

# St. Theodore Holy Family Catholic School

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Holy Family Catholic School does not discriminate on the basis of race, color, sex, national or ethnic origin in its educational programs, activities, or employment policies.

# **St. Theodore Holy Family Catholic School**

## ***Foreword to Parents***

Welcome to St. Theodore Holy Family Catholic School. We are blessed to be able to provide academic excellence and Faith formation to the students each year. In sharing this responsibility with you, parents and students, we ask you to work with us to provide the best learning environment for all of our students with Jesus Christ as our focus in our lives.

This Handbook is a guide for parents and students concerning the policies, regulations, and procedures of Holy Family Catholic School. These policies and regulations conform to those set forth by the Diocese of Lake Charles in the Handbook of Policies and Regulations. All numbers in parentheses refer to the Diocese of Lake Charles Handbook of Policies and Regulations.

Please review the content of this handbook as a family. Any changes, additions, or deletion deemed necessary during the school year, the principal has the authority to use her/his discretion to clarify or determine final decisions on matters that are not clearly stated in the handbook.

This handbook is a contract between school and family that all agree to adhere to the policies set forth in this document. Please sign the enclosed form as your agreement to abide by the school and diocesan policies and procedures and return it to school.

As we begin our journey together, the faculty, staff, and administration commit to providing excellence in both academic and spiritual formation for all of our children. Thank you for choosing St. Theodore Holy Family Catholic School.

***Conquering challenges and bearing witness to Christ***

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# History of Holy Family

St. Theodore Holy Family Catholic School was born into St. Theodore Parish of the Diocese of Lake Charles when the Church still occupied the building we now call the Enrichment Center. The church parish itself was established in 1978. Previously, it was a mission Church of the now closed St. Hubert Church of Lake Charles.

Eight classrooms were added to the original building in 1979 under the direction of the pastor, Msgr. Joseph A. Bourque. The classrooms were used as religious education classrooms until 1981 when a kindergarten class opened using the present name. Father Aubrey Guilbeau was in residence in 1989-1991. Monsignor Dubois became the Pastor on July 1, 1997.

Peggy Guillory was the first principal and the Kindergarten teacher. Sixteen students began the school year on August 24, 1981. The school population continued to grow 1st through 5th grades.

Beginning in 1998, a Middle School formed and a new grade was added each year. St Theodore Holy Family Catholic School now has Pre-Kindergarten three through Eighth grade and is approved by the State of Louisiana.

The school community and the parish community share the responsibility of living out Holy Family Catholic School's mission.

## Introduction

### Mission Statement

Conquering challenges and bearing witness to Christ.

### Philosophy Statement

In keeping with the ever-changing needs of our fast-paced world and concurring with the guidelines proposed by the Bishops of the United States and the Second Vatican Council, the philosophy of our school is stated as follows:

“Christian education is intended to make one’s faith become living, conscious, and active through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people.” (To Teach as Jesus Did #102).

Focusing on Christian education, the faculty of St. Theodore Holy Family Catholic School believes their primary goal is to instill in the students Catholic/Christian principles, attitudes, and values that will insure the development of individuals who are responsible morally and personally, and, who are capable of contributing positively to their faith, community, and society.

In order to transfer ideology to reality, the faculty must encourage all students to reach their greatest potential by providing learning experiences tailored to individual styles. These learning experiences will provide the academic foundation upon which subsequent learning will be based. The nature of all learning experiences must focus upon the total child by promoting the development of each student spiritually, mentally, physically, socially, emotionally, and morally.

Individual intellectual development is best prompted when students are taught to reason for themselves. All students will learn to evaluate, criticize, select, and support that which has meaning and value whether in History, Music, Literature, and/or other media.

A positive self-concept should spring from each student. Success breeds a good self-image, and each student must experience success. During the formative years of students' academic career, it is imperative they understand that all individuals are unique, and each has worth in his/her own right. Ongoing positive reinforcement builds this level of self-worth in the children we serve.

## **Objective Statement**

In accordance with St. Theodore Holy Family Catholic School Philosophy Statement, our objectives as Christian educators are as follows:

1. To foster a Catholic Christian community where knowledge, enlightened by faith, can be communicated among students, teachers, parents, and the St. Theodore Holy Family Catholic Church.
2. To provide a highly qualified faculty who commit themselves to the development of children and who believe in a quality Catholic education; thereby assisting students in attaining their greatest potential as Christians, both academically and spiritually.
3. To instill in students a strong faith foundation and provide learning experiences that assist in the development of the individual student at St. Theodore Holy Family Catholic School.
4. To provide differentiated instruction for our diverse learners in learning and acquiring information and knowledge to become productive individuals .

## **School Procedures and Guidelines**

### **Policies**

#### **1. Principal's Authority**

In accordance with the school philosophy and values and in situations where policies or procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students, and parents/guardians.

The principal has the authority to: (1) amend, revise, or change school practices, procedures, regulations, and, other guidelines. (2) determine appropriate behavior or dress for a student. Written notices sent in bi-monthly newsletters, student planners and phone tree.

The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.

#### **2. Resolution of Complaints**

Parents are encouraged to speak directly to a teacher when they have questions or concerns about their child's relationship with the teacher or about academic concerns. Parents are encouraged to speak directly to the principal when they have questions or concerns about school policies or activities. Clear conversation with one another can resolve differing opinions and answer questions. Often, conflicts arise due to misunderstandings. Direct communication can usually relieve these misunderstandings.

### **3. Non-Discrimination Statement, Diocesan Policy # 4120**

The schools of the Diocese of Lake Charles shall not discriminate on the basis of race, sex, or national origin in the application and/or acceptance of students for admission, nor in the administration of educational policies, the awarding of scholarships and loans other than those developed in consideration of special needs, and participation in extracurricular and athletic programs.

### **4. Asbestos Statement**

At the beginning of each school year, we are required to inform our community of the presence of any asbestos containing building materials found in our school and how they have been handled (sealed or encapsulated). The following asbestos containing materials have been identified at St. Theodore Holy Family Catholic School:

- Vinyl flooring (encapsulated) – Non friable miscellaneous material: 75% has been covered with carpeting and non-asbestos tile. Located in the library & teacher's lounge.
- Three transit panels (encapsulated) – Assumed asbestos containing non friable miscellaneous material. Located in Enrichment Center.

The two areas are reported to be in good condition. The school is inspected every 3 years.

## **Admissions**

### **Priorities**

- Students from families currently enrolled at St. Theodore Holy Family Catholic School.
- Children whose sibling or parent completed the 8<sup>th</sup> grade at STHFCS.
- Children from St. Theodore Catholic Church parish and students who are transferring from out of town who have a history of Catholic education and whose families have registered in the parish; priorities within this category will be determined by seniority as a registered St. Theodore Catholic Church parishioner or parish from which they were transferred.
- Catholic children from parishes that do not have schools.
- Catholic children from parishes that have schools.
- Children of other faiths.

The only exception to this order of priority is that the principal reserves the right to refuse admission to any student, whether presently enrolled or under consideration for admission, who in the opinion of the principal will not be successful academically or behaviorally at St. Theodore Holy Family Catholic School or whose parents/guardians have not complied with school policies or procedures.

### **Requirements**

Age Requirements:

- Pre-K 3: Must be three (3) years old on or before September 30 of the current school year and must be potty trained.
- Pre-Kindergarten: Must be four (4) years old on or before September 30 of the current school year.
- Kindergarten: Must be five (5) years old on or before September 30 of the current school year.
- First Grade: Must be six (6) years old on or before September 30 of the current school year.



**Document Requirements**—Copies of the following certificates must be presented at the time of registration:

- State issued birth certificate – A copy to be kept by the school
- Baptismal certificates (Catholics only) A copy to be kept by the school
- Immunizations record - A copy to be kept by the school
- Official transcript of previous grades, test scores, and medical information.

In the event of court ordered custody, the custodial parent/guardian will furnish the school with a copy of the court order establishing custody.

## **Health Record**

State law requires that all children attending day care or elementary school be immunized and that proof of this immunization be on record in the school office or parents must fill out the appropriate form stating otherwise. Every student enrolled in STHFCS must have a health record provided by Calcasieu Parish Health Department on file in the school office. All health records must be up-to-date and on file in the school's office by the first day of school. Children will not be permitted to remain in school if these records are not provided. A student shall provide satisfactory evidence of current immunization against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

## **Eligibility**

- Student's educational needs and school history are considered in determining eligibility for enrollment.
- Students who have been home-schooled could be accepted with conditions.
- Students who have been expelled from any school or who are currently under suspension from any school are **not** eligible for enrollment.
- Students who are under any other disciplinary action from any school are **not** eligible for enrollment.
- Information provided to the school is verified. False or misleading information given can result in an invalid registration and the student being asked to leave.

## **Transfers within the Diocese**

The transfer of a student from one Catholic school to another within the diocese can be effected only after the principals and/or pastors of the schools involved in the transfer have consulted and agreed to the transfer. This applies only when there is no change of domicile by the parents.

In cases where a student registers at a Catholic school other than his or her own parish school, the family is responsible for payment of any out-of-parish subsidy.

During the process of registration at an interparochial school, each of the proprietary pastors shall receive a list of registrants from his parish. Admission of these students shall not be finalized until they have been approved by the pastor.

