



St. Rosalie School Student Handbook

2020 – 2021
School Year

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Dear Parents,

WELCOME TO ST. ROSALIE SCHOOL

The goal of St. Rosalie School is excellence. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, administration, parents, and community.

This handbook has been prepared for your information. We ask that you and your child read it through carefully, and become acquainted with its contents. Your child is expected to follow all rules and regulations, and we ask that you encourage your child to obey these rules and uphold the authority of the school.

All rules and regulations in this handbook have been established for the betterment and safety of each student. The policies within this handbook will be upheld while your child is actively enrolled in St. Rosalie School throughout the calendar year.

Thank you for your cooperation.

**PARENT/LEGAL GUARDIAN
HANDBOOK ACKNOWLEDGMENT PAGE
2020 - 2021**

Dear Parents,

This handbook has been prepared for your information. We ask that you and your child/children read it carefully and become acquainted with its contents.

Please sign the statement below and return this page immediately to the homeroom teacher of your child. If you have more than one child, please send in a separate page with each child. Extra copies of this page are available in the school office.

We have read the student handbook for St. Rosalie School. We agree to uphold the policies and regulations contained therein.

I also understand that my signature below indicates that I have reviewed:

- The *Archdiocese of New Orleans Science Laboratory Student Safety Guidelines*
- The *St. Rosalie Internet Use Agreement*
- The *FERPA* description
- *Use of Pictures on Social Media* included in this handbook and will instruct my child to follow the rules and procedures as listed.

Signatures required below (parent and student):

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Grade

Date of Signatures

I understand that as parent or legal guardian, all school communications will be e-mailed and/or posted via PlusPortals. I understand that it is mandatory for me to activate both my parent account(s) for PlusPortals and G Suite for Education (for all grade levels). If these accounts are not activated by September 1 of the current school year, your child's grades will not be posted and they will receive an incomplete on their report card until your account is activated.

BELIEFS OF ST. ROSALIE SCHOOL

SCHOOL MISSION

The mission of St. Rosalie is to know, to love and to serve God by providing an academic environment, in which students are challenged, enriched and motivated to reach their potential.

SCHOOL MOTTO

One Christ-centered community, serving God, sharing love, and giving knowledge.

ADMISSION and RECORDS

Admissions Policy

- St. Rosalie admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities. Race, color, sex, national and ethnic origin is not a basis for discrimination in the administration of educational policies, admissions policies, athletic and other school-administered programs.
- Before any applicant is accepted, previous school records (academic and behavioral) will be reviewed. Any applicant who is accepted must continue to maintain appropriate grades and conduct for the present year. Before entering St. Rosalie School, the parent must provide the following: a birth certificate, baptismal certificate, and an up-to-date immunization and health record signed by the physician. These documents remain in the student's file until they leave St. Rosalie School. Seventh grade students are given these personal documents on their last full day of school.
- Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.
- St. Rosalie School does not provide special education services or facilities. St. Rosalie School, its principal, faculty, and staff are only required to make minor adjustments in its education program to attempt to accommodate whatever special needs the child may have.
- The nature and extent of such minor adjustments is within the sole discretion of the **Individual Needs Committee (INC)**. Should the committee determine, in their discretion that minor adjustments in the school's education program have not resulted in satisfactory accommodation interest of both the school and the student that he/she be placed in a more appropriate program to meet the needs of the student and it is in the best learning environment. The committee may ask the parent/guardian to withdraw the student from the school and the child may not be allowed to re-enroll. Registration does not guarantee the possibility of a place in the school if the school cannot serve the needs of the student.

Admission Age Requirements:

- Hawks Haven - 6 weeks to 2 years old
- Pre-K 3 years old by September 30
- Pre-Kindergarten - 4 years old by September 30
- Kindergarten - 5 years old by September 30

Authorization and Release of Records

As parent(s) of a St. Rosalie student, by signing the handbook acknowledgement page, I hereby authorize the school previously attended by our child, including but not limited to any school denominated a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to, any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regards to payments, and fees and/or tuition, and/or any and all other educational and/or social or information records, of the above mentioned child to St. Rosalie School, which the school is authorized to receive the foregoing records, received an inquiry in the future from any other Catholic School. Further, in consideration of the sending and receipt of such records, I hereby agree to release, defend, indemnify, and hold harmless the owners of and/or any such schools that send and/or receive that aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives, and the Archbishop, Bishops, and all clergy of the Archdiocese of New Orleans, from the sending and/or receipt of the aforementioned records and/or from the content of such records.

Early Childhood - Potty Training

Children entering the Early Childhood Program (Pre-K3 & Pre-K4) must be completely toilet trained and must be able to take care of their own bathroom needs. The administration of St. Rosalie School reserves the right to remove the child from the early childhood program if he/she is not fully toilet trained.

- **Restroom Accidents:** Pre-K3 and Pre-K4 parents may send an extra set of clothing to school in the event their child has an accident. However, for the protection of your child and our faculty and staff, staff members are not allowed to assist children in changing their clothes. If a child needs extra help in changing or needs additional washing/cleaning, a parent/guardian will be called to come to school to assist the child.

FINANCIAL RESPONSIBILITIES

All financial responsibilities (including but not limited to, tuition, cafeteria, extended care, NSF fees, library fees, field trips, detention fees, etc.) must be kept current. Students with delinquent financial obligations will be suspended from receiving school services, including not taking exams.

TUITION LOAN GUIDELINES

Please be certain that you thoroughly review and understand the guidelines in place for tuition. It is extremely important that payments be made by the 10th of each month. Gulf Coast Bank & Trust provides funds to St. Rosalie School each month as your monthly payment is made. Your cooperation in meeting your financial obligation to the school in a timely manner is expected. If you have any questions, please do not hesitate to contact us.

Tuition loan applications submitted after June 10th will be reduced to 9-month loan or fewer, making monthly payments higher. Example (loan applications submitted thru June 10th, the first payment will be July 1st thru April 1st. \$4,700 divided by 10 months is \$470 without interest and fees). Loans submitted after June 10th, the 1st payment will be August 1st thru April 1st...9 month loan is \$4,700 divided by 9 months is approx. \$522.23 without interest and fees. Each month after original loan funding (June 10) will result in a higher loan payment and reduce the number of months the loan will be paid. All loan payments end April 1st and no loans will be accepted after December 1st for the current year.

The school has the capability to view all tuition loan account balances online. A review of account balances will be done daily to ensure that proper payments are being made on time. The bank also communicates with the school concerning loan payments and delinquent payments.

Tuition loan payments are due on the 1st of each month beginning July and ending in April. Payments that are not made by the 10th of each month are considered delinquent and are assessed a late fee. Any late fees incurred must be paid monthly. Auto draft payments can also be set-up with Gulf Coast Bank. Any auto drafts returned NSF will be removed from automatic draft and will not be able to return to auto draft until three (3) consecutive loan payments clear the bank. If a loan is cancelled for any reason, the parents are responsible for all fees incurred.

July and August loan payments must be made in order for a student to begin school in August. No student will be allowed to attend school if tuition is delinquent. (Hawks' Haven through 7th grade). Parents will be notified by bank and school if payment is delinquent.

If an NSF check is written for a tuition payment, the original past due date will apply. Your monthly tuition payment must clear the bank by the last day of each month for your child (ren) to attend school. Students will be allowed to make up missed work and tests once the tuition has been paid; however, the student(s) will receive an incomplete grade until all work has been completed.

Any loan that is 45 days past due will be charged back to the school and a \$100 charge-back fee is due in cash to the school for the student(s) to continue attending school.

All tuition accounts must be current to re-register for next school year. Registration for returning students usually takes place at the end of January and mid February for new students, and the school cannot hold a space for students whose accounts are not up to date. If your tuition becomes delinquent after registration, the family will be subject to having their registration for the subsequent year dropped.

The last tuition loan payment must be paid by April 10th or April 15th if auto draft, or the loan is charged back to the school and a \$100 chargeback fee will be added to the balance. Additionally, your child (ren) cannot attend school until all tuition and charge back fees are paid in full.

REFUND POLICY

If a student withdraws from school before the end of the school year, the parent or guardian must notify the school office. If the tuition was being paid through a loan with the bank, the school office will cancel the loan.

If a tuition refund is in order, it will be issued as soon as possible. A \$25 processing fee will be accessed for all loan cancellations/refunds. Refunds for tuition and fees will be calculated as follows:

<i>Registration Fees:</i>	Non-refundable
<i>Non-Supporting Parish Fees:</i>	Non-refundable after the first day of the school year
<i>Tuition:</i>	Tuition will be refunded based on the amount the family has paid less the amount of tuition used. Amount of tuition used will be determined by multiplying the number of calendar months the family is enrolled in school times 1/10 the amount of the sum of tuition. A partial month will be counted as a full month.

