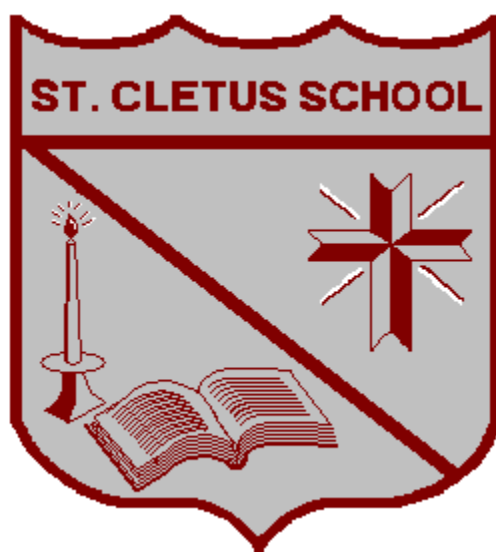


St. Cletus Catholic School
Student/Parent Policy Handbook
2010-2011



3610 Claire Avenue

Gretna, LA 70053

504-366-3538

504-366-0011 Fax

www.stcletuscolts.com

St. Cletus Catholic School

Established 1978

VISION STATEMENT

St. Cletus Catholic School provides the opportunity for an academically challenging, Christ-centered education. It joins with parents in fostering strong moral character, the pursuit of excellence, and a caring appreciation for God's abundant gifts.

MISSION STATEMENT

St. Cletus Catholic School provides an exceptional education rooted in the Catholic faith, while promoting the careful, compassionate development of each child in body, mind, and spirit.

GOALS

- To recognize each child as a unique person created in God's image.
- To foster spiritual, moral, intellectual, physical, and emotional education of the child.
- To provide and maintain a safe and secure environment.
- To provide opportunities for students to engage in meaningful service to class, school, church, and community.
- To develop critical thinking skills in order to make sound moral decisions.

HONOR CODE

At St. Cletus, I will

- Treat everyone and God's environment with kindness and respect
- Contribute to the learning community
- Follow school and classroom procedures
- Show integrity in all that I do

MOTTO

BELIEVE, LEARN, LOVE, SERVE

2010-2011 Value: Patience

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ACADEMICS

ACCREDITATION

St. Cletus Catholic School (SCCS) is accredited by the Southern Association of Colleges and Schools (SACS). Our school strives to provide an exemplary learning environment to educate the total child. We attempt to provide students with opportunities for success by fostering a positive and supportive learning environment provided by all members of the school community. We nurture Christ's teachings and celebrate our Catholic traditions through a solid program of religious studies. Curriculum is enhanced with fine arts, music, and other extra-curricular activities as well as offering multi-dimensional experiences in physical education, self-esteem activities, and culturally diverse programs.

AGENDA PLANNERS

All students in grades 2-8 are required to use an agenda planner provided by the school. If the agenda planner is lost, the student must purchase another planner from the school just as if it were a textbook. Replacement cost for the agenda planner is \$10.00; multiple replacements include additional consequences. See the 6th – 8th Grades Behavior & Responsibility Codes for specific consequences.

The agenda contains calendars and space for daily homework assignments, a grade log, conduct/responsibility codes, and weekly conduct logs for each quarter. Any agenda that is defaced, damaged or lost must be replaced within 3 school days. Points will be deducted accordingly (1st day – 5 points, 2nd day – 10 points, and 3rd day – 15 points).

CURRICULUM

Core curriculum is based on the state of Louisiana's Grade Level Equivalencies (GLEs). It is our belief that our curriculum and instruction demonstrates excellence, as we utilized national standards to create it. GLEs must be used when developing your lesson plans. Teachers are responsible for reviewing the most recent standardized test scores from Terra Nova, as well as reviewing those from the past, to ensure data driven instruction. The Accelerated Reader (AR) program is expected to be utilized too.

Eighth grade students take English I and are given a high school credit for successful completion of this course. In addition, qualifying middle school students can take Pre-Algebra in the seventh grade and then Algebra I in the eighth grade. Those successfully completing Algebra I receive a high school credit.

ENRICHMENT

SCCS students have many opportunities for enrichment including but not limited to the following:

Accelerated Reader	Beta Club	Interdisciplinary Units for Middle School	Spelling Bee
Athletics	Cheerleading	Mission Fair	Student Council
Band		Science Fair	

FACULTY

The faculty sustains a high level of professionalism by attending an extensive number of workshops and in-services. Teachers at SCCS earn professional growth hours each year outside of their contractual hours. Many of our teachers have graduate degrees or they are working towards these degrees.

