspect of school life, we realize there are areas that may not be included in this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
2. Catholic Elementary School of Pointe Coupee follows the guidelines for Catholic schools outlined in the Diocesan Administrative Manual.
3. This is also found on the last page of the handbook. After reading this handbook and reviewing it with your child, you will be asked to sign, detach, and return that page to the school.

*Excerpt from “The Rights and Responsibilities of Catholic School Parents,” published by the National Catholic Education Association, 2003:  
“Catholic school students and parents, as well as the Catholic School and its employees, have rights concurred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording (is used) such as ‘other inappropriate conduct’ or ‘conduct whether inside or outside of school that is detrimental to the reputation of the school...’ Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and to school. You will be required to sign (this) form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into (this) contract and that you understand the provisions of the contract.”*

## **MISSION STATEMENT**

The mission of Catholic of Pointe Coupee is to provide a religious, academic, and disciplined education whereby students develop their talents in service to school, church, and society.

## **PHILOSOPHY**

Catholic Elementary is an institution dedicated to the formation of youth to the stature of Christ. Each child is accepted with his/her own inherent personality and potential for growth. This school strives to lead each student to develop his/her spiritual, intellectual, physical, moral and emotional endowments so that he/she may acquire a mature sense of responsibility in forming his/her own life properly in pursuing true freedom. By fostering the spirit of mutual respect among teachers, students, and family, the school works for the good of all within the community.

Cognizant of the privilege of being entrusted by parents with education of their children, teachers are aware of the responsibility, which rests upon the school. They seek to profit in guidance, strength, and wisdom from Jesus, the model teacher, and from the bond of union created among them by their common interest and personal dedication to the welfare of the students.

Everything in the school is dedicated to forming youth to follow Christ in His actions. To this end, school liturgies, prayer, course offerings, and extra and co-curricular endeavors are designed to train students to think deeply, to judge wisely, to cherish dearly, to value rightly, to prepare widely, and to share happily. Christ is our model who stands before us always saying, "Come, and follow me."

## **OBJECTIVES**

It is the purpose of the school to provide an environment in which all students are able to realize their potential as religious, civic, and social citizens in the life of the community. In order to guide and stimulate student development, Catholic Elementary endeavors specifically:

1. To help the student work out for himself a sound sense of values in the light of Christian principals
2. To develop in the student intellectual faculties that will aid him in self-awareness as a unique being and help him direct his life successfully
3. To help establish in the student the ability to judge appropriately in accordance with the dictates of conscience
4. To cultivate within each student a growing appreciation of his heritage and a feeling of responsibility for making it richer
5. To give the student a means of mastering the tools of learning that will prepare him for future life
6. To promote friendly relations between students of different talents and backgrounds
7. To develop in the student an early awareness of obligations and privileges of belonging to a society where people must work together for effective family and community living

## **RELIGIOUS EDUCATION**

The most important facet of our educational endeavors is our religious education program. Christian attitudes and principles are by far more important at Catholic than any subject matter that may be taught. Catholicity permeates our curriculum. We are seriously committed to incorporating religion into the daily lives of our students.

Christian formation includes daily prayer and religious instruction, liturgy, seasonal penance services, liturgical music, observance of church Holy Days, retreats, monthly Adopt-A-Class activities, and school-sponsored service projects. Students are instructed in the value of family life, the importance of maintaining a sense of well-being, and the importance of service to others.

Sacramental preparation classes are held for second graders receiving the sacraments of First Penance and First Eucharist. Crucifixes, religious statues, prayer corners, and a religious themed bulletin board are prominently displayed in every classroom.

## **CATHOLIC HUMAN SEXUALITY AND MORALITY**

Upon recommendation of the Office of Religious Education of the Diocese of Baton Rouge, instruction in Catholic Human Sexuality and Morality has been implemented into the curriculum. William H. Sadlier, Inc. and the Archdiocese of St. Louis have developed a program which our 4-8 graders will use: God's Own Making: Catholic Values of Human Sexuality.

The program respects the role of parents and focuses on the Catholic values that help to form the gift of our human sexuality. Specific information will be provided prior to the start of the program. This program will help our young people to appreciate their gift of human sexuality, cherish relationships in their lives, treat themselves and others with respect, and understand the Church's teaching regarding Catholic values of human sexuality.

## **ADMISSION POLICY**

The Catholic Interparochial School Board in light of guidelines stated in the Administrative Manual for the Diocese of Baton Rouge Schools sets the Admission Policy forth. Every child is accepted on grades, attendance, and conduct. The following priority order is used for admitting new students:

1. All students presently in attendance and in good standing (i.e. financial, behavioral, academic)
2. New students from families now in attendance; this is for first time attending students only

3. New students from CISPC alumni families (legal parent or guardian). Legal parent is the person who claims the child as dependent on income tax forms. Family is defined as those persons appearing on income tax forms as dependents
4. New Catholic students from the area, with letter from local pastor, and new Catholic students who previously attended CISPC and have paid a readmission fee
5. New non-Catholic students

### **Hornet Haven Enrichment Program**

Children admitted into the Hornet Haven Enrichment program must be three years old by September 30, and should be toilet-trained.

### **Pre-K**

Pre-K is not a prerequisite for Kindergarten. Children will be accepted into the CESPC Pre-K program under the conditions they are four by September 30, and show the social, emotional, and physical maturity of a four year old.

### **Kindergarten**

A student must be five years old by September 30, of the current school year in order to enter kindergarten.

New students should provide copies of the following documents:

1. Official birth certificate
2. Baptismal certificates (Catholics)
3. Current health card
4. Latest report card /standardized test scores/Documentation that student has been promoted from the previous grade
5. Social Security Card
6. Completed Diocesan transfer form, if applicable

## **Academic Excellence**

### **Curriculum**

Catholic Elementary is proud of our legacy of excellence in academic and religious education. We are committed to providing a strong spiritual, academic and social program that encourages all children to be the individuals God calls them to be. Our primary curriculum focus is on Religion in all grade levels.

The Early Childhood curriculum (HH, Pre-K, and K) is developmental in nature and is designed to meet the individual needs of students. Curriculum is based on student-initiated learning, which is research-based and suggested by the state of Louisiana.

The first through sixth grade curriculum is based on Diocesan, State, and Advanc-Ed requirements. Our core curriculum focus is religion, reading, math, science, social studies, and English.

The promotion or retention of a student is based primarily on the degree of achievement of specific objectives of the grade or course. The ultimate decision will be between the principal and the teacher. (Diocesan School Admin. Manual 6.2.1.3)

Retention:

- Failure to master reading and/or math requirements at any grade level may result in failure.
- Failure in one subject may allow a student to be conditionally promoted provided thirty hours of administrative approved summer classes are attended successfully. Said student must then pass a completion assessment for the respective subject before admission into the next grade level. CESPC is not responsible for the costs of approved summer classes.
- Failure in two subjects results in retention.
- Failure to show progress in the final nine weeks may result in failure for the year in that subject.
- Two F's in a subject, second semester, will result in failure for that subject.
- (A minimum of four quality points must be earned in order for the student to pass any subject. A minimum of two quality points must be earned in every subject in both semesters. (Ex. If a student has a C (2 points) and a D (1 point) in the first semester, he/she must have a minimum of two D's the second semester.)
- At the Pre-K or Kindergarten level, which is developmental in nature, successful completion is based primarily on the degree of achievement of the specific objectives of the program. The Diocese maintains, according to the Administrative Manual, "The ultimate decision in regard to non-promotion must be a joint one between principal and teacher."

## **Enrichment**

CESPC offers a variety of enrichment classes throughout the curriculum. These include library, computer class, physical education, art, music, drug prevention education, family life skills, and nutrition education. An academic enrichment class is available for students who meet program qualifications, which include, but are not limited to standardized test scores, teacher recommendation, ability, and conduct.

## **Student Resources**

- **Title I Lab**-Students in grades 2-6 who score below the 40<sup>th</sup> percentile on standardized tests, or by teacher recommendation, may have the opportunity to participate in Title I classes
- **EEKK Classes**- Students in grades K-3, who do not score at the recommended benchmark on DIBELS or school-generated assessments, or who are recommended by their teacher, are eligible to participate in this reading intervention program.
- **Resource Classes**-Students in grades K-6, who have been evaluated and determined to meet the Bulletin 1508 criteria may be eligible to participate in this class.
- **Speech and Language Therapy**-Students in Pre-K-6 who have been evaluated and meet criteria may participate in Speech/Language therapy.
- **Minor Classroom Accommodations**-Students who have been evaluated, privately or by the LEA, and meet specific criteria, may qualify for Minor Classroom Accommodations. EEKK and Title I are accommodations that are automatically provided for students who receive Minor Classroom Accommodations for academic needs. Refusal to participate in Title I or EEKK may disqualify students from receiving other accommodations.