No refunds will be issued after March 31.

Example: A family pays \$4700 in tuition for one child. If your child is enrolled in school through mid October, (1/10 of tuition is \$470). Tuition used is (3 x \$470 = \$1410) August, September, October. Refund is \$4700 - \$1410 - \$25 processing fee = \$3265 (If tuition was paid by loan, interest and fees owed will be deducted accordingly.)

If you have any questions about tuition or bank loans, please call the school financial secretary.

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

DAILY SCHEDULE AND ATTENDANCE POLICIES

- **Daily Schedule**
 - The school day begins at 8:00 A.M.
 - Dismissal is at 3:00 P.M.
- **Tardiness**
 - Punctuality is very important. Students arriving at school after 8:00 A.M. must be accompanied to the office by a parent or guardian to be admitted. If a child is consistently tardy, they will remain in the office until the next scheduled class begins.

ABSENCES

- Attendance - Daily Time Increments
- **A Google form has been created for early checkouts. This form will be on PlusPortals. It must be filled out by a parent/guardian. The child (ren) will be escorted to the car at the appropriate time. If there is an emergency, call the office (504-341-4342); the form must be filled out later that day for our records.**

- All absences are recorded in quarter day increments. If a child arrives to school late their absence will be recorded as follows (NOTE: 1 hour and 44 minutes + $\frac{1}{4}$ day absence):

8:20 - 9:45 = $\frac{1}{4}$ day absence

9:46 - 11:30 = $\frac{1}{2}$ day absence

11:31 - 1: 15 = $\frac{3}{4}$ day absence

After 1:15 - full day absence

- **Pre-K3 - 7th Grade**
 - If a student is absent less than four days, a note must be sent to school the day the child returns. Students absent five or more days must have a doctor's note to return to school.
 - If a child is absent, students in PreKindergarten through 7th grade, a parent must notify the office by 9:00 A.M. Books and assignments may be picked up in the cafeteria between 3:30 P.M. and 6:00 P.M. When the parent comes to the door for assignments, a staff member will hand them to the parent. This policy is important for the protection of your child.
 - Disciplinary action may be taken for not adhering to the absence policy/guidelines.
- **Doctors and Absent Notes:** Any time a child is absent from school a note must be sent to school the day the child returns, explaining the absence, i.e. illness, family circumstances, etc. Example: My child was absent due to an illness. My child was absent due to a family emergency.
- **Requesting Assignments**
 - When a student is absent, a parent must call the school office before 12:00 noon to request missed assignments. Books and assignments will be available at extended care from 3:00 P.M. to 6:00 P.M.
 - A student who is absent one day should be prepared to take missed quizzes, tests, or exams the following day. A student who is absent more than one day should be prepared to make up work within a reasonable time. Teachers will work with the student to make every effort to make-up work within three (3) days. A student who will be absent more than five days should contact the teacher to make appropriate arrangements.
 - Any parent who knows that their child will be absent due to personal or family matters must advise the teacher/administration of the absence in writing as soon as possible. Arrangements regarding the completion of missed assignments/tests/exams will be at the discretion of the teacher/administration.
 - The school discourages vacations while school is in session. The student bears the responsibility for all missed classwork, tests, projects and assignments.

- **Extended Illnesses**
 - After five days or more of absences due to illness, students will be required to bring a doctor's note. If a student is contagious for any reason, a doctor's note is required to be allowed back to school. All doctor's notes must indicate when the child can return to school. Important: Children must be fever-free for 24 hours before returning to school. If a child is at school with a fever or flu like symptoms, the parent will be called to pick up the child.
- **Recorded Absences**
 - All absences will be recorded on student records. If a child is sick, an original doctor's note is required for this absence. All doctor's notes must be submitted to the school within three (3) days of the absence.
- **Excessive Absences and Tardies**
 - The Louisiana Law dictates that students must attend school a minimum of 167 days to be eligible to receive credit for courses taken. A student may be retained in his/her current grade if he/she does not meet these state attendance requirements.
 - After eight unexcused absences, August to December or January to May, the absences will be reported to the Jefferson Parish Truancy Office. After a total of sixteen absences, (August to December and January to May, the absences will be turned over to the Jefferson Parish Truancy Office).
 - After four (4), six (6), and eight (8) absences, contact will be made through the school to the parent as official notice of the number of unexcused absences. These notices will be recorded and filed for Jefferson Parish Truancy Office notification purposes.
 - Excessive tardiness, 12 or more, will be reported to the Jefferson Parish Truancy Office.
- **Perfect Attendance**
 - For a student to receive perfect attendance at the end of the school year, he/she must attend daily, may not be tardy, and may not be checked out of school at any time.

ARRIVAL/DISMISSAL

- **Arriving at School**
 - Upon arrival, a staff member will check each student's temperature before exiting the vehicle; the child and parent must have on a face covering. ***Parents/family members/friends must remain in their vehicles when dropping off the student(s).***
 - All children must exit on the right hand side of the vehicle to expedite the process including the use of car seats or booster seats. This will be strictly enforced.
 - Parents must check their child's temperature before leaving home. If their temperature is 100.4 or above, the child must remain home until they are fever free for 48 **hours**.
 - **Anyone who has a temperature of 100.4 or higher, upon arrival, will be asked to ull aside for a recheck of temperature within five (5) minutes. On the third temperature check of 100.4 or higher, the student will be required to go home.**
 - **No walk-ups will be permitted.**
 - **Students who arrive between 6:45 A.M. and 7:20 A.M. will meet for Before Care in the cafeteria or Hawks' Haven. Drop-off for Before Care will be on 2nd Avenue.**

Students will be met by a staff member to have his/her temperature taken. (refer to above explanation of temperature)

- **The students will enter the grey doors, facing the main building. There will be a sign posted for Before Care and Breakfast drop-off on the gates where students are to enter. Teachers will check in all students for Before Care.**

- **Breakfast/Lunch**

- Breakfast will be served in the cafetorium from 7:20 A.M. until 7:45 A.M. Students arriving for breakfast must be dropped off on 2nd Avenue and enter through the grey doors, facing the main building. A teacher will be there to guide the students. There will be a sign posted for Before Care and Breakfast, on the gate where students are to enter.
- All breakfast/lunch money must be paid through the www.schoolbucks.com site. No cash, checks, or money orders will be accepted for breakfast or lunch.
- Students will eat breakfast in their classroom until further notice.
- Cafeteria staff will distribute food in disposable containers with disposable utensils
- St. Rosalie participates in the Federal Lunch Program. A well-balanced meal is served daily. Students have the option of purchasing lunch at school or bringing a lunch. If bringing a lunch, items not served in the cafeteria may not be included in a lunch brought from home (i.e. candy, soft drinks, fast food, etc.). Lunch can be paid online by following the instructions sent home with your child at the beginning of the school year. If a student does not have money on their lunch account, they will not be allowed to purchase a lunch from the cafeteria as stated by the Archdiocesan Food Service Program

Important: Due to the large amount of unpaid cafeteria balances at the end of the school year, we cannot let the children charge lunch. Please make sure to check your children's lunch balances online and keep the account updated. You will be called if your child does not have lunch money in their account. Your child will not receive a lunch until payment is made. Payments made online are posted immediately by Archdiocese Food Services.

- **Tardies (Late Arrivals)**

- Parents must call the front office (504) 341-4342 and a staff member will come to the vehicle and check the child(ren's) temperature. Children with a fever of 100.4 or greater will not be permitted to attend school until they are fever free for 48 hours.
- ***If a student is absent for four days or less a note must be sent to school the day the child returns. Students absent five or more days must have a doctor's note to return to school.***
- Students who arrive after 8:01 A.M. will be considered tardy and must obtain a tardy slip from the office before going to class.
- Prek-Seventh Grade: If a child is absent, a parent must notify the office by 9:00 A.M. Books and assignments may be picked up in the cafeteria between 3:30 P.M. and 6:00 P.M. When the parents comes to the door for assignments, a staff member will hand them to you.