## Tuition and Finance

### Tuition Payment Preference:

- **Full tuition payment option** will be paid directly to the school office by first day of school.
- **Semi-Annual payment option** Under this option you would make two payments during the school year through the FACTS Tuition Payment Plan.
- **Quarterly payment option** Under this option you would make four payments during the school year through the FACTS Tuition Payment Plan.
- **Monthly payment options.**
  1. A monthly payment option of 11 payments (July-May) through the FACTS Tuition Payment Plan
  2. A monthly payment option of 10 payments (August-May) through the FACTS Tuition Payment Plan

### Tuition

Tuition is due on the first day of each month and must be paid on or before the tenth of each month. **All** Tuition payments will be paid through **FACTS** Tuition Payment Plan. **All families** must make Tuition, Registration, Lunch, Extended Care, and Field Trip payments through **FACTS**. **NO** money will be collected in the office. A link to the FACTS website can be found on the school website. A \$20.00 late fee will be assessed if payment is not received by the 10<sup>th</sup> of each month. Any returned check will be assessed a \$30.00 fee. After 3 returned checks within a school year, payments for tuition will only be accepted by cash or money order.

If a tuition account becomes delinquent past the tenth day of each month, **it is the responsibility of the parent to contact the school bookkeeper to discuss any extenuating circumstances that has created the delinquency.** Accounts that are not current within 45 days (by the 15<sup>th</sup> of the following month) will be closed. The school will no longer carry accounts over 45 days. Unless satisfactory arrangements have been made with the principal, your child will be withdrawn from the school. Re-admission will only occur after the parent agrees to a prepaid plan designed by the school.

If tuition is delinquent and if not paid by the beginning of May of the current school year, students in Pre-K, Kindergarten, or 8<sup>th</sup> grade will not be allowed to participate in any Closing Ceremonies. Students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will not be able to take their final exams. Students will not receive report cards, or any other awards, and permanent records will not be released.

### Parish Policy Regarding Subsidized Tuition:

From the Pastor:

The “passing – on of our faith” from one generation to the next is the responsibility of the entire Church. Parents are the primary and foremost educators; parents have a most solemn obligation to educate their children. Among the educational means available to the faithful is a Catholic School. Catholic Schools assist parents in their educational task. Catholic Schools are vital for passing on the faith. Catholic Schools provide both quality academic education and a unique curriculum that offers formation in faith. Through instruction in Church Doctrine, times of prayer, and sacramental services, and a professed Christian ambience, young men and women learn what it means to be people of faith.

St. Theodore Catholic Parish is committed to supporting St Theodore Holy Family Catholic School for students in grades Pre-Kindergarten through Eighth Grade. Among ways in which support is shown are:

- Presence of the staff in the schools for visits, sacramental services, classroom presentations, personal direction of students, and in ways deemed helpful by teachers and staff.
- Financial subsidies to the school. The subsidy drawn from the entire parish allows the school to do more than tuition would allow.
- St. Theodore Catholic Parish will subsidize the education of families who are registered, active members of the Parish – Students and their families are expected to declare membership in the parish and to worship (usually) at St. Theodore Catholic Church. To the degree possible, families are encouraged to participate in programs and ministries of St. Theodore Catholic Parish.
- Support the parish financially - Expecting the parish to support their education, families are in turn expected to support St. Theodore Catholic Parish. Families are expected to be “identified givers” (i.e. they are to contribute through the envelope system or by means of personal check).

St. Theodore Holy Family Catholic School families are expected to contribute a minimum of \$300.00 per year to St. Theodore Catholic Parish. Families with a student at St. Louis Catholic High School are expected to contribute a minimum of \$400.00 per year. If a family has students at each school, a minimum annual contribution of \$300.00 is expected.

Parents and students who choose Catholic Schools are commended for the sacrifice they make in attending Catholic Schools. The parish joins in giving the gift of a Catholic education. Most families already exceed the requested contribution. Their gift to the Church on top of tuition is recognized.

At the time of School Registration, subsidized tuition rates will be given to families meeting the above requirements. A one year period will be given to allow families the chance to meet the requirements. By registration time families will need to be registered in the parish and able to provide a record of giving. If for some reason a family is unable to meet the requirements, they should meet with the pastor prior to registration. This policy is adopted to strengthen our working relationship as a school community. Let it be said simply and clearly; no one will be denied subsidized tuition simply because they cannot contribute to the parish. The “parish” will work with families willing to work with the parish. Again, it is not true to say you cannot go to Catholic school if you do not contribute to the Church. Subsidized tuition, however, cannot be presumed.

## **Financial Assistance**

### **1. Bishop Scholarship Tuition Assistance**

Tuition Assistance is available for families who qualify. Application for financial aid will be reviewed by the principal and sent to the Diocese for assistance approval. The application for tuition assistance cannot be processed until it is complete and the appropriate income tax form is provided. **Families who apply for tuition assistance must also apply for free and reduced lunch.** Please contact the school office with any questions.

### **2. Nonpublic School Early Childhood Development Program (NSECD)**

Provides tuition reimbursement to parents who send their children to state-approved private preschools and child care centers. To qualify, families must meet the income requirement, which is 185 percent of the federal poverty level.

### **3. School Choice Program for Certain Students with Exceptionalities**

This program empowers families of students with certain exceptionalities with the financial resources to choose the school that will best address their students’ needs. The LDOE will conduct a lottery to award student participation, with a priority given to continuing students.

### **4. Louisiana Scholarship Program (LSP)**

The LSP is a statewide program, available to students with modest family incomes who attend a public school graded a C or lower by the state accountability system.

## 5. ACE

A donation based scholarship program that provides scholarships that work with low-income families from a variety of different circumstances across numerous states. To qualify for an ACE scholarship, a family must meet the income requirements for federal Free and Reduced Lunch Program.

## 6. ARETE

Arete provides private K-12 scholarships exclusively to qualifying low-to-moderate-income students. The scholarships empower those parents who otherwise have no options to select a school that best meets their child's unique gifts, talents, and learning needs.

## Withdrawal Policy

Any student withdrawing prior to the end of the school year must notify the principal. Fees will not be refunded. Additionally, any student withdrawing prior to the end of the school year will be responsible for the tuition for the remainder of the month in which he or she withdraws. The remaining tuition to be refunded will be the total tuition for the year divided by ten (10) for the ten months that school is in session, August through May. Tuition will not be prorated on a daily basis. Cumulative records will be released only **after withdrawal form is completed** and **ALL** fees have been paid.

## School Hours

The bell rings at 7:45 a.m. A tardy bell will ring at 7:50 a.m. and students arriving after the bell must receive a tardy slip by office personnel to be admitted into class. **Parents must walk in with their child to check them in.**

School dismisses at (in front of school)

3:00 p.m. for Pre-K3-8th grades

\*Exceptions made for bus riders

Early dismissal days are announced through the monthly school calendar and the Diocesan calendar.

## Arrival & Departure of Students

Assigned teachers are on duty from 7:10 a.m. until 7:50 a.m. (at which time the tardy bell rings) and 3:00 p.m. to 3:15 p.m. Students are not to be dropped off before 7:10 a.m. The school does not assume responsibility for students dropped off before 7:10 a.m. If you arrive after 7:50 a.m. parents **MUST** come in to the office to sign their child in. Once students have arrived on campus, they are not to leave the campus. When the day ends, students are to accompany the duty teacher to the designated departure location. Students who are still on campus at 3:30 p.m. are taken to the Extended Care Program. **If students are checked out before their dismissal time they will be counted as absent for half day.**

If a student must be checked out of school during the day, these procedures are followed:

- Students stay in the classroom until the person checking them out arrives at school. Please do not call the office and ask for the student to wait in the office until someone gets there.
- Parents and individuals on the locator card are the only people who may check out a student. If there are circumstances that make it necessary for someone else to check out the student, the school must have a note from the parent/guardian and state issued identification.

- In the case of divorced parents, the parent who has domiciliary custody of the child will be the person to whom the school looks for authority. The parent who does not have domiciliary custody of the child must be listed on the locator/emergency card for him/her to be allowed to check out the student.
- Students being checked out must be signed out in the school office by the parent/guardian.
- Identification may be required of individuals checking out students. Please inform persons who may check out your child that some form of identification is needed. A drivers' license or other pictured form of identification is preferred. This is for the safety of the child.
- Students returning on the same day must be signed in the school office by the parent/guardian.
- Once the students are dismissed at the end of the school day, they may **NOT** re-enter the school building unless supervised by a teacher.

Parents will line up on Champagne Circle and on Longleaf Drive and wait until their child's time for dismissal. Parents if you have more than one child and they are dismissed at different times, please do not come through the drive through circle until the later time.

## **Attendance**

### **EVERY MINUTE COUNTS!**

Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student at the school to which the student is enrolled and assure their student's attendance at school every day scheduled by the local school board until their eighteenth (18th ) birthday. In compliance with State Law pertaining to HB 12 1133/ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1) and LA R.S. 17:233(C) a student shall be considered habitually absent or habitually tardy as described below: The administration of STHFCS will strictly enforce the Attendance Regulations of the State of Louisiana. Students, Kindergarten through 12th grades, shall not exceed 5 days per semester of unexcused absences or occurrences of being tardy. Pre-Kindergarten and Kindergarten attendance does count. This is the starting point for developing of the discipline of punctuality. Tardiness consists of a student arriving to school after 7:50 a.m. and classes begin for the school day. It shall also include but not be limited to leaving or checking out of school unexcused prior to the regular scheduled dismissal time at the end of the school day. A letter of warning will be issued to the parents or guardians of the student(s) upon the 4th unexcused tardy within the semester. Upon the 5th unexcused tardy the parent/guardian will be referred to FINS for grades K – 5 and TASC (Truancy Courts) for grades 6 – 8.