## **ACCESS Committee**

Mindful of our mission as a Catholic School, our role in society includes creating pathways that allow individuals to develop their potential and become vital members of society. As educators, we accept that the mission and vision must extend, whenever possible, to those who are intellectually, socially, and/or physically challenged.

While the Rehabilitation Act of 1973 (Section 504) helps to guide and influence our work, the letter of the law does not bind Catholic schools. The following is cited from the law:

*“No otherwise qualified individual with a disability ...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”*

The law further states that private or nonpublic schools do not have to “*substantially modify their programs to provide access to students with disabilities.*” Schools must be prepared to create an environment that values the unique gifts of all children, while making needed minor accommodations, within the guidelines of the law and available resources. Since the schools in the diocese receive federal funding, the challenge is to make our school accessible within a reasonable measure. (More details available upon request)

Once parents select to send their children with special needs to our school, FAPE (Free Appropriate Public Education) no longer applies. IEP or 504 plans from public, private, or other parochial schools do not transfer automatically with the student. The IDEA services the student

may receive will be determined in the consultation process, with no guarantee that any services will be provided.

CISPC has established an ACCESS committee to assess and develop appropriate methods for helping students with academic, behavioral, or physical concerns. The core committee consists of the principal, professional school counselor, resource teacher, classroom teachers, and parents. The ACCESS committee, to determine individual needs, will use a systematic process.

Educational, health, behavior and resource records are shared among our professional staff, which may include the staff of the Pointe Coupee Parish Public School System. These records may only be shared for the explicit purpose of helping the individual student. The confidential status of records is understood and is shared only for educational purposes.

### **COUNSELING DEPARTMENT**

The CISPC counseling department strives to deliver a comprehensive, data driven, school counseling program that adheres to both the ASCA (American School Counselor Association) model and the LSCA (Louisiana School Counselor Association) model for effective school counseling. The CISPC counselors are professional school counselors who are available to assist all students in the areas of personal/social, academic, and career.

### **COUNSELING DEPARTMENT MISSION STATEMENT**

In alignment with the Catholic of Pointe Coupee mission, the counseling program's mission is to assist students in taking personal responsibility to develop their own specific talents in order to serve school, church, and society. Upholding this mission, the counseling program is an integral part of the entire educational experience.

It is the vision of professional school counselors that all students have the skills they will need in order to contribute to society at their highest level. To achieve this goal, school counselors strive to create an environment where students feel safe to express themselves and discuss issues that they feel are important. School counselors promote student empowerment through support and encouragement.

In partnership with educators, parents, guardians and the community, professional school counselors help facilitate student success. The school counselor fosters student empowerment through encouragement and support. The Catholic of Pointe Coupee professional school counselor advocates for the student, and always.

### **STUDENT SERVICES**

The CISPC school counselor is an advocate for the student. The delivery of CISPC professional school counseling services is primarily on an individual basis; however, on occasion group and/or classroom venues may also be utilized. Students may be referred for school counseling services in a number of ways: teacher/faculty, parent, or self-referral. When a student assents to counseling, confidentiality and its limitations are explained. In order for counseling to be beneficial, the student must be open, honest, and actively participate. Within a group setting



members must adhere to the confidentiality policy and abide by group rules or they will be asked to terminate group membership.

### **CONFIDENTIALITY**

The professional school counselors of CISPC encourage all students toward personal responsibility and exploration of options. When a student encounters difficulties in the classroom, at home, personal conflicts, or simply wishes to explore possibilities, the professional school counselor is available to lend assistance.

Professional school counselors protect the confidentiality of the counseling relationship. Within counseling sessions all discussions are confidential. Students are always encouraged to verbalize these discussions with parent(s).

### **DUTY TO WARN**

All professional counselors have the *Duty to Warn*. Should the professional school counselor feel that outside professional help is necessary, a parent(s) and/or guardian will be contacted. Should the school counselor feel concern for the safety of the student, or the CISPC student body, an evaluation by a licensed mental health provider will be required. The student will only be allowed to return to campus with a written report of this evaluation and findings. CISPC is not responsible for any outside counseling financial costs.

### **CONSULTATION WITH PARENTS**

The school counselor is available to parents. Parents are encouraged to schedule an appointment at any time to discuss their needs or concerns. Confidentiality is also extended to parents. Should a parent simply wish to discuss options or concerns, the school counselor is available. Parents are encouraged to contact the school counselor with any concerns regarding their student.

### **SPECIAL NEEDS**

If your student has a special life circumstance or a learning difference that may influence academic performance, please inform the school counselor. Confidentiality and discretion are preserved when releasing information to teachers and other professional staff members. It is important for your child's teachers to have this information so they can be effective in garnering success for your child in the classroom.

### **Home Assignments**

Homework is a necessary part of a child's education. The amount of homework that a student has depends upon his or her progress in school. Students are expected to complete daily homework, as it constitutes a portion of the students' grade. Parents are encouraged to assist children with homework, but should never complete assignments for the student. It is the responsibility of the parents to assist the teachers in promoting independent work habits.

## **Textbooks**

Children should be trained to handle all school books carefully. Textbooks should be free of pencil or ink marks. If a book is lost or damaged, the student must pay for its replacement. All books are to be covered. The student's name and year should be clearly printed on the cover.

## **Field Trips**

Field trips may be offered during the school year to help meet educational objectives. Field trips are a privilege not a right. If a student has a behavior issue or failing a subject they may not be allowed to attend the field trip. Instead, said student will attend school with an alternative assignment. Field trip days are considered school days.

The school will provide a permission form which the parent/guardian must sign in order for the student to be allowed on field trips. Only this form will be accepted. Children are held bound by the usual school policies while on a trip. They **MUST** be transported to and from trips by the school bus. No private vehicles will be allowed to transport students. There will be a limited number of chaperones selected to attend field trips, and may or may not include parent volunteers. In cases where school personnel may attend trips, they will serve as chaperones. In cases where parent chaperones are needed, teachers will correspond with parents, those who are interested will submit names, and then names will be placed into a lottery-type drawing. No other siblings are allowed to attend the field trip.

There will be walking trips on a regular basis. Trips may include walking to and from St. Mary's Catholic Church, Pointe Coupee Parish Public Library, and other destinations that are in close proximity to the school. Parental signatures on the last page of this document provide permission for these "walking trips."

## **Class Parties**

Class parties are special occasions that are planned by teachers and approved by the principal. Because parties are privileges, a student may be denied participation in the activity if he/she fails to meet behavioral and academic requirements. .

## **Extra-curricular Activities**

According to our school policy, "Everything in the school is dedicated to forming youth to follow Christ in His actions." To this end, liturgies, prayer, course offerings, extra-curricular and co-curricular activities are designed to train students to think deeply, to judge wisely, to cherish dearly, to value rightly, to prepare widely, and to share happily. It is with this in mind that Catholic of Pointe Coupee provides and encourages participation in extra-curricular activities that promote growth and overall development: spiritually, socially, mentally, emotionally, and physically. It is important that the student understands that along with the privilege of

participating in extra-curricular activities comes the responsibility of appropriate and sufficient application in his/her schoolwork and in interactions with classmates and teachers.

## **CLUBS**

Clubs can be formed by teachers and/or students as long as the following requirements are met: ten or more student participants, a background certified supervisor/moderator and approval from the principal. Activities will be coordinated through the administration. Each moderator will be responsible for the students and the activities planned by the group. Moderators must always be in attendance when the group meets. Meeting may take place before and/or after school, recess, and/or weekends. Moderators must keep minutes and sign in sheets from every club meeting. All money-raising activities must be approved by administration. Any out of town events, conventions, etc, must be approved. Clubs may have an activity fee.

All athletic requirements can be located in the Elementary/Middle School Athletic Handbook. A minimum GPA of 2.0 is required for participation in athletics. The athletic handbook can be found on the school's website.

## **Academic Screening/Achievement Testing**

Early Childhood Screenings are performed at the beginning of the school year so that instruction can be designed to meet those needs. They are administered again in the spring to document individual student growth. Computer-based, standardized tests are administered periodically (4 times each school year), to measure growth. Instructional decisions are based partially on test scores.

Screenings and Achievement Testing Include, but are not limited to:

HH3-Teacher developed assessments

Pre-K-Teacher developed assessments

K- Teacher developed assessments

1<sup>st</sup>-Teacher developed assessments

3<sup>rd</sup> -6<sup>th</sup> -ACT Aspire Testing (multiple times/year)

5<sup>th</sup>-ACRE Testing (Assesses Religious Education)

## **REPORTING ACADEMIC PROGRESS**

Student progress is reported in various ways. Formal contact includes parent/teacher conferences, academic status letters, and report cards. Kindergarten "Learning Reports" are developmental in nature and are issued every nine weeks. Hornet Haven and Pre-K reports are based on teacher checklists as well as work samples, photographs and teacher notes.