Dismissal

- Any student not riding the school bus must be picked up promptly at dismissal.
- Dismissal will begin at 3:00 P.M. Students will be dismissed from their classrooms. In order to expedite this process have your signs ready and pull up as directed by the teacher on duty.
- Each vehicle **MUST** have a sign with the student's name(s) visible to the teacher on duty.
- The sign must be 8 ½" x 11" or larger with dark lettering.
- ***To avoid delays in the dismissal line, vehicles without signs will be instructed to go to the back of the line. This will be strictly enforced.***
- ***Signs may be purchased from the school office for \$1.00.*** Send a note with your child when requesting a sign and it will be sent home with your child.
- Extended Care begins promptly at 3:30 P.M. Any student not picked up at dismissal time will be brought to extended care, and parents will be responsible for paying the extended care fee. You will be sent a registration form to fill out so your child (ren) will be registered for this program. Parents will not be allowed in the cafeteria. Staff will meet the parent at the door and the child's name will be called. Teacher's will check students in and out.
- All students will dismiss from 2nd Avenue. You can go down 1st Avenue, turn right onto 8th Street, and then a right on 2nd Avenue. Cars will continue going straight toward 4th Street to get out of school traffic. Please remember you are in a neighborhood, follow all traffic laws. While in a school zone, cell phone use is prohibited.
- REMINDER: Students who live within a one-mile radius of the school and who walk to or from school must have a walker tag issued by the school. First through fifth grade parents must meet the student by the gate nearest the church. Middle school students (6th & 7th grades) may walk home alone with written permission from the parents. If you pick-up your child in a car you must be in one of the dismissal lines. You may not park and pick-up even if your child is considered a walker and has obtained a walker tag including during inclement weather.
- IMPORTANT: Students may not be checked out through the office after 2:30 P.M. (or thirty (30) minutes prior to dismissal on early dismissal days).
- Once a student has been dismissed, he/she will not be allowed to return to the classroom for items left in the classroom.
- Limousines of any type are not allowed to pick up students at dismissal time and/or in the dismissal lines.
- Students may not be checked out early through the school office after field trips, funfests, treat days, class lunches, etc. unless there is prior approval from the principal.

UNIFORM REQUIREMENTS

- School Uniform: Skobel’s, 1742 Stumpf Blvd., Gretna, LA

If a student is improperly dressed, the parent/guardian will be called. The principal is the final authority of what is deemed appropriate dress.

P.E. Uniforms	P.E. uniforms for students in grades 1 through 7 must be purchased through the school on supply day. They may also be ordered during the first week of school. Order forms will be available through your child’s homeroom teacher/office. P. E. shorts must not be more than three (3) inches above the knee. Students may wear their P.E. uniform to school, in place of their school uniform, on their assigned P.E. day(s).
Shoes/ Socks	<ul style="list-style-type: none"> • Pre-K3 and Pre-K4 students are allowed to wear solid black low quarter tennis with a Velcro closure. • Kindergarten students are allowed to wear solid black low quarter tennis with a Velcro closure. • First through 7th Grade – Solid black, leather or suede low quarter tie shoes are required, no canvas shoes. No markings are allowed on the shoes, i.e. white or other colored markings. Heels on shoes may not be higher than one (1) inch. Solid black tie tennis shoes are allowed but may not have shock absorbers, clear heels, springs or any other faddish style heels/soles. Heels must be solid and flat on the bottom without holes or fancy style designs. Shoe, heel, and sole must be solid black. • Pre-K3 and Pre-K4 girls/boys must wear white crew socks • K through 7th Grade uniform socks must be purchased through the P.T.A. Boutique.
Leggings/ Sweatpants	<ul style="list-style-type: none"> • Pre-K3 through 7th grade may wear black sweatpants with the SRS logo. Sweat pants may be worn under skirts or over the P.E. uniform. Any cotton black leggings (girls) or leggings with the school logo may be worn under their uniform skirt and P.E. shorts. (Leggings with the school logo may be purchased from the school bookstore while supplies last.) • First through seventh grade may wear the black sweatpants with the SRS logo instead of/ or over their P.E. shorts, over their P.E. shorts, when they are scheduled for P.E.
Sweaters/ Jackets/ Coats	<ul style="list-style-type: none"> • Red Cardigan or gray pullover (Skobel’s) • St. Rosalie gray soft shell jacket (Skobel’s) • Jackets and sweaters can have the student’s name embroidered on it. • New Sweatshirt: charcoal grey with Reason, Religion, Kindness logo (Skobel’s) • In cold weather, heavy outer coats may be worn over a SRS sweatshirt, sweater or jacket while outdoors. No apparel advertising other elementary, middle, secondary school, or university may be worn.

GIRLS UNIFORM REQUIREMENTS

Smocks/ Bloomers	Pre-K3 and Pre-K4 - red pin cord dress with SRS logo and matching bloomers
Blouses/ Shirts	<ul style="list-style-type: none"> • White uniform shirt short sleeve with pointed blouse pointed collar (Grades K - 3) with SRS logo. • Solid white uniform shirt with St. Rosalie emblem (Grades 4 - 7) • Undergarments should not be visible at any time. Undergarments should only be white or nude. • No turtlenecks, thermal shirts/pants, or long sleeve shirts may be worn under the uniform. • Blouses/Shirts must be tucked in at all times.
Jumpers/ Skirts	<ul style="list-style-type: none"> • St. Rosalie School plaid jumpers (Grades K - 3); St. Rosalie School laid skirts (Grades 4 - 7) • Jumper and skirt length should be no shorter than 1" above the knee
Hair	<ul style="list-style-type: none"> • Hairstyles for girls should be neat, clean, student's natural color, not off beat or faddish. • Hair must be worn off the face and out of the eyes at all times. • Students may not come to school with dyed, highlighted or artificially lightened hair. • No extreme hairstyles (such as shaven heads, shaving or carving into natural hairline, punk, wedges, and the like) are to be worn by girls. • Headbands, ponytails and bows must be appropriate in size and design. • Girls' long hair should be pulled back and neatly tied. • Hair beads are not allowed. Students will not be allowed to attend school if their hairstyle does not meet the school requirements. The student will be allowed to return to school once the hairstyle is deemed appropriate by the principal or his/her designee. • Braids/extensions/weaves are allowed as determined appropriate by the administration and they must be natural length and of natural color.
Make-up/ Nail Polish	<ul style="list-style-type: none"> • Makeup, sculptured/fake nails and gel nails will not be allowed during school hours and at school functions. • Students will receive consequences and sent to the office to remove any makeup. • Students are not allowed to bring nail polish to school
Jewelry	The only acceptable jewelry for girls is a watch and/or post earrings (not larger than 5mm or ¼ inch). No more than one earring may be worn in the lower ear lobe of each ear. **Students may not wear Apple watches or any type of watch that connect to the Internet at any time.

BOYS UNIFORM REQUIREMENTS	
Pants/Shorts/ Belts	<ul style="list-style-type: none"> • Pk3-Seventh Grade must wear gray pants or shorts with a gray or black belt for first through seventh grade students.
Shirts	<ul style="list-style-type: none"> • Pre-K3 and Pre-K4: Black flat knit polo with VERITAS logo • Grades K through 7: Red polo with VERITAS logo • Undergarments should not be visible at any time. • No turtlenecks, thermal shirts/pants, or long sleeve shirts may be worn under the uniform. • Shirts must be tucked in at all times.
Hair	<ul style="list-style-type: none"> • Boys must be clean shaven • Hairstyles for boys should be neat, clean, and natural at all times. • Hairstyles and haircuts, which are faddish and deemed inappropriate by administration must be modified within a specific time limit set by the administrator. Hair must be worn off the face and out of the eyes at all times. • Hair, when pulled down and extended, must be above the ears, the eyebrows, and the shirt collar. Shaved or partially shaved cuts are not allowed, • Hair must not be bleached, streaked, dyed, highlighted, or altered in any manner. • Severe haircuts and styles that are disruptive to the learning environment are not allowed.

Dress down Days: For all these days, including but not limited to special days, PJ days, and full dress downs, follow the rules and regulations below:

- Pants (jeans, capris, pants, sweatpants are allowed)
 - Leggings can be worn, if and only if the student has on a shirt that is fingertip length. If a shirt is in question, the principal will make the final determination.
 - Cannot have rips or holes
 - Cannot wear shorts
 - Cannot have writing on the backside of the pants
- No dresses or skirts
- Shoes (any tennis are allowed)
 - Cannot have a heel above 1"
 - Cannot be backless or open-toed
 - Cannot be sandals
- Shirts
 - Cannot be sleeveless
 - Cannot be tight fitting or have inappropriate writing
 - Cannot be cold-shoulder or have spaghetti straps
- PJ's
 - No nightgowns; no open-toe or open-back slippers/shoes are allowed. Students may wear their tennis shoes to school with their pajamas. Students in grades 4th through 7th may not wear shorts on PJ days. Students in Hawks' Haven through Kindergarten may wear the pajama short sets as long as long as they are no more than 3" above the knee.