The services of a school counselor are available to all students, parents, and staff. The purpose of the counselor is to identify, assess, and assist in resolving academic, emotional, behavioral, and social differences that interfere with attendance, achievement, and adjustment in school.

GRADING

Grading policies will be set by each grade level and communicated to student and parents during the student and parent orientations. It is required that students have a 70.0 (D) average of the four (4) grading quarters to be promoted; however, ***a student who fails the 4th quarter may fail for the year, regardless of his or her average for the four (4) quarters. Students may be required to take a summer remediation class for the class or classes failed during the 4th quarter as well as being responsible for tuition associated with the said class or classes.***

During the first weeks of school, students are informed of how grades are determined. Students are reminded periodically of grading policies. Parents will be informed of grading policies during orientation.

An example of how to compute grades using the “total points system” is below:

Grade Earned/Total Grade Possible = Final Grade Earned

Example: 10/10, 23/34, 60/100, 5/6, 7/12, 97/100, 7/7, 19/20, 22/17, 105/90 = .8964 = 90% = B

Bonus Points, if used, are added only to the points earned of the student’s grade.

Extra Credit, if assigned, the number of points earned is added to both the student’s points earned and the point’s possible

Note to Middle School Parents: *Middle School students are responsible for recording all grades in their student agenda. Parents are encouraged to check their child’s agenda to ensure that grades are being recorded in a timely manner. Behavior/responsibility points will be deducted from a student’s conduct grade if it is determined that they are not recording their grades in a timely and proper manner.*

Grading Scales

Kindergarten, Music, Spanish, and Computer Grades K-5	E = Excellent Progress G = Good Progress S = Satisfactory Progress N = Needs Improvement	Grades 1-8: Physical Education, and Computer Grades 6-8	A = 94 – 100 B = 86 – 93 C = 78 – 85 D = 70 - 77 F = 0 - 69
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HOMEWORK

Homework assignments are given to reinforce the material taught to the students during the day and to foster a habit of independent study. The student is responsible for written and study assignments. Parents cooperate by providing the necessary quiet time and a designated location for homework. It is especially

important for parents to encourage their children to put forth their best effort and together examine assignments.

Kindergarten and First Grade: Teachers prepare a homework assignment sheet including assignments and test dates to be distributed weekly.

Second through Eighth Grade: Teachers write homework assignments on the board, including test dates. Students maintain assignment/agenda planners. Teachers teach a method of keeping assignments. Parents are asked to check their child's assignment/agenda planner to ensure that assignments are being recorded. Behavior and Responsibility Code points can be deducted from a child's conduct grade if homework assignments are not being recorded.

The Homework Site does not eliminate the requirement that students write/record their daily/weekly homework assignments, test dates, and project dates in their assignment/agenda books.

Homework Allotment

Below is a guide to the typical allotment for homework. This may not include study time.

PK-K	10-15 minutes	Grade 5	60 minutes
Grades 1-2	30 minutes	Grades 6-8	90 minutes
Grades 3-4	45 minutes		

Late Work Policy

K-5

Please check with your child's teacher as to the late work policy.

Middle School (6th, 7th, and 8th grades) Homework Procedure

Your child may have homework every night. Some assignments are written, while others are to study the material covered in class that day and to read in preparation for the next class. The assignments are posted in the classrooms, and all students are required to write assignments weekly in the student agenda. Students and parents may also view all assignments by going to the school's website, www.stcletuscolts.com and clicking on the homework link.

Daily Homework

The homework grade is based on a 100-point scale, but each student can earn a 4-point bonus if all work is completed for the quarter. (Complete is defined as all problems worked/attempted and/or all questions written and answered in complete sentences.) For homework not attempted, 2 points will be deducted; and for homework turned in on time but incomplete, 1 point will be deducted from the 100-point base. If there is some reason why your child cannot complete an assignment on time (ex. sickness, out of town emergency, or family emergency), please write a note to explain the situation so that your child may not be penalized. Please note: English I students will lose 2-points for each missed homework assignment due to having a daily class schedule. This policy is in addendum to the handbook.

Long-range assignments

For long-range assignments or compositions not turned in on time, the student are penalized 10% for the first day, and receives a zero the 2nd day late. Long-range assignments **MUST** be turned in on the due date. If the student is absent on the day the assignment is due, he or she is responsible for seeing that the assignment is turned in or the above penalty will be imposed. Teachers may, but are not required to, give extensions based on extenuating circumstances.

Since Science Fair projects (final presentations) are judged, there are no extensions for any extenuating circumstances.

