



# Parent/Student Handbook

St. Frances Cabrini School

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[www.cabrinischool.com](http://www.cabrinischool.com)

**The Faculty, Staff, and Administration**  
Revised, Summer 2011

*Dear Parents and Students:*

This booklet has been prepared to be a source of information to you concerning the philosophy and operational policies of St. Frances Cabrini School.

Our most important concern is your child as an individual. In all that we do, we strive to further his total educational development. Because we are a Catholic institution of learning, we are committed to strive for excellence, and above all to provide a Christian environment where Christian ideals are developed and lived. Our primary goal is to *"teach as Jesus did"* by word and example, the message of Jesus Christ.

We feel that your choice of St. Frances Cabrini School for your child's formal education is an indication of your special interest in his total formation. We accept the confidence you show in us by asking us to join with you as a partner in your child's education. The work of preparing today's young people for the challenges of adult life is not an easy one; but, it is certainly a most rewarding one. We must surely work together to achieve our goals. A school's strength does not rest solely on its academic standards and its aesthetic principles, as important as these are. A school's strength is also vitally dependent on the cooperation of parents and teachers in the educational process. Only by working together may we hope for success in the awesome task before us. We strongly urge you to familiarize yourself with the information contained in this booklet. It is our ardent hope that all parents will give full support to the policies contained herein, and that it will serve as an aid in continuing the wonderful cooperation that has existed between the home and the school.

May God be with us to strengthen and support us as we begin each school year. May He work through each of us - parents, teachers, students - and help us to grow in wisdom and grace.

Sincerely in Christ,

*The Administration, Faculty and Staff of St. Frances Cabrini School*

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# ST. FRANCES CABRINI SCHOOL

## MISSION STATEMENT

St. Frances Cabrini School encompasses a "sharing, feeling, caring" Catholic environment. Cabrini students are becoming empowered citizens of a global society where they will further Christ's mission with vision, compassion, and zeal.

## STATEMENT OF PHILOSOPHY

St. Frances Cabrini School, an educational ministry of St. Frances Cabrini Parish, is a community called by Jesus Christ to further God's Kingdom on earth. Under the guidance of the Holy Spirit we believe it is vital to instill and promote the authentic teachings of the Catholic faith and to advance the cause of ecumenism in our world. We believe in helping each other attain the Gospel values of holiness, truth, love, peace and justice. In the spirit of Jesus and St. James we freely live our faith in service to each other, to the greater Church, and to the world. "Faith without works is dead..." James 3:26.

The integration of curriculum, faith, and worship is essential to the development of the whole person at St. Frances Cabrini. Each individual should come to a personal awareness of and relationship with Christ and a sense of giftedness and self worth thereby honoring the Incarnation that is unique to each one of us.

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# SCHOOL INFORMATION

## I. STATEMENT OF NONDISCRIMINATORY POLICY

St. Frances Cabrini School reaffirms its policy of nondiscrimination on the basis of race, sex, color, national and ethnic origin in its educational programs, activities, and employment policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Sections 4.03-2(a) and 4.03-2(c) Revenue Procedure 75-50.

All students, faculty members, and staff, without exception, are admitted to all the rights, privileges, and activities generally accorded or made available at the school which does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its employment policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

## II. ENTRANCE REQUIREMENTS

### A. *Pre-Kindergarten, 3 or 4 year old, Placement*

By September 30 of the current school year, a student entering:

- Pre-K 3 must be three (3) years of age
- Pre-K 4 must be four (4) years of age

### B. *Kindergarten Placement*

The initial entry level for all students entering Catholic schools in Rapides Parish is the Kindergarten level. Students must be at least five (5) years of age by September 30th of the current academic year.

Exceptions to entry placement in Kindergarten are as follows:

1. Those students who are already enrolled in the first grade in a certified school will be placed in first grade.
2. Those students who are at least six years of age prior to January of the year pending, who attend private Kindergarten, and who meet the Rapides Parish Catholic Schools promotion requirements for kindergarten will be placed in first grade.
3. Those students who are at least six years of age prior to January of the year ending and have not attended Kindergarten but meet the Rapides Parish Catholic Schools promotion requirements for Kindergarten or who have other exceptionalities will be placed in first grade.

### C. *A student entering first grade must be six (6) years of age by September 30<sup>th</sup> of the current school year.*

### D. *The following documents are required of all students before registration is complete:*

1. Certificate of Baptism
2. Official STATE Birth Certificate (**NOT** hospital record of birth)
3. Immunization records signed by the Health Unit or doctor (Card No.MCH-14).
4. Social Security Card and Medicaid Card (if applicable)
5. Custodial Papers when applicable

### E. *New students requesting admittance to grades 2-6:*

- in addition to the above requirements, must present a report card of the previous year or, in case of late entries, a report card of the current year.

### F. *Prior to admittance:*

- new students will be tested to determine strengths and weaknesses in mathematics, reading, and related areas. Kindergarten applicants will be screened.

## III. TUITION POLICY

Tuition in the full amount paid to the school by June 15<sup>th</sup>.

St. Frances Cabrini School has adopted FACTS as our tuition management institution. Payment arrangements through FACTS are made at registration.

## IV. TRANSFER

When a student transfers to another school, the principal must be notified in person by the parents at least a week in advance. Official records are released from the school office only at the request of the school to which the student transfers after a signed release from the parents is secured and all monies owed the school are paid in full.

## V. ATTENDANCE

Elementary students shall be in attendance a minimum of 160 days a school year. Prompt and regular attendance at school is essential for successful class work. For this reason every effort should be made to avoid unnecessary absences. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary. When illness or higher obligation to the student's family (e.g., a death or critical illness) necessitates his or her absence from school, the parent or guardian must send a written explanation of the absence to the classroom teacher when the child returns to school.

A student is responsible for school matter covered during his or her absence. If a student has presented a doctor's excuse or a note explaining the absence within three (3) working days the teachers will administer make-up tests and homework to a student whenever his absence was due to illness or other grave reasons. Responsibility rests upon the child to make arrangements with the teacher for the administration of the make-up test at a time convenient to both (within 3 school days).

### A. *SCHOOL HOURS*

The school day for all grades (Pre-K - 6th) is from 7:50 a. m. to 2:55 p. m. The school calendar will indicate any days of early dismissal.

Students, who walk, ride bicycles, or come by car or bus are not to arrive on school grounds earlier than 7:05 a. m. These students are dismissed promptly at 2:55 p. m.

### B. *EXTENDED DAY PROGRAM*

Our extended day program will be open from 2:55 p. m. until 5:30 p. m. each school day. This program provides professional care, supervision, and recreation and enrichment activities. Time is set aside for homework completion with help and resource materials available. Further details may be obtained from the school office at 448-3333.