SCHOOL REGULATIONS

Administration is responsible for supervising, implementing, and administrating all discipline procedures and consequences under the direction of the principal. If a parent has questions or concerns regarding discipline procedures or consequences issued, you must first contact your child's teachers before contacting the principal or disciplinarian.

Discipline

One of the most important aspects of education is discipline. It underlines the total developmental program. This training develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people. Cooperative and responsible behavior in school, on school grounds, and on the way to and from school will be expected from the children. A student actively registered at St. Rosalie School represents the school at all times. Therefore, while enrolled at St. Rosalie, he/she will be held accountable for their actions at all times while in uniform on or off campus and consequences implemented as deemed necessary by administration. Students at school events will also be held accountable for their actions at all times.

Regulations

- Students are not to leave the school grounds at any time without proper authorization from the school personnel.
- Chewing gum is not permitted in the school, on the playground, on the bus, or at any school function.
- At recess, students should remain in their respective play areas. Students must ask the teacher on duty to go to the bathroom while they are at recess.
- No parties are permitted during school hours.
- Bringing or the use of any electronic devices on campus or at school functions that have a camera (including, but not limited to, cell phones, digital cameras, laser pens, radios, digital music players, iPods/iPads, electronic games with Internet capability, DVD/digital movie players, etc.) are not allowed. E Readers without cameras are allowed.
- No student is allowed in the classroom or building before school, during lunch, or after school without a teachers' supervision.
- Students and parents will not be allowed in the classroom after school hours to retrieve books and/or articles left behind.
- Sharpies, Hand Gel, and Whiteout, (i.e. erasers, sharpeners etc.): The listed items are not allowed during school hours or at school functions. The items will be taken away from the student and items will be picked up by the teacher. If the student consistently brings these items, consequences will be issued. St. Rosalie art and pencil cases only.

Right of Search and Seizure

A school administrator may search students and/or their belongings, including, but not limited to handbags, bags, desks, book bags, and any other items deemed necessary by administration if they have cause to believe that there has been a violation of a school rule. This includes, but is not limited to, searching for contraband, illegal drugs/medication, prescriptions, and/or over-the-counter medications, weapons, dangerous objects, cell phones, electronic devices, stolen property, or anything else that does not adhere to the policies as outlined in the student

handbook. A search may take place at any time without prior notice to parents, students, and/or staff. The students are warned that belongings will be searched periodically for purposes of maintaining discipline and order. The search of a person should be conducted with a minimum of embarrassment, preferably in the privacy of an administrator's office, when possible.

LOOPHOLE CLAUSE

Since it is true that loopholes may be found in any code, it is the expectation of St. Rosalie School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: **If you are not sure that it is allowed, do not do it.**

***The electronic version is the most updated version, always.**

DISCIPLINE PROCEDURES

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading, social or sexual comments, spreading rumors); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Messenger). Bullying may constitute grounds for detention, suspension, or expulsion.

NOTE:

- St. Rosalie School the mandated Archdiocesan Anti-Bullying Policy. This policy can be viewed on the Archdiocesan web site, www.arch-no.org, listed under Safe Environment. There is also a link from the St. Rosalie PlusPortals homepage.
- If a parent, student, or family member exhibits any disrespectful behavior towards others or the school (including, but not limited, to verbal, non-verbal, written, physical, cyber space, etc.) the student will be asked to leave St. Rosalie School immediately.

Detentions: Detention will be held before school from 6:50 A.M. – 7:50 A.M. on the third Wednesday of the month in the main building for third through seventh grade students*

*Detentions may be issued to second grade students for discipline infractions as deemed necessary by administration.

IMPORTANT: A student who earns three detentions will receive a one day in or out of school suspension assigned by administration.

Detention List: This list includes, but is not limited to the following:

- Bullying - name calling, teasing, pushing, shoving (at the discretion of administration) (see description under school regulations)
- Disruptive behavior during fire drills
- Copying another student's homework
- Disruptive behavior on a field trip
- Use of obscene language, gestures, drawings, writings or actions (at the discretion of administration)
- Chewing gum anywhere on campus or while participating in school functions, field trips, and school sponsored sports and/or events
- Unauthorized or inappropriate use of Internet from any school computer
- Failure to have detention notice signed by the next school day
- Forgery/Tampering with work (first offense)
- Arriving tardy for detention
- Defacing desks, books, or other school property
- Serving a detention out of uniform
- NOTE: Administration reserves the right to issue detentions for infractions not listed above.

Guidelines for serving detention:

- **Failure to Report for Detention**
 - If a student fails to report for a scheduled detention, the student will receive a full day, out of school suspension to be served on the following Tuesday or as assigned by administration. No excuses will be accepted for a student failing to serve a detention.
- **Expectations During Detention**
 - Students will not be allowed to bring anything with them into the detention room. Staff will provide all supplies. Students will be expected to work actively and productively for the duration of the detention. Students receiving a detention will be issued written assignments to be determined by administration.
- **Fees**
 - Students must bring a detention fee with them to detention. Fees are as follows: 1st detention is \$5.00, and each detention after that goes up in \$5.00 increments (i.e. 2nd detention is \$10.00, 3rd detention is \$15.00, etc.) To assist with record keeping, only checks made out to St. Rosalie School will be accepted (cash will not be accepted).

Suspension: A suspension is for a period determined by the principal, and will be served either at school or at home. The student will be responsible to make-up all graded work missed during the suspension. Ten (10) points will be deducted from all graded work for the first suspension and fifteen (15) points for all other suspensions; seven (7) points a day will be deducted from the student's conduct grade for an in-school or out-of-school suspension each day suspended. A suspension will be issued to any student cheating and a new assignment/assessment will be issued.

Reason(s) for Suspension/Expulsion: This list includes, but is not limited to the following:

- Accumulation of three detentions
- Accumulation of three suspensions
- Any form of violence
- Any violation of Internet use Policy
- Arriving after 7:00 A.M./not serving a detention
- Bringing dangerous instruments on campus or a school function (including but not limited to fireworks)
- Bringing or using any electronic devices on campus or school functions (including, but not limited, to cell phones, Ipads etc.)
- Bringing obscene, pornographic books, magazines, pictures, music, etc.
- Bullying, at the discretion of administration, including, but not limited, to verbal and or social
- Cheating: not following test taking procedures (1 day out of school suspension and a different test will be issued)
- Disrespectful behavior toward teachers/others
- Disruptive classroom discipline
- Fighting/rough play
- Forgery/Tampering with grade
- Habitual or extreme violation of any policy (2 or more times) stated in the handbook

- Habitually chewing gum at school or school functions
- Immoral conduct
- Making a threat (including, but not limited to, verbal, written, or through any social media)
- Not serving an assigned detention
- Plagiarism (highest grade the student can receive on this assignment is a 77 D+)
- Possession or use of drugs, alcohol, tobacco, weapons, firearms, or explosives
- Stealing on/off campus
- Student's parent(s) who exhibit disruptive, threatening, harmful, or inappropriate behavior
- Use of obscene language, gestures, writings, and or actions
- Violation of probation

Expulsion: Expulsion is an extreme measure used for certain acts of misconduct, which are flagrantly opposed to Christian behavior. St. Rosalie reserves the right to expel a student whose behavior is deemed detrimental to the other students and/or staff in the school.

Student Discipline Records

Students will maintain the detention and suspension record for the entire school year.

Important Discipline Issues:

- The principal may take any action he/she feels is necessary for the safety and protection of students and staff members.
- If a student's presence in the school is no longer of mutual benefit, or if there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student(s) from the school. If the student(s) is not withdrawn upon the school's request, the student(s) will be immediately expelled from school.

Extra-Curricular Activities/Events: Students participating in extracurricular activities (including, but not limited, to sports, off-campus activities, etc.) are representing St. Rosalie School. Therefore, all policies and procedures as outlined in this handbook must be adhered to while representing the school.

STUDENT RESPONSIBILITIES

Homework is a necessary part of your child's education. It supplements and consolidates the work done in school. Homework helps children to develop good, independent study habits and a sense of responsibility for their own work. It is essential that the child perform work assigned. Completed work is the teacher's guide to assessing the child's understanding of the assignment. It is important to keep in mind that written work is not the only kind of homework. Following are types of homework you may expect or should do daily with your child:

- **Reading:** Every student should spend a part of each evening reading aloud, being read to, or reading silently.
- **Study:** Study involves understanding and recalling the important facts that are presented during the school day. In order to be a successful student, good study habits are essential.
- **Written Work:** Since practice is necessary in many areas of learning, written assignments are frequently given. Parents should not do the written work for the child.

