

2020-2021

# Student and Parent Handbook



## St. Benilde School

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Revised 07/29/20

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## **DISCLAIMER**

This Handbook contains the policies and practices in effect at the time of its publication. All previously issued handbooks are superseded. The administration reserves the right at any time to unilaterally revise, modify, delete, or add to any and all policies and procedures stated in this Handbook or in any other document. Any written changes to this Handbook will be distributed to the school community in a timely manner so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Handbook. The Pastor has the final authority in the interpretation and implementation of the policies of St. Benilde School.

## **SCHOOL CALENDAR**

The official St. Benilde School calendar can be found on the main page of the school's website:  
[stbenilde.com](http://stbenilde.com)

## **OUR MISSION**

Our Catholic School is committed to providing an educational foundation, which focuses on spiritual, academic, physical and social development, so that our students will grow to know, love and serve God, family and community.

## **OUR VISION**

To nurture and educate students in a family environment enabling each child to reach their full spiritual, academic, intellectual, and human potential in the Catholic tradition.

## **OUR PHILOSOPHY**

The philosophy of St. Benilde School is based on the premise that our school shares in the great mission of the church to reveal Christ to the world. We recognize the dignity of each student as a unique individual, made in the image of God and destined for eternal life. As an educational community our intent is to enable our students, through a challenging curriculum, to reach their full potential as Christian individuals committed to serving God, family and community. In today's world of ever-changing technology, we strive to create an environment conducive to the spiritual, moral, and intellectual, emotional, social and physical growth of each student entrusted to our care. In the power of Christ, with Mary the Mother of God as our model, we endeavor to benefit from the past, to live the present to the fullest, and to prepare for the future.

## **SCHOOL MOTTO**

Purity in our hearts, truth on our lips, and deeds according to our word.

## **OUR PATRON SAINT**

St. Benilde was born on June 14, 1805 in the village of Thuret in central France. He became a Christian Brother in 1820 and worked for many years in the field of education. He was a humble man with a

genuine love for his students and a keen insight into their needs and problems. Brother Benilde died on August 13, 1862 and was canonized a saint on October 29, 1967. Pope Pius said of him, “He did common things in an uncommon way.”

### **BRIEF HISTORY OF THE SCHOOL**

St. Benilde School is a Catholic parochial school. We opened in 1968 to educate elementary aged children. In 1989, a prekindergarten program was added to serve children starting at age four. A three year old program was added in 1994. Two year olds were added in 2004, followed by a one year old program in 2010, and most recently a nursery program in 2012. Today, the school serves children from six weeks of age through the end of seventh grade, with an enrollment of approximately 300 children. The school’s founding religious order was the Sisters of Loreto. Today, the school is under the director of the pastor of St. Benilde Parish, a lay principal, and a qualified lay faculty.

### **THE PRIMARY ROLE OF PARENTS**

The ultimate goal of St. Benilde School – and all Catholic education – is the development of the Christian disciples who understand their duty to be of constant service to God by placing the needs of others first, especially the poor and vulnerable. This goal, however, is not unique to Catholic schools. It is shared also by the parish, and most important, in the homes of each Catholic family who partner with the school and parish in their child’s faith-centered education.

*“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.*

*It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught according to the faith received in Baptism, to have knowledge of God, to worship him, and to love their neighbor.*

*While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where possible, to support such schools to the extent of their ability, and to work with them for the welfare of their children” (Declaration of Christian Education, Vatican II).*

We at St. Benilde School look forward to partnering with each and every family, and especially the parents and guardians of the children being entrusted to our care. We will strive in communion with all our families to create a school climate that is a place of love, affirmation, nurturing, and encouragement. We will work to foster harmonious working relationships with each family grounded in a sense of mutual trust and respect.

### **The administration, faculty, and staff of St. Benilde School pledge...**

- To provide a high quality academic and spiritual formation program with the resources we are provided.

- To do everything within our power to make sure each child experiences that they are safe, loved, and cared for.
- To strive for transparency in school operations while also ensuring the vital right to privacy of all our individual members.
- To promote ongoing and prompt communication with families regarding major school events as well as particular questions parents and guardians may have regarding their own child's education.
- To resolve disputes promptly in a way that promotes stronger bonds between family and school.

**In return, our school's families pledge...**

- To regularly celebrate their many graces given from God at weekly Sunday mass.
- To celebrate the Sacraments and involve their children in living a sacramental life.
- To educate themselves on the basic principles of the Catholic faith and pass those principles on to their children.
- To teach their child(ren) respect for others, including the rights and possessions of others.
- To teach their children the importance of the law and authority in a compassionate and just society.
- To get their child to school on time and ready to learn every day, unless their child is sick or exceptional circumstances require them to miss.
- To take an active role in their child's education and other activities.
- To support the mission, vision, policies, and procedures of St. Benilde School in all of their public statements and writing.

A strong partnership between the school and our families is essential for each child to be given the best opportunity to succeed. That is why it is crucial for all parties – administration, faculty, staff, volunteers, students, parents, and their families – to uphold these pledges. That is also why families who act in such a way as to break the partnership and cause harm to St. Benilde School may – at the discretion of the school's leadership – be required to withdraw their child(ren) from St. Benilde School.

We at St. Benilde School look forward to your full partnership for the current school year and for many years to come!

**FAITH AND HUMAN FORMATION**

Assisting parents in the spiritual formation of their child(ren) in the Catholic faith is the reason for the existence of St. Benilde School. Grades Pre-K 4 through 7 attend mass weekly. On special occasions, students in Prekindergarten 3 and from the Loreto Early Learning Center may also attend mass. Opportunities to receive the Sacrament of Reconciliation are provided in Advent and Lent, as well as in individual circumstances at the request of the student. Additional liturgical and para-liturgical celebrations are celebrated as appropriate throughout the year, such as lighting of Advent wreaths, Stations of the Cross, prayers of the rosary, morning and afternoon prayer, and May Crowning.

Finally, in keeping with our Catholic Christian call to active discipleship, students participate as appropriate in various mission, pro-life, and service activities throughout the year.

### **ADMISSIONS POLICY**

St. Benilde School observes a preferential admissions policy as follows:

1. All currently enrolled St. Benilde School students in good standing with the school.
2. Siblings of current students.
3. Children of territorial parishioners who are deemed active by the pastor; children of alumni or legacy families as determined by the pastor.
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
5. Children of non-territorial parishioners of a parish without a school or no room in their parish school who are deemed active by their pastor.
6. Children of active parishioners who live outside the territorial parish in a parish with a school that has room.
7. All others – including inactive parishioners, non-Catholics, etc.

St. Benilde School reserves the right to select students for admission to the school. Applicants must submit proper and true copies of birth certificates, baptismal certificates (for Catholics), health records, academic records, professional evaluations (in the instance of Special Education applicants), and disciplinary records, as requested.

St. Benilde School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of education policies, admissions policies, and athletic or other school-administered programs.

All first time admissions to St. Benilde School are probationary. The school may choose to do one of the following:

- Drop the probationary status
- Continue the probationary status
- Discontinue the student's enrollment at St. Benilde School

### **TUITION AND FEES**

Tuition and fees are established each year by the Pastor at the recommendation of the Principal in consultation with the St. Benilde School Board. Tuition and fees are based on the guidelines and policies of the Office of Catholic Schools for the Archdiocese of New Orleans. Registration is not complete until all necessary documents have been received and all fees are paid. All fees are non-refundable. Parents must complete and return the Parish Covenant with their pastor (either of St. Benilde Parish or any other Catholic parish) by September 1 of each year in order to be credited for the lower Participating tuition rate.

The following must be paid at St. Benilde School prior to the performance of the service being paid:

- Tuition
- Application Fee
- All other fees (i.e. library fines, etc.) must be paid for at point of service.

All payments of tuition and fees are paid through FACTS Management. Families must establish a FACTS account online prior to being allowed to attend classes. Accounts can be set up at this website: <https://online.factsmtg.com/signin/43RB9>. St. Benilde School reserves the right to refuse a payment plan if there is a history of delinquent payments of tuition and/or fees. For families choosing an invoice plan, an annual fee of \$100 will be applied to their FACTS account. Any request to change or modify a FACTS account for any reason, must be done in writing via email to the Director of Admissions at least four business days prior to the request taking effect.

Should a student leave St. Benilde's Pre-K or Elementary School programs at any time during a quarter for any reason including but not limited to dismissal, illness, voluntary or involuntary withdrawal, the following amount of tuition is owed: 1<sup>st</sup> Quarter – 40%, 2<sup>nd</sup> Quarter – 60%, 3<sup>rd</sup> Quarter – 80%, 4<sup>th</sup> Quarter – 100%.

St. Benilde School is committed to ensuring that no student will be denied admission due solely to demonstrated financial need as determined by an independent third-party provider. Please contact the Director of Admissions for more information regarding applying for needs-based scholarships if you are interested.

In the event a family is delinquent on their payments, the following policy applies:

- *At 30 days delinquency*, the family will be notified by email of the delinquency. Late fees will be assessed per the policies of FACTS Management. The delinquent account must be brought into good standing immediately.
- *At 60 days delinquency*, the family will be notified by email and phone call that they are delinquent. Late fees will be assessed per the policies of FACTS Management. The delinquent account must be brought into good standing immediately.
- *At the end of each semester*, all services to the student for which a family is delinquent will be stopped until the family brings their account into good standing, this includes a child's Archdiocese of New Orleans School Food Services account. In the case of tuition, registration, non-support fees, and food service accounts the student will not be able to return to school either in January or in August.

St. Benilde School is committed to working with families who come upon tough times and have a demonstrated financial hardship. If a family is unable to pay a school bill due to a hardship, the family must contact the school's Director of Admissions, who will tell them how to appeal to the Principal for a hardship exemption on paying their school bills until they no longer have the hardship.



Families who have a delinquency at the end of each semester, have not applied for or received a hardship exemption, and who do not attempt to bring their account into good standing will be asked to leave St. Benilde School per policy of the Archdiocese of New Orleans.

Please note: A minimum of \$25.00 fee will be assessed on any checks returned because of insufficient funds.

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

### **COMMUNICATION**

All parents/guardians who provide the school with an email address are registered with Plus Portals ([www.plusportals.com/sbs](http://www.plusportals.com/sbs)). Email communications are sent out from the Principal and teachers may also opt to utilize email correspondence in lieu of paper reminders. All assignments, tests, and quizzes from grades 1-7 will be posted on Plus Portals.

It is highly encouraged that when parents/guardians have a question for a teacher they call the school to request a phone call from the teacher. Email may also be used, though experience shows that email exchanges may lead to misunderstandings and unnecessary conflict and angst between the parents/guardians and the school. All phone calls will ordinarily be returned within 24 hours.

### **CONFIDENTIALITY**

St. Benilde Catholic School encourages a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of St. Benilde Catholic School are required and committed to honoring the confidentiality of all matters and information, they are privy to, so too must the families of St. Benilde Catholic School respect the welfare of others and the school as a whole and likewise maintain confidentiality at all times.

It should be noted that all staff of St. Benilde Catholic School are agents of the school. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students in so far as that information concerns the welfare of the student, other students, or of the school as a whole.

### **INSTRUCTIONAL TIME**

The school instructional day begins at 7:45AM with morning prayer and announcements. The instructional day ends at 2:45 PM. From 7:00 – 7:30 AM, students may be dropped off in the cafeteria for grades Pre-K 3 – Grade 7. Breakfast is provided for a fee in the cafeteria until 7:20 AM. From 2:45 to 3:00 PM, parents may pick their students up using the school's dismissal procedures. Students

not being picked up immediately after school will utilize the school's Extended Care Program for an additional fee. Any student not picked up by 3:00 PM will be placed in the Extended Care Program. A fee will apply in these cases.