## **Report Cards**

Regular report card grades are recorded four times per year. When report card grades are received from teacher entry on The Teacher Plus Gradebook, those permanent grades are entered into the school database. Any family who does not have Internet access may request a copy of student grades from the office.

## **On-Line Grade Reporting**

Academic progress may be monitored by students and parents through the use of Teacher Plus Gradebook. Grades are continuously reported through the online program, so that parents and students can monitor their progress/performance at any time.

## **Interpretation of Grading**

A standard system of grading is: (Revised July 2017)

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

Grades are based on ability and effort as shown in class work, tests, homework, assignments, and participation. Conduct is considered in determining honor roll in grades 3-6. Teachers are required to have a minimum of five tests or grades per nine weeks. Grades are recorded alphabetically on report cards every nine weeks.

## **HONORS (Awarded each nine weeks and at the end of the school year)**

**Principal's List:** Students in grades 3-6 who earn all A's in every subject, including conduct.

**Honor Roll:** Students in grades 3-6 who earn all A's, B's in every subject, including conduct.

**Perfect Attendance:** Students in grades HH-6 who have not missed any days of school, including no tardies or early dismissals. School-sponsored activities such as 4-H and Beta Club activities are permitted.

## **MAKE-UP TEST POLICY**

When a student is ill and a test has been scheduled in advance, the test is given on the return day. If the student is ill for several days, he/she must schedule a make-up test within a week. Special consideration may be given in the event of extenuating circumstances.

**Unexcused absences include vacations, tardiness, and early dismissals that are not medical in nature. Teachers are not expected to give make up work or tests for any student with an unexcused absence. PLEASE make every effort to plan vacations on the regularly scheduled school holidays.**

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

Parents are the first and most important teachers in the life of a child. This task of preparing children for life comes from God and should be taken seriously. A child's preparation for the future must start at home by parents. The school can only continue to develop what has already begun in the home.

Open communication is the key to successful problem solving. If a problem or concern arises, it is in the best interest of the child, the family, the teacher and the school to determine the accuracy and specifics of the situation by following the proper channels.

### **Parent-Teacher**

1. Appointments with the teacher are made by submitting a note to the teacher requesting a conference or by sending an e-mail to the teacher. Teacher e-mails can be located at our website at catholicpc.com.
2. Teachers will attempt to respond to all requests within 48 hours.
3. Please know that communication is valued at our school; however, class time belongs to the children and visits should never be attempted during class hours, recess, or lunch periods. To ensure efficient time, visits with the principal or teacher should be made by appointment.
4. **Parents are asked not to call the homes of any faculty or staff members concerning school matters. This also includes text-messaging or calling cell phones.**
5. Correspondence between parents and the school are important and should be kept confidential. It should not be accessible to the child. Please place correspondence in a sealed envelope.

## **Parent-Principal**

Appointments with the principal may be made by calling the school office. If it concerns a classroom problem, please make efforts to resolve the problem with the teacher before contacting the principal. **Please do not come to the office for a conference without first calling for an appointment.**

## **Parent-Student**

Only messages of VITAL importance will be delivered to students during the school day. Arrangements for carpools, doctors, etc. should be made before the start of the school day. In an emergency, parents should call the office and leave a message. Students will not be called from class for messages.

**All transportation changes must be received in the elementary office no later than 2:20 p.m. daily. Please make every effort to change transportation only in emergency situations.**

## **PROCEDURES FOR HANDLING COMPLAINTS**

### **Appeals Process**

Catholic of Pointe Coupee has established an appeals process, in accordance with diocesan policy, whereby parents may request a review of a decision that is in violation of local or diocesan policy. The ascending order of authorities to whom an appeal may be made are first, the teacher, then the principal. Appeals forms must be obtained from the school principal.

## **CUSTODY ISSUES**

In the event that parents have custody agreements through courts, it is assumed by the school that those parents will abide in good faith. Catholic of Pointe Coupee assumes no responsibility for compliance with such agreements.

To preserve the educational environment, custody issues must be settled amicably without involvement of the school. Any court orders, signed by the judge, will be kept in the child's cumulative folder. Paperwork without a judge's signature will not be accepted.

## ATTENDANCE

By state law students in grades K-6 must not exceed 20 unexcused days per year. Exceptions can be made only in the event of extended illness verified in writing by a physician or extenuating circumstances approved by proper personnel.

To assure that a child has reached school safely, we ask that parents follow the outlined procedures for absences and tardiness. When your child will be absent or tardy, please call the school at 225-638-9313 and leave a message. Calls should be made before 8:20 a.m.

Continued tardiness and early dismissals are offenses that cannot be allowed. They are destructive to learning, both for the offender and for others in the class. Repeated offenses will be dealt with in a strong manner, which may include detentions or other disciplinary actions. Teachers are not expected to allow students to make up missed work for unexcused tardiness. Early dismissals should be only for emergency situations. Parents must submit a written note and state the reason for early dismissal. Students must be checked out by the office. Checkouts after 2:30 are discouraged. The ends of the day and dismissal times are busy times for teachers and students and every attempt is made not to create additional disruptions. Students who are checked out after 2:20 will not be allowed to pack books before closing prayer and announcements. Teachers of students in grades HH-3 will not be responsible for packing students who are continuously checked out early.

**Students who are absent or who check out early must have will not be allowed to participate in school activities that occur after school that day unless excused.**

Excuses for absences are to be turned in to the classroom teacher when the student returns to school. In the case of an injury, participation in PE and/or any physical activity will not be allowed without a doctor's permission.

## TRANSPORTATION

### **ARRIVAL**

- Students may begin arriving on the school grounds at 7:25 a.m.
- Students needing early morning care must sign up at the elementary office. Early care is available from 7:00 a.m.-7:25 a.m. No children should arrive before 7:00 a.m.
- Napoleon Street is open to one-way traffic before school and again, beginning at 2:30 p.m.
- Cars will line up on Napoleon Street to Janis Street, North, toward the railroad tracks. Please park on the right side of the street.

- Cars will enter the campus through the gate nearest the Hornet Haven building and will exit through the gate nearest the PC Parish Library. Cars must turn to the right.
- PLEASE do not block any driveways and leave adequate space between cars.
- Refrain from using cell phones during carpool.
- Parents will NOT be allowed to park in the horseshoe at any time. NO STUDENTS may enter through the middle walk gate in the front of the school. This is a safety violation.
- Elementary students who ride to school with a high school student must be dropped off at the elementary school (grades HH3-3<sup>rd</sup> grade; grades 4-6 may walk from high school.)
- No student should be dropped off at the public library or in the faculty parking lot (unless riding with a faculty/staff member).
- Buses will arrive at staggered times. Duty teachers will greet the children and will monitor the sidewalks as the children walk to the elementary school.

### **DISMISSAL**

- In the afternoon, beginning at 2:30, Napoleon Street is closed for one-way traffic. The first two spots in the line are reserved for the families who purchased them at the auction. It is marked by a sign.
- Bus students and carpoolers will be dismissed at 2:55 p.m. (Early Childhood classes will be dismissed first. High School students are dismissed after elementary dismissal.) Teachers/Staff supervise student dismissal.
- Student last names, written in large, bold black letters, should be placed on an 8 1/2' x 11" sign in the right windshield. Students will be called to load cars as parents enter the campus. Failure to have a sign may lead to extended wait times.
- No student may walk outside of the back gate or go to the public library to meet his/her ride immediately after school. Walkers will be dismissed through the walk gate in the front of the elementary school after all carpoolers are dismissed.
- Elementary students who ride with high school siblings may meet the sibling in the elementary lobby after the buses leave. (Grades HH3-3; Grades 4-6 may walk to meet older students.)
- Cars will line up just as they do for morning carpool.
- Parents are not to gather in the elementary lobby before the end of the school day. All carpool procedures must be followed.



## **Hornet Haven Parents Dismissal Options**

- Pick up Hornet Haven children between 2:30-2:45 p.m. in the front of the HH building.
- Pick up for HH children who have older siblings: Parents will drive through the gate and pull over so that HH children may be placed in the car, then proceed to pick up older children.
- We are not allowed to buckle children in cars/seats.
- Carpool students who are not picked up in a timely manner will be sent to Aftercare and will be charged accordingly.

## **BUSES**

- Parents will receive written procedures and rules for students riding buses at the beginning of the school year. Buses are provided by the Pointe Coupee Parish Public School System/First Student. Students are expected to follow all bus rules or disciplinary action will be taken.
- No student will be able to ride a different bus without prior written permission from the driver and school administration.