NOTE: You can expect your child to be assigned homework in at least two or three major subjects each night, excluding Fridays. Sixth and seventh graders may be assigned work on Fridays in order to assist in the preparation for high school. Fifth graders will begin to receive weekend homework in the third nine weeks. Studying should be part of a child's weekend routine. Going over notes for ten (10) to fifteen (15) minutes daily can have a huge impact on their study habits and reading ability.

- Homework is never done in the classroom, on the bus, etc. Therefore, you can be positive that your child does have homework to complete.
- If your child does have homework on Friday (5th, 6th and 7th grade), it is probably due to incomplete class work, make-up work, or work on long-range assignments. Students are responsible for homework and projects missed while absent.
- Arrangements should be made with another student to get your child's homework when they are absent from school.
- Long-range assignments are always due on the date assigned. If your child is absent on the day these assignments are due, your child is responsible for seeing that the assignment reaches the teacher's desk. If the assignment is not turned in by the due date, ten (10) points will be deducted from his/her grade each day the assignment is not turned in. It is suggested that a fellow classmate or the parent bring the assignment or project to school on the assigned date.

Exams and Tests

- Students in sixth and seventh grade are required to take quarterly exams. Students in fifth grade will receive a 4th nine-week exam in English to prepare them for their next years. This grade will not count against them.
- If a student(s) goes on vacation/trip all assignments will be give upon their return. You may check Portals for any homework assignments; students are responsible to make sure they have all necessary books prior to leaving.
- Students will only be allowed to make-up exams/tests due to illness (with a doctor's note) or serious extenuating circumstances approved by administration.
- If a student misses an exam, he/she will be required to make-up the exam on the day he/she returns.
- Exams will not be administered prior to scheduled exam dates and all exams must be made-up prior to the date grades are due by staff, as determined by administration.
- Students will not be allowed to make-up exams for scheduled vacations, trips, etc. Tests will be made up after the student returns. Note the test may be in different format as the original test. Plan according to the school calendar.
- Students will not be allowed to take exams/tests until all financial obligations to the school have been satisfied.
- Kindergarten through seventh grade may be assigned tests on a Monday.
- Students may be given pop quizzes. It is important to study every night.
- Talking during a test/exam will result in an automatic maximum of 20 points off the student's grade, whether the test has been turned in or not. The first time, the student will be deducted 10 points. The second time, the student will be deducted 15 points, up to a maximum of 20 points for three or more offenses. If a student continues, further action will be determined by administration,

Make-up Tests: If a student is absent from school, it is the student's responsibility to meet with the teacher in order to complete all missed work within 2 days upon returning to school. It is the student's responsibility to copy any missed notes while absent from school. If a student is absent from school for a short period of time and returns to school on the day of a scheduled test/quiz, he/she must be prepared to take the test/quiz upon his/her return to school. If a student has missed too much information pertinent to a test, the teacher and principal will determine the appropriate course of action. All make-up test/quizzes will be different from the one given the day the student was absent and given at the discretion of the teacher.

Signed Papers: Kindergarten through seventh grade are required to send home graded work/test papers to be signed every Wednesday. All papers must be signed by a parent or legal guardian and must be returned by following the Tuesday. This will keep you informed of your child's progress during the quarter. Students may not call home for parents to bring signed papers to school. It is their responsibility to bring them to school. Failure to return signed test papers by the following Tuesday will result in disciplinary action being taken and the next set of test papers will not go home.

Textbooks: Most textbooks are the property of the state and must be covered at all times. Therefore, they must be covered at all times and very good care must be taken of all books. Hardback books must be covered with a paper cover and/or book sox. All paperback books must

be covered with clear contact paper. The school is charged for damaged or lost books. This expense will have to be reimbursed by the parents.

Agendas: All students in grades 3 through 7 must have a regulation agenda. The third graders will receive a homework sheet during the first nine-weeks and will only use their assignment pad for practice. During the second nine-weeks, the third graders will begin using their assignment pad daily. These books are intended to help the student organize test schedules and homework assignments. Parents are to refer to this book for all assignments and the conduct/effort log. The conduct/effort log must be signed by the Tuesday of the following week. If the agenda is not signed by the due date, points will be deducted from the students' effort grade each day it is not signed. These can be purchased from the school on supply day in August or through the main office.

Conduct/Effort Grade

- *Conduct Grade K – 7th:* Conduct grades are given out to students in K – 7th grades. Each student shall be assigned a conduct grade of 100 points at the beginning of each quarter. The conduct grade will be cumulative throughout the nine-week marking period. The grade will be calculated by subtracting points lost for each infraction during the quarter.
 - A list of infractions is in the front of the student's assignment pad (agenda). The current quarterly conduct grade will be recorded in the student's assignment pad on a weekly basis and must be signed by the parent. The final cumulative conduct grade will be recorded on the log and then posted on the report card.
- *Effort Grade:* Effort grades are given to students in Kindergarten – 7th grades. Each student shall be assigned an effort grade of 100 points at the beginning of each quarter. Points will be deducted for effort infractions. Please note the effort grade is not strictly based on points deducted in the student's log (grades 3rd – 7th). The effort grade reflects the student's overall effort throughout the entire school day. The final cumulative effort grade for the quarter will be posted on the report card.

Report Card/Academic Progress

- *Academic Progress:* Academic progress of students can be checked on PlusPortals on a regular basis. Student grades will be kept current weekly and posted to PlusPortals. You are urged to check your child's grades on a regular basis so that you can keep up with your child's progress during the school year.
- *Honor Roll (Kindergarten through 7th grade)*
 - *Alpha Honor Roll/Academic Excellence:* a student must have all "A's" in a nine-week period in all grades that appear on the report card.
 - *Beta Honor Roll/Academic Achievement:* a student must have all "A's and/or B's" in a nine-week period in all grades that appear on the report card.
 - *Alpha Honor Roll for the Year:* a student must have all "A's" in grades that appear on the report card for each grading period.
- *Report Cards:* Report cards will be given at the end of each nine-week marking period. Report cards will not be issued if there are any outstanding balances for your child (including but not limited to lunch money, tuition, extended care/study hall, picture money, summer enrichment, sports uniforms, etc.). A fee of \$5.00 per copy for any subsequent copies will be charged.

- Parent/Teacher Conferences: All parents will have the opportunity to meet with the child’s teacher each nine-week period at Parent/Teacher conferences. If your child’s teacher has concerns with the student’s academic or behavior progress, a mandatory conference may be requested by the teacher. Mandatory conferences are required for any subject with a “C” or below. Only the parent or legal guardian of a child may meet with a teacher.
- ACT Aspire scores do not go home the last day of school. When scored are received, they will be sent home.

GRADES: Assignments will be administered electronically and traditionally.

Grading Scale:

Kindergarten – 7th Grade	
94 – 100	= A
86 – 93	= B
78 – 85	= C
70 – 77	= D
69 – Below	= F

Point Deductions for All Graded Work

- Maximum of three (3) points off combined on one test/quiz/assignment (examples are - not following directions, not completing their heading, not spelling words correctly with a word bank, etc.)
- Any Late Assignment:
 - Daily assignment: 5 points deducted from grade for each day late
 - Long-term assignment: 10 points deducted from grade for each day late

PROMOTION

A student who has made satisfactory progress at one grade level may be advanced or promoted to the next grade level. Final averages in all major subjects must be at least a “D”.

CONDITIONAL PROMOTION

Students, who receive an Incomplete (I), fail one or two subjects. The condition is that they attend a summer school program approved by St. Rosalie administration. Students who are conditionally promoted must attend classes at a recognized summer school session. Failure to attend an approved summer school program or achieve a passing grade in the approved summer school program will result in an automatic retention in the current grade. All students attending summer school must have a report card or letter from the administrator of the summer school program before they can enter the new grade.

RETENTION

A student failing three or more subjects is to be retained in the current grade. If a student is retained for a second time, they may be asked to leave St. Rosalie School if the administration does not feel that the school can meet the child’s academic needs.

BEFORE CARE/AFTER CARE

These programs are offered when school is in session (refer to school calendar). The program is staffed by qualified adults and will operate daily from 6:45 A.M. – 7:20 A.M. and 3:30 – 6:00 P.M. Teachers will assist students with homework and help develop good study habits.