**Extended day payments must be current or parents cannot use it any longer.**

### C. *TARDINESS*

Tardiness leads to the same unfortunate consequences as unnecessary absences. Classes begin each morning at 7:50 a. m. A child is tardy when he arrives after 7:50 a.m. and is considered 1/2 day absent after 10:30 a. m. A student coming late for classes is expected to have their parent sign the tardy register in the school office. A student will not be admitted to the classroom without their attendance card from the school office. If a child is consistently tardy, the parent or guardian will be contacted and their cooperation secured.

### D. *EARLY DISMISSAL*

In order to provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular time of dismissal. In urgent circumstances, please follow one of the following procedures should it become necessary for your child to be taken out of class:

1. Send a note to the child's teacher in the morning stating both the reason for and the time of the student's departure. If the child is to be picked up by someone other than the parent or guardian, this should be specified in the note and the person named.
2. Request permission from the principal either by telephone or in person. Due caution will be exercised in allowing students to leave school under these circumstances.
3. **IN EVERY INSTANCE STUDENTS MUST BE PICKED UP AT THE SCHOOL OFFICE AND CHECKED OUT BY THE SECRETARY.** It is again stated that medical and dental appointments should not be scheduled during school hours.

### E. *INCLEMENT WEATHER POLICY*

Our school will abide by the decisions of the Rapides Parish School District concerning the closing of school due to inclement weather. Please listen to your local radio stations in the early morning for announcements of this kind or for any unexpected change of schedule.

## VI. SCHOOL TRAFFIC GUIDELINES

### A. TRAFFIC FLOW AND PARKING

1. **ALL CARS SHOULD BE ABLE TO MOVE THROUGH THE SCHOOL DRIVE IN THE LEFT LANE.**  
No vehicle is permitted to park to the left of the street from Texas to Cabrini Church, in order to free the road to through traffic. Parents from schools other than Cabrini may not pick up children from the bus or cafeteria area. **NO CABRINI PARENT MAY PICK UP THEIR CHILD/REN AT ANOTHER SCHOOL. IT IS ILLEGAL!**
2. **DROP-OFF FOR MORNING CAR RIDERS/BUS RIDERS PK-6**
3. **All car riders** are dropped off at the cafeteria stop. **No child may arrive** before 7:05 a.m. because there is no supervision. At 7:05 a.m. there will be a duty teacher present to direct students to the cafeteria where they will wait for their teacher or eat breakfast.
4. **All bus riders** are dropped off at the first gym entrance and go to the cafeteria where they will wait for their teacher or eat breakfast.

### B. AFTERNOON PICK-UP

1. **ALL BUS RIDERS** must report promptly to the gym to catch their buses as directed by the supervising teachers.
2. **DAY CARE VANS** pick up children at the Cafeteria stop on the left. THIS AREA IS DESIGNATED FOR DAY CARE VANS ONLY!!!
3. **CAR RIDERS** are picked up at the cafeteria stop. Cars waiting to pick up children may line up by the right curb around the school. Parents are to remain in their cars in the morning and afternoon for the safety of all children.

### C. SCHOOL BUS

#### 1. **School Bus Dismissal**

Once the bus schedules are set up, students are informed of the bell times and bus stops. They are also instructed to proceed directly to their assigned bus stop, to get in line, and to wait in line in an orderly fashion. They may not visit anywhere on the way to the bus stop (e.g., classrooms, bathroom) without the express permission of the homeroom teacher and, once in the bus line, they may not leave without permission from the duty teacher.

Students who miss the bus at school should proceed with a duty teacher to the school office and call home for transportation. They must then wait quietly in the school lobby until picked up. The office remains open until 3:30 p. m.

#### 2. **School Bus Rules**

The driver of the school bus is responsible for the orderly conduct of his passengers. While on the bus, the pupil is under the authority of the bus driver. Pupils should conduct themselves on the bus as they would in the classroom except that reasonable conversation is permissible. Unacceptable bus behavior includes shouting, bad language, rowdy conduct, moving about while the bus is in motion, hanging out of the bus windows, throwing things out of the windows.

**Children who ride the school bus MUST observe the following rules:**

- Children must stay in orderly lines while waiting for the bus.
- The bus must come to a COMPLETE stop before students attempt to board or leave (this includes leaving one's seat in preparation to get off).
- Children are NEVER to ride with an arm or head out of the window.
- An indoor tone of voice must be used when talking on the bus.
- Manners used on the school bus are to be an expression of Christian formation and living.
- The use of electronic devices, such as cell phones, DS's, hand-held computers, or games, are not permitted in the Activity Building or on RPSB school buses. If they



are discovered in used, they will be taken by the duty teacher and deposited in the school office to be picked up by the student's parent at their earliest convenience.

CHILDREN MUST NOT RUSH INTO THE STREET OR ROAD AFTER LEAVING THE SCHOOL BUS! WARN YOUR CHILD OF THE IMPORTANCE OF STOPPING TO LOOK BOTH WAYS BEFORE ENTERING OR CROSSING THE STREET!

**3. School Bus Discipline**

The bus driver is responsible for getting all of his passengers to school and back home safely. The better everyone cooperates by following the rules for bus riders, the better and safer the bus driver can do his job. Therefore, those who violate the rules are subject to the following disciplinary action:

FIRST OFFENSE - Student receives a warning and notification is sent to the parents.

SECOND OFFENSE - Student is deprived of the services of the bus for a period of time.

CONTINUOUS OFFENSE - Student is deprived of the services of the bus indefinitely.

**4. Bus Transfers**

A student may obtain a bus transfer by presenting a written permission to the office to be signed and then given to the bus driver.

**5. Bus Insurance**

A special insurance covers all authorized school bus riders. Therefore, unregistered riders are not permitted to ride the school bus to and/or from school at any time without the above signed bus transfer.

**6. Comments/Questions**

Comments and questions about bus drivers and transportation should be directed to the Rapides Parish School Board Bus Transportation Department:

P.O. Box 1230

619 6th St

Alexandria, La 71309-1230

(318) 449-3108 • (318) 449-3112 • Fax 443-3395

## VII. ILLNESS AND EMERGENCIES

If a child becomes ill or is injured while at school, the school personnel will notify the designated parent or guardian and give simple first aid only. Therefore, it is most important the school office know where to reach a parent or guardian during the school day. A current emergency telephone number (home, work, relative, friend, or neighbor) should be on file in the school office at all times. It is the responsibility of the parent to keep this emergency information current.