## **Safe and Nurturing Environment**

### **Child Protection Procedures for the Diocese of Baton Rouge**

We have been directed by our diocese to ensure that all volunteers have the necessary paperwork to prove that they have been through the proper training and steps for child protection. The United States Conference of Catholic Bishops mandates the Safe Environment Program. The program requires that we complete the following:

1. Complete the “Catholic Diocese of Baton Rouge Application for Employees and Volunteers.”
2. Background checks for all employees and adult volunteers, including parents who plan to participate in field trips, school-sponsored events, volunteer coaching or any other capacity in which children are present.
3. Signed acknowledgement for the Code of Ethics and the Diocese of Baton Rouge Internet and E-Mail policy.

*\*\*All information and forms can be found on our school website at catholicpc.com. Deadline for submitting fingerprints for the current school year is November 1.*

## **FERPA**

In order to protect the privacy of our students and families, CISPC follows the regulations of the Family Educational Rights and Privacy Act of 1974. We are unable to provide information to discuss or meet with anyone other than the student's academics, social/behavioral, or financial status without written consent provided by the legal guardian.

## **VISITORS**

In an effort to maintain a safe environment, ALL VISITORS, including parents are to sign in and obtain a badge in the office. When leaving, please report to the office and sign out.

Catholic of Pointe Coupee is a drug free zone. We practice zero tolerance policy for possession or consumption of any controlled substance.

## **WEAPONS POLICY**

R.S. 14.95 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous instrument includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrument, which, in the manner used is calculated or likely to produce death or create great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrument within 1000 feet of the school's property, on a school bus, and at any school-sponsored function or extra-curricular activity. Violation of the weapon policy will be grounds for immediate administrative action and/or police involvement.

# **HEALTH AND SAFETY**

## **Health and Emergency Forms**

These are completed by parents and kept on file in the office and in the classroom. Parents should notify the office and teacher if there are any changes in this information.

## **Medication Policy**

- As a rule, medication is not given at school.
- Children are not allowed to have any medication in their possession on school grounds. This includes over the counter medications.

- Antibiotics or other short-term medications, including non-prescription medication, are not given at school.
- Possible exceptions to the general policy include:
  - Insulin
  - Insect Sting allergy
  - Anticonvulsive medication
  - Asthma medication
- Labeled medication should be brought to school in the original container by a parent or guardian. Label should include specific dosage and specific time the medication should be administered at school.
- No more than one month's supply of medication will be kept at school. When the supply is renewed, a parent or guardian **MUST** deliver it. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT EVER DELIVER MEDICINE TO SCHOOL.**
- The student is responsible for coming to the office for medicine.
- Medical forms must be filled out for students needing medicine during school hours.
- A medical alert form should be filled out at the beginning of each school year for any student who has a serious or chronic illness or special need or medical condition. This information is shared with any teachers or staff who may be in close contact with the student.

### **Health and Communicable Diseases:**

**Students are to be free of fever, vomiting or diarrhea for 24 hours before returning to school. For communicable diseases and conditions such as chicken pox, pink eye, Indian Fire, ring worms, parasites, etc., a doctor's release is necessary for the student to return to school**

### **Notification of Parents in Emergencies:**

In the case of school closings, Catholic of Pointe Coupee will follow the directives for the Pointe Coupee Civil Parish Schools and will cooperate with local authorities. Students and parents should listen to local radio and news for reports concerning closures and re-openings. An electronic messaging system will also be utilized to notify parents of emergencies, if at all possible. Messages will also be posted on our school's website at [www.catholicpc.com](http://www.catholicpc.com). Please do not call the school. Unscheduled closings due to equipment failure, etc. may occur. Be sure that each child knows where to go if such an emergency arises.

In the event of a nuclear mishap, train derailment, etc., all Pointe Coupee area students will be transported to the LSU Assembly Center, according to the Pointe Coupee Civil Defense Office. The school would act "in loco parentis" in moving the students. Students will be registered at the Center upon arrival and parents are to check there at the first available

opportunity. If transportation to LSU is not available, all students will be brought to St. Francisville or Zachary.

### **Fire Drill:**

Fire drills are practiced each month. Escape routes are posted in every classroom.

### **Severe Weather/Tornado Drill:**

Severe Weather/Tornado procedures are taught and practiced quarterly.

### **Shelter in Place:**

Shelter in place procedures are taught and practiced quarterly.

### **Use of School Grounds:**

Catholic of Pointe Coupee is not responsible for accidents, loss of property, injury that occurs before or after school hours. Students are not to arrive prior to 7:25 a.m. unless involved in a supervised activity. Students are not to remain on campus after 3:45 p.m. unless involved in a supervised activity. There is to be no student presence on campus during unsupervised times, especially during the nights and weekends.

### **Asbestos Management:**

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Operational Technologies of Baton Rouge re-inspected the schools in the Diocese. A copy of this plan is in the business office and is available to the public.

### **Threats of Violence:**

In the interest of keeping persons and property safe and secure from harm, verbal and/or written threats of violence toward the person or property of students, faculty, and school will be grounds for immediate administrative action including suspension, psychological evaluation, expulsion, or any combination thereof. When threats of violence occur off campus, the jurisdiction of the school is expanded to include such incidents when it involves CSPC students and results in official police involvement or intervention to include formal calls, complaints, or charges.

Even though statements are made in anger or in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety for our students and our school is of utmost importance and our top priority.

Parents are urged to caution their children about making statements of a threatening nature. As stated above, such statements cannot and will not be taken lightly.

**Technology Policy:** It is the desire of CISPC to provide a full range of technology tools, services, and experiences to further opportunities for education. Students should develop habits that will ensure that their technology is respectful, legal and safe.

**Internet Policy:** Catholic of Pointe Coupee provides teacher-directed and supervised Internet access for all students as an educational tool to promote communication, research, and creativity. While impossible to control all materials available on the web, CESPC believes that the valuable information and interaction available on this network is educationally beneficial to students. The following is a list of procedures to be followed for Internet access and use. The administration reserves the right to amend these rules at any time

1. At all times, access shall be under the direction and supervision of classroom teachers.
2. No student shall access, view, print, or send any material that is profane or obscene, or any materials that advocate violence, discrimination, or illegal acts.
3. No student shall post or release personal information regarding themselves or any other person.
4. Inappropriate or illegal use, access, or activities (including copyright or contract violations, plagiarism, threatening or abusive messages, damage to software or equipment, hacking, invasion of privacy, creation or spread of viruses, etc.) can result in disciplinary action, which may range from loss of Internet privileges to expulsion and legal action.
5. Any accidental violation of the above code must be reported immediately to the teacher or other officials, and without demonstration to other students, in order to protect him/her against a claim that he/she has intentionally violated the policy.

*“It is the policy of the educational programs governed by the Catholic Schools Office to require the ethical use of the Internet and related technologies by all employees, volunteers and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violations that are unethical and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with educational objectives of the Diocesan School District.”*

#### **Additional Prohibited Behaviors:**

- No person is permitted to post information related to the school, our staff, our students, images of the school, the logo or crest, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. This includes on-line journals and social media, such as, but not limited to: Snap Chat, Face book, etc.
- The posting of any such information on any website, bulletin board, chat room, e-mail, or messaging system without permission, or posting or the transmission of images or information in any format related to the school, staff, or students that are defamatory, pornographic or which could be construed as threatening or impugning the character of another person is prohibited.

All storage, network communication, equipment and software provided by CESPC remains the property of the school. The administration seeks, where possible, to honor the privacy of the individual. It reserves the right, however, to access any file, e-mail, network transmission or other information stored on or communicated through its property. CESPC reserves the right to monitor network activity in any manner it sees fit.

**Portable Electronic Communication Devices:** The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possessions while on campus and during school activities; however, such devices may not be displayed, and must be turned off and stored in a book-bag throughout the academic day and during school activities. Students may only use these devices during school activities with the permission of the supervising adult. Violation of this policy will result in disciplinary measures as well as the confiscation of the communication implement. The term “communication devices” includes cellular telephones, beepers, pagers, two-way radios, palm top computing devices, smart watches and other similar devices.

Items such as electronic games, iPod, radios, cameras, tape recorders, or other equipment are not allowed on campus. Personal sports equipment and toys should be left at home. Students are also cautioned not to bring large amounts of money to school. The school is not responsible for personal items.

**Cell Phone or Electronics Usage Consequences:**

Purposeful Use: First offense—In-school suspension for one day and device confiscated intact which must be picked up by a parent between 3:15- 4:00 pm the afternoon it is taken. If a parent is unable to pick up the phone that afternoon, the parent may come the next morning. Second offense—In-school suspension for two days and device confiscated intact which must be picked up by a parent between 3:15- 4:00 pm the afternoon it is taken. If a parent is unable to pick up the phone that afternoon, the parent may come the next morning. Third Offense—External Suspension for one day and device confiscated and a parent conference will be required before the student returns to class. Upon return to school, phone will be confiscated during the entire school day for a period of time to be determined by school administration.