#### **1. Attendance Requirement**

Regular attendance is essential to a student's success in school. By law, absences must be verified by 10:00 a.m. daily. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a serious problem. Students missing an excessive number of days will be reported to the Calcasieu Parish Supervisor of Child Welfare and Attendance.

Elementary students must be present a minimum of 160 days per school year in accordance with adopted state policies for non-public schools to be eligible to receive credit for courses taken. Exception can be made only in the event of extended personal illness verified by a physician and at the discretion of the principal.

Parents should make every effort to schedule dentist, orthodontia, and routine doctor

visits outside school hours. These do not count as extenuating medical circumstances.

## 2. Absence

When a child is absent, the parent/guardian must notify the school in person or by telephone by 8:30 a.m. on the day of the absence. Parents/guardians are called if the school is not notified of an absence. On the day the child returns to school, the parent/guardian must send a written note to the classroom teacher indicating awareness of the absence.

Homework should be collected for students when absent. It is picked up from the homeroom or classroom teacher after 2:30 p.m. If homework is to be sent to the Extended Care Program for pick-up there, the school office must receive this request before 12:00 p.m. The Extended Care Program closes at 6:00 p.m. or after the last child is picked up. It is the child's responsibility to make up any missed work, assignments, or tests due to absence. Normally, a child is given an amount of time to make up missed work equal to the amount of time absent. For example: A student absent one day from school has one day after his/her return to make up missed assignments.

When a student is not in class for any reason, he/she is considered absent. Any student who is absent from school may not participate in or attend any extracurricular activity after school (i.e. sports events, dances, club activities, etc.) Absence on the last school day of the week prevents the student from participating in any extracurricular activity during the weekend.

## 3. Tardy Policy

**A student is tardy if not present with his or her homeroom teacher by 7:50 a.m. Arriving at the door of the school as the bell rings does not excuse the student from tardiness.**

All tardy/late arrival students must be accompanied by a parent or guardian into the school office. The parent or guardian must sign the student in for the day.

Students arriving late on a Calcasieu Parish School Bus will receive an "excused tardy." Excessive tardiness will be addressed by a conference call from the principal.

## 4. Excessive Absence Notification

The school will notify parents of students by a conference call when a student's absences exceed **five (5)** days for current semester. After absences exceed five (5) days within a semester, a mailed notification will be sent. A second notification and request for a principal/parent conference will be sent to students' parents when a student's absences exceed five (5) days within each semester. These letters serve only as reminders.

It remains the parents' responsibility to be conscious of the accumulating absences of their children in order to avoid the student's retention in a grade level due to excessive absenteeism and poor performance due to absenteeism. A student may repeat a grade for 10 or more unexcused absences in the school year.

## Arrival and Departure Areas of Students:

### Arrival Procedure – Morning

Parents should come to the school by turning south on Firehouse Road from Sam Houston Jones Pkwy., then they should turn west on Longleaf Dr., from there, parents will turn north on Champagne Circle and right into the school parking lot.

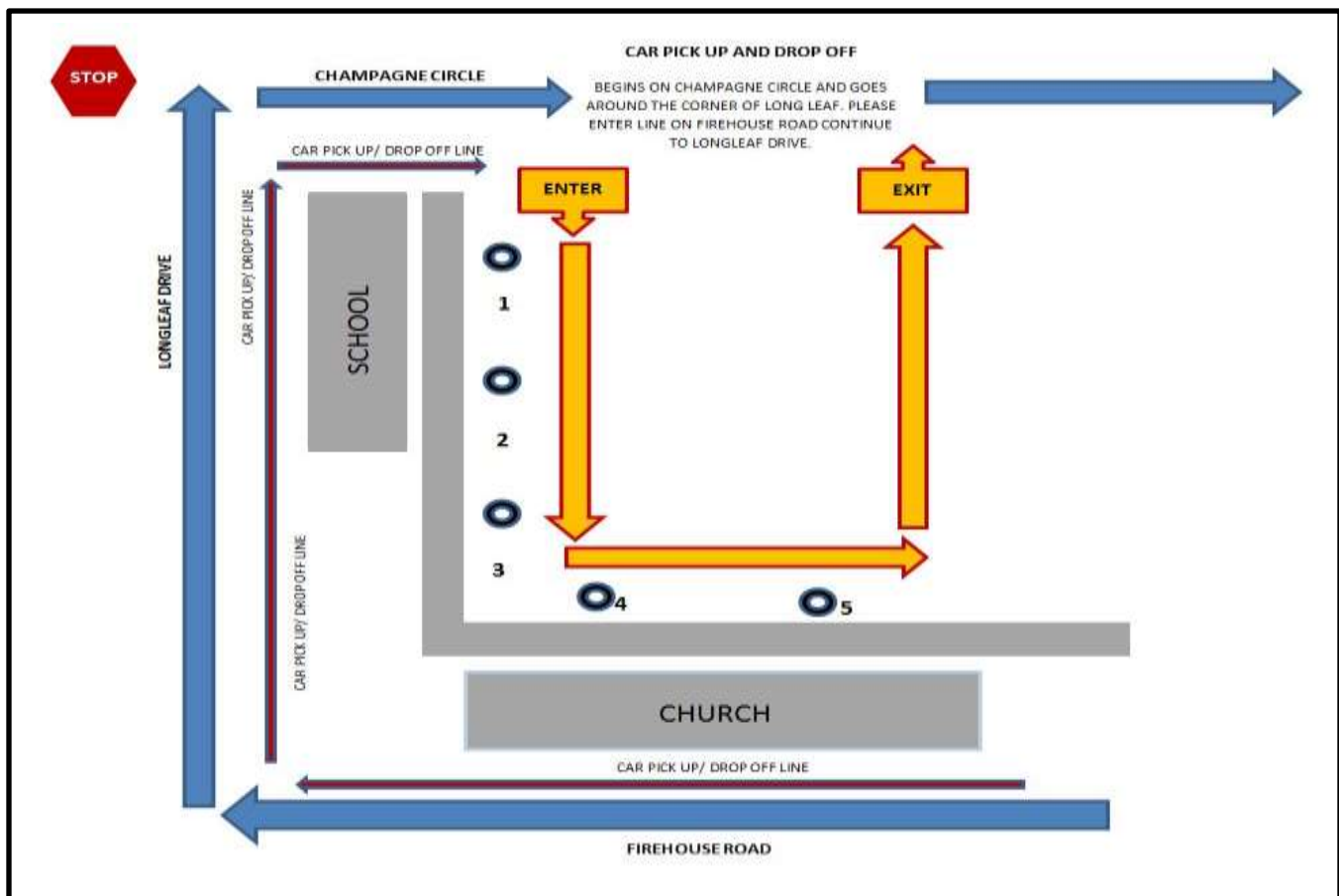
All students are to be dropped off in the front of the school. An assigned duty teacher will greet all arriving students beginning at 7:10 a.m. **FOR SAFETY REASONS**, parents and caregivers are asked not to park in this parking lot (South parking lot) during the arrival and drop off times.

### Departure Procedure

Parents should once again come to the school by turning south on Firehouse Road from Sam Houston Jones Pkwy., then they should turn west on Longleaf Dr., from there, parents will turn north on Champagne Circle. **Buses MUST NOT be blocked.** Join the car line and enter the South Parking Lot. At this point, teachers will be stationed to call your children and safely place them in your vehicle. **Please do not get out of your vehicle for pick up.**

### Noon Dismissal Procedure – All Grades

All students (Pre-K through 8th) will depart from the South Parking Lot on 12:00 p.m. dismissal days. Parents are to follow the previously described procedures for entering the school area. Join the car line and enter the South Parking Lot. At this point, teachers will supervise your child and safely place them in your vehicle. Parents and caregivers are asked **NOT** to get out of their vehicles or to pass cars in the line. This is for the safety of the children. Pre-K- Eighth will leave at 12:00 p.m. Students not picked up by 12:20 p.m. will be taken to the Extended Care Program IF it is available that day.



# Communication

## School & Family Communication

### Grade Reports

*Progress reports* are sent home at the end of each four (4) weeks of the nine (9) week period. *Report cards* are **issued** at the close of each nine (9) weeks. They are to be signed and returned to the teacher within 3 days. These two means of reporting during the grading period are the only ones which are required of the teachers. Be aware that students' grades may fall between the time Progress Reports are sent and Report Cards are issued. While a teacher will contact parents/guardians if grades begin to drop, it is also the responsibility of the student and parent to keep up with test grades, homework, etc. Planners will be used daily so parents/guardians can become aware of behavior that could result in disciplinary action. When a parent does not acknowledge a report of grades and or discipline within 3 days, a teacher will call and or text the information.

#### **Report Dates:**

##### **Progress Reports**

September 11, 2019

November 14, 2019

February 6, 2020

April 23, 2020

##### **Report Cards**

October 17, 2019

January 10, 2020

March 19, 2020

May 22, 2020

### Newsletter

The Knightly Newsletter is emailed and sent home to each family on Thursday every other week to keep the entire school community informed of current happenings within the school. It is also posted on the STHFCS website. It is important that parents read this communication since it often contains information that is time sensitive.

### Calendar

A calendar is sent home monthly attached to the last newsletter of the month. It will notify parents/guardians of school activities, projects, holidays, etc. Additional announcements will be sent as needed. Please call when needed.

### Web Site

The school website ([www.sthfcs.org](http://www.sthfcs.org)) has been constructed as a source of information and communication for the school. It contains the school calendar, monthly activity calendar, lunch menu, etc. Teachers also have a classroom page with grades, scheduled assignments, and class events. Parents are encouraged to check the site for changes and individual grades.