A student who has an infectious or contagious disease is not permitted to attend classes until the danger of transmitting the infection or disease to other students is over. A signed release *from* a family doctor is required of any student returning to school after such illness. The following chart lists the most common communicable diseases, indicates the incubation period of each, and requirements set by the Health Department for a student's return to school following infection:

<u>Name/Incubation</u>	<u>Requirements for Return</u>
Chicken Pox, 2-3 Weeks	Keep out 7-10 days
Head Lice	Out until completely free of eggs or lice
Infectious Hepatitis, 15-20 days	Physician's release required for return
Impetigo, (staff infection) 4-10 days	Out until healed; physician's release
Measles, 10 days to fever; 14 days to rash	Keep out from first symptoms for 7 days after appearance of rash
Mononucleosis, 2-6 weeks	Keep out until recovered
Mumps, 12-26 days	Keep out until swelling is gone
Pink Eye, 24-72 Hours	Keep out until released by physician's statement
Ringworm (scalp or Skin)	May attend school under physician's care & with infected area covered
Streptococcal Infection	Keep out at least 7 days or until released by a physician
Fever (elevated temperature 101-higher)	Free from fever for 24 hours

The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel will not administer medication to students.

If a student's health need necessitates taking a prescription drug, the parent or guardian must submit an order from a Louisiana-licensed physician or dentist as well as a letter of request and authorization from the parent or guardian clearly indicating the student's name and the instructions for dosage and frequency. No medication shall be administered to any student unless it is provided to the school in the original container.

It should be clearly understood that administering any medication is the exception rather than the rule and as such should be a rare occurrence. Parents should bring medication to the school office.

Should a student be absent over an extended time period *for* causes of hospitalization, a statement *from* the physician as to the nature of the illness and recovery information should be presented to the principal upon return to school.

## VIII. CONFERENCES AND MESSAGES; CHANGES IN TRANSPORTATION

### A. *Parent/Teacher Conference*

We are always happy to talk with you about your child. However, to assure that there is adequate time to meet with you and to assure the smooth conduct of the school day, we do request that you make an appointment to talk to us.

Appointments with the principal may be made by sending a note, an email, or phone call.

Appointments with the teacher may be made by sending a note to the teacher, an email, or by telephone. However, since class time is so valuable and important, appointments with teachers may be scheduled before or after school or during the teacher's planning period. In no way may a teacher be disturbed *from* her primary duties once the school day begins unless the interruption is approved by the principal.

### B. *Messages*

Telephone messages to students during school hours are strongly discouraged. **ONLY** messages of vital importance will be relayed to students during school hours since it is impossible to deliver messages without disturbing classes.

If through urgent necessity a parent comes personally to school to deliver a message or to bring something to a student, the parent must come to the school office. Under no circumstances *is* the parent to go directly to the student's classroom. The secretary will issue the parent a hall pass if necessary.

**Students are permitted to use the telephone in the office only in the cases of extreme need and then only with permission from a teacher.**

### C. *Changes in Transportation*

If there is to be a change *in* the usual transportation arrangements for your child, the teacher **MUST** be informed **IN WRITING** if the change is known ahead of time. Notice of sudden changes in transportation **MUST** be telephoned to the office by **THE PARENT OR GUARDIAN by 2:00 p.m.** We ask your cooperation *in* this matter for your child's safety and protection.

## IX. SCHOOL CALENDARS AND COMMUNICATION

At the beginning of the school year, an envelope is prepared for each family to be used for mail between the school and the home. Around the 1<sup>st</sup> of the month, the envelope will be sent home with the oldest child.

Parents should remove and read the contents carefully, sign the envelope, put any necessary replies inside the envelope then return it to the school the next morning by the oldest child. A \$1.00 fee will be required if the envelope needs to be replaced. *In the near future, most correspondence will be emailed, called through School Reach, Parentsweb, and the school website [www.cabrinischool.com](http://www.cabrinischool.com).*

## X. SCHOOL UNIFORMS

### **PERSONAL APPEARANCE OF A ST. FRANCES CABRINI STUDENT**

Personal appearance of St. Frances Cabrini students is important to all of us. The goal for having school uniforms is to de-emphasize the importance of fashions and various fads so that children can concentrate on learning and becoming an outstanding Christian example. The natural look of your child is beautiful and wanted at school.

- Your child is to have his/her natural hair color
- Length of boys' hair must be kept no lower than the eyebrows and is not to exceed the top of the shirt collar or the top of the ear. No distracting or disruptive colors or styles are to be worn (dreadlocks, Mohawks, ponytails, etc.) No facial hair is permitted.
- Boys may not wear earrings
- No rings are permitted for either boys or girls.
- Girls may wear one pair of "stud" earrings. Loop and other types of earrings are not worn to school for safety reasons.
- A simple chain with a sacramental emblem is permitted.
- A wristwatch is fine, but no bracelets on the wrists and ankles.
- Tattoos and other body piercing are not permitted.
- Teachers will help regulate student appearance and will send home a reminder if a problem exists that needs correction.

At no time may students wear blue jean pants to school without the express permission of the school administration. Excessive jewelry, fad accessories, and similar items may not be worn at school.

Non-uniform sweaters, windbreakers, jackets, or coats **ARE NOT TO BE WORN IN THE CLASSROOM, CAFETERIA, ACTIVITIES BUILDING DURING ASSEMBLIES, OR CHURCH.** Uniforms will be checked by the homeroom teacher. Form-fitted outerwear is not acceptable.

Uniforms are to be purchased from Young Fashions, Caplan's, or at school. Students are required to be in uniform every day except for special free dress days. If, for any reason, your child must come to school out of uniform, please send a written explanation to the child's teacher.

#### A. *Girls: Grades Pre-K through 4th – Required*

1. Plaid Jumper (hem no more than two inches above knees)
2. Red or white blouse –Peter Pan collar/oxford (In severe winter weather, a turtleneck cotton shirt of solid white, red, or navy may be worn under the uniform blouse)
3. **Only white t-shirt** may be worn under blouse. (Not P.E. uniform t-shirt)
4. Navy cardigan sweater or navy uniform Cabrini sweatshirt with logo or Cabrini C
5. Solid white, red, or navy knee length socks (Cold weather attire may include white, red, or navy tights)
6. Solid white socks **at least 3 inches above ankle**. Also, Panther Paw socks may be worn.
7. Navy pants may be worn with red or white blouse and a uniform red or navy belt.
8. Plaid uniform shorts may be worn during the first and fourth nine weeks.
9. Leather shoes (brown, black, or navy). **NO BOOTS**
10. Tennis shoes (red, navy, white, black, or predominantly white)