Accidental Use: This policy is for incidents when a student “forgets” to turn the phone off or the phone makes a sound while stored in a book sack. First offense—Recess detention for one day and the device confiscated intact which must be picked up by a parent between 3:15- 4:00 pm the afternoon it is taken. If a parent is unable to pick up the phone that afternoon, the parent may come the next morning. Second offense—Morning detention for one day and device confiscated intact which must be picked up by a parent between 3:15- 4:00 pm the afternoon it is taken. If a parent is unable to pick up the phone that afternoon, the parent may come the next morning. Third offense—External Suspension for one day and parent conference is required before the student returns to class. The administration has the right to remove student from the school for blatant disregard for school policy.

# **DISCIPLINE**

## **CESPC DISCIPLINE PLAN**

Following the mission statement of our school, the purpose of Catholic of Pointe Coupee is to provide a religious, academic, and disciplined education whereby students develop in the image of Christ by utilizing their gifts in service to school, church, and society. Our discipline program is designed to assist and encourage students to meet this goal and is based upon the following assumptions:

- Students have the primary responsibility for their actions. They are required to follow the rules and regulations of the board, administration, and teachers. They are expected to be courteous and polite and to contribute to a good Catholic Christian school climate. This includes school-related activities that are off-campus.
- Parents have the obligation by teaching and example to develop in their children good behavior habits as well as proper attitudes toward school. Good discipline depends on parental cooperation.
- The school's responsibility is to teach students self-responsibility skills; to provide learning experiences conducive to success; and to provide positive role models for our students to follow.
- Teachers are responsible for setting rules and guidelines and for maintaining sound discipline in the classroom. All rules are explained to students at the beginning of the school year.
- Corporal punishment will not be administered.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of children about family members of the children in care or about the children themselves.
- No child or group of children shall ever be allowed to discipline another child.
- When a child is removed from the group for a disciplinary reason, he shall not be out of sight of a staff member.
- No child shall be deprived of meals or any part of a meal for disciplinary actions.

Any suspected abuse and/or neglect of a child in a child care center or school must be reported in accordance with Louisiana Revised Statutes 14:403. This statement shall be posted in the Hornet Haven Enrichment Center with the local child protection phone number.

Students are required to adhere to the general school-wide rules at all times. This includes church, classroom, cafeteria, playground, bus, campus movement, and before and after-care programs. All rules encourage students to be courteous and polite and to contribute to a good Catholic Christian school climate.

### **General School-wide Rules**

1. Display Christian attitude/behavior at all times.
2. Be respectful and responsible.
3. Follow directions the first time they are given.
4. Refrain from name-calling, profanity, teasing, bullying, and fighting.
5. Keep hands, feet, and objects to yourself.
6. Maintain academic honesty.

Catholic Elementary will incorporate a positive behavior support system. Students will be rewarded coins for following the school rules. Students will be allowed to “spend” their coins at our quarterly CESPC days. Students may lose coins for not following school rules. Each teacher will decide on how students may earn/lose coins.

To reinforce positive behavior and good decision making skills, students in 1<sup>st</sup>-4<sup>th</sup> grades and auxiliary classes will have weekly conduct cards. This card is based upon a 100% grading scale. Students will be rewarded for good conduct each week. Appropriate points will be deducted for infractions and a weekly conduct grade will be earned. **Teachers in lower elementary will incorporate a system that meets the developmental needs of students.**

**DISCIPLINARY ACTIONS:** The following are the methods of discipline and corrective actions taken by the school:

1. **Detention:** Detention is the least severe disciplinary action at CESPC. Detentions will be served as either lunch detentions, morning or after-school detentions. During this time student will be given an assignment to complete or work around campus on designated tasks, which involve manual labor. The task must be performed to administration's satisfaction or additional time will be added. **Failure to attend detention is a suspension offense.** It is the parent's responsibility to provide transportation to the detention.
2. **Suspension:** Suspension is the second most severe disciplinary action at CESPC. A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion from Catholic Elementary.
  - A. *In-School Suspension:* A student placed on in-school suspension (7:50AM-2:55PM) must come to school in full uniform. The student will complete all school work and tests for the day. No academic penalty is assessed for an internal suspension. Parents will be notified of an issuance of an internal suspension. **Students must stay to the end of the school day regardless of student schedule or extra-curricular involvement.**
  - B. *External Suspension:* A student placed on external suspension will not be allowed to attend school for the length of the suspension. The student must complete the EXTERNAL SUSPENSION PACKET. The packet and complete handwritten copy must be returned to the school disciplinarian before the bell rings at 7:50AM the morning following the school day(s) that the student was suspended. The student will not be allowed to return until the suspension packet is completed. An academic penalty may be assessed for the student who does not return to school because he/she refuses to complete the external suspension packet requirements. The student will be allowed to make up all work in each class. He/she will not be allowed to attend or participate in school activities during the suspension period, nor attend athletic events.
3. **Administrative Probation:** At the end of each school year, and any time during the school year, a student may be placed on probation for behavior as well as academic performance.



Student progress will be evaluated regularly and failure on the part of the student to improve will result in dismissal.

4. **Expulsion:** A student is permanently dismissed from school. This is a last resort to protect students, staff, and school property, and to ensure an orderly and effective environment. On the fourth external suspension, a student can be expelled from school.

**5. Discipline Offenses:** Common misbehaviors on campus have been categorized into major offenses and minor offenses. Consequences will be issued based on the infraction. For recess detention, students will report to the Time Out Room (TOR) and complete written work. For morning detention, the student will report to the elementary office at 7:15 AM where they will be assigned to do written work or specific jobs may be assigned by the administration. Some of these jobs may include but are not limited to washing windows, dusting, pulling weeds, carrying out garbage, wiping down lunch room tables, sweeping, scraping gum off desks or benches, watering plants, cleaning graffiti off walls, desks, etc. In-school suspensions will be served on campus under the supervision of the administration and the TOR monitor. Students will report to school in complete school uniform (7:50-2:55). These actions will be at the discretion of the administration.

Since it is impossible to cover all incidents, the school reserves the right to set actions for non-listed offenses as they occur. Some discipline regulations are discussed in other areas of this handbook.

Offenses which can warrant immediate Expulsion from school include but are not limited to altering grades, medical excuses or other school documents, theft, drug or alcohol use, possession, or intent to distribute on campus or at a school function, threats of violence to school or student population, physical harm to faculty or staff by a student, vandalism of school or faculty property, indecent behavior.

**Special note:** It is neither within the jurisdiction nor the desire of Catholic Elementary of Pointe Coupee to prescribe what limits of freedom parents may specify for their child's behavior. Notwithstanding, there are times and places in which the behavior of students reflects on Catholic Elementary of Pointe Coupee. In all such cases, student behavior is definitely within the jurisdiction of Catholic Elementary of Pointe Coupee and the school's policy will be administered judiciously, firmly, fairly and consistently by the school administration.

## **Harassment, Hazing, and Bullying Prevention, Intervention and Response Plans**

**(July 2012)**

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to treat everyone with 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 by means currently in use or by any new electronic devices that may be developed in the future.

### Identification

A student is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and has difficulty defending himself or herself.

### Procedures for Reporting

1. When a student reports that he/she is or has been the target of bullying, harassment, or intimidation, the staff member will respond by reporting the incident to administration.
2. Student reports will be documented using the Bullying, Harassment, and Intimidation form.
3. Students or parents may report bullying, harassment, or intimidation in person or electronically using the Bullying, Harassment, and Intimidation form.

### Procedures for Investigating

1. All reports should be written using the Bullying, Harassment, or Intimidation Reporting Form. Reports must be investigated by the school principal or their designee upon receipt of a reporting form. This form is available in the Guidance office and on Edline and may be submitted electronically.
2. Other related complaints, if any, will be reviewed in making a determination as to whether bullying, harassment or intimidation has occurred.

**The school principal reserves the right to waive any disciplinary regulation for just cause. First and foremost, the school administration has the right and responsibility to make any decisions regarding the status of a student based on their behavioral choices in any situation. Individual discipline plans will be discussed at orientation.**

### **Diocesan Substance Abuse Policy:**

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. *This Diocesan Substance Abuse Policy must be included in each school's handbook of policies and must be adhered to.*

### **Drug Policy:**

CISPC is a drug free zone. We practice a zero tolerance policy for possession or consumption of any controlled substance. These substance include tobacco products, alcohol, prescription or over the counter drugs and illegal drugs. If a student is found to be in possession of any banned substance, the substance will be confiscated and appropriate action will be taken. Appropriate action may include, but is not limited to suspension or expulsion.