## ATTENDANCE POLICY

### **Pre-K 3 through Seventh Grade**

Attendance in classes is a basic necessity for academic success. Absences and tardiness can detract from this and prevent the student from fulfilling scholastic responsibilities. **For this reason, the school is justified in refusing credit or promotion to any student who misses 15 days, with no more than five missed days per marking period, whether the absences are excused or unexcused.**

An exception to the above would be the case of a student who is hospitalized, or suffers from an extended illness, and is able to make up work through tutoring or some other type of learning situation. Parents are asked to call the school before 9 a.m. when a student will be legitimately absent or tardy.

Students who miss classes regularly or take extended or early vacations on school time cannot demand the privilege of earning credits or being promoted by special, individual assistance from faculty members, makeup work or special examinations.

For purposes of record keeping, a student is considered in attendance for a whole day when (s)he is physically present at school from 7:45 AM to 2:45 PM, or is participating in an authorized school activity during these hours. A student entering school between 7:45 and 9:30 AM will be marked tardy. **Two tardies will accumulate as a half day absence and four tardies will accumulate to a full day absence.** If a student enters school after 9:30 AM, they will be marked in attendance as a half day. If a student arrives at 7:45 AM and is checked out at any time between 9:30 and 1:30 PM, they will be marked in attendance as a half day. If a student arrives at 7:45 AM and is checked out after 1:30 PM, they will be marked as early dismissal. We ask that families refrain from checking their students out between 2:15 and 2:45 PM.

If a student persistently misses school (without a lawful excuse) the case will be turned over to the Truancy Officer or Family Services.

The Principal reserves the right to refuse promotion if tardiness is excessive, regardless of physician's note, student performance, or grades. **Students who accumulate more than 15 days of absences may be asked to makeup days/time missed by coming to school during holiday breaks or during the summer months.**

## ARRIVAL AND DISMISSAL PROCEDURES

Please note: Division St. is a designated one way from 7:00 – 8:30 AM and 2:00 -3:15 PM with traffic traveling north in the direction of I-10.

Before Care is available in the cafeteria for students in PK3 -7th from 7:00 until 7:30 AM. Parents must park and walk the student into the cafeteria to sign in with the teacher on duty. Breakfast is available from 7:00 - 7:20 AM. Students must be in line for breakfast by 7:20 AM.

#### **Arrival for Pre-K 3 and Pre-K 4**

Parents of students in Pre-K 3 and Pre-K 4 drive onto the school campus through the back gate located next to the Loreto building. Drop off begins at 7:30 AM and ends at 7:45 AM. Park in the area located adjacent to the back of the Rainbow building. Parents should walk the student to the back door of the Rainbow building to the teacher on duty. Older siblings in kindergarten through 7th grade should also be dropped off at this point. **The back gate will be closed at 7:45 AM; students arriving after 7:45 AM must be escorted to the front office by their parents to receive a tardy pass.**

#### **Arrival for K - 7th Grade**

The morning arrival time for K - 7th grade students is from 7:30 - 7:45 AM. Cars travel northbound on Division St. and enter the parking lot through the first driveway closest to the “horseshoe” driveway in front of the church and school. The car line will be stopped by a duty teacher at the solid white line that is located between the church and the parish office. Students must remain in cars until a duty teacher or safety patrol member opens the passenger side door. Cars may exit either on Division St. or Edenborn Ave. All students enter the school campus through the gate located between the church and the parish office. The gate is locked when morning arrival ends at 7:45 AM. **Students arriving after 7:45 AM must be escorted to the front office by their parents to receive a tardy pass.**

**Drivers are not allowed to use cell phones on campus during morning arrival times.**

Parents may not park and walk their student into school during the morning arrival time. Please do not walk across the carpool lane during morning arrival time. On occasion, if it is necessary to walk a student into the building, parents may park and cross at the solid white line only.

Cars will be directed to enter the horseshoe from Division St. in the event of a rainy-day arrival.

We do not have a crossing guard or duty teacher to assist walkers or bike riders crossing Division St. at the crosswalk. Parents must walk students across the street and assist them getting to the sidewalk on the side of the church. At that point, students should walk on the sidewalk to enter campus through the gate located between the church and the parish office. Bicycles are locked on the bike rack located near the gate. The school is not responsible for stolen or damaged bikes.

#### **Dismissal for Pre-K 3 and Pre-K 4**

Parents of students in Pre-K 3 and Pre-K 4 drive onto the school campus through the back gate located next to the Loreto building. This gate opens at 2:45 PM, student not picked up by 3:00PM will be sent to Extended Care. Park in the area located adjacent to the back of the Rainbow building. Parents will pick up students from the back door of the Rainbow building. Parents must have the school issued carpool placard. Older siblings in kindergarten through 7th grade will also be waiting at this dismissal location.

### **Dismissal for Kindergarten - 7th Grade**

As noted above, cars enter the parking lot through the second driveway closest to Danville St. Cars line up in the first eleven rows with five cars in each row. Dismissal begins at 2:45 PM when cars are sent one row at a time into the horseshoe in front of the school. Students are loaded into cars on the driver's side by duty teachers. Parents must have the school issued carpool placard displayed in the windshield. Dismissal ends at 3:00 PM. Students who are not picked up by 3:00 PM will go to the Extended Care program.

### **Drivers are not allowed to use cell phones on campus during afternoon dismissal times.**

Walkers and bike riders will be escorted across Division St. by a duty teacher. Parents picking up walkers must wait across the street opposite the church at the crosswalk.

### **In order to ensure the safety of all students, parents may not park and walk to pick up students from the carpool area.**

Extended care is available from 3:00 PM until 6:00 PM.

### **After Hours**

The school uses the schoolyard and field for the aftercare program and other extracurricular activities until 6:00 PM. No person is permitted in the schoolyard after hours without the express permission of the Principal. All students who are enrolled at St. Benilde School must be supervised by an adult (i.e. coach, moderator, teacher, or after care staff) while on campus after the academic day ends at 2:45 PM. At 6:00 PM, all students must be picked up/under the care of a parent or guardian. Parents/guardians of a student left on campus after 6:00 PM will be contacted to immediately come pick up their student(s). Families who continually leave their students on campus unsupervised after 6:00 PM may be asked to withdraw their students from school.

## **EXTENDED CARE PROGRAM**

Extended Care is available from 3:00-6:00 PM. Students will only be released to parents or individuals designated on the parent's pick-up list. In case of an emergency, or when a person on your list cannot pick up your student, you must call and leave the name of the individual who will be responsible for your student. Please tell the person picking up your student that we require identification for verification. Parents must sign their student out at the school's front office prior to getting their student from the extended care program.

### **Nutrition**

Your student will be provided with a snack and juice every day. You may provide your student with extra snacks. However, we ask that you do not pack candy bars, caffeinated drinks, or other sugar-filled snacks.

### **Fees**

Beginning with the 2019-2020 school year there is no longer a registration fee of \$35 per family for the extended care program; this fee has been eliminated.

Annual tuition for the extended care programs varies based upon the number of days used each week. The program also offers additional discounts for multiple students.

***Students who are not officially enrolled in the program and are not picked up by the end of regular dismissal (3:00 PM), must be enrolled in the extended care program for that day. A \$20 fee will be assessed to the family for that day's usage.***

### **ILLNESS AND INJURIES**

If symptoms of contagious or infection diseases develop while a student is in school, (s)he will be brought to the front office. Parents or persons listed on the emergency form will be notified to pick up the ill student. Students, faculty, and staff with the following illnesses or symptoms shall be excluded from school based on the potential communicability of the disease. Periods of exclusion may be extended beyond this depending on individual conditions and proof of non-carriage of disease. The school must be presented with a signed doctor's release as stated on the next page. **Please keep emergency information up to date by contacting the front office when information changes.**

<b>Illness/Symptom</b>	<b>Exclude Until</b>	<b>Signed Doctor's Release to Return to School</b>
100° Temperature or higher	Fever free for 24 hours without the aid of a fever reducer (i.e. Motrin, Tylenol, etc.)	None unless additional contagious disease present or lasting 5 days or longer
Diarrhea (two or more loose stools or over and above what is normal for that child)	Diarrhea free for 24 hours	None unless additional contagious disease present or lasting 5 days or longer
Vomiting	Vomit free for 24 hours	None unless additional contagious disease present or lasting 5 days or longer
Generalized Rash	No sign of rash or cleared by the child's physician	Doctor's note required
Excessive Irritability or Excessive Sleepiness	Evaluated and cleared by the child's physician	Doctor's note required
Strep Throat/Impetigo (Streptococcus bacteria or staphylococcus bacteria)	One day after prescribed treatment has begun	Doctor's note required
Pink Eye (conjunctivitis)	One day after prescribed treatment has begun	Doctor's note required
Green/Yellow excessive running nose and/or cough	Evaluated and cleared by the child's physician	Doctor's note required

Chicken Pox	Skin lesions (blisters) scabbed over completely	Doctor's note required
Fifth disease (Erythema infectiosum)	Evaluated and cleared by the child's physician	Doctor's note required
Hib disease (Haemophilus influenzae type b)	Well with proof of noncarriage	Doctor's note required
Meningococcal disease	Well with proof of noncarriage	Doctor's note required
Any other contagious disease not listed above	Evaluated and cleared by the child's physician	Doctor's note required

### **Head Lice**

Any case of head lice must be reported to the school office immediately. Upon receiving a report, a notice with instructions for treating head lice will be sent home to all students in the grade level. A student with head lice may not return to school until treated.

### **Injuries**

If a student is injured while at school, the parents will be notified in writing or by phone depending upon the severity of the injury. All injuries above the neck will be reported to the parents immediately by phone. All student injuries are noted in the accident log along with the time of accident and the procedures that were followed.

### **MEDICATION**

Authorized school personnel will dispense only medication prescribed by a licensed physician or dentist and filled by a registered pharmacist. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, *cough drops*, etc.) will **not be given** unless prescribed and labeled by a licensed pharmacist with the proper directions. If a student must take prescribed medicine during school hours, parents should complete the medication administration form (found on the school's website). Teachers may not administer medicine except Epipens when prescribed and needed for emergencies. Please send all medication to the office in its original labeled bottle.

### **INSURANCE**

All students are covered by accident insurance during school hours, from the time they arrive until they leave the campus, and on all school-sponsored activities.

### **DRESS CODE & GROOMING**

School Uniforms Required by All Children Starting at Pre-K3  
**LABEL ALL UNIFORM and SCHOOL ITEMS**

Suppliers: Schumacher 454-0427  
3601 Hessmer

Ponsetti's (Shoes Only) 885-0028  
4426 Veterans Blvd.

Uniforms may now be purchased online at [www.shop.schumachersuniforms.com](http://www.shop.schumachersuniforms.com)

**ALL PRE-K STUDENTS MUST HAVE AN ALL-IN-ONE NAP MAT  
THAT HAS A PILLOW AND BLANKET ATTACHED.**

**Boys Pre-K 3 through 7th grade**

Shirt: Hunter green knit shirt with white school logo  
Pants: Uniform Khaki long pants (with or without pleats)  
Shorts: Uniform Khaki short pants (with or without pleats)  
Grades 4-7 must wear long pants on Mass days.  
(NOTE: No 100% cotton pants are permitted.)  
Belt: Grades 1-7 must wear one-inch black or khaki belt  
Shoes: **Pre-K 3 through Kindergarten** - black Velcro tennis shoe  
**1-7:** Black lace up or Velcro tennis shoe (high tops are not allowed)  
Socks: **Pre-K 3 through 7** white ankle socks or white crew socks  
Outerwear: **Pre-K 3 through 7** hunter green cardigan or ash hoodless sweatshirt  
with school logo  
Book bag: **Pre-K 3 through Kindergarten** SBS backpack only  
**1-7** SBS backpack or any larger backpack that is quiet and solid in  
color. Other schools' backpacks or rolling backpacks are not  
permitted.