### Communication/Conferences

Many misunderstandings can be avoided when there is good parent/teacher communication. Specific communication procedures vary at different grade levels. Certain policies, however, are in effect throughout the school:

- All communication is to be conducted in a mutually respectful manner.



- Teachers may be reached by calling the school office or by sending a note requesting a conference or a phone call. Faculty members will make every attempt to respond in a timely fashion to the principal.
- Teachers should never be interrupted while on duty before or after school. The teacher's first responsibility at that time is the safety of the students. A scheduled conference is more effective.
- Teachers are encouraged to contact parents whenever a misunderstanding or problem arises. Likewise, parents are encouraged to contact teachers if they have concerns or confused about some matter regarding their child. If the parent and/or the teacher are not satisfied with the results of the conference, the problem should be brought to the principal.

**Conferences are made by contacting the teacher by note, email, or phone call.**

**Conferences, even brief ones, are not to be attempted during class hours.**

**Conferences are held with the custodial parent of the child.**

Parents/guardians must confer with the teacher regarding any classroom matter prior to conferring with the principal.

**Diocesan Policy: The following is the ascending order of levels for reaching resolutions:**

**1. Local Level:**

- a. Teacher is the first to set a meeting.
- b. Principal is the second to set a meeting.
- c. Pastor in conjunction with local school board grievance committee after a scheduled teacher/Principal meeting.

**2. Diocesan Level:**

- a. Superintendent of Catholic Schools
- b. The Bishop

## **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment which respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information is to be shared, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Locator/Emergency Card**

Schools shall keep an emergency information card for each student enrolled in the school. These cards shall contain pertinent information in case of accident or illness. The school shall arrange for parents to update emergency information each year. Parents must send emergency card information changes throughout the school year as they occur.

## **Health**

### **Illness or Injury**

In case of illness or injury, a child is cared for temporarily by school personnel. They will render first aid treatment only. If emergency medical treatment is necessary, the parent will be contacted. If parents or individuals on the emergency card are not available, the child will be taken to the emergency room at the hospital or to their doctor as listed on card.

### **Procedures for reporting accidents or injuries:**

- Parent/guardian is notified if a child becomes ill or seriously injured.
- Any injury that is judged to need medical attention is reported to the office.
- School personnel will contact the parent/guardian or designee on the locator/emergency card.
- **The parent/guardian is notified for the following reasons:**
  - Any type of head injury or injury near the eyes;
  - Any accident or injury which looks as it will leave a bruise or mark;
  - Any injury requiring medical attention;
  - Nausea, fever, and other symptoms of illness; and
  - Other conditions as determined by school personnel

**If a student has extenuating circumstances regarding common injuries, the school must be notified in writing of procedures to be followed.**

### **Medication**

According to state law, all medicine given internally or externally by school personnel must include written instructions from a doctor and written permission from a parent/guardian. **This includes over-the-counter medicine.** The forms needed are available in the school office. Parents and doctor must complete this form annually. School personnel may not administer any type of injection. Only the student himself or herself, medical personnel, or family members may administer medication in this manner. All medication administered by a parent/guardian must be done in the school office and will be documented. **Students are not allowed to keep any type of medication in their possession.** Students not complying with this policy could be subject to expulsion.

If a student must take prescription medication at school, the following procedures should be observed:

- The medication should be brought directly to the school office by the parent or guardian, in its original packaging. The diocesan forms with the physician signature requesting permission for the child to take the medication at school should specify the dose and time the medication is to be taken.
- The medication must be clearly labeled. The label should have the name of the student, name of the medication, date, and dosage. Unlabeled medicine cannot be administered.
- No more than one month's supply of medication for a student should be kept at school. When used, the student may bring the empty bottle home.
- To circumvent any possible abuse, medication should be kept in the school office under lock and key in a secure location. A log should be maintained on the administration of each student's medication.
- **A teacher is never to keep a student's medication in the classroom** nor are teachers ever permitted to administer medication to students in the classrooms. In rare instances where an exception to this regulation is necessary, permission must be granted from Office of Catholic Schools.

### **Personal Illness**

For the protection of other children, students who have a communicable disease are asked to remain at home until the general symptoms of the disease are cleared.

### **Lice**

A common health problem in elementary schools is head lice. If your child does get head lice, we ask that you notify the school and treat your child before allowing him/her to return to school. If school personnel

suspects head lice, the family will be notified with a written notification and a call to the parent to pick the child up and treat. Parent must provide proof of the treatment and child can not have any lice or eggs remaining in hair.

### **Student Insurance**

Students are covered by accident insurance during school hours, when going to and from school and at all school sponsored activities. Parents are advised as to the insurance program and its benefits in the beginning of the school year.

### **Recess Procedures**

Weather permitting, students are given one recess daily. Decisions to have outside recess during cold weather depends upon the temperature and wind chill. During recess all students must be on the playground. Only students with medical excuses will be allowed to remain in the building during recess time. Always dress your child for outside recess.

Physical contact sports, rough play, and throwing objects are **not** allowed at recess. Students are to follow standard school grounds safety procedures at all times. Disciplinary action can result for students who do not cooperate with this school guideline. When weather does not permit outside recess, students will have supervised time in the classroom. Quiet games and visiting with friends are usually allowed by the duty teacher.

### **Extended Care**

Parents who need a safe and wholesome place for their children to stay following the close of the school day may utilize this service. A qualified staff member supervises the program and provides both play time and homework time. Additionally a daily snack is provided. The program is held in the Enrichment Center. There is a fee for this program. The details regarding the program are sent home on the first day of school. For inquiry, call the school office. If fees are not paid in a timely manner, student will not be allowed to remain in extended care until all fess are paid up to date.

### **Emergency Closing**

In the event of emergency bad weather conditions, the superintendent of Catholic schools will follow the decisions made by the respective parishes' public school superintendents for the closing of schools. The diocesan superintendent will alert the media to the fact that the Catholic school will follow the lead of the public school systems when an emergency closure occurs. When it is officially announced that those schools in a particular civil parish are closed, all must close. There is no local option to this kind of announcement.

In case of any other emergency, the principal shall confer with the diocesan superintendent before any official announcement of school closure is issued. The superintendent will notify the media of these individual closings.

### **School Security**

All school entrances are kept locked during the school day. Anyone wishing to gain admittance at any time must do so at the main entrance. Upon entering the school, a visitor must sign in at the reception desk and must be issued a visitor badge that is to be worn in a visible manner.

Parents and other visitors should never ask a faculty or staff member to admit them through entrances other than the main entrance. School employees are not allowed to do this under any circumstances.

## **Parent/Relative Visitors**

Due to security reasons we ask that parents and other relatives of our students please do not come to campus to visit with the students. We will have specially designated days in order for you to come and eat with them and/or visit their classes.

## **Telephone**

Students may not use the phone unless it is deemed necessary by the teacher or other school personnel. They may not use the phone to make personal arrangements or to call for items left at home. Telephone calls for students are prohibited except for emergencies. Classrooms will not be interrupted for routine phone calls to students or teachers.

## **Telephone Messages**

Important messages for students will be taken by the office provided the school receives them at least **thirty (30) minutes** before the end of the school day. Messages will be delivered at the end of the day.

## **Classroom Parties/Room Mothers**

Classroom celebration for grades Pre K through 8th is Christmas. Pre K through 3<sup>rd</sup> grade are scheduled for All Saints Day, and Easter. The teacher and room mothers are responsible for planning and implementing parties once approved by the principal. Special events and activities which correlate with the curriculum may also be held at the discretion of the teacher and approval by the principal. Room Mothers should be willing to assist with all approved school wide parties. Parties may NOT begin earlier than 30 minutes before dismissal. Birthday celebrations take place OFF campus. Students may not distribute private party invitations at school unless the entire class is invited or all boys or all girls in the class are invited. Teachers must collect and distribute invitations.

## **Telecommunication Policy**

**Students are not permitted to have telecommunication or electronic devices (cell phone, Apple watches, iPod, mp3 player, games, etc.) at school.** Such items will be confiscated, and students will be disciplined accordingly. Any confiscated items can be picked up by the parent/guardian at the end of a scheduled conference from the Principal. When a cell phone is brought to school, the student's cell must be left in the school office at time of arrival. Student's forgetfulness will not be accepted for any reason.

## **School Property, Laptops, Computers, Textbooks, Etc.:**

The faculty and students are proud of our school. It is the responsibility of everyone to respect the school and its furnishings. Property damaged or destroyed willfully or through negligence will be replaced or paid for by the student responsible. Textbooks, library books, laptops, computers, etc. are on loan during the school year to students. Students assume full responsibility for the careful use of them. Students losing books or destroying property will be charged replacement cost.

## **Permission to Photograph**

Students may be photographed for use in media publications (newspaper, TV, brochures, etc.). A permission form was included in the registration packet. If at any time a change needs to be made, parent/guardians are responsible for notifying the office in writing.

## **Special Deliveries**

Students may not receive deliveries at school for special occasions. This includes, but is not limited to flowers, balloon bouquets, candy bowls, etc.

## **Lost and Found**

Clothing, lunch boxes, jackets, books, etc. found are kept in a labeled container near the office. Labeling of clothes will help in identifying items. Take the time to label all clothes students will wear to school. Lost clothes not claimed by the end of the school year are given to Goodwill, or another non-profit agency.

## **School Board Member Eligibility**

Serving on the St. Theodore Holy Family Catholic School Board is an important commitment that requires a person to give time and energy on a regular basis. A school board position is an elected position. Anyone interested in serving on the school board should contact the Principal for information.