### **Search and Seizure Policy:**

A school official may search pupils or their lockers or belongings, including, but not limited to, handbags, pencil bag, briefcase, book bag, under the following circumstance: If the administrator has reasonable belief that contraband, illegal substance/objects or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed, the search of a person will be conducted with a minimum of embarrassment to the student/students, preferable in the privacy of an administrator's office.

## **FINANCIAL POLICIES**

### **Guidelines for the Payment of Tuition and Fees:**

**FINANCIAL POLICIES:** Tuition, fees and registration costs are set each year by the Catholic of Pointe Coupee School Board. These costs are communicated at the time of registration and are available through the Business Office. The administration and the Catholic School Board work diligently to provide quality Christian formation within a reasonable budget and with as minimum a cost to the parents as possible. It is crucial that families cooperate with the timely payment of tuition and fees to enable the school to meet its obligations. If after attempts to contact parents to resolve financial obligations are met with no response, the student will be advised of financial responsibilities. Students may not take quarter or semester exams until all financial obligations to the school have been fulfilled. Parent(s) of the student will be notified that the student is to remain home on the examination days. Delinquent payments made immediately prior to examinations must be made in cash or by cashier's check or money order.

Guidelines for the Payment of Tuition and Fees: Catholic Elementary of Pointe Coupee requires prepaid tuition. Tuition and fees must be paid in full by June 1<sup>st</sup> for the forthcoming school year. A late fee will be assessed to any delinquent accounts after June 1<sup>st</sup>. The school offers the option of a tuition bank loan program through Gulf Coast Bank.

- A \$25 fee will be charged for N.S.F. checks and the school reserves the right to require all future payments be made by cash or money order.

- If tuition loan payments are in arrears for 60 days, or if a pattern of NSF payments develops, the school reserves the right to require that tuition be paid in full for the remainder of the academic year. The school has the option of removing the student(s) from participation in extra-curricular activities or dismissing the student(s) from Catholic Elementary of Pointe Coupee School.

- Tuition loan defaults will be charged a \$500 collection fee and the school reserves the right to deny future tuition loans through the school's Gulf Coast Bank loan program.

- Student records, including but not limited to report cards, transcripts and graduation diplomas, will not be released until all financial obligations have been fulfilled.

- Parent(s)/guardian(s) are liable for any collection costs, court costs and legal fees incurred by the school to collect delinquent accounts.

- Students with a past due tuition balance may not re-register for the following school year. Any student whose financial account is not current by April 1, may be asked to leave Catholic Elementary of Pointe Coupee which will cause failure in all course work due to incomplete grades.

In keeping with the vision of Catholic Elementary of Pointe Coupee, we welcome parents throughout the school year to discuss, in advance of delinquency, conditions that may prevent them from fulfilling their obligation to pay tuition. Alternative payment plans may be considered. The Business Office and administration is committed to assisting in providing a plan that will work best for the particular situation.

**Tuition Assistance:**

A limited amount of tuition assistance is available from our Catholic churches. Tuition assistance grants are based on financial need. Applications must be completed each April for the following school year. **No new student at Catholic will be eligible to receive tuition assistance for their first year.**

**Withdrawal from school:** Registration fees, along with all other fees, are non-refundable for students accepted by Catholic of Pointe Coupee School. If a student withdraws from school, refunds of tuition only will be pro-rated on a quarterly basis. If a student leaves in the fourth quarter, no tuition will be refunded.

The administration and the Catholic School Board work diligently to provide quality Christian formation within a reasonable budget and with as minimum a cost to the parents as possible. It is crucial that families cooperate with the timely payment of tuition and fees to enable the school to meet its obligation.

**PARENTS' ROLE:**

Parents are the first and most important teachers in the life of a child. This task of preparing children for life comes from God and should be taken seriously. A child's preparation for the future must start at home with their parents. The school can only continue to develop what has already begun in the home. Every child needs love, interest, and attention in order to grow, and this can be shown in many ways.

1. Show interest in your child's progress by attending the teacher conferences and all school meetings, checking student progress and become active participants in the Home and School Association and in the Green Hornet Club. Parents are encouraged to participate in and/or chaperone various school activities (i.e., weekly student masses, social functions, field trips, club/organizational activities, athletic events, etc.)
2. Please see that the student is in compliance the school's dress code every day.
3. Parents should not text or call student cells during the school day.
4. Parents are encouraged to volunteer time and talent to the school.
5. Parents should use common sense in determining whether or not a child should attend school.
6. Please consider the health of other students before deciding to send your child to school sick. A student running a temperature of 100 degrees or higher will be sent home.

**PARENTS' SERVICE HOURS PROGRAM.** The Parent Volunteer Program is an opportunity for all Catholic of Pointe Coupee parents to become actively involved in the life of their children through 1) strengthening the support system for the faculty and staff, which relieves them of many time-consuming tasks and allows more planning and preparation time; 2) providing resources of time, talent, and treasure which add to the quality of education for the students of Catholic of Pointe Coupee; and 3) further developing the "sense of community" among the students, parents, faculty and administration within the school.

Each family is responsible for completing a minimum of 15 service hours each school year. You must fill out a Parent Service Hour form listing all service hours performed and turn it in to the Business Office by March 31st of each school year. If you do not fulfill the service hour requirement, you will be assessed \$500.00 or a fraction thereof for service hours not performed. A \$100 late fee will also be assessed for all parent service hour forms turned in after the March 31 deadline. Please find the Parent Service Hour form, guidelines, and opportunities posted on our website.

### **CESPC Uniform Guidelines**

<b>GIRLS HH-6<sup>th</sup> Grade</b>	<b>BOYS HH-6<sup>th</sup> Grade</b>	
Plaid jumper/Drop Waist-2" above knee when standing		<b>Jumpers</b>
Plaid Short with Cuffs, Khaki	Khaki shorts with belts for grades 3-6 Khaki shorts with elastic for HH-2	<b>Shorts</b>
Khaki/Pleated/Belted /No Capris (HH-2 <sup>nd</sup> grade do not need belts)	Khaki pants with belts for grades 3-6 Khaki pants with elastic for HH-2	<b>Pants</b>
White Oxford blouse, short or long sleeve		<b>Blouses</b>
Blouse-knit/dark green or white to be worn with shorts or pants only; banded or knit	Forest green with or without banded waist with logo	<b>Knit Shirts</b>
Socks-black /navy/white; must be visible; Tights in cold weather; Black/navy/white	Black/Navy/White; must be visible	<b>Socks/Tights</b>
Dark Green with logo (2 styles) (No hooded shirts)	Dark Green with logo (2 styles) (No hooded shirts)	<b>Sweatshirts-May be purchased at Business office NO OTHER SHIRTS ALLOWED</b>
Hunter or Navy nylon hooded or fleece with full zip	Hunter or Navy nylon hooded or fleece with full zip	<b>Jackets-NO OTHER JACKETS ALLOWED</b>
Any style or color during extremely cold weather; Must be worn outside of classroom	Any style or color during extremely cold weather; Must be worn outside of classroom	<b>Coats</b>
Hair-neatly combed, natural color No bright nail polish No make-up Simple jewelry, preferably religious Hair Bows-Navy, Dark Green, White (School Colors only) or Holiday Bows (during holiday seasons)	Hair-short, eyebrows must be seen, neatly combed, natural color Simple jewelry, preferably religious- NO BODY PIERCINGS. <b><i>Undershirts must be dark green or white. No long sleeves may show under short sleeve shirts.</i></b>	<b>Grooming/Hair/Nails/Make-Up/Jewelry</b>
Grades 3-6-Brown, Black or Khaki, all styles required with pants or shorts	Grades 3-6-Brown, Black or Khaki, all styles required with pants or shorts	<b>Belts</b>
Shoes: Tennis shoes White, black, navy, brown, gray OR Any combinations of those colors.	Shoes: Tennis shoes White, black, navy, brown, gray OR Any combinations of those colors.	<b>No colored strings, soles, light up soles Shoes: NO BUSY PATTERNS</b>

## **CESPC Bell Schedule**

**Early Morning Care: 7:00 a.m.-7:25 a.m.**

**Arrival times: 7:25 a.m.-7:50 a.m.**

**First Bell: 7:50 a.m.**

**Tardy Bell: 7:55 a.m.**

**Classes Begin: 7:55 a.m.**

**Dismissal Bell: 2:55 p.m.**

**After Care: 2:55 p.m.-6:00 p.m.**

\*\*It is vitally important that all students arrive at school on time, with all materials and supplies, and are ready to learn. Our instructional day begins promptly at 7:55 a.m. and ends at 2:55 p.m. Teachers will be focusing on “time on task” and making sure that every instructional minute is filled with meaningful learning opportunities.