**Girls Pre-K 3 through Pre-K 4**

Smock: Navy gingham high yoke dress with bloomers  
Outerwear: Hunter green cardigan sweater (no other color sweater is  
permitted).  
In very cold weather: Ash uniform sweatpants and sweatshirt with logo.  
Socks: White ankle socks or white crew socks  
White, gray, or black color tights may be worn with socks in winter  
Shoes: Girls wear **navy** Velcro shoes  
Book bag: SBS backpack only (no other bag is permitted)

**Girls Kindergarten through 3rd grade**

Skirt: Apron top jumper on gray/hunter plaid skirt  
Blouse: White pointed collar with or without pocket logo  
Tie: Hunter green tie  
Shoes: **Kindergarten** Black Velcro tennis shoe  
**1-3** Black lace up or Velcro tennis shoe (high tops are not allowed)  
Socks: White ankle socks or white crew socks  
White, gray, or black color tights may be worn with socks in winter

**Girls 4th through 7th grade**

Skirt: Gray/hunter plaid skirt

Blouse: White pointed collar **with** school logo on pocket  
Tie: Hunter green tie  
Shoes: Black lace up or Velcro tennis shoe (high tops are not allowed)  
Socks: White ankle socks or white crew socks  
White, gray, or black color tights may be worn with socks in winter.

### **Girls Pre-K 3 through 7th grade**

Outerwear: Hunter green cardigan, or ash hoodless sweatshirt with school logo  
Extreme weather: Ash uniform sweatpants *with elastic at ankle* under skirt. White, gray, or black color tights may be worn with socks in winter.  
Book bag: Pre-K 3 through 1st grade- SBS backpack only.  
2nd- 7th grade- SBS backpack or any larger, school appropriate backpack. Rolling backpacks are not permitted.

### **P.E. Grades 4-7**

Shirt: Ash t-shirt with hunter green box and logo on left chest  
Shorts: Hunter green knit shorts with white box and logo on left leg  
Extreme weather: In cold weather Ash sweatshirt with school logo and ash sweatpants *with elastic at the ankle*  
Shoes: Regular school shoes will be worn for P.E.

*Note: Students may wear their P.E. uniforms under their school uniforms on P.E. days. This is not mandatory, however, it is strongly encouraged. Failure to dress out in proper attire for P.E. will result in a lowered grade.*

### **Cold Weather**

The ash hoodless sweatshirt or green cardigan sweater **may** be worn in cool weather. No other sweatshirts are allowed. In very cold weather, students should wear heavy winter coats to and from school and at recess. Please be advised that students may not wear jackets, coats, or windbreakers inside the school buildings during the academic day.

### **Hair**

Only the student's natural hair color is permitted. Hair must be neatly groomed. No faddish hairstyles including but not limited to mohawks, shaved heads, tails, or wedged hair are allowed. Hair should **not** be cut with a #1 clipper. No wet hair, mousse or gel. Hair should be held off the face. **Boy's hair should be cut above the collar, ears and eyebrows and may not be excessively bushy.** Boys must be clean-shaven. **Girls' bangs must be off the eyes allowing both eyes to be visible.** Girls may wear a ribbon or headband of modest size in hair. Large ribbons or clips may not be worn. Boys must be clean-shaven.

Any deviation from this policy may result in disciplinary action. The student's original hair color must be restored, and hair cut must be returned to a conventional cut.

### **Jewelry**

Only a religious medal or crucifix may be worn on a simple chain around the neck. *No more than two rings or wrist bracelets may be worn.* Boys may not wear earrings. Girls may wear a small post



earring in the lowest hole in the lobe of the ear. Simple function watches are permitted. Smart watches and watches that beep are not allowed.

### **Undergarments**

Boys may wear a plain white undershirt. Undershirts may not be seen past the sleeve. Girls may wear a plain white undershirt, white sleeveless camisole and/or white brassieres. Girls may not wear undergarments with writing or dark/loud colors including brassieres. All girls must wear shorts under skirts.

### **Miscellaneous**

*Girls in grades 4 through 7 may bring a small sized purse to school in order to carry feminine necessities. Purses may be brought out to recess but must be put on the wall with the lunch boxes.* Girls may not wear colored fingernail polish or sculptured nails. Clear polish is acceptable. Visible tattoos, colored contact lens, and make-up are not allowed.

### **Scouts and Athletic Teams**

Scout uniforms may be worn on days when there is a meeting after school. Team uniforms with school socks and shoes may be worn on the days the team has a game. Cheerleaders may wear their uniforms on the days that the squad is performing. On mass days, all students must come in school uniform and will be allowed to change after mass.

### **General Uniform Regulations**

Skirts must be not more than one inch above the knee. Uniform blouses and shirts are to be neatly tucked in at all times. Shoes should be tightly tied at all times. Shoes should not flop when walking. Shoes should be clean and polished. Girls' ties must always be closed. Students may not write or draw on uniforms. Sweaters and sweatshirts may not be tied around the neck or waist. All removable clothing should be clearly labeled with name. Complete uniform must be worn for the entire year. No exceptions will be made for the last days of school.

**UNIFORMS MUST BE CLEAN, IN GOOD CONDITION AND WORN CORRECTLY.  
TEARS, HOLES OR FRINGED EDGES ARE NOT PERMITTED.  
HOLES IN SHOES ARE NOT PERMITTED.**

### **DRESS CODE ALTERNATIVES**

#### **Dress Down Days**

On dress down days the following dress code must be followed:

*Tops:* Shirts, blouses, and sweatshirts that are school appropriate. Shirts or blouses that expose the midriff are not permitted. Students may not wear spaghetti straps or sleeveless blouses. Shirts or blouses may not be low-cut. Writing and/or logos must be school appropriate.

*Bottoms:* Jeans - Plain, traditional cut and fit, long or short blue jeans. Low riding jeans that expose the midriff are not permitted. *Jeans must not have holes, slits, etc.*  
Shorts - Length of shorts should be no shorter than 2 inches above the knee.  
PE shorts are allowed.

Sweatpants - Only ash school sweatpants.

Shoes: Any tennis shoe or school shoe

Socks: Crew sock *or* ankle sock

**Substitutions to the above requirements are not allowed. The only option is to wear the school uniform. Students who do not wear appropriate attire to school will be required contact the parents/guardians to bring their school uniform. Disciplinary consequences may occur.**

#### **PLEASE LABEL ALL ITEMS SENT TO SCHOOL**

**Book bags, sweaters, coats, hats, gloves, shoes, lunch kits (including thermos, tops, covers, food containers, etc.), raincoats, windbreakers, sweatshirts, nap mat and cover must be labeled with your child's name.**

### **CURRICULUM AND INSTRUCTION**

*For more information regarding the daily policies and regulations of the Loreto Early Learning Center, please refer to the appropriate appendix later in this handbook.*

#### **Early Childhood Curricular Goals**

In the Pre-Kindergarten program, we seek to teach skills that the students need in order to develop and grow physically, academically, emotionally, socially, and spiritually. Our goal is to give each student skills, ideas and competencies for today as well as set the foundation for future learning. These goals are met through providing age appropriate experiences, materials and support. Our program focuses on language development, reading readiness, number sense, the world around us, and spiritual development.

We strive to develop social skills, a positive self-image, and independence in each student. Students are provided opportunities to learn cooperative skills as well as daily opportunities to understand that other people have feelings too. We teach that God has made each of us different and special. Every effort is made to help each child succeed at his/her tasks. Whether working together or in small groups, all efforts are encouraged. Students are encouraged and helped to be independent from the first day of school. As they mature, they carry their own book bags, put their things away and are responsible for the materials they use during the day. Our program focuses on the development of the whole child.

St. Benilde School has adopted the Creative Curriculum and accompanying *Gold* early childhood benchmarks to guide our early childhood programs. These are fully aligned with the State of Louisiana's early childhood standards, benchmarks, and grade level expectations. The curriculum is age appropriate and based on sound early childhood practices. Students are engaged in meaningful activities that will help them become successful and confident. Teachers and staff assist students as is necessary, providing information, materials and assistance to enable the students to move to the next level of development.

#### **Elementary School Curricular Goals**

St. Benilde School provides a rigorous and engaging academic program that provides students with developmentally appropriate and student-centered learning experiences each and every day. All students who graduate from St. Benilde School meet and exceed State of Louisiana and Archdiocese of New Orleans requirements for promotion to eighth grade.

At the center of the academic program at St. Benilde School is the Gospel message and the person of Jesus Christ, who is the foremost and ever-present teacher of our school community. As such, Catholic truths and values are imbedded throughout every classroom and every subject taught at St. Benilde School. Catechesis – the systematic teaching of Catholic doctrine – is completed on a daily basis and is required of all students.

Well over 50% of every school day is devoted to the core subjects: Religion, English Language Arts, and Math. Students also receive daily instruction in Science and Social Studies that are embedded in the ELA curriculum in the lower school and scheduled classes in the Upper Elementary School. Elective class opportunities in physical education, music, and media skills are also provided to students on a weekly basis.

### **Academic Integrity**

At St. Benilde Catholic School, academic integrity is expected of every member of the school community - students, parents, and teachers. Academic integrity includes a common commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an organic and systematic learning process. A student's or a parent's academic dishonesty threatens and undermines the sacred partnership that exists between the family and the Catholic school. Academic dishonesty interferes with moral and intellectual development, and poisons the atmosphere of mutual respect and trust.

We understand that the students at St. Benilde Catholic School are in a process of learning. Our teachers are vigilant about teaching the right and wrong way to express an idea that is their own, and not copied from another source. Sometimes, even after proper instruction is given, students choose to copy another idea or written work and call it their own. This is called plagiarism. Work that has been plagiarized will be subject to grade adjustments and/or disciplinary actions.

Appropriate test taking behavior and other forms of academic dishonesty are taught at the beginning of each year in each classroom. Every teacher reviews the rules for behavior while taking a test in his/her classroom. St. Benilde School students are expected to adhere to high standards of academic integrity in their work. It is imperative that students follow the test taking rules that have been established in each classroom. Violations are subject to grade adjustment and to disciplinary action which may include suspension or expulsion.

Any parent (or student who obtains (through purchasing or other means) standardized tests from our textbook series and/or passes "old" tests to other parents or students is undermining the school's authority to properly evaluate student progress. There is a name for this- it is cheating. Violations are subject to grade adjustment and to disciplinary action which may include suspension or expulsion. The school considers this a serious matter and parents will be called in to discuss whether the family can faithfully continue the "school/parent" entrustment that is necessary for the operation of our Catholic School.

### **Student Assistance**

St. Benilde School provides a personalized approach to instruction for all students and strives every day to meet their diverse needs. Part of that means that we recognize that all students need differing levels of academic support. The general instructional approach used at St. Benilde School offers three tiers of support to students. All students receive tier I support, which includes regular classroom instruction and the use of a variety of adaptive digital learning programs. The tier II support includes basic classroom modifications and additional intervention as needed. At the tier III level of support students receive interventions at a more intensive level.

For students who qualify a modified curriculum in English Language Arts or Math is provided through the Exceptional Learners Program. Students who qualify and are accepted into the Exceptional Learners Program will receive a STEP Plan. Fees do apply for these programs.

### **School Counseling Program**

St. Benilde School offers the services of one full-time social worker to assist students and families. The social worker helps to identify, assess, and to resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement and adjustment in school. All information shared by students, parents and teachers is kept confidential consistent with applicable law, *i.e.*, only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not necessarily limited to circumstances where the student reveals information about harm or possible harm to himself or herself or to another person or where the student reveals information about abuse. The school social worker will act at all times in a professional manner that is consistent with the legal and ethical standards that all school social workers uphold.

### **Evaluation and Accountability**

A variety of methods are used to assess a student's progress towards learning standards and goals at all levels. Teachers assess student progress and mastery of the curriculum through tools such as quarterly and periodic benchmark assessments, homework, quizzes, projects, presentations, papers, chapter/unit tests, and exams. Informal assessment takes place daily through observation, discussion, and oral questioning. Classroom participation, completion of class assignments and home assignments are necessary to be a successful student. Classroom expectations and grading procedures are given to parents at Parent Orientation.

An alpha-numeric grading scale is used for core academic subjects in grades 1-7. It is outlined below, along with the grading scale for elective classes.