Middle School – Positive Conduct Rewards: Each student will have an opportunity to earn positive rewards for good behavior.

1. Good Conduct Coupons are given to students at every Progress Report and Report Card period. These 5 points bonus coupons may be added to assessments – one coupon per assessment.
2. Students who have exceptional conduct throughout the year will have the opportunity to participate in reward activities planned by the faculty.
3. BUGS! Being Unusually Good coupons are given to students who are “caught” being unusually good to other students. Coupons are given by the faculty and staff; however, students cannot ask for the coupons. Students may redeem 5 BUGS! From the principal or assistant principal for a reward.

HONOR ROLL

Students in third through eighth grade are eligible for the following awards:

Quarterly Honor Rolls:

Physical Education and Computer grades are included in averages for honor rolls.

<u>Principal’s List:</u>	All A(s) including conduct, no disciplinary actions during the quarter.
<u>Alpha Honor Roll:</u>	No less than a B in any subject including conduct and no suspensions.
<u>Beta Honor Roll:</u>	No less than a C in any subject including conduct and no suspensions.
<u>Certificate of Effort:</u>	A student must show consistent effort throughout the quarter. These certificates are given at the discretion of the teacher.

End of the Year Awards:

<u>Principal’s List:</u>	On the Principal’s List for every quarter of the year. All A(s) including conduct, no disciplinary actions during the year.
<u>Alpha Honor Roll:</u>	On the Alpha Honor Roll for every quarter; no less than a B in any subject including conduct, no suspensions.

Beta Honor Roll: On the Beta Honor Roll for every quarter; no less than a C in any subject including conduct, no suspensions.

Certificate of Merit: Teachers may give a Certificate of Merit if a student has shown exceptional improvement in academics or conduct.

Highest Achievement for each subject: Middle school students will be recognized for highest achievement in each subject.

Highest first, second, and third place overall average: Middle school students are eligible for these awards, which are given per grade level.

Perfect Attendance Award: (leaving during the school day, arriving late, or being checked out early will affect perfect attendance)

PARENT/STUDENT/TEACHER CONFERENCES

SCCS prides itself in the ways that parents are kept informed. Parents have access to email and the grade portal of OnCourse as well as the school and teacher web sites. Parents have a responsibility to sign up for mandatory report card conferences during the first and third quarter. ***Parents and students both must attend.***

Parents may schedule conferences as the need arises. To request a conference, please email or call the teacher (504-366-3538) and leave a voice message. ***Please do not go to classrooms for conferences without an appointment. In addition, please respect the teachers' duty by not discussing your child in an open area.*** Since we are a small community, this includes initiating a conference in public/private settings such as grocery stores, after Mass, during HASA meetings, or any other events where teachers may attend as a parent, guest, or participant.

PROMOTION-RETENTION-PLACEMENT

The principal makes student-to-class placement decisions. The principal reserves the right to change any student from class to class or retain a student if necessary at any time.

SCCS administrators and teachers reserve the right to “place” or “conditionally promote” any student in the appropriate grade. In addition, if a student is “placed” or “conditionally promoted” in a particular grade, a probationary period in that particular grade level is in effect for five weeks at which time a final placement decision is made. The principal reserves the right to extend the probationary period before a decision is made. A student is promoted to the next grade pending satisfactory completion of the work of the current grade. If a student’s work is adjusted, and/or if a student does not independently meet the rigors of the curriculum, the student may be recommended for “placement” or “conditional promotion” rather than “promotion” to the next grade. Likewise, if the SCCS learning environment is not a match for a student, the student may not be allowed to continue.

Just as the principal reserves the right to “place” or “conditionally promote” a student, the principal also reserves the right to recommend retention or retain a student who does not show developmentally appropriate social skills for his or her promotion to the next grade level. A student’s social skills are an important consideration in promotion as is academics.

Promotional Scales

Grades K-2 Language Arts, Reading, Math

Grades 3-5 Language Arts, Reading, Math, Social Studies, Religious Studies, Spelling, Science