Tardy students as well as early dismissals disrupt the learning climate of every student in the classroom. Our administrative team will be carefully monitoring the instruction during the school day. Of course, we realize that occasional appointments and other life happenings occur, and students may come in late or leave early. We ask that you please support our efforts by minimizing those occurrences.

Vacations, hunting trips, early dismissals on Fridays, etc. are not excused absences, and will be handled according to school policy.

For safety purposes, we ask that you make all plans for transportation before the school day begins. We discourage calling the school and leaving messages for afternoon transportation changes. In the event of an emergency or unexpected change, please speak to one of our school secretaries (not by email or voicemail) before 2:20 p.m.

Finally, any carpool student who is not picked up within a reasonable time (typically within 5 minutes after the line has ended), will be sent to aftercare. Appropriate after care rates will be charged.

**PHOTO/IMAGE CONSENT FORM/WALKING TRIP PERMISSION**

This parental consent form is to both, inform you and to request permission for your child’s photo/image and personally identifiable information to be published on the district and/or school’s web site, bulletin boards, newspaper. The law requires that we ask for your permission to use information about your child.

This form also requests permission for your child to walk to St. Mary’s Catholic Church, the Pointe Coupee Parish Public Library, and other destinations within walking distance from school.

Please sign and return this form at parent orientation. Please fill out a separate form for each child.

\_\_\_\_\_ Yes, I give my permission for my child, \_\_\_\_\_, to be photographed and to use the images, if needed, to be published on the district/ school’s web site, bulletin board, newspaper or other forms of publicity to celebrate the successes of our school.

\_\_\_\_\_ No, I DO NOT give permission for my child, \_\_\_\_\_, to be photographed and to publish the images on the district/school website or newspaper. I understand that pictures are displayed on bulletin boards and in the annual school yearbook.

\_\_\_\_\_ Yes, I give permission for my child, \_\_\_\_\_, to participate in walking trips that are in close proximity of the school.

\_\_\_\_\_  
Parental Signature/Date

\_\_\_\_\_  
Parental Signature/Date

\_\_\_\_\_  
Student’s Name and Teacher



# RIGHTS AND RESPONSIBILITIES OF CATHOLIC SCHOOL PARENTS

*PLEASE DETACH THIS PAGE AND RETURN TO SCHOOL AT PARENT ORIENTATION*

*Excerpt from “The Rights and Responsibilities of Catholic School Parents,” published by the National Catholic Education Association, 2003:*

***“Catholic school students and parents, as well as the Catholic School and its employees, have rights concurred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording (is used) such as ‘other inappropriate conduct’ or ‘conduct whether inside or outside of school that is detrimental to the reputation of the school...’ Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and to school. You will be required to sign (this) form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into (this) contract and that you understand the provisions of the contract.”***

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

## **Catholic Interparochial School of Pointe Coupee Elementary and Junior High Athletics Handbook**

### **Philosophy and Purpose**

Catholic Interparochial School of Pointe Coupee (CISPC) is a community of faith, which shares in the teaching of Christ as proclaimed by the Catholic Church. The mission of CISPC is to minister to the educational needs of our parish family by providing a teaching atmosphere, which promotes gospel values and academic excellence for our students. The prominence of a religious atmosphere provides for the development of faith that is living, conscious and active.

Athletics can be an important part of a young person's life. It teaches discipline and self-pride while helping one realize the importance of cooperation. Athletics are a component of, and interact with, the spiritual, social, and academic components of the overall school program. CISPC recognizes that support from the administration, faculty, staff, coaches, parents, and fans is necessary in providing a positive Catholic athletic experience for the student-athlete. Athletes, parents, and fans are a direct reflection of CISPC and should adhere to the philosophy of the school by acting in a dignified manner at all times.

Athletes are expected to conduct themselves in a sportsmanlike manner. Coaches, the Athletics Director, and/or the school administration may discipline any athlete who fails to do so. Discipline will be administered in accordance with the action committed, which includes, but is not limited to, game suspensions or the removal of the student from the program.

Parents are expected to conduct themselves in a manner which best exemplifies a Christian attitude. Parents are leaders by their actions. Any parent who physically or verbally abuses an official, coach, or player will be asked to leave the facility. A parent's action could result in that parent being removed permanently from attendance at events. Remember, your actions are a direct reflection of the CISPC community.

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Colleen Caillet  
High School/Junior High Principal  
ccaillet@catholicpc.com

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Jason Chauvin  
Elementary Principal  
jchauvin@catholicpc.com

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Colin Williams  
Junior High/Elementary Athletics Director  
jrhornetathletics@catholicpc.com

## **Sports Offered and Athletic Leagues**

CISPC offers students the opportunity to participate in baseball, basketball, cheerleading/pep squad, cross country, football, soccer, softball, track and field, and volleyball. The grades in which each sport is offered is based on league availability and the number of students who sign up for a team. When possible, CISPC participates in the Catholic Schools Athletic Association (CSAA), which is operated by the Catholic Diocese of Baton Rouge. The CSAA provides an opportunity for students enrolled in diocesan schools to participate in an organized interscholastic athletic program, which is consistent with the philosophy and values of the diocese. If the CSAA does not offer a sports program, such as baseball and softball, different local leagues may be joined.

## **Diocesan Philosophy of School-Sponsored Athletics**

The greatest strength of the elementary and junior high schools of the Diocese of Baton Rouge is the opportunity and responsibility of the administration of each school to consider and use the uniqueness of its circumstances to provide the best Catholic education possible for its students. Within this basic tenet, the first priority of such schools is the overall development and growth of each of its students – spiritually, socially, mentally, emotionally, and physically. School-sponsored athletic programs shall provide a medium by which students can:

- Develop an awareness of their abilities.
- Learn and improve athletic skills.
- Acquire the true meaning of, and practice, good sportsmanship.
- Be a part of a team effort.
- Enhance their self-esteem and feelings of belonging.
- Form foundations for a healthy adult life style.

Such programs should emphasize the positive accomplishments of the individual through recognition, praise, and positive constructive criticism. Athletics should be a component of, and interact with, the spiritual, social, and academic components of the overall school program. Administration, faculty, staff, coaches, parents, and fans are necessary components in nurturing a positive Catholic athletic experience. Schools with interscholastic programs should participate in leagues or programs in agreement with their philosophy and that of the individual school.

## **A Winning Philosophy**

We win when our student-athletes, by their participation in our athletic programs:

- Develop pride in themselves and in their teammates, team, school, and church parish.
- Develop respect for the rights and privileges of their teammates, coaches, opponents, and officials.
- Succeed academically.
- Develop a sense of responsibility to the team and their teammates.

- Communicate with their teammates and coaches candidly.
- Develop a desire to excel and be the best they can be.
- Mature mentally, emotionally, physically, and socially.
- Become willing to make personal sacrifices, putting team achievement ahead of personal achievement.
- Become leaders on and off the field.
- Enjoy the spirit of competition.
- Accept wins and defeats with dignity.

### **Program Guidelines**

- Every effort will be made to allow all students who desire to join a school-sponsored sport this opportunity. However, due to league guidelines and practical restrictions, this may not always be possible.
- A student who joins a team has made the commitment to play with that team for the duration of its season. If that student fails to honor his/her obligation, eligibility for future sports will be in jeopardy and all fees paid are non-refundable.
- Teams will abide by all mandatory league playing time requirements. If no such requirements exist, every effort will be made to provide an adequate amount of playing time to make the players feel a part of the team effort.
- No student shall be publicly embarrassed or loudly criticized by coaches or by teammates. Coaches shall correct student in a dignified manner in a spirit of encouragement.
- No athlete, coach, or fan shall excessively criticize or show displeasure toward game officials or members of opposing teams.
- Athletes will not be allowed to harass or antagonize opposing players.
- No coach or parent can solicit funds for their particular teams. All donations must be sent through the school athletic department.

### **Student Eligibility**

To be eligible for athletic activities, students must maintain prescribed standards of academic achievement and conduct. The most recently-issued report card will be used to determine eligibility. The student must have a passing grade in every subject and at least a 2.0 grade point average, with a conduct grade of at least a B. To determine eligibility in an activity that begins before the first nine weeks report card is issued, the report card from the previous year will be reviewed. The student's final yearly average of academic grades will be used. If a report card is issued after a sport's season begins, that report card will be used in determining continued eligibility. A student's continued academic progress and ongoing conduct determine continued participation. If a student is in jeopardy, a parent/teacher/administrator conference may be held to determine continued eligibility. The administration may choose to place a student on probation or remove that student at any point during the school year.

## **Student Behavior**

Students are expected to maintain on-campus and off-campus behaviors that are consistent with the standards of CISPC. The school administration reserves the right to remove any student from school-sponsored athletics should a serious incident occur during the school day, at a sports or school related activity, or after school on or off campus.