### **Grading Scale for Core Subjects**

A = 94 – 100

B = 86-93

C = 78-85

D = 70-77

U = 69-Below

## **Grading Scale for Elective Classes**

E = Exceeds expectations

M = Meets expectations

N = Did not meet expectations

## **Home Assignments**

Teachers regularly give home assignments designed to further a student's learning, introduce new concepts to be studied in class, and prepare students for summative evaluations such as unit tests and quizzes. In addition to home assignments, we strongly encourage each family to help their student devote about 15 minutes each evening to leisurely reading. For families with students who are not yet reading, we strongly encourage they read to their student at least 15 minutes each evening.

Incomplete or missing homework will be penalized through loss of a portion of the available points on the assignment (assignments never handed in cannot be assessed and will receive a grade of 0 until the assignment is handed in or the grading period ends, whichever comes first). Parents may not bring any forgotten assignments or books to school. The office will not accept any such work.

Please check PlusPortals for home assignments ([www.plusportals.com/sbs](http://www.plusportals.com/sbs)). Parent must have established a log in and password for the website to access the home assignments. Information on how to do so is provided at the beginning of the school year. The school website does not replace classroom copying of home assignments. Students remain responsible for listening, organizing, and correctly copying, and successfully completing home assignments.

## **Examinations**

Exams are administered to students in the Sixth and Seventh Grade at the end of each grading period. Exam schedules and protocol will be communicated in writing to families by the Homeroom Teachers. Because exams are an essential part of assessing a student's total learning each quarter, St. Benilde School does not ordinarily exempt students from exams.

## **Goal Setting**

St. Benilde School students from 1<sup>st</sup> Grade through 7<sup>th</sup> Grade participate with their teachers and parents in a goal setting process. Early in the school year, the students establish two personal goals they will work on during the year: spiritual and academic. During the fall student/parent/teacher conference, the students will go over their chosen goals, why they chose those goals, and what steps they will take to meet their goals. The parents will also state what they will do to help their student reach their goal. A mid-year checkup form will be sent home to assess the student's progress towards their goals. At the end of the school year, the students will determine if they met the goal, the reasons they did or did not, and establish summer goals.

## **Grade & Progress Reports**

Reports cards are issued via email in grades 1-7 at the end of every quarter. Progress reports are issued via email in grades 1-7 at mid-quarter for purposes of athletics and extracurricular activities eligibility. Parents may also monitor their child(ren)'s progress on a more regular basis via Plus Portals: [www.plusportals.com/sbs](http://www.plusportals.com/sbs). Kindergarten students receive a skills progress report at the end of the second, third, and fourth quarters via email. Prekindergarten 3 and 4 students are assessed on an ongoing basis via the *Gold* benchmarks.

### **Standardized Test Program**

The Office of Catholic Schools for the Archdiocese of New Orleans requires yearly testing in grades 3-6 using the *ACT Aspire* assessment battery. Results are used to assess both student progress and the overall effectiveness of the school's curriculum and instruction.

### **Promotion**

Any student who has made satisfactory progress in all subjects and skills based upon student performance and teacher recommendation will be promoted to the next level. Students in the seventh grade who successfully meet the expectations and requirements of St. Benilde School will be granted the privilege of participating in the graduation exercises. **Students in the seventh grade who are conditionally promoted may not participate in the graduation exercises.**

### **Retention**

*Any student who fails to show proficiency in necessary emotional, cognitive, and academic skills may be required to repeat the grade level.* Students who fail English Language Arts and/or Math in grades 1-7 will be strongly considered for retention. Students who fail two or more of any subject in grades 1-7 will be strongly considered for retention.

Before a student is considered for retention, the school attempts to address the question: "What is best for this particular student?" Therefore, the school reserves the right to retain a student even though (s)he may be attaining minimal passing grades. In all cases, the Principal, after consultation with the Assistant Principal, teachers, social worker, and the student's parents will make the final decision.

Please be advised that St. Benilde School reserves the right to refuse promotion starting in first grade if absences or tardiness are excessive, regardless of a physician's note, student performance, or grades.

### **Conditional Promotion**

A student who fails one subject for the year may be conditionally promoted. In these cases, the student must complete a school-approved remediation program during the summer and prior to the start of the next school year. School-approved remediation programs are developed on a personalized basis for each student and may include but are not limited to summer school, tutoring, online programs, etc.

### **Tutoring Recommended**

Any student – regardless of their grades - may be recommended to receive tutoring in religion, English language arts, math, social studies, or science.

## **HONORS AND AWARDS**

### **Honor Roll**

At the end of every grading period, all students in the Upper Elementary School with an A average in all subjects (including an E in elective classes) will be placed on the Alpha Honor Roll. Any student with an A/B average in all subjects (including an E in elective classes) will be placed on the Beta Honor Roll.

At the end of each quarter, all students in grades 1-3 with an A or B average in all subjects (including an E in elective classes) will be recognized as Honor Scholars.

### **Quarter Awards**

At the end of each quarter, the following awards are given:

- *Pastor's Award*: Given to one student in each grade level who best exemplifies Catholic faith and values along with a demonstrated commitment to personal growth and excellence.
- *The Virtus et Veritas Award*: Given to the students who demonstrate growth in virtue, self-confidence, and leadership skills while building personal convictions that are grounded in Gospel Truth.
- *Principal's Award*: Given to the students whose overall scores are in the top 10% of each class.
- *Greatest Progress Award*: Given to the student in each class who has shown the most improvement.
- *Sisters of Loreto Award*: Given to the students who go into the community to serve as a Christian leader and apostle, actively responding to the needs of the Church and humanity, creative a civilization of justice and charity.

### **End of the Year Awards**

At the end of the year, the following awards are given:

- *Pastor's Medal*: Given to one student in each class who best exemplifies Catholic faith and values along with a demonstrated commitment to personal growth and excellence throughout the year.
- *Principal's Medal*: Given to one student in each grade level with the highest overall average for the entire year.
- *The Virtus et Veritas Medal*: Given to one student in each class who - throughout the year - best demonstrates growth in virtue, self-confidence, and leadership skills while building personal convictions that are grounded in Gospel Truth.
- *Subject Award*: Given in each subject area to the student with the highest average in that subject for the year.
- *Sisters of Loreto Medal*: Given to the students who demonstrate throughout the year their commitment to go into the community to serve as a Christian leader and apostle, actively responding to the needs of the Church and humanity, creative a civilization of justice and charity.
- *Greatest Progress Award*: Given to the student in each class who has shown the most improvement.

Additional awards may be given at the end of the year at the discretion of the Principal and Pastor.

## **STUDENT ACTIVITIES**

While scholarship grounded in the Catholic faith is and always will be the primary aim of an elementary education at St. Benilde School, students are encouraged to also participate in our many different extra-curricular and co-curricular activities in order to further develop their skills and talents. These activities also help students develop important personal qualities such as loyalty, dependability, initiative, leadership and cooperation.

## **Eligibility**

All students involved in activities that meet weekly, including athletics, drama, and student council, must maintain a C or better in all core academic courses and no lower than a C in conduct. If a student receives a D in any subject, that student will be placed on probation until the grade is brought up to a C. If a student receives a D in two or more subjects, the student will be suspended from the activity. If suspended from an activity, that student will not be allowed to participate in any event, including practice, until the grades are brought up to at least a C. If a student's conduct falls below a C, that student becomes ineligible to participate in any event, including practice, until the grade is brought up to at least a C. When an activity occurs at the start of a new quarter, conduct grades reset and the student may be reinstated with a probationary status. However, subject grades are based on the last reporting period until which time the student has achieved passing grades. Should a student who is a member of any team or club be suspended for conduct infractions, (s)he may not be eligible to participate in any sport or club for the remainder of the season or marking period.

If a student is absent, checks out of school, or arrives past 9:30 AM, (s)he may not be able to participate in any sporting event or school function that day or evening (weekend if on Friday) at the discretion of the Athletic Director or Principal. Students and parents should direct all problems or concerns to the moderator, coach, or Athletic Director.

All students wishing to run for **Student Council** class representative must have earned a C or above in all subjects and an A/B average in conduct as a final average for the previous year. Executive Board members must have earned above average grades in all subjects including conduct as a final average for the previous year. Dismissal from **Student Council** will result if a member is suspended for conduct infractions. Executive Board members are to be leaders of the entire student body; therefore, their behavior and attitude must be conducive to the spirit and philosophy of St. Benilde School. One detention will result in a temporary suspension of duties; two may result in the loss of the office.

## **STUDENT CODE OF CONDUCT**

### **General Philosophy**

Based on our philosophy that St. Benilde Catholic School has been established to provide an environment of living the Catholic faith, which brings all of life together within the grace and love of God, we have established the following Disciplinary Policy and Code of Conduct. As a school, we will consistently work to emulate the Holy Family. Christian virtue will be the perpetual behavioral expectation. The rules and responsibilities established for our students are enforced as a means of assisting them in their journey as a child of God and as a soul destined for Heaven.

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behavior, while concurrently fostering self-discipline and responsible action. The origins of the word 'discipline' are found in the Latin word "discere," which means "to learn." The focus of discipline at St. Benilde Catholic School is always to lead students to learn self-discipline and self-respect; rather than simply to punish or penalize them. They learn to accept responsibility for their actions and live with the consequences of their own decisions. As preparation for functioning in the world at large, the student must assume an active role



in resolving his or her own problems appropriately with the school personnel facilitating the growth process toward self-discipline, self-reflection and a strong self-concept rooted in the Catholic ethos. By making students aware that every choice of action has a consequence - good or bad, a sense of responsibility and accountability for those choices is developed. An effective discipline policy ensures that the school climate is conducive to learning and that each student is treated with respect, dignity and fairness.

The purpose of discipline is to provide an atmosphere conducive to ongoing learning. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is four-fold:

- To provide a classroom and school environment conducive to learning.
- To help students develop a sense of responsibility and self-control.
- To foster our values as a Catholic, Christian community.
- To nurture the formation of conscience.

The purpose of a discipline policy is to change student behavior in a positive manner. Therefore, any strategies employed must focus on positive improvement rather than simply imposing sanctions. Teachers are encouraged to handle the majority of discipline issues at the classroom level, involving parents as much as possible in their efforts to enact positive change. Students must be encouraged to accept responsibility for their actions. Consequences should be designed to address the problem as close to its source as possible.

The primary responsibility for developing self-discipline, responsibility, and respect for other people rests with the home. Students who have developed these qualities will usually progress well in school. St. Benilde Catholic School respects parents as the primary educators of their students, and in turn, respectfully requests the support and cooperation of parents in the discipline process. The school is concerned with the development of attitudes, habits, and behavior, and provides a proper climate for learning. Students are expected to behave in a manner, which brings honor to them and the school at all times. At St. Benilde Catholic School, we pride ourselves on our courtesy and ability to treat others with respect and dignity. This creates a warm and friendly atmosphere that we feel is a necessary characteristic of a Catholic School. It is expected that students will behave in a manner, which is consistent with the gospel values of Jesus Christ. Students are challenged to live, grow and internalize the morals and values of our Catholic teachings.

Discipline is learned not just by the proliferation of rules, but also by the understanding of moral principles. There are five Fundamental rules, all of which proceed from the first of the five:

- The student will treat others as he himself would like to be treated.
- The student will not prevent the teacher from teaching.
- The student will not prevent others from learning.
- The student will not harm himself or harm others.
- The student will not harm his own property or the property of others.

Participation in a Catholic school is a privilege, not a right. Students must accept responsibility for their actions, and work to uphold the standards, policies, rules, and spirit the school promotes both in and outside of school. The faculty will work to encourage and inspire a student to become their best selves, including positive follow-up with a student after he/she has incurred a consequence. It is our hope that every student cooperates in the social milieu which encompasses the Catholic school. Students are expected to make a positive contribution to the school culture by cheerfully obeying the stated rules, handbook policies, and requests made by the school staff, and behaving as good citizens both in and outside of school. Students are expected to monitor their own behavior, to accept responsibility for the consequences of their actions, to correct inappropriate behavior, and to develop self-discipline both in and outside of school. Actions regarding student behavior outside of school that are contrary to the mission and policies of St. Benilde can result in disciplinary consequences and may have an effect on the student's conduct grade.