It will, however, be closed on school holidays. The program will include some outdoor play (weather permitting), daily homework/study time, and a snack.

- **Before Care and Extended Care** will be offered to all students registered for the program.
 - Before Care and Extended Care are offered to Hawks' Haven through 7th grade
 - 1. Students who are registered in the program must attend the designated program for their grade level.
 - Hawks' Haven: Infants through 2 years old (in the Hawks' Haven Building)
 - Pre-K 3 through 7th grades (in the Cafeteria)
- **Payment for Before Care/Extended Care**
 - The cost for Before Care is \$2.00 a day per student.
 - The cost for Extended Care is \$7.00 a day per student.
 - Payments must be kept current for these programs. Payments must be made on a weekly or bi-weekly basis. Any balance over \$140 for the month will be subject to a \$25 late fee. Bills are not sent out on a regular basis for these programs. You will be able to view your balance daily when checking your child out of each program. It is located at the bottom of your child's sign-out page. It is the parent's responsibility to make payments in a timely manner. If balance is not kept current, student/students will not be allowed to attend the program until balance is paid in full.
 - **Payment Schedule:** All balances must be a zero (0) balance by the following dates:
 - a. October 5, 2020
 - b. December 14, 2020
 - c. March 8, 2021
 - d. May 24, 2021
 - **Any payments made during the week will be posted within 24/48 hours after the payment is received. These payments must be paid in check, cash or with a money order with the exception of May; all payments beginning May 1, 2021 must be made in cash or with a money order.**

Discipline during before care/extended care: A student may be removed from the extended care program due to behavior issues. The same policies that apply for the school day will be implemented during the extended care/study hall hours.

IMPORTANT: Students must be registered for before care/extended care in order to attend. Drop in students are not allowed. All balances must be paid in full each nine-week period. Please see above schedule for dates. This applies to (Hawks' Haven through 7th grade). Students will receive an incomplete (I) on their report card or progress report and will not be allowed to attend extended care until the balance is paid in full each nine (9) weeks. Hawks' Haven – Pre-K4 will not be allowed to attend the before care or extended care program until all balances are up-to-date. Once the balance is paid in full, grades will be given on the report card. Exceptions will not be made. At the end of every nine (9) weeks, your account must have a zero

(0) balance. Repeated account delinquencies may result in the student(s) being removed from the before care/extended care program.

HEALTH

- **Student Health:** Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Although a physical exam is not required for each child before entering school each year, it is strongly recommended. Louisiana state regulations demand that your child's immunizations be kept up to date as a prerequisite for school enrollment. Students that do not have current immunizations, as required by the state health department, will not be allowed to attend school until their shots are up-to-date.
- **Medical Treatment Acknowledgment:** By signing the handbook acknowledgment page, the parent/legal guardian acknowledges that St. Rosalie School does not provide medical services. The parent/legal guardian also acknowledges that the school does not assume the role of health care provider in diagnosing or treating its students; nor does the personnel (including principal, faculty, and staff) have experience, knowledge, or expertise in providing any emergency treatment that may be necessary for any student including, but not limited to, any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which the student needs to self-medicate or requires assistance with medication, the parent/legal guardian acknowledges that the school may be unable to accommodate the medical needs of their child/student. In certain circumstances in which the student needs to self-medicate or needs other medical assistance, the parent/legal guardian acknowledges that this must be discussed directly with the school principal or the proper personnel as designated by the school principal.
- **Medication Distribution:** By state law, we cannot keep on hand or administer any medication without written permission. The parental consent form and a signed physician's note must accompany all medication. All liquid medicine is to be pre-measured and poured into a small container, which the child can handle. A copy of the original prescription must be sent to school with all liquid medication. All pills and capsules must in their original containers. All pills and capsules must be pre-measured and sent to school in a pillbox, which contains separate compartments for each day. Upon entering the classroom, all medicine is to be given to the homeroom teacher. The child will proceed to the office to receive the medication.
NOTE: It is the child's responsibility at the end of the day to pick up empty medication containers and/or medicine that needs to be taken home.
- **Insurance:** A portion of the registration fee each year provides your child with insurance. All students riding a school bus are covered from the time they board the bus until the time the child is dropped off at home by the bus. All students are also covered from the time they arrive at school until they are picked up. This insurance is considered a secondary policy. If necessary, ask the school office for the appropriate form. All parents have the option to purchase twenty-four hour coverage. This information is sent home with the students at the start of the school year.

- **Illness or Injury at School:** It is imperative that all accidents be reported during school hours. Accidents occurring during recess or before school must be reported to the teacher on duty. This procedure must be followed and is necessary in filing insurance claims. In the event of accidents, the parents will be notified or the proper emergency numbers called, if the parents cannot be reached.
- **Medical Equipment Needs**
 - CRUTCHES/WHEEL CHAIRS, ACE BANDAGES, ETC. – In order for a student to use crutches, a wheel chair, wear an ace bandage/brace or any other health/injury assisted item on campus, he/she must have a doctor’s note.
 - FOOT INJURY – If a student cannot wear their school shoe, due to an injury, the student may not wear a sandal or open toed shoe. To maximize safety, the student must wear a sock and closed shoe (i.e. – tennis shoe, Croc with the strap on the heel, closed slipper, etc.) and a doctor’s note must be submitted for this injury.
- **Information Card:** Student information cards are very important and are used by office personnel and teachers. Emergency telephone numbers are very important. Subsequent numbers are used when parents cannot be reached. Therefore, we ask that you list two people who can be reached in your absence. These cards are to be filled in neatly and completely, and returned to school immediately. Notify the office of any changes that may occur during the year.
- **Head Lice:** St. Rosalie retains the “no nit policy”. If you are aware that your child has head lice, please contact the school office immediately to prevent this from spreading. If your child has head lice, they must be treated. Before they can return to school, the parent must provide the office with a copy of the sales receipt and proof of the product used to treat the child (i.e. empty bottle, empty box, etc.). If school personnel suspects that a child has head lice, a parent will be called to pick the child up from school and the parent will be responsible for treating the child as stated above.

EMERGENCY CLOSING OF SCHOOL

If it should be necessary to close school for any reason, please tune to your local stations for school closings; we follow our civil parish, Jefferson Parish. Decisions to close are made through the Superintendent of the Archdiocese. If there is an emergency closing while your child is at school, you may pick up your child by coming directly to the office. Phone calls are not necessary during these times. Communication during emergencies will be through G Suite for Education and PlusPortals.

Endemic, Epidemic, Pandemic

1. The principal, along with the Office of Catholic Schools, will determine if there is a need for an extended leave.
2. Only people listed on the emergency cards, turned in by parents/legal guardian(s) to the office, may sign out students.
3. Administration will listen to the news, and periodically check email and the face for incoming information.

4. If anyone on the staff has been exposed or is currently infected, they need to notify administration if they have exposed others in the school community and quarantine.
5. The principal will keep in touch with the Office of Catholic Schools.
6. Teachers will be notified on continuing teaching protocol on a weekly basis.
7. Parents will be advised to watch local news for official listings of closures.
8. Parents will be notified on a regular basis of the required academic work for their child/children.
9. During this time, teaching will be executed electronically through Plus Portals, Google Classroom, and email.
10. Communication will be handled with parents through the teacher by email and phone calls. After three unsuccessful attempts of no response from the parents, notify administration.

NEW POLICY AS A RESULT OF COVID-19

The COVID Task Force will be implementing, monitoring, and ensuring enforcement of changes that must be made for the safety of the students, faculty, and staff. Some of these changes may make some of the items stated in the Faculty Handbook null or change.

Masks (Please refer to the Operational section of the plan that was emailed to parents and guardians.) Our plan is fluid and will change based on the mandates from our Federal, Parish, and Local authorities.

MISCELLANEOUS POLICIES AND PROGRAMS

- **Payments (cash, checks, money orders, etc.):** The school is not responsible for any cash payments that are sent to school with your child. It is strongly recommended that all cash payments be brought directly to the school office by a parent so that a receipt can be issued at the time of payment. Checks will not be accepted for any payment after April 30th of the current school year. Only cash or money orders will be accepted for all payments during the month of May. If you have any outstanding balances with the school, your child will not be allowed to take his/her tests, resulting in an I (Incomplete) for the nine-weeks and he/she may be asked not to return to school until the balance is paid in full (cash or money order only). If the balance is not taken care of in a timely manner, your child may be asked to leave St. Rosalie.
- **Counseling Program:** The school counselor is available to parents, students, and teachers. As a parent or legal guardian, I understand that personal and academic counseling, as well as professional referrals, are provided, as deemed necessary by school personnel. The counselor will see students upon referral by parents, teachers, or administration. Students can request to see the counselor when needed.
 - **Please Note:** If you do not wish for your child to participate in any individual counseling, please notify the school counselor in writing by sending a letter to the office addressed to the Counseling Department.
If a divorced parent request for the school counselor to see their child both parents must have updated signed custody agreements in the school office.