#### B. *Girls: Grades 5th and 6th – Required*

1. Plaid Skirt (hem no more than two inches above knees)
2. White oxford blouse with School Emblem on pocket (In severe winter weather, a turtleneck cotton shirt of solid white may be worn under the uniform blouse.)
3. **Only white t-shirt** may be worn under blouse. (Not P.E. uniform t-shirt)
4. Navy cardigan sweater or navy uniform Cabrini sweatshirt with logo or Cabrini C
5. Solid white, red, or navy knee length socks (Red, white, or navy tights may be worn during severe winter weather)

6. Solid White socks **at least 3 inches above ankle**. Also, Panther Paw socks may be worn.
7. Leather shoes (brown, black, or navy). NO BOOTS
8. Tennis shoes (red, navy, white, black, or predominantly white)
9. Plaid uniform walking shorts may be worn during the first and fourth nine weeks.
10. No Athletic hoodie

C. *Boys: Grades Pre-K through 4th –Required*

1. Navy pants with elastic waist recommended for Pre-K – K
2. Navy pants with red or navy belt for 1<sup>st</sup>-4<sup>th</sup> grades (elastic belt recommended for 1st - 3rd grades)
3. Plaid shirt (In severe winter weather a turtleneck or crewneck cotton shirt of solid white, red, or navy may be worn under the uniform shirt)
4. **Only white t-shirt** may be worn under uniform shirt. (Not P.E. uniform t-shirt)
5. In cold weather, navy cardigan sweater or navy uniform Cabrini sweatshirt with logo
6. Navy shorts may be worn the first and fourth nine weeks
7. Solid white socks **at least 3 inches above ankle**.
8. Leather shoes (brown, black, or navy). NO BOOTS
9. Tennis shoes (navy, black, white, or predominantly white)

D. *Boys: Grades 5th and 6th – Required*

1. Navy pants with red or navy mesh belt
2. Blue knit uniform shirt (In severe winter weather, a turtleneck or crewneck cotton shirt of solid white or navy may be worn under the uniform shirt)
3. **Only white t-shirt** may be worn under uniform shirt. (Not P.E. uniform t-shirt)
4. In cold weather, navy cardigan sweater or navy uniform Cabrini sweatshirt with logo
5. Navy shorts may be worn the first and fourth nine weeks
6. Solid white socks **at least 3 inches above ankle**.
7. Leather shoes (brown, black, or navy). NO BOOTS
8. Tennis shoes (navy, black, white, or predominantly white)
9. No Athletic hoodie

E. *Boys and Girls: Grades 1<sup>st</sup> through 6<sup>th</sup>*

**P.E. Classes Only:** During severe winter weather, solid navy sweatpants may be worn over the P.E. uniform. The navy cardigan sweater or navy uniform sweatshirt may be worn over the P.E. uniform.

F. *All school clothes are to be labeled with students name in permanent ink.*

## XI. LOST AND FOUND

All books, school bags, and items of clothing should be clearly marked with the child's first and last name (not just initials). Purses and wallets should contain some kind of identification.

Lost and found articles are sent to the Extended Day Room and if not claimed within nine weeks, are donated to charity.

**\*\*The school cannot assume responsibility for athletic equipment, radios, cameras, tape recorders, electronic devices, etc. Therefore, these articles **MAY NOT** be brought to school without SPECIFIC PERMISSION. \*\*No large amounts of money over \$20 should be brought without a specific purpose\*\***

## XII. ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

Sports usually include softball, baseball and basketball for both boys and girls and cheerleading for girls only. Students participating in these activities must maintain an academic grade average of "C" throughout the school year. They must maintain a conduct grade not lower than "C". They must also be covered by accident insurance which is available through the school. The school cannot be held liable for any injuries incurred.

Average and above average grades are also necessary for students participating in other extra curricular

activities such as cheerleading, student council, clubs, etc.

Any student who has a "D" in conduct in any subject will be put on probation for three weeks. At the end of the three weeks, a check will be made with the teacher who gave the "D" to see if the conduct has improved. If the student still has a "D", he or she may not play for the remainder of the quarter.

### XIII. STUDENT INSURANCE

Accident insurance covering student's enroute to and from school and while at school is MANDATORY. The cost of this insurance is made known within the first few weeks of school and forms are sent home to explain the program.

### XIV. CAFETERIA/SCHOOL FOOD SERVICE

Our school is most fortunate to be able to participate in the Federal Breakfast and Lunch Programs. Through these programs, our students are able to receive balanced hot meals daily. Participation in the Lunch program by all the students is MANDATORY and benefits not only the individual student but also the students as a group. Breakfast is not mandatory. In addition to the nutritional aspects of the program, the social aspect of "breaking bread" with one another is most important.

Children allergic to certain foods or to milk must present a written statement (to be updated every year) from the doctor to this effect. Other illnesses (hypoglycemia, diabetes, or etc.) which warrant special diet require a doctor's statement also. It is a requirement that we have these statements on file in the school office.

Our school also participates in the free and reduced price meals offered through the Federal Lunch Program. Applications for participation are issued to each family at the beginning of the school year.

Children from families whose income falls within certain levels may be eligible for either free meals or reduced price meals. All students will be required to pay in advance for their meals. Information will be made to all parents concerning available prepayment arrangements.

To apply for free or reduced price meals, applications are available at the school office during the school year and also given to each parent when the school year begins.

### XV. SCHOOL CELEBRATIONS

School parties are limited in number and duration. Parties should not last more than 30 minutes.

#### HOLIDAY CELEBRATIONS:

Grades Pre K - 6	Class Christmas Party
Grades Pre K – K	Class Halloween Party
	Class Valentine Party
	Class Easter Party (Includes Egg Hunt)
Grade 1-2	Class Christmas Party
	Class Easter Party (Includes Egg Hunt)
Grades 2– 6	Halloween (Take Home Treats)
	Valentine Day (Take Home Treats)
	Easter (Take Home Treats)*

\* CELEBRATIONS WILL CONSIST OF TAKE HOME TREATS SENT AT A PREDETERMINED TIME IN COOPERATION WITH THE TEACHER OR A 20-30 MINUTE CELEBRATION IN THE HOMEROOM.

#### BIRTHDAY CELEBRATIONS:

Grades Pre K - K	Simple Birthday Party in cooperation with the teacher.
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Any additional school parties may be held only at the discretion of the principal. Invitations to parties to be held outside of school may be handed out by the teacher at the end of the school day if every student in the classroom receives an invitation.

## XVI. COMPLAINT PROCEDURES

Complaints of students and parents should always go through proper channels. Discussing a problem with others who are not involved does not help to eliminate the problem. On the contrary, it may only create more discontent and animosity between the parties who are actually involved. Any problems about school can and should be solved by communicating with one another in a Christian manner. The following are procedures for dealing with complaints in a fair and mature way:

1. Begin by holding a conference with the teacher.
2. If satisfactory adjustments or explanations are not made, hold a conference with the principal.
3. If satisfactory adjustments or explanations are not made, hold a conference with the Pastor and a St. Frances Cabrini School Board representative.
4. If satisfactory adjustments or explanations are not made, hold a conference with the Diocesan Superintendent of Schools.