While policies and procedures are a necessary function of earthly life, above all, parents, students, and staff are reminded that our Catholic faith is our guiding light. The Church is everywhere we are: in our beautiful Church building, in our school, in our homes, in our hearts. Living lives centered on the sacraments of the Eucharist and Reconciliation will naturally lead to actions and words that reflect Our Creator's image.

In addition to obeying the rules, students are required to comport (a student's manner, behavior, attitude, and demeanor) themselves in a manner appropriate to those who are growing into mature, Christian ladies and gentlemen. In accordance with Catholic theology, politeness, cheerfulness, reverence for God, order, responsibility, and respect for oneself and others are some of the consistent habits of those who are striving to become authentic persons. St. Benilde Students are expected and encouraged to foster these habits in their daily lives.

The general guidelines for polite behavior are as follows:

- Students will be expected to address faculty and staff members with appropriate respect. Titles proper to their position will be used. (Mr., Mrs., Ms, or Father)
- Students will be expected to say "Yes, (Title)" and "No, (Title)." Slang words such as "yep" and "nope" are not acceptable.
- Students will be expected to say "Excuse me" when they do not understand a question and would like an adult to repeat the question. Using "what" or "huh" are not acceptable.

The faculty and staff at St. Benilde School pledge to you that we will be kind and courteous, responsible and respectful. We ask the same of you in return.

### **HONOR CODE**

*As a student of St. Benilde School, I pledge my honesty, moral and academic integrity, responsibility, and respect towards God, family, and community.*

*I will be honest by always telling the truth and doing my own work.*

*I will hold high moral and academic standards for myself.*

*I will do my personal best.*

*I will accept responsibility for my own actions and accept any consequences with dignity.*

*I will show respect in my words and actions by being courteous, thoughtful, and considerate.  
I will expect all others at St. Benilde School to do the same.  
I understand the need for honor, and I pledge to defend it.*

### **Drugs and Substance Abuse**

Drugs, alcohol, tobacco, and all illegal substances and paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold at any school related events on or off the property of St. Benilde School.

### **Communication Devices**

The use of cellular phones and other personal electronic communication devices is not permitted during the school day. Violation of this rule will subject the student to having the device confiscated. Parents will be contacted to come pick the device up from school. Continued violation of this policy will result in additional disciplinary consequences.

### **Conduct in Buildings**

Students should always behave in the building in a manner that is safe, positive, and respectful of the rights of their peers to an education free from unnecessary distractions. Shouting, whistling, running and other forms of disturbance are disruptive to the academic process, and are prohibited on campus.

### **Detentions**

Detentions are scheduled at the discretion of the teacher during the student's lunch/recess period.

### **Reporting of Suspected Child Abuse and/or Neglect**

*PLEASE NOTE:* If any staff member suspects abuse and/or neglect, they are **REQUIRED BY LAW** (LA R>S> 14:403) to report such activity to the local Child Protection Agency (346-0222 and 483-4911). If any parent suspects that a child is being mistreated, that parent may call the Department of Health and Hospitals or the Department of Social Services at 342-4131. (Baton Rouge).

### **Bullying**

St. Benilde School and the Archdiocese of New Orleans believe that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, or communication intended to cause harm, fear, or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, *but are not limited to:*

<u>Verbal</u>	<u>Physical</u>	<u>Social/Emotional</u>
Name-calling/put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

### **Reporting Bullying**

The Assistant Principal or School Social Worker is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the Assistant Principal or School Social Worker. All other members of the school community, including students, parents/guardians, volunteers, and visitors are strongly encouraged to report bullying.

Any members of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or a witness. Any student (and/or the parent or guardian on that student's behalf) who believes (s)he is a victim of bullying is strongly encouraged to report bullying in writing to the Assistant Principal or School Social Worker.

Intentionally false reports of or retaliation for bullying constitute a violation to this policy.

The Assistant Principal and School Social Worker will document in writing any complaints received about bullying.

### **Investigating and Responding to Bullying**

After the initial report of bullying, the School Social Worker will conduct the initial investigation into the allegation of bullying. This initial investigation will consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victims, alleged perpetrators, and all witnesses will be conducted separately.

When the interviews are complete and all other relevant information has been collected, the School Social Worker will make a recommendation as to whether the actions complained of constitute bullying as defined in this policy. The School Social Worker will then provide the Assistant Principal with this report in writing. Upon receipt of the report, the Assistant Principal will review the information collected, interview individuals again if it is deemed by the Assistant Principal to be necessary in making a final conclusion and make a determination of the actions complained of constitute bullying as defined in this policy.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action. The Assistant Principal will administer disciplinary consequences that are sufficiently severe

to attempt to deter violations and to appropriately address prohibited behavior in a developmentally appropriate manner.

Consequences and appropriate remedial actions for bullying may include, but may not be limited to community service work, loss of privileges, detention, suspension, mandated counseling, and expulsion. **In keeping with the teachings of Christ, corporal punishment is unacceptable at St. Benilde School and within the Archdiocese of New Orleans.**

### **Buildings and Off-limits Areas**

The buildings are here for the use of students and staff. The school buildings are reserved for the use of the school from 7:00 AM until 6:00 PM Monday through Friday. Activity groups in the school after hours, in the evening, or weekends, must be supervised and receive prior approval from the Parish and School to be using the facilities after regular school hours. Lights, doors, windows, must be checked before leaving. The parking lots, unused classrooms and locked areas of the campus buildings are considered off-limits to students unless they have special permission to be in these areas. Violation of this rule will subject the student to detention and possible suspension.

### **Sportsmanship**

At athletic events, strict standards of good sportsmanship must be maintained. Booing and offensive cheering are always out of order. Pranks and vandalism on another school's property constitute a serious violation of conduct and shall result in immediate suspension.

### **Search and Seizure**

School desks and lockers remain the property of the school, and as such the school reserves the right to conduct periodic inspections of the contents of desks and lockers. Further, the school reserves the right to conduct a search of a student or his/her possessions should an administrator have reasonable cause to believe the student is in possession of an illegal or prohibited substance, a stolen item, or any item that may be harmful to other students, the faculty, or the public.

### **Firearms**

Members of the St. Benilde School community may not carry a dangerous weapon on school property, on a school bus, at school sponsored functions, or in other designated zones. State of Louisiana law (R.S. 14:95:2) provides that a dangerous instrument includes but is not limited to a firearm or other object, any gas, liquid, or any substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. The law prohibits possession of such an instrument within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dance, parties, or any extra-curricular activity. Whoever is convicted of the crime of carrying a dangerous instrument, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. If this law is violated, the juvenile authorities will be contacted.

### **Tardiness**

Being late for class is disruptive and indicates a lack of responsibility. Persistent tardiness will result in phone calls from the school followed by parent conferencing with the school, during which a student may be placed on probation. If after these steps are taken persistent tardiness continues, the school will inform the Jefferson Parish Truancy Office.

ST. BENILDE SCHOOL RESERVES THE RIGHT TO REFUSE REGISTRATION OR MAY ASK A STUDENT TO WITHDRAW WHOSE BEHAVIOR, IN OR OUT OF SCHOOL, IMPEDES ACADEMIC PROGRESS, IS IN CONFLICT WITH THE TEACHINGS OF THE CATHOLIC CHURCH, HARMS ANOTHER, OR DEFAMES THE REPUTATION OF ST. BENILDE SCHOOL.

### **LIBRARY AND COMPUTER LAB POLICY**

Students wishing to use the library or the computer lab must conform to the following requirements:

- Students are only allowed in the Library and/or Computer Lab under supervision.
- Students wishing to use the Computer Lab outside of Computer class time need approval from the Librarian.
- Students wishing to use the Library outside of assigned times need approval from their classroom teacher.
- Students must return overdue books in order to check out another book.
- Books are checked out for two-week periods and may be renewed as needed.
- Students in Grades 2-7 may check out two books at a time for a two-week period, with the option to renew.
- Students in 1st Grade may check out two books at a time for a two-week period, with the option to renew, beginning in October.
- Students in Kindergarten may check out one book at a time for a two-week period, with the option to renew, beginning in the second semester as determined by the Librarian.
- Books not returned by the due date will prohibit students from checking out any other books. Emailed notices will be sent to parents as well as paper notices given to students.
- Students may only check out books for themselves.
- Students are responsible for all books checked out by them.
- Students are responsible for the cost of replacing damaged or lost books checked out by them. At the end of each quarter, all such books will be charged a \$20 per book replacement fee to the student's FACTS account. The grace period between receiving the notice and the charge being placed on the student's account is 2 weeks.
- The SBS Library and Computer Lab belong to all students. If a student chooses to abuse any of these privileges, they will lose such privileges and be subject to disciplinary action.

### **TECHNOLOGY USAGE POLICY**

St. Benilde School provides a variety of technology resources that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras, and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

## **Acceptable Use of Networks and Technology Equipment**

Students and teachers are responsible for appropriate behavior when using school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students and teachers may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that USB drive and files are virus free.
- Do not attempt to gain unauthorized or illegal access to school technology resources or any other technology resources.
- Do not attempt to gain access to the school or any other computer system or go beyond authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of the teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage, or vandalize school technology equipment or software in any way.
- Do not use school resources to create, manage or access personal web pages or personal servers without the express permission of the teacher or network manager.

## **Consequences for Inappropriate Use of Networks or Technology Equipment**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by reclarification of the acceptable use guidelines.
- Loss of access to school technology resources.
- Notification of parents and administrators by phone and/or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of school equipment.

## **Bring your Own Device Acceptable Use Policy**

### **1. Introduction**

The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our students and teachers. It requires that this form be reviewed, signed, and returned to the school office. The Acceptable Use Policy applies to

all technology resources brought onto campus. Please note that this policy only applies to the devices which meet the specifications in the “BYOD Minimum Specification” document.

## 2. Definitions Used

**BYOD:** an acronym for Bring Your Own Device. Students are allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. For BYOD, a “device” is a privately owned electronic device that meets the minimum requirements published in the document available on the school’s website: BYOD Minimum Specification. For the purposes of this program, the term “device” also includes any similar product owned by St. Benilde School and provided for student use.

**Access:** Wireless connection to the Internet must be through the St. Benilde access points; **no data plans are allowed.** Students do not have access to the St. Benilde School network resources, such as file shares or printers. Any and all access through the wireless network will be monitored and/or recorded for the purposes of network security and student safety.

## 3. Guidelines

- In order to utilize St. Benilde School services (specifically Internet access) and participate in the BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.
- The student is fully responsible, at all times, for the personally owned device brought to school. St. Benilde School is not liable for any loss/damage/theft of a personally owned device. The school’s insurance policy does not cover a personally owned device. Families are strongly encouraged to get insurance for their devices.
- The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- Device use during the school day is limited to the first through seventh grade classrooms under teacher direction using school approved apps, programs, and websites. Outside these classrooms, all electronic devices should be turned off and should not be visible.
- First through seventh grade students using the extended care program after school will have limited opportunities to use their devices to complete school work when permitted by the extended care director and staff at clearly designated times. Devices are not permitted during morning care from 7:00 - 7:30 AM in the cafeteria.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from St. Benilde School, except for approved projects with the express permission of the teacher.
- If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student’s device may be confiscated. In these cases, the device will be returned to the parent. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.



## **Conclusion**

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school are used in the appropriate manner. The school makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

## **Electronic Use Outside of School**

If a student chooses to use any Internet based networking portals, such as but not limited to web pages, You Tube, Facebook, Twitter, etc., said student will refrain from the following:

- Posting photographs taken at school or at a school sponsored event.
- Posting photographs of anyone in clothing marked with any St. Benilde logo or uniform.
- Posting written communication about St. Benilde students (including themselves), parents, or employees.
- Using digital and electronic media to coerce, torment, intimidate, harass, embarrass, or cause emotional distress to a person.
- Parents/legal guardians grant permission to and authorize St. Benilde School to provide live or recorded, online instruction by means of an online learning platform chosen by St. Benilde School in lieu of in-person instruction as a result of a civil health emergency or a mandated school closure.