## **Volunteers**

Everyone who works with children, whether paid or volunteer, must undergo a criminal background check and Safe and Sacred Training. This is a state law. The fee for this is the responsibility of the person seeking the position.

## **Academic Policies**

### **Curriculum**

Required and enrichment curricular offerings comply with requirements in Bulletin 741, Louisiana Handbook for School Administrators, Nonpublic, latest edition. Religious curricular offerings comply with the Diocese of Lake Charles Office of Religious Education. The primary goal of the curriculum in the Diocese of Lake Charles is to provide those learning experiences most conducive to providing students' virtues, knowledge, understanding, and skills necessary for the student's spiritual, intellectual, social, cultural, and physical development in keeping with the stated philosophy of each school.

### **The Core Subjects are:**

Reading/Literature, English/Language, Mathematics, Christian Doctrine, (Religion: Faith & Life Series), Social Studies, and Science. The Standards will be adapted to the curriculum aligned with each subject PreK-4 to 8th.

An overview of each grade level's curriculum and standards is provided upon request. Additional curriculum information is available in the school office.

## **Sacramental Programs**

The teaching of the Sacraments will be done in the 2nd grade Religious curriculum. The Sacrament of Reconciliation will be instructed and received mid-year. The Sacrament of Eucharist will be instructed and received in the spring after Easter Sunday. The policy observed at St. Theodore Holy Family Catholic School is consistent with the norm of Canon Law.

## **Education in Human Sexuality (Diocesan Policy)**

Each school shall develop a program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. The program shall be developed and administered according to the guidelines issued by the Office of Catholic Schools.

### **Guidelines:**

- Parents retain their right to withhold their child from participation if they so choose.
- There should be appropriate involvement of the Pastor in the program.
- The program should be described to parents before being conducted.
- All teachings of the Roman Catholic Church must be upheld and promoted when conducting the program.

### **Implementation of the Diocesan Policy on Education in Human Sexuality:**

**This is the official notification that St. Theodore Holy Family Catholic School teaches a program of education in family living, human sexuality, and sexual morality as appropriate to the age and maturity of the various grades.**

The program begins in 4<sup>th</sup> grade and is taught through the 8<sup>th</sup> grade. The instructional text is approved by the Office of Catholic Schools. This program develops positive values about God's gift of human sexuality focus in moral and religious dimensions.

Education on human sexuality helps young people to:

- appreciate God's gift of human sexuality
- cherish the relationships in their lives
- treat themselves and others with respect
- understand the Church's teaching about Catholic values of human sexuality.

These books are available for review through the Director of Religious Education.

### **Physical Education:**

Physical Education is taught regularly to all students in grades PreK– 8<sup>th</sup> grade an emphasis on developing and improving fine and gross motor skills. All students are to participate in physical education classes. In order to be excused from participating in physical education activities, students with physical limitations must have on file a written verification from a doctor.

### **Enrichments:**

Music, Library, P.E. and Computer classes are offered to all students and Band and FACS will be offered to students 5-8<sup>th</sup> grades. Classroom teachers are to escort and retrieve their classes from these locations. Teachers are encouraged to incorporate information learned in these classes into their own lesson planning whenever possible.

### **Computer Lab:**

The Technology Director manages the Computer Lab. The Lab is used for enrichment classes where a specific curriculum is taught to each grade level. The lab is also available for individual class use with the teacher. All students and personnel must have a signed Internet Usage Contract before being allowed to use a computer anywhere on campus.

**\*\*Student Internet Account Agreement and Technology/Laptop/iPad Usage Policy Attached\*\***

### **Library:**

The librarian manages the Library. The Librarian conducts enrichment classes weekly for grades PreK – 8<sup>th</sup> grade. The library is also available for individual class use. Teachers are encouraged to sign up for times through the librarian. Students are allowed to check out books anytime there is not a scheduled class in the library. Please check the Library enrichment schedule times.

### **Accelerated Reader and Accelerated Math:**

Students in grades 1st–8th work toward grade level goals, points are earned from assessment in reading comprehension through an incentive based Reading Program. The Librarian and administration oversees the Accelerated Reader Program that promotes Reading for all students. Accelerated Reading and Math testing and placement is the responsibility of each teacher K – 8<sup>th</sup> grade.

### **Student Assessment Coordinator:**

Teachers and administration work with parents and the Calcasieu Parish Assessment Team to have students tested for Special Education programs such as SPARK in 1<sup>st</sup>-5<sup>th</sup> grade, Specific Learning differential, and Speech Therapy. Please contact the Principal for more information. Written service plans are in the individual's records when students have been identified.

### **Special Education Programs:**

Programs for special-needs students include 504 plan, and IEP, gifted, and talented students in grades K-8<sup>th</sup> grade, specific learning disabled students, speech/language students, and Developmentally Delayed. Federal laws require that these students receive an education with regular students to the fullest extent they are able to participate.

### **Enrollment Status of Children with Special Needs:**

The administrator is the final determiner of whether or not the school can provide a suitable learning environment for the child with special needs. In the event the decision is made that the school cannot meet the student's special needs, the administrator has the right, at any time, to withdraw enrollment of the child in the school as dictated by school policy. However, under certain circumstances, the administrator has the option of allowing the child to remain in the school at the parents' request, providing the parents understand that the school cannot meet all of the child's special needs. A contract will be signed following the decision to remain at St Theodore Holy Family Catholic School for a limited time.

## **Resource:**

Resource instruction provides a comprehensive multi-sensory educational program that is sometimes prescribed for students with learning differences. Resource classroom instruction offers students who are identified with special needs equitable opportunities for learning. Written notification of the student's disability by a Calcasieu physician or licensed professional is required in the school office. Further concerns may warrant services from the Calcasieu Parish Assessment team, which may lead to a formal assessment and evaluation. These proceedings may result in a Service Educational Plan (SEP) for the student. A meeting will be scheduled with the teacher, parents and diagnostician and the principal.

## **Student Personal Assistants/Tutors/Line Technician:**

Professionals contracted by parents through approved agencies are permitted with administrative approval. Students seeking approval must provide documented evidence of significant need. Such professionals are held to the same standards of conduct as all STHFCS employees.

## **Standardized Testing:**

STHFCS administers the Aspire standardized test (yearly) and the STAR 360 early Literacy Test Results are distributed to parents when the school receives the evaluation data. A conference will be scheduled by the parent for discussion of the results.

## **Title 1:**

Students may qualify for Title 1 services provided by meeting the following criteria:

- student must reside in a Title 1 public school district **and**;
- student must fall below the 80% on their standardized test scores.

Title 1 services are provided for STHFCS students by way of an itinerate teacher from CPSB. This program helps students in the areas of Math and Reading. Parental approval must be obtained before a student can be placed. Parents may refuse these services.

## **SPARK:**

Gifted students may be referred to the CPSB off-campus program, SPARK. These classes are held at various off-campus sites. Coordinating these classes is the sole responsibility of CPSB. Classroom teachers must first refer students to the principal and resource teacher for testing. Students enrolled in this program are responsible for assignments covered while attending SPARK.

## **Speech/Hearing:**

CPSB provides Speech Therapy and Hearing/Vision Itinerate Teacher for those students meeting all criteria. This program is provided for STHFCS students on campus. **Teachers must first refer students to the principal.** Parental approval must be obtained. Students are recommended for this program because of auditory processing difficulties or because of other speech or hearing impairments. An evaluation must be completed by CPSB before a student can be placed in this program.

## **Field Trips:**

Educational field trips are planned to supplement the curriculum and to allow students to experience learning in a more relaxed manner. Because the educational nature of the field trip is specifically designed for a particular age group, siblings enrolled at STHFCS will not be excused from class to participate in another



class' field trip. Even for the students in the class, these field trips are a student privilege, not a right. Students may be denied this privilege for a number of reasons, including (but not limited to) the following:

- Lack of effort in class and or failing grades
- Inadequate attendance
- Inappropriate behavior at school

Parents/guardians must sign the appropriate Field Trip Permission Form releasing STHFCS from liability before a student may attend a planned, school sponsored field trip. If a student does not submit the necessary signed forms and fees associated with a particular field trip, that student will not be allowed to participate. Telephone calls in lieu of the permission form will not be accepted. Financial concerns should be addressed with the principal. Absence from a field trip is considered as an absence from school. Parents are invited to participate in field trips as chaperones.

## **Grading:**

The grading scale used on Report Cards and classroom evaluation is:

A = 100 – 93	Outstanding Achievement
B = 92 – 85	Above Average Achievement
C = 84 – 77	Average Achievement
D = 76 – 70	Below Average Achievement
F = 69 – 0	Unsatisfactory Achievement

Conduct grades are an average of all individual conduct grades and count toward earning Banner and Honor Roll. The school's mission is to educate the total child, and qualities that foster growth in self-discipline (responsibility, cooperation, respect, concern, and tolerance) are closely related to basic Catholic and Christian values of love, respect, and justice.

Grades and comments on report cards are permanent and may not be changed unless the school later finds an error was made in computing the grade.

## **LATE ASSIGNMENTS**

1. It is the responsibility of students to turn in all assignments on time.
2. 4th – 8th grade students will receive grade deductions on late assignments as follows:
  - a. Assignments turned in 1 day late will have 10% deducted.
  - b. Assignments turned in 2 days late will have 20% deducted.
  - c. Assignments turned in 3 days late will have 30% deducted.
  - d. Assignments turned in 4 days late will have 40% deducted.
  - e. Assignments turned in 5 days late will have 50% deducted.
  - f. No assignment will be accepted 5 days late.