Final decisions shall not be reached in the presence of the grieved party, but only after a closed session to discuss the matter privately. Normally accepted standards of due process will be followed in the exercise of these procedures.

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# PROGRAM OF STUDIES

## I. CURRICULUM

The curriculum followed by St. Frances Cabrini Catholic School meets the requirements of both the Diocese of Alexandria and the Louisiana State Department of Education. It offers the student a challenging and well integrated program of studies.

The academic needs of each student are not only fulfilled with required courses, but are also supplemented by special classes in Music and Art and field trips. Grades PK - 8 participate in the Computer Program. The resources of the library, its audio visual media, and the Diocesan Office of Religious Education are available so that students may utilize all of their potential in the learning process.

### *A. Spiritual Education and Formation*

All three aspects of the educational mission are present in our well organized program of instruction. The teaching of authentic Catholic doctrine promotes the building of community through service to God, the Church, and neighbors.

The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. The program is designed not only to present a well organized exposition of subject matter but also to bring each student to a personal experience of faith and a deeper knowledge and love of Jesus Christ as He is revealed to us through the Bible and the people around us. We accomplish this through daily Prayer, weekly liturgies, prayer services, opportunities for the Sacrament of Reconciliation, and special observances of the Church year.

Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship. Without these things, the spiritual life of the student is diminished.

### *B. Academic Education and Formation*

#### **EARLY CHILDHOOD (PRE-K-3<sup>RD</sup>)**

In the primary grades, great emphasis is placed on reading and mathematics. Reading skills are developed and expanded through a Language Arts Program of studies in English, penmanship, spelling, and library skills. Mathematics is presented in a manner designed to develop skills in mathematical reasoning and creative problem solving. Other subjects (e. g., art, music, physical education, etc.) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education.

#### **FOURTH THROUGH SIXTH GRADES (MIDDLE SCHOOL)**

The curriculum in the fourth, fifth, and sixth grades include state required courses in English, mathematics, spelling, science, social studies, reading, and physical education. It also includes special courses such as art, music, and current events. Emphasis is placed on developing self-reliance and acceptance of responsibilities in order to smooth the transition from Early Childhood to Middle School Grades. (The fifth and sixth grade is departmentalized.)

## II. TEXTBOOKS

Students have full responsibility for the care of textbooks issued to them. All text books are to be handled with care at all times. It is recommended that students use book bags to carry books to and from school. Textbooks should be kept free of ink or pencil marks. Answers to problems, quizzes, or tests should NEVER be written in textbooks.

If a textbook is lost or damaged through negligence, the pupil will be expected to pay for its replacement.

### III. HOME ASSIGNMENTS

Homework is a necessary part of your child's education providing the opportunity to extend knowledge and develop needed skills. Homework is assigned to reinforce material that has already been taught and to foster habits of independent study which help children learn to budget time and grow in responsibility. Keeping these positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

Homework need not consist only of written assignments. Activities such as reading (for book reports, research projects, and essays), drill and memorization, practice on oral reading, and make up of work missed through absences may also be assigned for homework.

All homework should meet two basic criteria:

1. It should ordinarily be such that the child can do the work with minimal help and supervision
2. It should be educationally worthwhile.

Continued serious difficulty in doing homework is an indication that something is wrong and in such cases a meeting with the teacher is in order.

If a student consistently neglects home assignments, the teacher will take appropriate steps to remedy the situation. Parents can help in this regard by checking the child's assignment pad on a regular basis Monday through Thursday to insure that home work is being done.

The approximate amount of time to be spent on homework assignments by the average student is:

Kindergarten	20 minutes
Grades 1, 2	20 - 30 minutes
Grade 3	45 minutes
Grade 4	45-60 minutes
Grade 5	60 minutes
Grade 6	60-90 minutes

### IV. FIELD TRIPS

Field trips serve the instructional program by utilizing those educative resources of the community and of the region which cannot be brought into the classroom. Field trips are a regular part of the curriculum and, therefore are not a matter of student choice. A student may be denied participation in a field trip if there is a discipline problem. The requirements for a field trip are outlined by the Diocese of Alexandria and include:

1. Each student will provide written parental permission which **MUST** be notarized yearly.
2. Parents must sign permission slips per field trip, which must be returned by the due date.
3. When necessary, students will pay minimal fees for the transportation and admission for an activity.
4. Transportation for the field trip will be arranged for all students and only that transportation will be permitted. Students must travel with the group at all times and will return to school as a group. No stop-s will be permitted. Safety of the students will be the most important criterion in arranging transportation.
5. All students are expected to participate unless they qualify for an excused absence from school.

### V. STUDENT PROGRESS REPORTS

#### A. Report Cards

1. Report cards are issued every nine (9) weeks
2. Nine week letter grades and behavior grades for each subject are entered on a report card
3. Report card grades are never determined by test grades alone. Daily quizzes, oral participation, completed home assignments, individual ability, and attitude are factors every teacher considers



when giving report card grades.

4. The grading scale is as follows:

A+	100	12 pts.
A	96-99	11pts.
A-	94-95	10 pts.
B+	92-93	9 pts.
B	88-91	8 pts.
B-	86-87	7 pts.
C+	84-85	6 pts.
C	80-83	5 pts.
C-	76-79	4 pts.
D+	74-75	3 pts.
D	72-73	2 pts.
D-	70-71	1 pts.
F	69 & below	0 pts.

Grades of A and B are given to students who are achieving above the average. The grade of C is for work done well on an average.

Mid-term and final grades are computed by averaging the first and second quarter grades or third and fourth quarter grades. 1<sup>st</sup> & 2<sup>nd</sup> averages are recorded on the permanent record and nine week grades and averages are recorded on the report card.

#### *B. Parent-Teacher Conferences*

Ordinarily Parent-Teacher conferences are scheduled once or twice each year at designated times. If by mid-term a student appears in danger of failing, the teacher will schedule additional conferences with the parents and notify them of specific details.

## VI. PROMOTION REQUIREMENTS

#### *A. School Attendance Requirements*

Students in Grades K-6 must attend a minimum of 160 days per academic year to be eligible for promotion. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the principal. The school day shall be a minimum of 330 minutes and 175 days of school is scheduled for Grades K-6. Attendance requirements of the Rapides Parish Catholic Schools must be met for promotion. Strict adherence to attendance provisions of Bulletin 741's most recent revision will be followed.