Postings may not be contrary to St. Benilde School's mission, vision, philosophy, regulations, expectations, and/or the teachings of the Catholic Church, and may not be posted in a manner that would harm the school's reputation or standing.

Students or family members of students enrolled at St. Benilde School who violate this policy will be subject to disciplinary action by the school. The school reserves the right to suspend or expel a student who violates (or whose family members violate) this policy depending upon the severity of the infraction. No person has the right to defame or detract from the good reputation of St. Benilde School or any other member of the St. Benilde School and Parish community.

## **CIVILITY**

Members of the St. Benilde Catholic School faculty and staff will treat parents and other members of the parish family with respect and expect the same in return. Our school is committed to maintaining orderly educational and administrative processes in keeping the school community free from disruptions.

This statement promotes mutual respect, civility, and orderly conduct among school staff, parents, and students. In the interest of highlighting school teachers and faculty members as positive role models to the students of St. Benilde Catholic School, as well as the parish community, the school administration encourages positive, Christ-like communication and dialogue and discourages volatile, hostile, or aggressive actions.

Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or staff, willfully causes property damage, or uses loud and/or offensive language which could provoke a violent reaction will be directed to leave the school promptly by the Principal or his designee.

If any parent uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the teacher or faculty member to whom the remarks are directed will calmly and politely ask the parent to communicate civilly. If corrective action is not taken by the parent, the teacher or faculty member will verbally notify the parent that his/her participation in the meeting, conference, or telephone conversation is terminated and will immediately notify the Principal or his designee.

### **PROCEDURES FOR THE PURSUANCE OF CONCERNS**

Respect for persons and concern for the common good require that the principle of subsidiarity be observed in the life of the community. This principle, enshrined in Catholic social teaching, requires that decisions and issues be handled at the lowest, most appropriate level in order to safeguard the rights and responsibilities of the human person. The pastor of St. Benilde Catholic Church, in consultation with the Administration and School Advisory Board, establishes the mission and philosophy of our Parish School, creating policies and ensuring that said policies are properly carried out. The Principal, with the assistance of the Administrative Team, is responsible for the day-to-day operation of the school and for implementing the policies established by the Pastor.

Questions or issues may arise from time to time in the life of a school. In order to most promptly and justly resolve any complaints or concerns families may have regarding an action taken by the school or a member of the school community, the following procedures must be followed:

1. **Talk Directly with the Teacher/Staff Person:** Most every complaint can be resolved when families speak directly to the employee(s) with whom they have the complaint or concern. In this way, misunderstandings can be cleared up and errors can be rectified.
2. **Talk to the Immediate Supervisor:** In the event that the first step does not resolve the complaint or concern in the mind of the parent/guardian, the next step is to contact the direct supervisor of the offending party. For teachers and aides in the K – Grade 7 program, that person is the Assistant Principal. For teachers and assistants in the Loreto Early Learning Center through Prekindergarten 4, that person is the Director of Early Childhood Formation. For athletics, that person is the Athletics Director. For members of the Extended Day staff, that person is the Director of Faith & Human Formation. For all other members of the school community, that person is the Principal.
3. **Talk to the Principal:** In the event that the first two steps do not resolve the complaint or concern in the mind of the parent/guardian, the next step is to contact the Administrative Assistant to the Principal and schedule a face-to-face meeting with the Principal. At the meeting, the Principal will listen to the complaint and take notes. After the meeting, the Principal will promptly investigate the information presented at the meeting. After the investigation, the Principal will give a report to the family regarding the findings and address the situation appropriately.

4. **Talk to the Pastor:** In the event that the first three steps have not resolved the complaint or concern, the family should contact the Pastor (504-834-4980).

The communication channel must be followed in the sequence listed above. Parents are not permitted to skip any steps in the process.

Those individuals, who have exhausted all of the above-named procedures for seeking resolve about an issue at St. Benilde Catholic School, may request a hearing with the Grievance Council. The administration of this school maintains procedures by which the parents of students may seek redress from a policy, regulation, or decision that is perceived as an unjust hardship on an individual or group. Complaints may be heard from individuals and parents. ***Final determination of day-to-day discipline, dress, and grooming rests with the administration and cannot be appealed.*** A Grievance Council, made up of the Pastor of St. Benilde Parish, the School Principal, a member of the Parish Pastoral Council, and a member of the St. Benilde School Advisory Council, will comprise the Grievance Council. The Council will serve the Pastor by making a recommendation after a hearing, but the final decision will rest with the Pastor of St. Benilde Parish.

The opportunity to be heard will be forfeited if the procedures outlined below are not followed:

1. Submission of a written statement to the complaint to initiate the grievance, including a brief summary of the steps that were taken at school to resolve an issue. This written statement should also include documentation of the individual working through the appropriate communication channels that are outlined above.
2. Parents will be required to sign a waiver of confidentiality regarding their grievance, which will allow for the facts to be discussed in detail by the Grievance Council.
3. The written statement, summary of steps, and documentation should be put in a sealed envelope and given to the Pastor's secretary. The outside of the envelope should have "Attn: Grievance Council" clearly marked.
4. Within 5 working days, the individual with the grievance will be contacted and a Grievance Council meeting will be convened which is mutually convenience for all those involved.

The Pastor or Principal will inform the aggrieved about the decision that has been made. Said decision is final and binding once it is ratified by the Pastor.

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. All students are expected to eat lunch daily. Breakfast is also offered each morning. Students in the Pre-K 1 program of the Loreto Early Learning Center (over 12 months of age) through seventh grade may choose to purchase lunch or bring their lunch from home. Starting in Pre-K 4 through seventh grade, students eat lunch in the cafeteria. Students in the Loreto Early Learning Center and Pre-K 3 eat lunch in their classrooms. Good order will be modeled and must be maintained at all times in the cafeteria. Teachers supervise lunch periods and may assign disciplinary consequences for a student's misbehavior. Students are led in prayer before meals.

### **Breakfast and Lunch Purchased from the Cafeteria**

Cafeteria breakfast and lunch are prepared by the Archdiocesan Food Service at St. Benilde School. A schedule of meals served may be found on the school website: [www.stbenilde.com](http://www.stbenilde.com). Lunch prices are set by the Archdiocese of New Orleans Food Service and are subject to change.

Create an online breakfast and lunch account at [www.schoolcafe.org](http://www.schoolcafe.org). Click on on-line payments and follow the necessary prompts to create your account. All students must have a minimum prepaid balance of \$20 with the school lunch program.

*Per the policy of the Federal Free and Reduced Lunch Program, students who do not have money in their accounts are not able to receive a hot breakfast or lunch from the Archdiocesan Food Service. Please make sure your student either has sufficient money in their account each day or send them with a packed lunch.*

### **Lunches from Home**

Students may bring their own lunch from home and purchase milk or juice at school. Only milk, juice, water, or fruit drinks may be brought from home. Soft drinks, energy drinks, and similar carbonated beverages are not allowed. Glass bottles are not allowed in school. A thermos may be used. Candy may not be brought to school as a snack or lunch dessert. No fast food lunches are allowed. Any unused funds will be refunded at the request of the parent/guardian at the end of the year if not used. Students may not call home for lunch; therefore, money must be on account if a lunch is forgotten. Parents may not bring lunch to their child(ren). **The school does not provide use of a microwave for students to heat their lunch from home.**

### **Food Allergies**

If your student has a known food allergy, the school front office must be notified immediately. All possible precautions will be made to maintain safety for your student and others. Our cafeteria has a peanut free table for students with food allergies. Students who do not have peanut products in their lunches are allowed to sit at this table. A separate bucket and sponge are used to clean this table. Also, in the interest of safety, all students who bring peanut products from home are required to wash their hands after lunch.

### **Daily Snacks**

Pre-K 3 through Grade 7: Each student may bring his/her own healthy snack each day. It will be eaten during a brief break or another appropriate time as determined by the school faculty and administration.

## **RECESS**

Recess is a vital part of the overall school program at St. Benilde School. Only members of the student body and supervisors may be on the play areas during recess. Students may bring jump ropes and balls, such as kickballs, footballs, and basketballs from home for use at recess. Baseballs, bats, baseball gloves, and tennis balls from home are not permitted. The school is not responsible for lost, stolen, or damaged items. Fighting, tearing clothes, or any rough or unsafe play is not acceptable. Students may not enter the building during recess without express permission of the teacher or adult supervisor on duty.

## **VISITORS**

Visitors, including parents, are welcome, however, no visitors are permitted on the school grounds, in hallways or in classrooms without the express permission of the Principal. All visitors, including parents, must check in at all times, receive a pass at the office, and check out in the office. This is to ensure the safety of our students.

## **SAFE ENVIRONMENT TRAINING**

St. Benilde School takes very seriously the commitment to provide a safe environment for all God's people. For this reason and in obedience to the charter of the Archdiocese of New Orleans, every adult (person 18 years or older) whether on staff or serving as a volunteer in ANY ministry who has ongoing contact (more than once) with students or will be chaperoning students (such as a field trip) at St. Benilde School MUST complete a Safe Environment Training Session and have a current background check. The training will be effective for a three-year period. There is no cost for participants, and the school assumes the costs for the background checks (which are good for three years). If you do not receive the training, then you will not be able to volunteer or work with youth until the training has been completed.

## **CHILD ABUSE AND NEGLECT**

All who serve within the Archdiocese of New Orleans must comply with all State laws (as well as all applicable local or federal laws, if any) regarding incidents of actual or suspected abuse or neglect of minors. All school employees are mandated reporters and must make reports in good faith.

## **PARTIES**

### **Holidays**

During the school year only a Christmas party is allowed in grades Pre-K 3 - Grade 7. There are no Easter or end of the year classroom parties at any grade level. King cakes, muffins, etc. are not to be sent or brought to school. Students are allowed to bring Valentine cards.

### **Birthdays**

Invitations to home parties may not be distributed in school, unless all girls, all boys, or the entire class is invited. Please do not request class lists or contact information from the office. Birthday parties are not allowed in school. Birthdays are announced daily and students are given a birthday ribbon. No cards, flowers, gifts or balloon bouquets may be sent or brought to school.

## **FIELD TRIPS**

Field trips are scheduled for educational purposes. Students wear the school uniform or jeans with St. Benilde P.E. t-shirt. All dress is subject to approval by the administration. A student may be denied the privilege of attending a field trip for academic or disciplinary reasons. He or she must attend school for regular class work on the day of the field trip. Field trips are a privilege, not a right,

for all students. The Principal reserves the right to make the final decision regarding attendance at a field trip.

### **PERSONAL PROPERTY**

Toys, cameras, autograph books, laser pointers, or any such items that are not on the required school supply lists are not allowed in school or on field trips. Students are not allowed to bring any items of value to school to be traded or sold. Any such items will be taken from the student. Parents may retrieve items from the office. Please do not allow your student to bring cash to school unless it is for a specific school function. The money should be in a marked envelope with the student's name, grade and purpose. St. Benilde is not responsible for any lost or stolen money.

If there is a need for a student to bring something in (approved recess items or teacher requested show and tell items), the items will remain in the backpack until needed. If your student attends an after school activity or travels between multiple homes please pack extra clothes, etc. in a different bag other than the school backpack.

### **LOST AND FOUND**

Items are kept in St. Anthony's closet for one month and then are given to charity.

***Please label all personal items with the student's name.***

### **TELEPHONE CALLS**

Students will not be allowed to use school phones except in cases of emergencies or illness. If a student calls home for any other reason without permission, they will receive disciplinary action. They will not be allowed to call home for forgotten items. Relaying messages to students will be limited to emergency calls only and not after 2:00 PM.

### **CLOSING OF SCHOOL IN EMERGENCIES**

The Archdiocese of New Orleans dictates school closures. Please listen to WWL radio or TV, the official Archdiocesan station, for school closings. In the event of a school closing, parents will be contacted via the School Reach parent instant contact system as well as via email.