## **Promotion and Retention (Diocesan Policy #8011):**

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific learning objectives for the grade or course. A student who has not achieved satisfactorily in a particular grade or subject should repeat that grade or subject. To permit a student to take a course at the next level of learning for which he or she does not have the proper preparation is an injustice to him or her, to the other students, and to the teacher.

In consultation with the teacher, parents should be informed of possible non-promotion at the beginning of the second semester, or as soon as an academic deficiency becomes evident. If the student is promoted conditionally, provisions shall be made by the pupil and his or her parents or sponsors to remove the condition through attendance at a state-approved summer school.

## **ELEMENTARY SCHOOL PROMOTION AND RETENTION**

1. A student is promoted (P) when he or she has a grade of "D" or above in all subjects taught

throughout the length of the school year. (English, Reading, Math, Social Studies, Science, and Christian Doctrine)

2. A student is conditionally promoted (CP) when he or she fails one subject taught throughout the length of the school year. The student must pass the subject failed in a state-approved summer school or 60 hours of tutoring by a certified teacher in the specific content area needed, in order to progress to the next grade.
3. A student is retained (R) when he or she fails two subjects that are taught throughout the length of the school year. The student must repeat the grade. The student may not go to summer school for two major subjects and pass into the next grade according to Bulletin 741. A principal may not give permission for a child who has failed two major subjects to attend summer school and pass into the next grade in any state-approved nonpublic school. However, this permission may be granted if the child's parents have made the decision to place the child in public school for the next school year.
4. Students may repeat a grade at STHFCS only once at the discretion of the administration. It may be determined that attendance in another school environment is in the child's best interest for success to occur. No student who fails may repeat 8th grade at STHFCS.

## **Homework:**

Homework is an important part of the educational process. It is an extension of learning that takes place in school. It provides practice, reinforces skills, and develops independent study, research, and higher order of thinking. All children will have either written or study homework in some or all subject(s) almost every night.

Parents can play an active role in homework and can help their children foster good work habits. The parents' role will change as the children move through the grades, but the following guidelines apply to all ages:

- There should be a set time for doing homework so that it becomes part of an expected routine.
- A quiet space should be provided. This space should be large enough to accommodate the books and papers a child will be using. It should be sized so that the child can be comfortable and can write properly. It should be as free as possible of distracting clutter and activity.
- Supplies should be readily accessible.
- Parents should insist that their children use the assignment pad. Depending on each child's level of responsibility, parents may need to check off each assignment as it is done.
- Parents should be accessible to help and to answer questions, but they must be careful to maintain the child's responsibility for the work. It is ideal if parents can schedule some "homework" of their own at this time.

Students failing to turn in homework assignments are subject to the consequences as determined by their teacher. The teacher will call and or send notice in reference to no homework. Although homework assignments account for only a fraction of the final grade, missed assignments will cause a lowering of a grade. Continued failing grades could be failure for the year.

## Homework Time Guidelines:

<u>Grade Level</u>	<u>Minutes</u>
Pre K	5 - 10
K, 1	10 - 20
2	20 - 30
3	20 - 30
4, 5	30 - 45
6, 7, 8	60 - 90

- Enrichment grades will be O, S, or N based on participation, completed work, or quiz.
- Grades must be posted in RenWeb within **2 days** of the given test. Every Friday grades should be sent to RenWeb for parent viewing. All graded papers will go home each Tuesday.
- Grades recorded must be measurable. When you are concerned, please call/email your child's teacher with your concerns. This is good and effective communication.

By means of progress reports, conduct referrals, telephone calls and conferences, parents should be made aware of student progress. Each homeroom teacher is expected to maintain regular communication with parents/guardian. Telephone conferences are permissible when a personal conference cannot be made.

Document each conference using the student record sheet found in individual student's folder.

## Use of Rubrics

- Rubrics must be used for all assignments that require multiple expectations such as projects, reports, booklets, or labs.
- Specific expectations must be clearly outlined and provided to all students at the time the assignment is given.
- Rubrics must be used for assessments involving multiple components, such as essay questions. Students are to be made aware of all key factors expected for a correct answer.

## Timed Tests

- Timed Tests in Math may be considered as one overall assessment, valued accumulatively at no more than a total of 100 points.

# Student Life

## Extracurricular Activities:

All qualified students are encouraged to participate in the clubs and sports programs made available for St. Theodore Holy Family Catholic School students. Students are afforded membership in the following clubs and organizations according to guidelines of each: National Junior Beta Club, Student Council, D.A.R.E. Program, 4-H Club, Athletic Programs, Altar Servers, Library Club, and Yearbook Club etc.

## Sports Participation:

St. Theodore Holy Family Catholic School is a member of the Calcasieu Catholic Athletic League (CCAL). The philosophy of CCAL states: The CCAL recognizes the value of a well-planned athletic program for the Catholic schools of Calcasieu parish of the Diocese of Lake Charles. This program should be based on the needs of students. Though interscholastic, the athletic program serves to give students school spirit. A well rounded physical education program is the objective of educators. While the CCAL recognizes the importance of such a program for youth, academic preparation must never be permitted to occupy a position of lesser importance in the minds of students, teachers, or the community. In simplest

terms, the CCAL is an athletic program for the member schools which fosters self-esteem in students as part of their well-rounded education program.

### **Eligibility for Sports Participation**

Students in grades 5 – 8 are eligible for participation in school-sponsored activities offered at the appropriate grade level. Students must meet the criteria established by CCAL which includes academic requirements and an annual physical by a doctor. Students shall maintain an overall 2.0 with no grade lower than a “D” and with a maximum of two “D”’s in order to be eligible for participation in athletic events. This average shall include all areas listed on the report card, including conduct. Students placed on academic probation at report card time can be reinstated if eligibility requirements are met on the progress reports. The final assessment of eligibility will be made by the principal.

Provided there are volunteer coaches and required student participation, the following sports are offered: football, basketball and track. There is an annual athletic fee for students who wish to participate in athletic activities.

### **Code of Conduct**

Traditionally Catholic schools have been known for their high standard of discipline which has helped students grow personally and succeed academically. The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship.

The regulations listed herein are not intended to place undue restrictions on the student, but rather to encourage all students to be self-disciplined and considerate of others and to conduct themselves in such a manner that supports the rights of teachers to teach and students to learn. The student who disturbs others during the educational process is denying them a basic right. Classroom rules are established by teachers and students, and copies are given to parents/students early in the school year. Consequences for inappropriate behavior will be posted in classrooms and assigned as necessary.

### **Bullying/Conflicts**

Conflicts, both physically or psychologically will not be tolerated at STHFCS. Such cases should be reported to the Principal and/or teacher.

### **Cyberbullying**

The school has no authority to regulate or review off-campus Internet messages, statement postings, or acts. ***But when those acts threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, the school can and will take action by conferencing with parents and students, reporting the incident to the proper authorities, or following the discipline plan and its various Levels of punishment.***

Any threats made (seriously or in jest) can result in detention, suspension, or dismissal as deemed appropriate by the administration.

### **Search and Seizure**

At STHFCS, the students’ right to privacy is respected; however, when there is “probable cause” to believe that stolen items, illegal drugs, alcoholic beverages, or other items specifically prohibited by law or school regulations are in lockers, desks, on the person, book bags, etc. these may be searched. This search is conducted by the school’s Principal and/or another school official with permission of the Principal. STHFCS is the co-tenant of all lockers and desks and reserves the right to search them at any time.

## **Responsibility for Out of School Activities**

Students out of school activities are primarily the responsibility of parents/guardians. However, these activities can become the proper concern of school authorities if the children involved are identified in some manner, such as the wearing of a uniform, as of a particular school, and when they affect the work of other students.

Outside of school hours, students are to behave in a manner that reflects the beliefs, values, and philosophy of the Church and school when wearing the St. Theodore Holy Family Catholic School uniform. Students choosing to ignore this expectation are subject to disciplinary action by the Principal.

## **Leaving Class**

Students are not to leave class without the teacher's permission. While students are at the school, the school personnel are responsible for their safety and well-being. We must know where students are at all times so that they can be supervised. Any student who leaves a class without permission is considered truant and can be subject to disciplinary actions such as suspension or expulsion. Any student who skips a class will be suspended for at least one day.

## **Confiscated Items**

Items taken from students that are in violation of school policy must be picked up by the parent/guardian. Some items may be disposed of at the discretion of the Principal.

## **Harassment, Diocesan Policy #4030**

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Lake Charles are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to all clergy, religious, and lay persons.

**Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- (3) Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

**Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

**Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding, or blocking movements, or any intimidating interference with normal school work, or movement.

Each school shall establish a policy regarding the identification, reporting, investigation, and disciplinary action taken for any reported instances of harassment involving any members of the school community. This policy shall be published for all persons in the school community and should be in the school's faculty and parent-student handbooks.

## **Fighting and Physical Aggression**

Fighting and other forms of physical aggression **will not be tolerated**. As a Catholic community, we strive to teach children the Christian response to difficult situations. In situations of physical aggression, our Christian call “to turn the other cheek” is often overshadowed by the natural urge to “defend ourselves.” Difficult though a Christian response may be, it must be our primary reaction to any act of physical aggression.

A student who is the subject of a physical attack by another student, provoked or unprovoked, must immediately seek the aid of an adult. Retaliation makes the attacked student an aggressor too. Self-defense must not go beyond the force needed to extricate oneself from the conflict and get away. “He started it,” is not an excuse to retaliate with violence.

Fighting involving children in grades PK – 3<sup>rd</sup> grade will be dealt with by the teacher and Principal on an individual basis. Fighting involving students in grades 4 – 8, who actively participate in a fight, regardless of who was the primary aggressor, **will be given a one day at-home suspension**. Subsequent actions could result in expulsion.