Grades 6-8 Reading, English, Math, Social Studies, Religious Studies, Science

PROMOTION, NON-PROMOTION, CONDITIONAL PROMOTION, ASSIGNMENT, SUMMER SCHOOL, PROBATION

- A Student needs a minimal final average of 70.0 (D) in each promotional subject and must meet all attendance requirements for promotion to the next grade level. **Any student who fails a promotional subject the fourth quarter may fail that subject for the year.**
- Students are not allowed to skip grade levels except in special and unusual circumstances and only after consultation with the teacher and approved by the principal.
- Failure of one promotional subject requires attendance in an approved summer school program. The principal must approve the summer school program in writing, or credit may not be accepted for removal of the deficiency (failure). **Exception:** First grade must pass reading to be eligible for promotion.
- Failure of the subjects of religion, science, or social studies (history) may necessitate a reading course in summer school if the specific subject failed is not taught. In grades 3, 4, and 5, failure of spelling may necessitate a reading course in summer school.
- Failure of two (2) or more promotional subjects requires the student to repeat that grade level.
- Students who fail twice during their attendance at St. Cletus are automatically placed in a probationary status concerning eligibility for enrollment for the next school year. The student will be evaluated individually before eligibility to return is considered. The final decision rests with principal, after consultation with the student, parents/guardians, counselor, and teachers of the student.
- Other situations, such as conditional promotions, assignment to the next grade and transfers are at the discretion of the principal.
- All new or returning students in a probationary status must meet academic and conduct standards as specified by the principal. **Failure to meet either or both of these standards will result in the parents/guardians being asked to withdraw the student from St. Cletus.**

Pre-Kindergarten and Kindergarten

Students completing Pre-Kindergarten and Kindergarten are given a final assessment that determines if the student is ready to advance to the next grade. The decision of the administration is final.

RELIGION PROGRAM

Central to SCCS's curricular goals, and to the mission of the school, is the teaching of religion. The religion curriculum stresses the catechetical and moral dimensions consistent with the developmental stages of students.

Religion is taught on a daily basis to all students regardless of religious affiliation.

Other methods of integrating religion into the curriculum that give religion added importance in the lives of our students include the following:

- Participation in weekly Mass for students K-8 regardless of religious affiliation
- Participation in classroom or grade level paraliturgies
- Participation opportunities for Sacramental Reconciliation for Catholic students
- Grade level community reconciliation services for all students regardless of religious affiliation

SERVICE HOURS AND PARENT GUARDIAN INVOLVEMENT

Service Hours

In keeping with the mission of SCCS, a school that “provides a challenging Catholic, Christian education in a loving, compassionate environment, that fosters the development of the spiritual, intellectual, physical, and social needs of all students so that they may develop individual talents and become life-long learners and faith-filled, contributing members of society,” we require service hours of our middle school students.

All 6th – 8th grade students complete two (2) service hours within the school or community each nine (9) week/quarter. The completion of these two (2) service hours counts as a major grade in religion class.

Some examples of acceptable service:

- Altar serving/choir (Outside of the school day)
- St. Vincent de Paul Society volunteer
- Helping with set-up/clean up of the Oyster Fest or other school or parish functions
- Helping as an aide with CCD classes

Please keep accurate service hour records on the forms (see office for copy). A signature of the person supervising the work/service being done is required. Service opportunities may be posted in the monthly newsletter or on teachers’ web pages.

Parent/Guardian Volunteerism

Parent involvement at St. Cletus is always welcomed and appreciated. Parent/guardian volunteers may help in such areas as teacher assistants, library assistants, room parents, yard and cafeteria duty helpers, field day helpers, fundraisers, chaperones, etc. A parent, guardian, or grandparent who wishes to volunteer may contact the school office. All volunteers must be safe environment trained.

Younger siblings may not accompany parents when volunteering.

NCEA Policy regarding Children with Disabilities

St. Cletus Catholic School does not provide special education services or facilities.

Some children in Catholic schools do receive some disabilities services from the public school district, but no child is guaranteed such services.

Although minor adjustments in a particular child’s educational program may be made, the nature and extent of such minor adjustments are within the sole discretion of the principal. If the principal determines that minor adjustments to the student’s educational program have not resulted in satisfactory accommodation of the program to the special needs of the child and that it is in the best interest of both the school and the child that he or she be placed in a more appropriate learning environment, the family may be asked to withdraw from school or may not be allowed to re-register the child. Parents acknowledge this when signing the form at the back of this handbook.

STANDARDIZED TESTING

Standardized testing is under the auspices of the Archdiocese of New Orleans Office of Catholic Schools and is typically administered during spring. Tests are a means to give teachers and the administrator information regarding the educational growth of students. A majority of all SCCS students score well above average range of the national standards.

Students must attend this week of testing; therefore, parents are expected not to schedule trips that would take children out of school.

TEXTBOOKS

The student is responsible for the care and safety of his or her textbooks, which are school property. Books are to be covered at all times. Students who do not keep their textbooks covered may have points deducted from their weekly conduct. Parents are required to pay for any lost or damaged books.