### **YEARBOOKS**

Yearbooks are ordered in advance. Order forms are sent home in early September and must be returned mid September. Deadlines must be met in order to reserve a yearbook for the current school year.

### **HOME AND SCHOOL ASSOCIATION**

The St. Benilde Home and School Association is the "parents club" of St. Benilde School. Each family is automatically enrolled as a member of the HSA upon registration. The HSA holds quarterly meetings and coordinates various events, fundraisers and activities throughout the school year. These

events are for parents and kids alike and are designed to promote our school spirit and enhance our home and school relationships.

The Home and School Association Executive Board consists of parent volunteers who work closely with the school administration to meet the spiritual, social and financial needs of our school.

### **ASBESTOS MANAGEMENT PLAN**

An Asbestos Management Plan is filed in the school office.

### **APPENDIX I: ATHLETICS POLICIES AT ST. BENILDE SCHOOL**

#### **Philosophy**

The St. Benilde School Athletic Program strives to furnish a sports program that will foster, in all participants and spectators, a set of Christian values that emphasize respect of all individuals, building self-esteem, developing individual student skills and knowledge of the sport while always encouraging a sense of fair play and sportsmanship.

The Athletic program will follow the school mission and vision. Participation in the Athletics Program at St. Benilde school is a privilege. Only those students who fulfill their academic obligations will be allowed to participate. Athletes are expected to act as leaders of the student body, should act accordingly at all times, to reach their full potential as **Christian** individuals committed to serving God, family and community.

#### **Fees**

Families whose students plan to participate in the athletics program at St. Benilde School must pay an athletics activity fee; \$60 for one child and \$80 for two or more children. This fee goes to defray the cost of coaches, supplies, officiating, competition fees, etc. Fees are non-refundable after the second day of practice. A failure to pay your athletics activity fee in a timely manner may result in a child no longer being able to participate in a sport.

#### **Athletic Uniforms**

The school provides athletic uniforms. A fee may be charged for the use of the uniform depending upon the sport. We expect the uniforms to be handled with the utmost care. Obviously, well-kept uniforms generate less replacement cost. ANY DAMAGE to an assigned uniform will require the replacement to be borne by the athlete. Any member reporting to a game without the proper uniform will not be allowed to play that day.

#### **Coaches**

- Coaches are selected by the Athletic Director in conjunction with the Principal.
- All Coaches must be in compliance with the policies and procedures of the Office of Safe Environment for the Archdiocese of New Orleans.
- Coaches will stress positive reinforcement and proper discipline of all players.
- Coaches are empowered to provide basic skills technique in their respective sport.

- Coaches will not be responsible for car pooling students to and from games.
- Coaches may have Assistant Coaches on approval of the Athletic Director.
- Coaches have the authority to reduce a player's participation time due to that player's unexcused absences, excessive excused absences, and/or improper conduct during practice/games.
- Coaches will ensure that no physical or verbal abuse occurs.

## Players

- Once a player has agreed to participate in an after school sport, the student is expected to complete the sport season, unless eligibility concerns become apparent, the student becomes ill, or there is consultation with the Athletic Director and the administration to remove the student from the sport.
- Players will always show respect for themselves and others.
- Players will make responsible choices and decisions.
- Players will, at all times, show proper sportsmanship.
- All participants must be in good health in order to participate in athletics.
- Players' academics and classroom behavior must show consistent effort and satisfactory progress. Excessive school detentions will result in dismissal from the team.
- Athletes must inform their coaches, in person, and in advance, of any expected tardiness or absence from practices or games. Unexcused tardiness or absences from practices or games will result in a decrease of playing time or dismissal from the team.
- Athletes who miss practice during a game week may not be allowed to play in that week's game(s).
- Athletes are expected to come to school on the day of a game/contest in order to participate.
- No player is allowed to walk around the school campus during practices or games.
- Parents and athletes must **never** use profanity or resort to illegal tactics. They must learn that both winning and losing are part of the game and that one must be a good loser as well as a gracious winner. Total respect to the officials is an absolute **must**. Discussion of calls made by officials will be done by the coaches. Improper conduct (fighting, cursing, misbehavior, disrespect for authority or property, including officials) at any time during practices and/or games will result in suspension or dismissal from the team.
- All parents/guardians, athletes and spectators are bound to act in accordance with the expectations of a reasonable person when either participating in or watching an athletics event. Sportsmanship is to be displayed at all times throughout any athletics competition.
- Jewelry may not be worn during practices or games. Coaches are not responsible for lost or stolen jewelry.
- No food or drinks are allowed in any indoor activity other than those supplied by the coaches during practices or sold by the school as concessions.
- Only water or sports drinks will be allowed in the team bench area.



- Activity fees are non-refundable after the second day of practice.

### **Eligibility of Students**

All students begin the school year eligible for athletics, unless they were placed on Academic Probation at the end of the previous school year. Upon each progress report, parents will be notified if a student's progress is not satisfactory in any area of the established guidelines.

If a student's overall behavior is in question, a student/parent(s)/teacher(s)/administration conference will be set-up to determine continued participation.

### **Parents/Guardians/Guests**

- Parents are responsible to support the students' decision to participate in a sport and to ensure that they complete the sport season according to the Player Guidelines.
- Parents are to arrange transport to and from practices and games. The school does **NOT** provide or arrange transportation to these activities.
- Parents are encouraged to attend games and to support their students.
- Parents are asked to volunteer their time to assist with various tasks associated with the athletics program, including but not limited to selling concessions and monitoring the entrance gate on game days.
- Parents and other guests are expected to be models of Christian behavior as spectators at the activities and events. Conduct at practices and games must be supportive towards the players, the coaches, the referees, and the opposing teams. Parents are expected to conduct themselves in a manner that is not embarrassing or damaging to the reputation of our team, our school, or our parish community. Failure to abide by these expectations will cause the parent/guest to be banned from attendance at future games.
- Parents should communicate concerns to their student's coach first. This policy will allow parents to speak with the person in the best position to know about and resolve any problem.

## **APPENDIX II: POLICIES OF THE LORETO EARLY LEARNING CENTER**

### ***Infants, Toddlers, and Prekindergarten 2***

#### **Loreto Admissions Policy**

Loreto Early Learning Center, as part of the St. Benilde school, observes a preferential admissions policy as follows:

1. All currently enrolled Loreto students in good standing with the school.
2. Siblings of current students.
3. Children of territorial parishioners who are deemed active by the pastor; children of alumni or legacy families as determined by the pastor.

4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
5. Children of non-territorial parishioners of a parish without a school or no room in their parish school who are deemed active by their pastor.
6. Children of active parishioners who live outside the territorial parish in a parish with a school that has room.
7. All others – including inactive parishioners, non-Catholics, etc.

St. Benilde School reserves the right to select students for admission to the school. Applicants must submit proper and true copies of birth certificates, baptismal certificates (for Catholics), health records, academic records, professional evaluations (in the instance of Special Education applicants), and disciplinary records, as requested.

St. Benilde School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of education policies, admissions policies, and athletic or other school-administered programs.

All first time admissions to the Loreto Center are probationary. The school may choose to do one of the following:

- Drop the probationary status
- Continue the probationary status
- Discontinue the student's enrollment at the Loreto Center.

### **Parent Access Policy**

Parents are welcome to visit the Loreto Early Learning Center at any time. All visitors must sign in at the front office before visiting the center. All visitors will be escorted back to the Loreto Early Learning Center.

### **Arrival and Dismissal for Loreto**

#### **Arrival for Loreto**

Parents of children in Loreto Early Learning Center drive onto the school campus through the back gate located next to the Loreto building. This gate opens at 7:00 AM and closes at 7:45 AM. Park in the area located adjacent to the back of the Rainbow building, walk your child to his/ her classroom, unpack bag, parent and child both wash hands, and **sign them in**.

#### **Dismissal for Loreto**

Parents of children in Loreto Early Learning Center drive onto the school campus through the back gate located next to the Loreto building. This gate opens at 2:45 PM and closes at 3:00 PM. Park in the area located adjacent to the back of the Rainbow building, pick up your child from his/ her classroom, collect all belongings, and **sign them out**. Children not picked up by 3:15 PM will be placed in the Extended Day Program. A fee will apply in these cases.

Children will only be released to individuals listed on appropriate orientation paperwork. If you need your child released to someone other than those listed on release paperwork, please email the Director of Early Childhood Formation with that request.

All parents and guardians must sign their child out with time and parent/ guardian name on the class attendance sheet.

### **Drop off / Pick During School Hours**

Parents dropping off or picking up children from the Loreto Early Learning Center between 7:45 AM and 2:45 PM will pull into the circle drive directly in front of the Loreto Building and ring the bell at the front door for staff to assist them.

### **Extended Day**

Extended Day is available from 3:00 PM to 6:00 PM for an additional fee. Any child not picked up by 3:15 PM will be placed in the Extended Day Program. A fee will apply in these cases.

Parents / guardians picking up their child from extended care should pull into the circle drive directly in front of the Loreto Building and ring the bell at the front door for staff to assist them.

All parents and guardians must sign their child out on their child's class clipboard. Teachers will have their attendance at afternoon duty; the attendance will be in the child's classroom for other times of day.

## **Parent Involvement Policy**

The Loreto Early Learning Center has many opportunities for parents and/or guardians to be a part of our community. Events and organizations include, but are not limited to: Open House, Home and School meetings, holiday celebrations, Grandparent's Day, parish fair, Men's Club, Grandparents Club, and the Home & School Association. In addition to these items, classroom teachers will often solicit volunteers for other special events throughout the year.

## **Child Development and Learning**

### **Early Childhood Learning Goals**

The Loreto Early Learning Center utilized Teaching Strategies Gold and Creative Curriculum to teach the skills that the child need to develop and grow physically, academically, emotionally, socially, and spiritually.

We strive to develop social skills, a positive self-image, and independence in each child. Children are provided opportunities to learn cooperative skills as well as daily opportunities to understand that other people have feelings too. We teach that God has made each of us different and special. The children are encouraged and helped to be independent from the first day of school. Our program focuses on the development of the whole child. Each classroom has its own daily schedule that is posted.

Prayers are taught and prayed every morning, as well as before meals and snacks and during the day as the need arises. The love of God and Christian values are presented through the normal course of

the day. Teachers have a variety of Christian literature and music that enriches the religious curriculum and is incorporated into the day.

### **Physical Activity Procedures**

Physical activity is an important part of the day. Children in the Loreto Center under the age of 2 shall be offered a minimum of 60 minutes of physical activity during the course of the day. Children over the age of 2 shall have a combination of 60 minutes of physical activity that includes child-directed and teacher-activities. Weather permitting, children will play outside twice a day for 30 minutes each. Please remember to send your child with appropriate clothing for the weather (hot days/ cold days). Sunscreen and towels need to be sent in for water days in the summer.

Infants shall be allowed to sleep according to individual schedules provided by the parents. Children under 4 shall have a minimum of 75 minutes of rest time offered.

Infants between the age of 6 weeks and 12 months in the Infant and Crawler rooms are assigned a safety approved crib. We follow Safe Sleep Practices: Only one infant shall be placed in a crib; all infants shall be placed on their backs for sleeping; infants who use pacifiers shall be offered their pacifier when they are placed to sleep, but it shall not be put back in their mouth once they are asleep; bibs are not worn once the child is asleep; nothing is allowed in the crib with a sleeping child.

Toddlers in the PreK 1 and 2 classes are allowed 90-120 minutes of naptime after lunch every day. Each child has an assigned cot, and at nap time their individual nap mats are put on top of their cots, and teachers assist the children in calming down and readying themselves for rest time.

### **Programs, Movies, Video Games**

The Loreto Early Learning Center is a screen free environment. The use of TV's, computers, iPads and other electronic devices are not available to children in the Loreto Early Learning Center.