## **Threats**

Any threats made by non-students or students will be considered valid. **School personnel cannot presume to know if a threat is real or “just talk.”** Threats will be dealt with as acts of physical aggression and disciplined accordingly.

## **Substance Abuse, Diocesan Policy #5025**

The Catholic school will attempt to **prevent** the problems of substance (alcohol and drugs) abuse. Programs designed for prevention should be developed.

For the purposes of this policy, **drug** shall mean any mind-altering substance which may not be possessed or used by a student according to the law. The purchase, possession, use, sale, or distribution of these substances is illegal.

Each school shall develop and publish a policy for dealing with situations which may arise involving drug abuse.

If any student brings to school, or has in his or her possession on the school grounds during or outside of school hours, or at any school sponsored function held off campus, any illegal drug or its look-alike, or drug paraphernalia, he or she is liable to disciplinary action.

Upon receiving information that a student is buying or has bought, is or has been in possession of, or has been using or encouraging the use of any illegal drug, the following steps shall be taken:

1. The person having the aforesaid information shall notify the Principal of the school wherein the student is enrolled.
2. The student's parents or sponsors shall be notified and written documentation shall be made of the incident.
3. The Principal may discipline the student according to the disciplinary code of the school.

## **DRUGS, ALCOHOL, WEAPONS**

St. Theodore Holy Family Catholic School and the State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at school functions away from school, any narcotic drugs or controlled dangerous substance as defined by state law, unless dispensed by a licensed physician as allowed by law. Any student of the Diocese of Lake Charles School System found to be in violation of this policy will be subject to expulsion as provided in the drug-free schools and communities act amendments of 1989, public law, 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians. Students who appear to be under the influence will be required to submit to drug testing. Students who possess drugs (including tobacco products including E-Cigarettes, vaper pens, etc.), alcohol and or weapons (including explosives, ammunition, chemicals/ chemical weapons, WMD) at school or at any official school function may face suspension, probation or expulsion.

### **Schools as Weapon Free Zones, Diocesan Policy # 4043**

Schools must follow the regulations as stated in Louisiana State law.

It is a crime for any person, student or non-student, to carry a firearm, or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents of any student who is arrested for violation of this statute.

A policy pertaining to this law and the consequences of disobeying this law must be stated in the school's handbook.

### **Bus Rider Behavior**

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should obey the bus driver and follow all safety rules. Failure to comply with bus safety rules and requests from the bus driver could result in losing the privilege of riding the bus.

### **Toys**

Students are not to bring any type of toy to school unless requested by a teacher. Toys or replicas of any type or form of weapons are not allowed at school. This includes “play” guns, knives, bombs, etc. Consequences for violating this procedure could result in suspension or expulsion. Disciplinary consequences will be determined depending on the age of the student and the circumstances of the situation.

### **Student Involvement with Law Officers**

The following procedures shall be observed when students are released to police.

1. Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but will be required to wait until parents are notified and given reasonable time to come to the school.
2. Contact and ask the parents or sponsors to come to the school to be present with the student during the interview. If a parent or sponsor cannot come to school, the principal or designee will sit in for the interview *in loco parentis*.
3. A warrant for arrest must be presented by a police officer before removing the

student from the school. If the student has been involved in some suspected illegal activity immediately prior to police arrival on campus, or while the police officer is present, the principal must contact the parent or sponsor to come to the school.

4. If the parent or sponsor cannot come, the principal or designee must accompany the student to the police station.
5. Contact the superintendent within 24 hours if a student is arrested.

## **Discipline/Behavior**

Every teacher is authorized and expected to hold every student to a strict accountability for any disorderly conduct in school or on field trips. In those cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive and directed toward serving educational ends. If student is sent to office, office referral must be sent with student.

Punishment should not be imposed upon a student until the reason for such action has been explained to the student. Certain forms of correcting students are not permitted. Among these forms are sarcasm, name calling, inappropriate tone of voice, or sending students out of the room. Teachers should treat students the way they would want their child to be treated or for the teacher to be treated. Teachers will not use recess, PE, music, technology as a consequence for no homework.

## **Discipline Procedures**

- Small disciplinary matters should be dealt with by the teacher.
- In the case of a serious infraction that requires the student to be removed from the class, the teacher should write up the incident and notify the office then call the child's parents the day of the behavior. Explain to the parent the child's behavior. The principal will deal with the discipline matter and schedule a conference.
- The Principal should be notified before the end of the school day of serious infractions.
  - A student who has misbehaved should never be left in the office unsupervised by the teacher. Office Referral needs to be sent with student.

## **Corporal Punishment**

Corporal punishment is never permitted in the schools of the Diocese of Lake Charles.

Although corporal punishment, within reasonable degree, is actually permitted as a method of discipline in the schools of Louisiana by state law, this practice stands against the very ethos of Christian behavior. Corporal punishment shall include, but is not limited to, the following actions: spanking, shaking, slapping, pinching, hair pulling, etc.

## **Classroom Behavior Regulations**

Each classroom teacher will establish a discipline plan and submit to the Principal. The plan should include rules and consequences as well as positive reinforcement written and posted in the classroom. The regulations listed herein are not intended to place undue restrictions on the student but to encourage all students to be self-disciplined - one of the value words learned and put into action with the Beatitudes. Rules are established by teachers and students and copies are given to students and parents.

## **The sequence for consequences are:**

**LEVEL I** (All Level I behaviors should be handled by the teacher in the classroom).

**LEVEL II** (Any Level II infraction will be handled by the Principal AFTER the teacher has called home and a discipline form has been filled out).

Level II infractions include:



- Aggressive Inappropriate Physical Contact
- Being in unauthorized area
- Harassment (other than sexual) (2/3)
- Possessing a lighter/tobacco/matches
- Defacing school property
- Excessive tardiness
- Forged notes
- Public display of affection
- Initiating/Instigating a fight (2/3)
- Campus disturbance (2/3)
- Leaving class without permission
- Repeated profane/Obscene Communication
- Indecent behavior
- Cell phone/electronic device (2/3)
- Computer abuse (2/3)
- Inflict bodily injury
- Threaten/Intimidate (2/3)
- Refuse to comply
- Cutting Class
- Missing assigned discipline

**LEVEL III** (Any Level III infraction will be handled by the Principal after a discipline form has been filled out. This infraction could result in student detention/suspension)

Level III Infractions include:

- Bullying/Cyberbullying
- Possess/Use nonprescription substances
- Habitually violates school rules (more than two detentions)
- Harassment
- Retaliation against staff
- Fighting
- Unfounded charge against authority
- Profanity in communication w/staff
- Continued open defiance
- Object used as a weapon
- Participation in gangs/cults (3/4)
- Possessing a knife (3/4)
- Inflict bodily injury
- Leaving campus
- Stealing
- Throwing objects that can injure
- Uses/distributes/sells tobacco products/lighter
- Illegal activity
- Sexual harassment

#### **Level IV Grounds for Dismissal – Failure to follow contract**

The following behaviors will result in being dismissed from STHFCS:

- Alcohol

- Assault of staff
- Battery of staff
- Continuous sexual harassment
- Public indecency/lewdness/exposure
- Possessing a weapon prohibited by federal law
- Drugs
- Explosive/Incendiary device
- Possessing a firearm
- Serious bodily injury (hospital)
- Sexual acts on campus
- Perpetrating a bomb scare.

By working together and with the Grace of God, we can raise a child that will become a responsible and productive member of our community.

### **Food Service Program**

It is recognized that there is educational as well as nutritional value to be gained by students eating lunches served in the school cafeteria. Efforts are made to create an atmosphere of relaxation and enjoyment while at the same time making students responsible for practicing self-discipline, respect for good table manners, and courtesy. **All students must eat a lunch, either one purchased at school or one from home.** Students cannot change lunch choice after lunch count has been submitted.

Lunches should be prepaid monthly. Prices for school lunches are determined annually. The school will send home a monthly statement. Payment is to be made /drafted through the FACTS Management site for the previous month.

Students who bring their lunches must have food items in them that are comparable to what can be served in the cafeteria. **No candy or carbonated drinks are allowed.** Lunches must be balanced in nutrition. **No competitive wrapping or containers are allowed in the cafeteria.** This means a lunch purchased from a fast food place cannot be brought to the cafeteria in its original wrappings or container. **Students' lunches brought from home may NOT be cooked or warmed in the cafeteria. All lunches brought from home must be ready to eat.** This is a federal guideline in regards to school cafeterias.

Free and reduced lunches are available for all students who qualify. Applications are sent home at the beginning of school. Applications can be made anytime during the school year if financial circumstances change. Applications for this program are available in the school office. Completed applications must be returned to the principal for evaluation. All applications are kept confidential. Questions related to school food services are to be directed to the office and the cafeteria manager.

### **PTC (Parents and Teachers in Christ)**

The mission of the PTC is to offer support to the principal, faculty and parents so that the best possible school environment can be created for our children. The board is made up of

President: TBD  
 Secretary: TBD  
 Treasurer: TBD  
 Auction  
 Golf Tournament

By volunteering for various committees and fundraisers, parents help reach the PTC's goal of affordable tuition as well as providing funding for special projects and programs.

## **Emergency Medical Response**

Each student identified with a severe allergy will have an Allergy Action Plan. Action Plans include symptoms of a mild reaction and actions to take as well as symptoms of a severe, anaphylactic reaction and actions to take. Any student identified with a specific medical condition, such as a heart condition, will also have an action plan. All homeroom classrooms have First Aid Kits available for Emergency use.