An appeal process of all administrative decisions to fail a student on the basis of noncompliance with Bulletin 741's attendance provisions will be available to students and/or parents who are adversely affected.

The principal of the school will make the initial decision as to whether or not a child should be failed for noncompliance with attendance provisions. When the decision is reached, the principal will notify the parent of the decision to fail the student due to noncompliance with the aforementioned regulations. The principal has the responsibility of documenting such information and of informing the Catholic School Superintendent.

#### *B. General Academic Achievements for Promotion, Grades K-6*

#### **GRADING AND TESTING: GRADES K-6**

Each Catholic School in Rapides Parish shall follow the same grading code system. The basic grading scale set forth by the Rapides Parish School policies shall be used as a guideline. As a Catholic School System, we are reminded of our obligation to be "just" in determining the values of our grading scale.

To be eligible for promotion to the next grade, the student must have successfully completed the area of study with the determined passing mark (70-D-).

If a student barely attains the minimum required score, it is recommended that the teacher, principal and parents/guardian dialogue concerning the matter in the best interest of the student. The "whole child" must be considered when making this decision. It is even suggested (if the student be at least in 4th grade) that the student have some input on the matter and be given the reasons for the decision.

#### *C. Specific Criteria for Promotion or Retention, Grades Pre K - 6*

##### **PRE-KINDERGARTEN**

- a. Students develop a positive self image through successful daily experiences.
- b. Students demonstrate responsible behavior by caring for personal belongings, developing friendships, taking turns, and having respect for others.
- c. Students develop mathematics skills by counting, sorting, and classifying groups.
- d. Students develop good listening, speaking and pre-writing skills.
- e. Students develop visual discrimination skills such as identifying letters of the alphabet, numbers 1 to 10, and recognizing their names.

##### **KINDERGARTEN**

- a. Mastery of at least 70% as evidenced by achievement in the school's Reading curriculum.
- b. Mastery of at least 70% by achievement in the school's current Math program.
- c. Students must be at least five (5) years of age by September 30 of the current academic year.
- d. A student may be retained only once in Kindergarten.
- e. A student's behavior is not a condition for promotion or nonpromotion if the student has achieved all of the above criteria.
- f. **Maturity is a factor to be considered if a student has displayed lack of readiness needed in first grade.**

#### *D. Failure and the Need for Retention, Grades 1 - 6*

##### **DEFINITION OF "FAILING"**

"Failing" means that a student is to be retained in his or her present grade. A student is to be retained in his present grade if he makes an "F" in two major subjects. If he makes an "F" in one major subject and two other academic subjects, or if he has more than 15 absences. Exception for absences can be made only in the event of extended personal illness as verified by a physician or discretion of the principal.

The decision to retain a student who has not acquired the necessary fundamental skills will be made in consultation with the parents. No student should be put in the position of undertaking a task for which he has not mastered the requisite skills, of becoming unduly frustrated, or of experiencing a feeling of failure if it can possibly be avoided. The student will be given every consideration, and such facts as physical size, general development, and social maturity will be taken into account.

A conference with the parents of a child in danger of failing should occur no later than the end of the third nine weeks reporting period.

In retaining a student, the teacher and school principal must dialogue with the parents or guardian. The following must be considered:

- a. Is retention in the best academic interest of the student?
- b. Physical/social maturation level of the student
- c. Has the student been retained previously?
- d. Emotional maturity /self-esteem and well being

#### *E. Conditional Promotion, Grades 1 - 6*

##### **DEFINITION OF "CONDITIONAL PROMOTION"**

A student is to be given conditional promotion if he fails one major subject or if he fails three minor subjects.

A student who is promoted conditionally must attend and successfully complete summer school in the subject(s) in which he was failing. A report of summer work must be presented to the school authorities on

the first day of school. The teacher retains the right to place the child back in his former grade if his performance is not satisfactory in the first nine week period.

If the teacher believes that a student who does not meet these conditions is still too weak to pass to the next grade with success, then parents must sign the appropriate form to have the child retained.

In our educational system, all children do not progress at the same rate. In some cases, a child is too immature or has not achieved to his full ability, thus, the teacher can and should recommend that the student be retained and repeat the grade.

(NOTE that "major subject" refers to Reading, Math, and English; "minor subject" refers to all other academic subjects except music, art, computer, library, physical education.)

## VII. TRANSFER STUDENTS

### A. GRADING

Students transferring from a school within the system or from a school without the system which utilizes a pupil progression plan shall be placed according to the report and recommendations of the school administration from where they came.

Students transferring from a Home-Study Program, from a non-state approved school or from any school which does utilize a pupil progression program, shall be administered the following examination(s) to determine their grade levels:

1. Grades K-12 approved standardized test
2. Each student will be administered a placement test according to the individual's grade level.

Placement shall be based on careful consideration of the following:

- Records from the sending school
- Testing
- Other data necessary to render a prudent decision regarding the pupil's placement.

The parent shall be notified in writing of the procedure, methodology and justification of the school's action. The parent shall also be extended the invitation to confer with the school principal who rendered the decision.

Students who transfer into St. Frances Cabrini School are subject to all provisions of the Louisiana Compulsory Attendance Law. Also, any child who transfers into St. Frances Cabrini School is subject to the entrance age requirements.

Any child who transfers into the Rapides Parish Catholic Schools from any approved or nonapproved school is subject to the entrance age requirements of the Rapides Parish Catholic Schools and the school is not obligated to accept the child if its entrance requirements are not satisfied.

Any student who transfers into St. Frances Cabrini School may be denied admission into school if the principal decides there is convincing evidence that admission of such a student would likely *prove* detrimental to the orderly academic processes of other students or if there exists the possibility or threat of friction or disorder among students involved.

## VIII. POLICIES ON RECORDS AND REPORTS

Records will be maintained for every student in Grades PK-6 as follows:

1. The cumulative folder which includes the student's record on the following:
  - a. Course/subject grades
  - b. Scores on local testing programs and other screening instruments
  - c. All data or reasons for student placement
  - d. Information on remedial or alternative programs
  - e. IEP and multi-disciplinary evaluations
  - f. Necessary letters to and from parents
  - g. Attendance

h. Other relevant data, such as health, etc.

When a decision is made to retain a student, a record will be maintained to reflect that the parent/guardian has been informed in writing of the decision. A copy of this letter is placed in the student's file.

Confidentiality - personally identifiable information from a student's record may not be released to anyone other than authorized diocesan school personnel except with written consent from the parent.

Student records are the responsibility of the teacher and principal and are housed in the main office of the school.

## IX. POLICIES ON DUE PROCESS

### *A. Promotion and Failure (Student and/or Parents)*

Principals and teachers in St. Frances Cabrini School are charged with the responsibility of informing parents and students of the school's promotion and retention procedure.