### **Potty Training**

Children will be given the opportunity to work on potty training. St. Benilde does NOT potty train, but does work with the family in accomplishing this task. One of the expectations of children once they enter our Pre-K3 program is they are independent in using the bathroom. Independent in the bathroom means they are wearing underwear, can pull their clothing up and down, get on and off the toilet themselves, know how to wipe themselves, and wash and dry their hands. Children are permitted to wear pull-ups in Pre-K1 and Pre- K2 classroom however they are not allowed to wear pull-ups in Pre-K3. In preparation for this transition, begin watching for the signs that your child is ready to start sitting on and using the potty. If you have already begun the potty time training routine, then you are ahead of the game. Please note that a child must be accident free for two consecutive weeks at home and at school before he or she may wear regular underwear to school.

### **Behavior Management Policy**

The Loreto Early Learning Center partners with parents in forming children of character in light of the faith and values of the Catholic Church. It is part of our program to teach and model appropriate behavior and help the children to develop social behaviors in accordance with Christian values. The Loreto staff utilize the Creative Curriculum in teaching and helping children to recognize their feelings

and directing their behavior in positive actions. The staff then reinforce appropriate behavior through a positive support system to help the children understand that their behavior choices impact those around them. When children are continually disruptive or uncooperative, conferences are held with the teacher, the parents and, if necessary, the Director of the Loreto Early Learning Center and/or the Principal.

We recognize that children grow and develop at different rates, there may be a situation in which a child may be unable (physically, emotionally or socially) to participate successfully in the preschool program. While these situations are rare, it may become necessary to refer a child to an alternate program.

### **Biting/ Aggressive Behavior Policy**

#### *The Biter:*

- (1) The biter will be verbally corrected for hurting another child.
- (2) The biter will be removed from the situation and placed in a quiet area or held by a teacher for a number of minutes equal to the child's age.
- (3) The biter's parents will be notified of the incident.
- (4) If the child continues to bite, the biter will be observed for a week and his/her behavior will be tracked.
- (5) If the child continues to bite, the parents will be called into meet with the teacher and Director of Early Childhood Formation to determine a developmentally appropriate course of action.
- (6) If all of the above fail to control the biting behavior, a second parent/staff conference will be held and the child may be asked to leave the program.

#### *The Bitten Child:*

- (1) The teacher will comfort the child who was bitten.
- (2) The area that was bitten will be cleaned with soap and water.
- (3) Ice will be provided to reduce swelling. If the skin is broken, a bandage will be provided, once the bleeding is controlled.
- (4) The parent of the child who was bitten will be notified.

### **Child Abuse and/or Neglect Policy**

*PLEASE NOTE:* If any staff member suspects abuse and/or neglect, they are REQUIRED BY LAW (LA R>S> 14:403) to report such activity to the local Child Protection Agency (346-0222 and 483-4911). If any parent suspects that a child is being mistreated, that parent may call the Department of Health and Hospitals or the Department of Social Services at 342-4131. (Baton Rouge). Suspected abuse can also be reported to 1-855-4LA-KIDS (1-855-452-5437)

### **State Licensing**

Information on state license requirements can be found at the Louisiana Department of Education website: <https://www.louisianabelieves.com/early-childhood> Licensing surveys and inspections can be found at this web site. Contact information is also available via the website for more questions or inquiries:

At the conclusion of each licensing visit, an inspection report is created and given to the Director of Early Childhood Formation. The inspection report may be found on the Department of Education's Web site: <https://www.louisianabelieves.com/early-childhood>. A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

Department of Education Division of Education  
Post Office Box 4249 Baton Rouge,  
LA 70821  
FAX: (225) 342-2498

If you would like additional information on how to view or obtain copies of the statement of deficiencies, or if you have significant licensing complaint that has not be resolved by the facility, please contact their office at (225) 342-9905.

### **Infectious Control and Disease Prevention**

St. Benilde School has policies and procedures in place to prevent the spread of infection and disease as much as it is within our control. All classrooms and bathrooms are cleaned and disinfected appropriately at the end of every day school. Carpets are also vacuumed daily. Ongoing cleaning and disinfecting is done through out each day as necessary. Tables, chairs and other hard surface areas are cleaned and disinfected after each meal or snack. Thermometers are visible in both refrigerators to ensure the temperature is regulated and food is not contaminated.

Upon arrival to the Loreto Early Learning Center, all staff, children, and parents are required to wash their hands to help minimize the spread of germs and viruses.

All children using diapers or pull-ups are changed on the diaper changing tables. Teachers and assistants use gloves while diapering. Changing tables are cleaned and sanitized appropriately after each diaper change. Soiled diapers are put in appropriate containers. Potty chairs are also sanitized with a bleach solution after each use.

More information regarding the Louisiana Public Health Sanitary Code can be obtained upon request from the Health and Hospitals Department.

### **Illness**

If symptoms of contagious or infection diseases develop while a child is in school, (s)he will be brought to the front office. Parents or persons listed on the emergency form will be notified to pick up the ill child. Teachers will attempt to contact each parent 3 times within 30 minutes before contacting other emergency contacts listed. Children, faculty, and staff with the following illnesses or symptoms shall be excluded from school based on the potential communicability of the disease. Periods of exclusion may be extended beyond this depending on individual conditions and proof of non-carriage of disease.

**The school must be presented with a signed doctor's release prior to returning to campus as stated on the list below.**

### Illness/ Symptom Chart

Illness/ Symptom	Excluded Until	Signed Doctor's Release to return to School
100°F temperature or higher	Fever Free for 24 hours without the aid of a fever reducer (i.e. Motrin, Tylenol, etc.	None unless additional contagious disease is present/ lasting 5 days or longer
Diarrhea (two or more loose stools or over and about what is normal for that child)	Diarrhea free for 24 hour	None unless additional contagious disease is present/ lasting 5 days or longer
Vomiting	Vomit free for 24 hour	None unless additional contagious disease is present/ lasting 5 days or longer
Infection	Evaluated and cleared by the child's physician	Doctor's note required
Generalized Rash	No sign of rash or cleared by the child's physician	Doctor's note required
Excessive irritability or excessive sleepiness	Evaluated and cleared by the child's physician	Doctor's note required
Strep Throat/ Impetigo (Streptococcus bacteria or staphylococcus bacteria)	One day after prescribed treatment has begun	Doctor's note required
Pink Eye (Conjunctivitis)	One day after prescribed treatment has begun	Doctor's note required
Green/ Yellow excessive runny nose and/ or cough	Evaluated and cleared by the child's physician	Doctor's note required

Chicken Pox	Skin lesions (blisters) scabbed over completely	Doctor's note required
Fifth disease	Evaluated and cleared by the child's physician	Doctor's note required
Hib disease (Haemophilus influenzae type b)	Well with proof of non carriage	Doctor's note required

### **Head Lice**

Any case of head lice must be reported to the school office immediately. Upon receiving a report, a notice with instructions for treating head lice will be sent home to all children in the grade level. A child with head lice may not return to school until treated.

### **Injuries**

If a child is injured while at school, the parents will be notified by phone. All injuries above the neck will be reported to the parents immediately. All injuries are also documented on an incident form and kept on file for three years. Daily observations of individual children are made and all noticeable marks, bruises, etc. are noted.

### **Medication**

Authorized school personnel will dispense only medication prescribed by a licensed physician or dentist and filled by a registered pharmacist. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, *cough drops*, etc.) will **not be given** unless prescribed and labeled by a licensed pharmacist with the proper directions. If a student must take prescribed medicine during school hours, parents should complete the medication administration form (found on the school's website). Teachers may not administer medicine except Epipens when prescribed and needed for emergencies. Please send all medication to the office in its original labeled bottle.

### **Bottles/ Solids/ Nutrition**

#### **0-12 months:**

Parents provide all bottles and solids to be fed to their child in the infant room. All components must be **labeled with the child's full name or first initial and last name** (bottles, caps, lids, bowls, spoons, pacifiers, etc). Soft drinks, juice, and carbonated beverages are not allowed.

#### **12 months- 2 years:**

Parents of child in the Pre- K1 and Pre- K2 classroom may either send in healthy breakfast and/ or lunch from home or purchase breakfast and/ or lunch from the Archdiocesan lunch program. Soft drinks, juice, and carbonated beverages are not allowed. Glass bottles are not allowed. For food items that need to be kept hot, a thermos may be used. For food items that need to be kept cold, please use



an insulted lunch kit and ice pack. Candy may not be brought to school as a snack or lunch dessert. No fast food lunches are allowed. **Please ensure all parts of lunch kits are labeled.**

Snacks will be provided throughout the day. Water will be offered frequently throughout the day.

A schedule of meals served is on the school website: [www.stbenilde.com](http://www.stbenilde.com). Lunch and breakfast prices are set by the Archdiocese of New Orleans Food Service and are subject to change.

### **Cafeteria Accounts and Payments**

All cafeteria accounts and payments are handled through the Archdiocesan Food Service. Information is sent home at the beginning of each school year to guide parents in how to set up and manage their child's accounts.

*Per the policy of the Federal Free and Reduced Lunch Program, children who do not have money in their accounts are not able to receive a hot breakfast or lunch from the Archdiocesan Food Service. Please make sure your child either has sufficient money in their account each day.*

### **Food Allergies**

If your child has a known food allergy, the school front office and your child's teacher must be notified before they can attend our program. All possible precautions will be made to maintain safety for your child and others.

***The Loreto Early Learning Center is a nut free facility. Please refrain from sending any tree nut or peanut products to the center. Items sent in containing nuts will not be served and parents will be notified.***

### **Special Celebrations / Birthdays**

Birthdays and holidays are special occasions which are celebrated in class. For holidays, themed healthy snacks and treats will be offered. For birthdays, parents may send treats for their child to share with their class. If you choose to send in an edible treat, below are some suggestions:

- \*Popsicles
- \*Fruit
- \*Fruit Snacks
- \*Fruit puree/ applesauce pouches
- \*Cookies
- \*Cupcakes *without* icing

### **Breastfeeding Policy**

Breastfeeding mothers are welcome to breastfeed their baby in the Loreto Early Learning Center. Mothers are welcome to use our kitchen to breast feed their babies or pump breast milk. Our staff follows the American Academy of Pediatrics and Center for Disease Control guidelines for storing breast milk. Any other specific instructions for the handling of a mother's breast milk needs to be discussed and documented on the child's personal feeding plan.

## **Home and School Communication**

All parents/guardians who provide the school with an email address are registered with Plus Portals ([www.plusportals.com/sbs](http://www.plusportals.com/sbs)). Email communications are sent out from the Principal and teachers may also opt to utilize email correspondence in lieu of paper reminders.

It is highly encouraged that when parents/guardians have a question for a teacher they call the school to request a phone call from the teacher. Email may also be used, though experience shows that email exchanges may lead to misunderstandings and unnecessary conflict and angst between the parents/guardians and the school. All phone calls will ordinarily be returned within 24 hours.

### **Dress Code for Infants and Toddlers**

#### **Infants:**

Onesies

Sleepers

elastic waistband shorts/pants without buttons

dresses

\*no belts\*

Velcro shoes with rubber sole if child is walking.

Sleep sacks, pre-made swaddles, and merlin magic sleepers are permitted

Durable and washable diaper bag

**\*\*Two extra sets of clothing including shoes in a ziplock bag\*\***

#### **Toddlers:**

Shirt (short or long sleeves depending on weather)

Shorts

Skirts

Dresses

Pants

Socks

Closed toe shoes

Coat during cold months

**\*\*Two extra sets of clothing including shoes in a ziplock bag\*\***

**ALL CHILDREN IN PRE-K1 AND PRE-K2 MUST HAVE AN ALL-IN-ONE NAP MAT THAT HAS A PILLOW AND BLANKET ATTACHED.**

### **PLEASE LABEL ALL ITEMS SENT TO SCHOOL**

**Backpacks bags, sweaters, coats, hats, gloves, shoes, lunch kits and components, raincoats, windbreakers, sweatshirts, nap mat and cover must be labeled with your child's name.**

### **Toys and Belongings from Home**

Please do not send any toys or belongings from home. If there is a need for a child to bring something in, the items will remain in the backpack until needed.