## **Medication During an Emergency**

The receptionist will administer all prescribed medicine unless it is an emergency situation. Teachers are to allow students to take their prescription medication, being discreet when sending the student to the receptionist. Emergency plans must list students who take prescription medication and the times they are to go to the receptionist. All medication will only be administered when a written note from the student's doctor and expressed written parental permission has been obtained. All medications must be properly labeled by a pharmacy. Parents are responsible for maintaining such properly labeled medications. School personnel will not administer any other medication such as cough drops, Pepto, aspirin or Tylenol. Students are not allowed to carry any kind of drugs on themselves or in their backpacks. **Band aids and Ice Packs** are the only forms of first aid school personnel are allowed to offer. Holy Family Catholic School will adhere to all guidelines set forth in the Diocesan Handbook and Regulations regarding medication.

## **Dress in General - Faculty/Staff and Students**

- Students are not allowed to leave campus in any attire other than the regular school uniform unless granted by the Principal.
- Students shall be in modest and becoming attire at all school functions. Final decisions as to the proper attire will be left to the discretion of the Principal.
- Dress code policies will be enforced by all teachers.
- Special dress days will be sanctioned by the Principal and general guidelines, neatness, eye-appealing, modest attire must be followed. When a day is designated as a spirit shirt day, pre k- 3<sup>rd</sup> students are allowed to wear uniform shorts with the current year spirit shirt. Students in Grades 4 - 8 may wear uniform regulation length grey pants. No baggy, torn or skinny jeans. Blue jean (NO "skinny") pants may be worn with spirit shirt day when special day is announced.

### **Girls - Free Dress Regulations:**

- Skirts, dresses, and shorts must be of regulation length. Pants and jeans must not be cut below the navel.
- **No** sundresses, spaghetti straps, tank tops, midriffs or **tight fitting clothing** allowed.
- All shirts must be long enough so that the midriff does not show when the hands are placed on top of the head. T-shirts advocating the use of tobacco or alcohol or displaying suggestive or offensive language may not be worn. No heels, sandals, flip flops, crocs or open back shoes allowed.

### **Boys – Free Dress Regulations:**

- **No** tank tops. T-shirts advocating the use of tobacco or alcohol or displaying suggestive or offensive language may not be worn. No sandals, flip flops, crocs or open back shoes allowed.
- Any article in violation of these policies is subject to confiscation by the teachers

or administration.

- **Field trip attire will be the school uniform or blue jean pants with the current year spirit shirt as determined by administration.**
- It would be impossible to anticipate all problems which may arise in the future, yet each year a few distracting “fads” and circumstances show up on school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of STHFCS will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles implicit in the existing policies.

## STHFCS UNIFORM CODE

All students attending (PreK-8th) are obliged to wear the approved uniform and follow all other dress code standards every day unless special permission is given by Principal. Uniform checks are conducted regularly. The administration reserves the right to determine if a student meets the standards of the school regarding dress and grooming. Student conduct grades will be affected each day if dress code standards are not met. This includes hair length, hair color, make-up, and accessories. Parents are encouraged to label all clothing items.

**GENERAL RULES:** The uniform may not be faded or have holes or be stained.

**Shoes-** Tennis shoes must be white, black, navy blue or grey with matching white, black, or grey shoe laces. No accent color allowed on the sole or logo. When looking at the front of shoe, the predominant color should be white, black, navy blue or grey. PreK-8th students are required to wear only tennis shoes as specified. No “light-up” shoes allowed. No boots, high-tops, sandals or open-toed shoes. Sperry top-sider style shoes are permitted in the colors of white, black, navy blue or grey. The Sperry top-sider style shoes may be lace up, or partial lace-up and only Pre-K-1st may wear shoes with Velcro fasteners.

Dress Shoes/Mass Dress shoes in black, navy or white are preferred for Mass day but other approved shoes may be worn. **NO CONVERSE shoes may be worn on mass day.**

Sweatshirts/Cardigans Navy unisex St. Theodore Holy Family sweatshirt or navy cardigan sweater are the only outerwear allowed to be worn indoors. Sweatshirts or cardigans may not be worn around the waist.

Hoodies sweatshirts are prohibited. **Do not purchase a Hoodie sweatshirt.**

Jackets/Coats in cold weather, any jacket or coat is allowed to be worn outdoors only. **No Hoodies allowed.**

### “T-Shirt Day”

On designated “T-Shirt Days”, students are allowed to wear any approved logo t-shirt with uniform bottoms, or with long blue jeans (only on a designated “jean day”.) Approved t-shirts include the spirit shirt and those from St Theodore Holy Family sports teams, spirit squads, school-sponsored activities, and school clubs. All other uniform restrictions apply.

Girl Scouts may wear their scout vest and uniform shirt with grey pants. Boys are to wear Scout shirts and scarf with uniform bottoms. **NO BLUE JEANS OR HATS!**

### GIRL SPECIFICS:

#### **Blouses**

Blouses must be tucked in at all times on Mass Day. Pre-K-8th, white, long or short sleeve oxford; Non-Mass days, girls may wear their navy polo with either their skirts or grey pants. Plain white

undergarments (camisoles, or undershirts) may be worn under uniform shirt and should not extend beyond the uniform shirt sleeve. White turtlenecks may be worn under blouse in cold weather. (No monogramming or logos) Purchase must be made at Southern Drifter in the Prien Lake Mall.

### **Skirt or Walking Shorts**

All skirts/shorts should be slightly above the knee, not to exceed 3” from the knee on all sides when measured from a kneeling position. Pre-K-8th wear plaid skirt or grey walking shorts worn at the waist. Purchase must be made at Southern Drifter in the Prien Lake Mall.

### **Slacks**

Grey, classic-style, pleated or flat front slacks with black, blue, or brown belt with plain buckle. (No adornment on belt). Purchase must be made at Southern Drifter in the Prien Lake Mall.

### **Socks/Tights**

White regular crew socks without logos. Navy or white knee-high socks are permitted. White or Navy opaque tights (footed) may be worn under skirt/shorts in cold weather.

### **Hair**

Hair must be neat, clean, combed, and must be the student’s natural color without color enhancement, extensions, or hair designs that distract from the learning environment. Bangs must not impair student’s vision. Hair accessories should not distract from the learning environment.

### **Jewelry**

Small chains (18” or shorter) with an appropriate religious medal (smaller than 1 ½”). One pair of small post earrings only (one in each earlobe). No hoop or dangle earrings. One ring per hand. One watch. **NO BRACELETS** including pony tail bands. Make-up which including nail polish is not allowed.

## **BOY SPECIFICS:**

### **Shirts**

Shirts must be tucked in at all times. On Mass days, boys will wear white (monogrammed) oxford shirt with grey pants; Non Mass days, regulation navy long or short sleeve polo shirt with monogram logo. Plain white undershirts may be worn under uniform shirt and may not extend beyond the uniform shirt sleeve. White turtleneck (no logos or monogramming) may be worn under uniform shirt in cold weather. Purchase must be made at Southern Drifter in the Prien Lake Mall.

### **Pants/Shorts**

Grey classic style, (pleated or straight front without logos) slacks or shorts must be sized appropriately and worn at the waist. Pant length should reach the shoe top. Shorts must be at or slightly above the knee. **NO CARPENTER OR CARGO PANTS.** Pre-K -1st are allowed elastic waistbands. Purchase must be made at Southern Drifter in the Prien Lake Mall.

### **Belts**

Navy, black or brown with plain buckle must be worn at all times. (No adornment on belt)

### **Socks**

White regular crew socks, or navy or black crew socks without logos.

## Hair

Hair must be neat, clean, combed, and must be the student's natural hair color without color enhancement, or hair design that distract from the learning environment. Length will be above the top of the shirt collar. Bangs will be above the eyebrows. Sideburns will be above the earlobes with no hair overhanging the upper ear.

## Jewelry

Boys are never allowed to wear earrings. Small chain (18" or shorter) with an appropriate religious medal (Smaller than 1 1/2"). One ring per hand. One watch. **NO BRACELETS.**

## MASS DAYS

**Girls must wear the white blouse with plaid skirt and boys must wear the white oxford with long grey uniform pants.**

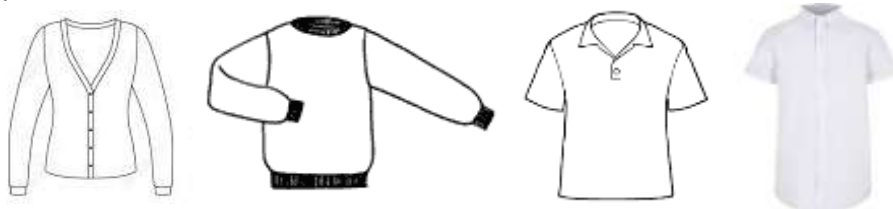
Holy Family plaid uniform pieces, navy polo shirt with logo and white oxford with logo are only available through Southern Drifter Store. (448 W. Prien Lake Road, Prien Lake Mall (337) 602-6668)  
**PreK-1<sup>st</sup> are allowed to wear elastic waistbands.**

Grey  
pants/walking  
shorts



Pants are to be regular pants,  
not leggings.

Navy blue sweatshirt & Navy Cardigan (sweater) can be worn indoors. Navy Cardigan sweaters are only available for purchase at Southern Drifter in the Prien Lake Mall.



On designated t-shirt days, students are allowed to wear only their spirit shirt or uniform top. Spirit shirts can be ordered at our Back to School Meet & Greet Day.

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Moss Bluff, La 70611  
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Jesus is at the center of all activities in this school.  
Please remember His presence!