Promotion and retention procedure shall be explained to students at the beginning of each school year.

### *B. Parent Contacts*

Parent contacts should be recorded and filed if they are directly related to the child's educational program or to procedural rights.

### *C. Access for Records (Protection of Confidentiality)*

Information in the IEP or the Individual Evaluation Report is available only to parents and professionals in need of information in connection with their responsibility in providing appropriate educational services. Authorized persons removing folders from files must sign out and are responsible for protection of confidentiality and their return.

File cabinets where records are kept and the room where the files are located must be locked after hours.

Any person other than appropriate school personnel must review the files only in the principal's office.

## X. INDEPENDENT EDUCATIONAL EVALUATION

### *A. Consent/Refusals*

Parents must give written consent for the evaluation of their child and/or for the placement in a Special Education Program.

The principal and/or the Special Education designee are notified when a parent refuses to give written consent for an evaluation of their child. The Rapides Parish school system will be notified.

Parents of an exceptional child have the right to obtain an evaluation by a qualified examiner who is employed by the Rapides Parish School Board and to have the results of that evaluation carefully considered by local school personnel.

The Rapides Parish School System can provide, on request, information as to where independent evaluations can be obtained. Independent evaluations are done at private expense if the parent acts on his own initiative.

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# DISCIPLINE POLICIES

## I. THE MEANING OF DISCIPLINE

Discipline at St. Frances Cabrini School is to be considered an aspect of moral guidance and not as a form of punishment.

The purposes of good discipline are:

1. To enable the student to achieve maturity, self control, and Christian attitudes toward lawful authority, his/her peers, and his/her duty in life.
2. To maintain order and promote character development.
3. To enable students not only to do the right thing but to enjoy doing the right thing.
4. Build cooperative spirit between students, principal, teachers and staff.

Good discipline is said to exist when there is evidence of a cooperative spirit. The parents are the first teachers and should develop in the child good healthy behavior habits and proper attitudes towards school.

To help the child, parents should:

1. Recognize that the teacher and school personnel take the place of the parent while the child is in school and teach the child to respect these Individuals accordingly
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Provide a suitable home environment and establish a daily routine that will result in good organization and study skills
4. Teach the child to appreciate and enjoy the differences of individuals
5. Become familiar with the school rules; guide the child in complying with them
6. Show an active interest in the school by attending school functions and spiritual events (Masses, Prayer Services, etc.), by taking part in Home and School Meetings and fund raising projects, by affirming those who staff the school; and by volunteering God-given gifts of time and talents whenever possible.

## II. PROGRESS REPORT CONDUCT MARK

Our aim at St. Frances Cabrini School is to assist in the development of fully human persons - spiritually, morally, intellectually, emotionally, and physically. Our basic principle of human development is that Jesus lived and died so that we might live, not merely exist, and that we might enjoy life fully as children of God.

The objectives of our focus on discipline are:

1. To strengthen a sense of community through the practice of Christian love expressed by mutual support and respect
2. To promote good manners, school spirit, and sportsmanship
3. To encourage students, through example, to form non-prejudicial attitudes toward themselves and others
4. To encourage students to see good in all people and to be accepting of themselves and of others in the events of daily living.

Parents are asked to take particular notice of the conduct grade each period for it reflects the student's level of achievement in these areas of personal relationship and responsibility. Students should be encouraged to maintain superior marks in conduct and should be helped

to bring about changes in their life which will improve conduct which falls below this level. Grades lower than "B" in conduct will hinder a student's eligibility for school leadership positions.

## III. RULES OF BEHAVIOR TO BE ADHERED TO BY ALL STUDENTS

**Cabrini School has a School Wide Discipline Policies based on 4 basic rules:**

**Rule #1 Always raise your hand for permission to speak**

**Rule #2 Always raise your hand for permission to leave your desk.**

**Rule #3 Always follow directions quickly**

**Rule #4 Always make smart choices (WWJD?)**

**The Discipline Plan is centered on the following principle procedures: (the discipline plan is available on the school website under *Resources*)**

1. Students are expected to enter and leave all the school buildings in a quiet and orderly manner. Students are to speak and answer politely when spoken to by adults and when in conversation with one another. Rudeness, back talk, disturbance of others, and any other forms of impoliteness are not acceptable behavior.
2. Students are expected to move from class to class or from one activity to another in a quiet and orderly manner to assure safety. Running or rough play is never permitted on walkways or in halls.
3. Students will conduct themselves in an orderly manner in the cafeteria, which includes using a normal tone of voice as well as proper manners.
4. To insure order in the classroom, each student must have the necessary supplies. Disruptions to borrow or loan supplies disturbs others and detracts from learning.
5. Students are to use the library as a place of study, research, and for selection of reading material. Silence must be observed in the library as much as possible. Books and other materials taken from the library must be used with care, must not be marked or damaged in any way, and must be returned according to library regulations.
6. During the noon recesses students are to play in their assigned areas. Prior approval is necessary for all alternative activity.
7. The School Safety Patrol helps the Duty Teachers to assure that all students leave in an orderly manner as quietly as possible. The School Safety Patrol helps supervise at the bus and car stops. All students are to listen carefully and follow the instructions.
8. Once students are dismissed, they are to go immediately to the designated area and wait there in a quiet and orderly manner.
9. Running, playing ball, or riding bicycles on the concrete within the school compound is forbidden.
10. Once students arrive in the morning, they are held accountable for their behavior until their departure in the afternoon at the close of the day

## IV. INFRACTION OF RULES

Students choosing to disobey or disregard the rules for acceptable behavior will be subject to disciplinary action, not excluding suspension or expulsion. The following infractions constitute offenses for which students are strictly accountable:

1. Taking anything that does not belong to oneself, whether from other students, from teachers or staff, or from the school property
2. Willful defacing of, theft of, or destruction of school, church, or personal property, the student and/or his legal guardian will be required to pay the cost of repair or replacement.
3. Possessing or using fireworks, other explosives, matches, any type of dangerous tool/weapon (knife, etc.) or any type of pornographic materials or equipment
4. Initiating or participating in a fight
5. Using forged notes or forged official signatures
6. Refusing to comply with any reasonable request of any teacher or other school personnel while they are performing their official responsibilities on or off campus
7. Committing an act of defiance, either in language or in action; verbal threats on or off the school campus or during school related events off campus (while riding the school bus, at ball games, field trips, etc.)
8. Leaving class or the school campus without permission and/or leaving a specific group (field trip or other school related trip, etc.) without permission from the leader.
9. Chewing gum and eating candy on the school premises. Careless disposal of gum in drinking fountains, on furniture and on floors, presents costly repair, sanitation, and cleaning problems.
10. Disrupting the class while in session, misbehaving in classrooms, Church, hall, assemblies, or in restrooms.