- Unfortunately, St. Rosalie School is not able to provide the following services to your child or to the parents:
 Testimony in court in child custody matters other than as to facts and then only if subpoenaed. **School counselors are not custody evaluators; therefore, they cannot become involved in custody disputes.**
 - When a child or family needs intensive long-term counseling services a referral will be made. **School counselors are not the sole counselor for your child/children, i.e. may not be able to meet with the student every week.**
 - **Mandated Reporting: Please be advised that all faculty and staff on campus are mandated reporters of child abuse by the Louisiana State Law. A report is not an accusation it is simply a request for an investigation.**
- **Library:** All students will visit the library once a week for instruction by the librarian. A student who has overdue books will not be able to check out additional books. Excessive overdue book occurrences will be addressed with the appropriate discipline procedures and consequences. Students will be charged the replacement value of a lost library book.
 - Accelerated Reader: Students in 2nd through 7th grade will participate in the program.
 - Students in 2nd grade take one quiz in the first quarter; two quizzes in the second quarter; three quizzes in the third quarter; four quizzes in the fourth quarter. This allows the students to become familiar with the program.
 - Students in 3rd through 7th grade receive a point value based on their grade level, standardized test scores, previous grades and teacher recommendation. The students are responsible for reading on their own, marking their AR logs, and taking the quizzes. The final grade each quarter counts as a test grade in reading/literature for 4th through 7th grade students. The final grade each quarter for the 3rd grade students counts as a quiz in the first and second quarters and a test a grade in third and fourth quarters.
 - **Communications:** St. Rosalie uses PlusPortals and G-Suite for Education to communicate quickly and effectively with parents and students. Through PlusPortals, parents will receive notices, annual and monthly calendars, monthly lunch menus, students' grades, homework assignments, notices of projects, field trips, and all important school information. Please refer to your PlusPortals account on a regular basis to keep up with the current important school information and news. You may access PlusPortals through our school website at www.strosalieschool.org. Quick reminders and emergency notices will be sent through G Suite for Education. Teachers can also notify parents about upcoming events for each grade level. It is necessary and mandatory for all parents and students to setup and activate their PlusPortal accounts by September 1 of the current school year. If these accounts are not activated by the deadline, grade appropriate consequences will be issued. If someone does not have Internet access, parents/guardians are welcome to work with the office personnel in setting up times throughout the school year to use a school computer to access PlusPortals as frequently as needed.
 - **Telephone:** Students are not allowed to use or come to the telephone. Administration and/or office personnel will take all emergency information. Teachers should not be expected to leave their class to receive a phone call. If you wish to speak with a teacher, call the office

and the secretary will either connect you to their voicemail or take a message for the teacher to return your call.

Withdrawal of Students – Please see page 9 and 10 (Refund Policy)

- **Requesting Student Records:** Office personnel will be happy to copy any necessary documents you may need from your child’s school file. When requesting a copy of your child’s school records or documents in their school file, you must notify the school office at least one week in advance to give the office personnel adequate time to make all necessary copies.
- **Public Release of Student’s Pictures and Information:** Throughout the calendar year, various pictures are taken of our schoolchildren at various functions (including, but not limited, to school functions on and off campus, summer enrichment program, sporting events, parish fair, field trips, etc.) These pictures, along with the student’s name, may be used for various advertisement purposes (including, but not limited to, local newspapers, school website, professional journals, advertisement brochures, Facebook, social media, etc.) If you do not want your child’s picture or information to be used for the above-mentioned reasons, it is the parents’ responsibility to submit a letter in writing to the school office during the first week of school or before the start of summer enrichment stating that you do not want your child’s information publicized. A new letter must be submitted annually to the school office.
- **FERPA:** *The Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.
- **Invitations:** Birthday parties for students are not permitted at school. Invitations to parties may not be passed out at school or extended care. You may find a directory of student names and addresses on PlusPortals; parents must opt in for other parents to see your address. The parents should mail these. The school staff will not give out addresses and telephone numbers. No food, unless requested for fundraising or special school events can be sent to school or the cafeteria.
- **Visitors:** For the safety of the students, all visitors on campus must check in at the school office and receive a pass. Visitors may not go directly to a child’s classroom. Visitors will not be permitted to loiter on the school campus at any time. Students are not permitted to have visitors during the school day, as it is disruptive to the learning environment of your child and the other students.
- **High School Placement Cards:** Seventh (7th) grade students will receive a high school placement card from St. Rosalie School. Students must follow the application procedure as

outlined by the Archdiocese. All cards must be returned to the St. Rosalie School office by the deadline set by the Archdiocese. If this card is not received in the school office by the deadline, the parent will be responsible to apply to the high school directly. All necessary documentation for 7th graders applying to high school will be taken care of by St. Rosalie School personnel. St. Rosalie personnel will submit this documentation, along with high school placement cards, to the respective high schools.

- **Transportation**
 - **Bus Transportation:** Parents are asked to remind their children of the following safety concerns while on the bus:
 - Kindergarten and first grade students should have their bus number attached to their clothing during the first two – three weeks of school.
 - If the driver assigns seats, students shall ride in the assigned seat at all times.
 - Students should be in a single line when entering the bus, and should exit the bus in an orderly fashion.
 - Shouting is never allowed.
 - Keep arms and heads inside the bus at all times.
 - Keep the aisle and the emergency door clear at all times.
 - Students must be seated at all times.
 - Homework is never done on the bus.
 - Parents should know their child’s bus number.
 - No eating or drinking is allowed on the bus.
 - Students who are repeatedly spoken to and written up for disorderly conduct, may be temporarily or permanently, suspended from the bus.
 - Students may not ride a bus other than their own assigned bus.
 - A note must be sent to the office if your child will not be riding the bus home on any given day. Verbal messages from the student will not be accepted. If a note is not received, the child will have to ride the bus.
 - Insurance only covers bus students. Therefore, only those students who have an assigned bus card will be allowed to ride the bus.
- **Asbestos Management Plan:** In accordance with AHERA (Asbestos Hazardous Emergency Response Act), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the main office during school hours. If you desire a copy of the plan, it will be made available to you at the reproduction cost of \$25.
- **School Safety Procedures:** The faculty and staff adhere to all mandated safety procedures. Fire drills, tornado drills, and lock down drills are performed on a regular basis.

EXTRACURRICULAR ACTIVITIES

- **Altar Servers:** Girls and boys in grades 4th through 7th are eligible to become altar servers. The pastor establishes the criteria. Third grade students are eligible to become altar servers in training.

- **Student Council:** Students in grades 4th through 7th are eligible to run for student council class representatives. Students who attended St. Rosalie the previous year and are in 7th grade are eligible to run for the executive board positions. Guidelines for eligibility are set forth in the student council constitution. Students and parents are required to sign a code of conduct before a student can participate in Student Council. Students will be withdrawn from Student Council if they do not adhere to the policies as outlined in the code of conduct. Grades will be monitored throughout the year. Students not meeting the requirements of the code of conduct will be placed on probation and/or removed from the Student Council at the discretion of the principal.
- **Field Trips/Athletics**
All school events are cancelled until further notice. The athletic program is under review and parents and students will be notified when the programs are ready to resume.

PARENT CLUBS

St. Rosalie Parent Association and Hawk Guys

Our St. Rosalie Parent Association and Hawk Guys are the parent organizations for our school. All parents are members and are encouraged to attend meetings as scheduled on the annual calendar. Please refer to your monthly calendar for the exact meeting dates. You are encouraged to become an active member of these organizations and to support all its functions. The overall objective of these organizations shall be to aid the efforts of St. Rosalie School in striving toward the great goal of Catholic Education, which is to prepare the child to be a worthy citizen both in this world and in the next. Other objectives of the organizations are as follows:

- to help strengthen the home, school, parish, and community
- the promotion of friendly parent-teacher relations, intended ultimately to foster better understanding between teacher and pupil and to stimulate reciprocal appreciation
- the sponsorship and undertakings of projects which are approved by the pastor and principal

Officers of any St. Rosalie Parent Association: Offices held are as follows: President, Vice-President, Secretary, and Treasurer. To be eligible, you must be a parent of a child attending St. Rosalie School, willing and able to work and be approved by the principal and pastor. Elections are held every April; nominations take place in March. All members shall respect the established school policies and practices as set forth by the pastor and principal. Any member representing the school in a negative way or failing to perform their duties can result in, but not limited to, involuntary separation from the executive board. This includes speaking negatively about the school, a faculty member or a student, acting unreasonably at events on or off campus, and/or posting inappropriate messages on social media or through a texting application.