## **Registration**

Prior to participation in school-sponsored athletic activities, a completed CISPC Athletic Consent Form and CISPC Physical Examination Form for the current school year and all required fees must be submitted. These forms are included in the Appendix of this handbook. No student will be allowed to participate in games or practices until these forms and fees have been submitted to the school.

## **Fees**

Athletic fees are collected from each student athlete before the season begins. These fees are used to cover the costs of administering the sports programs, such as league entry fees, uniform and equipment costs, and game official fees. The fee schedule is as follows:

- Junior High – All athletic fees are included in the annual Activity Fee required for each student and included with student registration.
- Elementary – Athletic fees are collected for each individual sport in which the student participates.
  - Baseball, basketball, cheerleading/pep squad, cross country, soccer, softball, track and field, volleyball – \$75 each
  - Football – \$125

## **Student Participation**

There are times when the number of students wanting to participate on a team is too small or too large to best comprise that team. When this happens, the school reserves the right to separate athletes into multiple teams or combine athletes on a single team. Teams may be formed using only the students in a single grade, or by combining students from different grade levels. The criteria used to place an athlete on a specific team may include the athlete's ability, effort, and/or attitude; specific needs of different teams; or the family relationship of a child to another athlete or volunteer coach on a team. Evaluation periods may be used to evaluate athletes before teams are formed. It is the desire of CISPC that every child who wants to participate in a sport will be allowed to do so, although the specific team on which that athlete will be placed is not guaranteed. Additionally, if parents anticipate that their child's additional outside activities will conflict with the sport season, it is expected that CISPC sports will be given first priority.

## **Player Participation**

- In any sport, participation in games may be based on attendance and participation at practice, attendance at games, conduct, attitude, athletic performance, and the needs of the team.
- A student who is absent from school because of illness will not be allowed to attend after school activities that day.
- A student who arrives at school by 11:00 or is checked out of school after 2:00 for a scheduled appointment may still participate in athletic activities that day.
- A child that is suspended from school may not participate in a game or practice from the time the suspension is issued until the student is admitted back into school. If the suspension is on a Friday, the student may not participate in any activities during the weekend. Additional participation restrictions may be imposed by school administration.
- Parents of students participating in athletic activities are responsible for getting them to and from athletic practices and events on time. There may be times, however, when parents may have to wait a few extra minutes if a practice needs to be extended. Please be patient.
- There will be no medical personnel present during practice or games. For any injuries requiring medical attention, 911 will be called. Coaches are provided emergency contact information that is provided by the parent on the student's registration form.

## **Selection of Coaches**

Coaches are selected by, and serve at the discretion of, the Athletics Director and the Principals. The primary factors considered in the selection of coaches are:

- Evidenced Christian values
- Depth of character and personality
- Ability to communicate with athletes
- Technical knowledge of sport

All coaches are required to have a completed background check on file with the school before they are allowed to participate in practices or games. Contact the school for details on this requirement.

## **Playing Rules**

Copies of playing rules and league guidelines for the various sports may be obtained from the Athletics Director or team coach. Under no circumstance will a team fail to follow established rules.

## **Schedules and Participation**

Games scheduled by leagues are based upon team and facility (gym or field) availability. Practices are scheduled based on the league schedule and coach and facility (gym or field) availability. Participation at games and practices is an important part of being a good teammate. Every effort is made to have schedules coordinate with other school events, including tests and homework. However, this is not always possible. It is the athlete's responsibility to prepare in advance, be committed to their teams, and be available for practices and games.

## **Grievance Procedure**

The Principal and Athletics Director are available to discuss sport, team, coach, or player problems and concerns. However, players and parents are urged to first discuss the problem or concern with the coach, where applicable and practicable. If further discussion is warranted, then contact the Athletics Director. Finally, if the matter is still not resolved, the Principal will be contacted by the Athletics Director to discuss a plan of action and/or resolution. The Athletics Director and Principal will notify the parent or parents of the decision or actions taken.

Any problems or concerns regarding a game or practice are not to be addressed for at least 24 hours after the end of the game or practice. It is inappropriate to air grievances on social media, group texts, or other public settings. This shows disrespect to student athletes, volunteer coaches, and reflects negatively on the school.

## **Spectator Conduct**

Fan conduct in the stands and the pressure this places on our athletes are major concerns. Fans should cheer a good play, avoid negative comments, be supportive, not shout instructions from the stands, and let the coach perform his or her duty. If you have a parent/coach problem, discuss it at the proper place and time. Participants do not like being highlighted by negative shouts from the stands.

Do not criticize opponents' players, coaches, or other fans. Our student-athletes must learn the respect due others. This is part of our character-building process. It is not fair to ask children to show good sportsmanship if adults do not act in a sportsmanlike manner. Parents and coaches should be leaders by their actions.

Do not criticize game officials. They are dedicated individuals who love youth sports. They will make mistakes, but they should not be subjected to abuse from spectators. They are trying to do their best to make youth sports an enjoyable environment for the participants.

Under no circumstances are parents to accost coaches or referees verbally or physically. Anyone violating this standard will be asked to leave the premises.

No drinks are to be brought to athletic events when not allowed by the venue. Concessions are available at all the games. No alcohol is to be brought to any of these functions. Those fans disobeying this policy will not be allowed to enter. Anyone possessing alcoholic beverages will be asked to leave the school premises. Our school is judged by our behavior and can be penalized by inappropriate behavior of fans as well as athletes and coaches.

Depending on the severity of the spectator's actions, the Athletics Director may contact that person to meet with the Athletics Director and Principal to discuss the situation and possible consequences.

### **Family Participation**

Family participation is a necessary part of a successful sports program. In the event that a parent meeting is scheduled prior to a sports season in which your child is registered, at least one parent is required to attend. All necessary materials will be distributed at that meeting. If you are unable to attend, you must make arrangements with the Athletics Director to meet, at their convenience, to review materials in order for your child to be eligible to participate in that sports season.

In each season, at least one member of the student athlete's family will be expected to participate by coaching, assisting with collecting admission charges, working the concession areas, or assisting the sporting events (e.g., operating the official scoreboard at home games and tournaments, working the chains at a football game). After rosters are determined and the league schedule is received, a work schedule with specific assignments will be prepared and distributed to all families. Completion of these activities will count towards the required school service hours. Additionally, high school students can achieve service hours by volunteering. Any person scheduled to assist at a game is expected to be available and on time. In the event you are unable to work at a scheduled time, it is your responsibility to find a substitute.

### **Issuing and Returning Uniforms**

Prior to each sport season, the Athletics Director or team coach will issue uniforms with assigned numbers. Once issued, this is the uniform and number that will become part of the official team roster for the season. No player is to exchange uniforms unless approved by the Athletics Director.

Players are responsible for their uniform during the season. When the season is over, it is the player's responsibility to return the cleaned uniform to school. The uniform must be placed in a bag with the player's name and the contents of the bag listed on the outside. A student's uniform must be returned by the due date. Non-compliance with this policy could result in parents being financially responsible for the full cost of a replacement uniform.



**APPENDIX A**  
**CISPC ATHLETIC CONSENT FORM**

## CISPC ATHLETIC CONSENT FORM

Students and parents acknowledge the following:

- My participation in athletics at CISPC requires an acknowledged acceptance of the risk of injury, however minor or severe it may be.
- The rules of sports are designed to help protect me as an athlete from injury, but even the proper enforcement of such rules by game officials is not a guarantee against injury. Also, printed labels or warnings on equipment and instructions by my coaches in proper techniques may minimize, but can never completely eliminate, such risk.
- I recognize that I have the responsibility to wear the required protective athletic equipment, obey the rules of the sport in which I am participating, train and condition my body to the best of my ability, utilize the proper techniques when playing, and follow the instructions given me by my coaches.
- I must avoid athletic activities for which I have not been trained or do not feel qualified to perform. I will inform my coach if he/she asks me to do something I do not feel comfortable doing.
- I agree to uphold my responsibility to report any injuries to my coach. A coach may at his/her discretion refuse to allow a student to play or practice until he/she seeks medical attention and a doctor provides a release allowing the student to participate.
- I understand that there may not be medical personnel present during practice or games. For any injuries requiring medical attention, 911 will be called. Coaches will be provided emergency contact information that is provided by the parent on the student's registration form.
- All athletes may appear in photos or videos on the school website, social media sites, bulletin boards, yearbooks, etc. If I object to this for my child, I will notify the school in writing, and the school will refrain from posting photos/videos of my child.
- I acknowledge that I have read and understand this entire athletic handbook and that my failure to follow the guidelines outlined here may affect my athletic eligibility at CISPC.

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date