11. Possession, use, and/or sale of any form of tobacco, alcohol, and/or drugs on school, Church, or adjacent property used by the school; violation of this directive will result in **EXPULSION** IN THE CASE OF CERTAIN INFRACTIONS LISTED ABOVE, THE ADMINISTRATION RESERVES THE RIGHT TO EXAMINE A STUDENT'S BELONGINGS.

## V. DISCIPLINARY ACTION

Students committing infractions of school rules will be subject to the following:

1. Loss of privileges such as recess
2. Action Plans under the supervision of approved staff
3. Detention
4. Suspension within the school
5. Suspension from school
6. Expulsion

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# PARENTAL RESPONSIBILITIES IN SCHOOL FUNDRAISING

Fundraising exists for a reason at St. Frances Cabrini School. Its aim is to supplement the cost of educating students in the school the current cost of educating one student at SFCS is \$3,303, while the actual cost of educating that child is close to **\$6,000**.

In order to make up some of this difference, each family is asked to participate in supporting our fundraisers as much as possible with a few of them being mandatory. The fundraisers chosen that are required for each family to support are:

1. Cajun Fest: Each family will be asked to work a minimum of 3 hours, donate a homemade cake, and one twelve pack of soft drinks
2. World's Finest Chocolate: Each family will be asked to sell one box of chocolate bars (50 bars at \$1.00 each)
3. Three (3) separate dinners (Catholic Schools Week, Cajun Fest, and a Lent Supper): Each family will be asked to sell 5 dinner tickets for each event.

Families who find themselves unable to support the above events as described, may choose a second option for participation. **This option will be in the form of a \$300.00 fee (which can be considered a tax-exempt donation to the school)**. This fee may be paid at the time of registration or by June 15. All other fundraisers on the master list are optional for parental support. It is hoped that everyone will continue to support them in order for our school to continue to grow and thrive.



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# UNWRITTEN REGULATIONS

THIS POLICY BOOKLET IS LIMITED IN CONTENT. EMPHASIS HAS BEEN PLACED ON THOSE THINGS WHICH ARE DEEMED MOST PERTINENT AND BENEFICIAL TO THE STUDENTS, PARENTS, AND PERSONNEL OF ST. FRANCES CABRINI SCHOOL AT THE PRESENT TIME.

IT WOULD BE IMPOSSIBLE TO ANTICIPATE ALL PROBLEMS WHICH MAY ARISE IN THE FUTURE. YET, EACH YEAR, A FEW DISTRACTING "FADS" AND CIRCUMSTANCES SHOW UP ON OUR SCHOOL GROUNDS. ANYTHING THAT DISTRACTS FROM OR DISRUPTS THE SPIRIT, EDUCATION, PHILOSOPHY, OR DIGNITY OF ST. FRANCES CABRINI CATHOLIC SCHOOL WILL BE HELD TO BE UNACCEPTABLE EVEN THOUGH NOT EXPLICITLY SET FORTH IN THESE POLICIES. SUCH SITUATIONS WILL BE DEALT WITH IN ACCORDANCE WITH THE PRINCIPLES IMPLICIT IN OUR EXISTING POLICIES.

LET US CONTINUE TO ENCOURAGE, SUPPORT, AND AFFIRM ONE ANOTHER AS WE ENDEAVOR TO HEED GOD'S CALL TO BRING ABOUT HIS KINGDOM ON EARTH. TOGETHER LET US GROW IN PRAISE OF THE INCARNATE WORD!

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# ASBESTOS MANAGEMENT STATEMENT

Our school has been inspected for asbestos containing substances as required by Federal law. It was found to be free of friable asbestos, but non-friable asbestos has been found in our school and adjoining building which does not present a problem unless disturbed. In recent years we have covered asbestos containing materials with carpet or new vinyl flooring. Regular inspections are made as required by law.

Inspection records are on file in the office as is the School's Asbestos Management Plan and may be viewed by the public upon request.

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# INTERNET USER POLICY AND RULES

The purpose of the Internet is to provide information about various topics to the students and staff. All persons using the Internet agree to do so in an appropriate manner. Internet use is a privilege, not a right, which may be lost by persons abusing this privilege.

## All Internet users agree to:

Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user. *I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.*

Respect the legal protection provided by copyright and license to program and data. *I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment.*

Respect the integrity of the computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computer systems and/or damage or alter the software components of a computer or computing system. *The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use, and their decision is final. The administration, faculty and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.*

Respect the values of the Catholic church "Within all transmissions of material on the Internet; this includes but is not limited to, pictures, sounds, videos and text. Objectionable material, including pornography and offensive language as determined by staff members, shall not be viewed or transmitted at any time. *Parents must realize that their students may encounter material on network bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.*

Respect the rights of others on the Internet. *Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.* You are expected to follow the generally accepted rules of Network etiquette.

## These include, but are not limited to the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language as determined by any staff member
- Do not reveal personal address or phone numbers of self or others, nor misrepresent yourself.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students will be restricted from e-mail use.
- Do not use the Network in such a way that you would *disrupt* the use of the network by others.
- Do not join any list servers, unless specifically directed to do so by an instructor.

The use of chat rooms are only allowed during teacher directed activities. Unauthorized chat room use will not be acceptable. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any use or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Cyberbullying is a real threat in today's online communities. This will not be tolerated in our school. Users must report cyberbullying of any person, whether or not they are a member of the St. Frances Cabrini School community.

The user violating this acceptable use policy will face disciplinary action.

Depending on the nature and the severity of the violation, possible disciplinary actions include:

- Users may be banned from further use of the Internet
- Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
- Users may face additional disciplinary action consistent with the student handbook.
- The situation may be referred to the appropriate authorities.
- Nothing herein shall be construed as providing that the school must find a violation in order to ban a user from further use of the Network. The school reserves the right to ban a user from the Network for any reason whatsoever or for no reason.

\*The complete Internet Safety Plan can be found on our school website, [www.cabrinischool.com](http://www.cabrinischool.com), under *Resources*. Please read the plan before signing the agreement.

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# SFCS PARENT/ STUDENT HANDBOOK AGREEMENT FORM

**ATTENTION: PLEASE SIGN AND RETURN**

Our family has read the Parent/Student Handbook. We are aware of and understand the contents of this Handbook. By signing and returning this sheet we have agreed to be governed by the policies, rules, and regulations found here, as well as the online versions of our school wide discipline plan and internet safety plan available on our school website. **This form is due the first day of school.**

Signed:

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Parent/Guardian

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Date

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Student

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Date

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Student

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Date

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Student

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Date

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Student

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Date