- **Room Parent:** A parent will represent each class. The parent's duties are to assist the executive board, especially in fundraising events, and to assist the teacher during special occasions.
- **Volunteers for school functions:** Please call the P.T.A. or Hawk Guys president if you can volunteer in any capacity. Any help you can give would be greatly appreciated. Volunteering is an important way parents can help support SRS. Parental support and generosity in these endeavors is essential, and we are grateful for the many ways that parents go beyond to help our school thrive.

- **Church/School Annual Fundraisers**

- The toy booth at the annual St. Rosalie Church Italian Festival is stocked through donations from the students of the school. About 2,000 toys are needed to stock the toy booth.
- Parents of St. Rosalie School are asked to volunteer and are always welcome to help assist in running areas of the festival.
- The faculty and staff of St. Rosalie School sponsor the Italian Market. Each family is asked to donate food items to help support this booth.

- **School Volunteers**

- **Annual Background Check:** To protect children, the Archbishop approved the policy for annual criminal background screenings of all school volunteers. Anyone wishing to volunteer on a regular basis must complete the “Volunteer Background Check Disclosure and Authorization” form (located in the office). The parent will incur the cost of the Background.
- **Safe Environment Training:** The Archdiocese mandates that all volunteers must attend a “Safe Environment Training” program before they can volunteer for the school. Available training workshops can be found on the Archdiocese website at www.Arch-no.org under Safe Environment. A certificate of completion of the training must be turned in to the school office and kept on file. These certificates are valid for three years.

SRS Home Learning Link

- This option will be available for parents and students that want to attend school but have concerns about being physically present on campus. Through this platform, the focus will be on curriculum, assignments, and assessments through Google Classroom. Assignments and assessments will be collected for grading purposes. The teacher will be present on the computer unless we are required go to NTSS. It is the parent’s responsibility to ensure student assignments are turned in on time. We will compartmentalize core content for students in Prekindergarten through 7th grade. Students not in class at this time will work individually and can communicate with the teacher via G-suite for Education during the teacher’s office hours. Teachers will notify parents of their office hours during orientation.

Technology Support

- Students in grades 4th – 7th will have access to laptops/Chrome books. We will utilize G-Suite within all three models. This will be used for both independent and collaborative work.
- Virtual meetings will take place for both whole group and small group lessons. If a student’s household does not have a computer, a computer can be provided by the school. Understand that these computers cost \$1700 each. A student/parent contract will be issued. Parents/guardians must sign the contract for tracking purposes and to ensure parent/guardian responsibility for replacing the device should it be lost or damaged.

**PARENTAL/LEGAL GUARDIAN PERMISSION SLIP
FOR FIELD TRIP PARTICIPATION**

Dear Parents or Legal Guardian,

Your son/daughter, guardianship, is to participate in school-sponsored activities to a location within walking distance from the school site. These activities will take place under the guidance and supervision of employees of St. Rosalie School (SRS). A brief description of the activity follows:

Curriculum Goal:

Designated Supervisor of Activity:

Destination:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

If you would like your child to participate in these events, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my child (print name) _____
in grade _____, in the events described above. I understand that these events will
take place away from the school grounds and that my child will be under the supervision of the
designated school employee on the stated dates. I further consent to the conditions stated above
on participation in these events, including the method of transportation.

(Print Parent's/Legal Guardian's Name)

(Parent's/Legal Guardian's Signature)

(Address)

(Emergency Phone Number)

Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

Pre-K 3 through seventh grade teachers are required to review the Archdiocese of New Orleans Science Laboratory Student Safety Agreement with all students and to provide a copy for each student.

- **Overview**

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

- **General Rules**

- Always follow written and verbal instruction and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
- Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
- No food or beverages are allowed in the laboratory.
- Unauthorized experiments are prohibited.
- Always keep the laboratory area neat and clean. Be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
- Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also, be familiar with the location of the fire alarm and emergency exits.
- Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
- Labels and equipment instructions should be read carefully.
- Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
- Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
- Students should promptly exit in a fire emergency.
- Handle all living organisms in the laboratory area in a humane manner.
- When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments and always grasp sharp instruments by the handles.
- Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
- Certified science teachers shall be responsible to see that all science materials are locked in a secure location if the lab classroom is to be used for instruction in any other subject.

- **Clothing**
 - Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
 - A student should inform the instructor if they wear contact lenses.
 - Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

- **Accidents and Injuries**
 - Report any accident or injury to the instructor immediately.
 - If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
 - Notify the instructor immediately if mercury thermometers are broken.

- **Handling Chemicals**
 - All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
 - Check the label on chemical bottles twice before removing any of the contents.
 - Never return unused chemicals to their original containers.
 - Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
 - When transferring reagents from one container to another, hold the containers away from your body.
 - Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution, and be careful of the heat produced, particularly with sulfuric acid.
 - Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
 - Never remove chemicals or other materials from the laboratory areas.
 - Take great care when transporting acids and other chemicals from one part of the laboratory to another.

- **Handling Glassware and Equipment**
 - Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
 - Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
 - When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
 - Examine glassware before each use. Never use chipped or cracked glassware.
 - Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
 - Ask the instructor for help if you do not understand how to use a piece of equipment.
 - Do not immerse hot glassware in cold water – it may shatter.

- **Heating Substances**

- Be very cautious when using a gas burner. Take care that hair, clothing, and hands are a safe distance from the flame. Do not put any substances into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
- Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
- You will be instructed in the proper method of heating and boiling liquids in tests tubes.
- Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves.
- Never look into a container that is being heated.
- Do not place a hot apparatus directly on the laboratory desk. Always use an insulating pad.

St. Rosalie Internet Use Agreement **Internet Use Agreement**

St. Rosalie School is pleased to offer access to the Internet to all students and teachers. The Internet is an electronic information and communications highway connecting computers and individuals all over the world.

Students at all grade levels will be exposed to information on the Internet through the computer lab and classroom computers. As early as Pre-K 3, students may participate in projects that involve research and the free exchange of ideas and information over the Internet. The Internet provides ready access countless libraries and databases.

While every attempt is made to protect students from questionable material, we acknowledge that we cannot control the vast amount of information that is available on the Internet. Students are carefully monitored when using the Internet. Filtering is provided via the Archdiocese of New Orleans Internet Services Department.

Use of the Internet is a privilege and as such, certain rules apply. All school rules for behavior apply as well as specific rules concerning computer and Internet usage.

Students are responsible for their own behavior on school computers. Inappropriate use or behavior consists of:

- Intentionally damaging computers
- Revealing personal information, such as address and phone numbers, about you or any other person
- Attempting to download or print from the Internet without permission
- Consistently not following the teachers' instructions
- Attempting to access inappropriate sites
- Using school computers for personal email
- Visiting chat rooms
- Deleting, copying, or modifying other user's files
- Changing computer settings
- Cyber bullying

The following Responsible Use Guidelines apply to all users when accessing any school district connection. (NET)

- It is understood that cooperation is critical in the use of the Internet in the Archdiocese of New Orleans School District. The purpose of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the school district's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
- Violations of the Responsible Use Guidelines may result in student discipline, subject to the student disciplinary code, and/or staff and administrative discipline, subject to guidelines adopted by the school district administration.

- Transferring copyrighted materials to or from any Archdiocese of New Orleans School District net work without the express consent of the owner of the copyright is a violation of the federal law and is expressly prohibited.
- It is understood that the use of the Internet is a privilege. The use of the network shall be reserved for individuals who utilize the materials that are intended for educational value. For the purposes of these Guidelines, educational value shall mean those areas of network access that have a direct or indirect impact on the student's educational program at the Archdiocese of New Orleans School District.
- Students who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period or may receive other disciplinary measure set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.
- The posting or distribution of any communications, video, music, or pictures that are found contrary to the morals and teachings of the Roman Catholic Church or any policies of the Archdiocese of New Orleans are prohibited.
- Using the technology resources of the Archdiocese to engage in other inappropriate conduct such as making fraudulent offers of products, items, or services is prohibited.
- Any form of harassment via e-mail, telephone, or social media is prohibited.