ADMINISTRATIVE PROCEDURES

ACCREDITATION

St. Cletus Catholic School is fully accredited through the Southern Association of Colleges and Schools.

ADMISSIONS

St. Cletus Catholic School admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in administration of its education policies, athletics, or other school administered programs.

ENROLLMENT

Copies of the following documents are necessary and must be presented before the enrollment process can be completed:

- Certificate of Baptism
- Official state birth-certificate
- Up-to-date immunization records
- Social Security Card
- Report cards from Kindergarten on – Home schooling parents must present some form of test records that indicate the student's current academic level
- Standardized test scores from the past two year

Parents of new students should present a State Department of Health record properly filled out by a pediatrician or by the family physician. This is to be brought to school by opening day. The health records are a part of the permanent record of the student.

ENROLLMENT PRIORITY

Students are admitted to St. Cletus Catholic School in the order of priority listed below:

- All currently enrolled students in good standing (academically, behaviorally) whose families are registered, active, supporting members of St. Cletus Parish
- Siblings current enrolled students whose families are registered, active, supporting members of St. Cletus Parish
- Catholic children of families who are registered, active, supporting members of St. Cletus Church
- Catholic children of families who reside outside of St. Cletus Parish
- Non-Catholic children may apply

IMMUNIZATIONS

Parents must present up-to-date immunization records as required by Louisiana Law.

Children entering Pre-Kindergarten, Kindergarten, and first grade must have proof of having the necessary DTP (diphtheria-tetanus-pertussis injections), polio vaccine, measles-rubella, rubella, mumps, varicella (chickenpox), and hepatitis B and HIB immunizations for their age. The student's immunization records must be up-to-date for age appropriate immunizations.

If the last DTP or polio immunization was not received after the fourth birthday, another should be given before school entry.

To ensure continuing protection, a Tetanus-Diphtheria (TD) injection is required every ten (10) years. Boosters for other vaccines are not, at present, recommended throughout life.

Any child who has a note from a physician or the state health department, which states that no other immunizations are needed, or should not be given, is considered fully immunized.

NEW STUDENTS

Pre-Kindergarten students must have attained the age of four (4) years by September 30 of the current year.

Pre-Kindergarten students must also be completely toilet trained and able to take care of their own physical and hygiene needs.

Kindergarten students must have attained the age of five (5) years by September 30 of the current year.

First grade students must have attained the age of six (6) years by September of the current year.

All new students (grades 1-8), once accepted for admission, are placed on admissions probation for a period of one (1) year, to ensure that they meet academic and conduct standards of the classes they enter. Pre-Kindergarten and Kindergarten students are not placed on probation; however, students are monitored by the teacher and the principal.

Parents of new students in all grade levels are contacted when necessary to discuss the student's academic progress and/or conduct. Parents have access to their child/ren grades through OnCourse.

NOTIFICATION OF WITHDRAWAL

In situations where it is determined by St. Cletus Catholic School Administration and Faculty that the school is no longer able to provide the appropriate placement needed for the student to achieve his or her maximum potential, St. Cletus Catholic School reserves the right to have parent(s) or guardian(s) withdraw the student from the school. St. Cletus Catholic School Administration endeavors to provide parent(s)/guardian(s) with information for proper placement in another school setting.

REGISTRATION AND FEES

Registration is complete when the principal has approved the applicant, all forms have been returned, and registration fees have been paid. All previous school records must be on file for the registration process to be considered complete.

Payment of registration fee does not necessarily guarantee placement for your child for the next school year. If after January it becomes apparent that St. Cletus cannot meet the needs of a child, a meeting will be held with the parents to discuss options available, and if necessary, registration fees will be refunded.

All fees are non-refundable.

FINANCIAL POLICIES

All financial commitments (tuition, bank loan payments, registration, book fees, etc.) must be paid in full by April 1 of the current year. The April 1 deadline supersedes all other due dates and notification procedures. If any monies still remain outstanding, the student(s) is/are not allowed to remain in school as of May 1.

Tuition for the upcoming school year is payable in full by May 1 or a loan must be completed through First Bank & Trust by May 1. The registration fee is non-refundable. If a family withdraws during the school year and after monthly payments are drafted, the family's tuition refund is pro-rated on daily basis.

All accounts (cafeteria, tuition, fees, Extended Day, library, and fundraisers) must be current at the time of quarterly exams and/or school services may be denied.

FEES

The following fees are due at the time of registration and are non-refundable as well as non-transferable. Fees may change from year to year.

A place is not held for a student unless these fees are paid in full:

- Registration fee - \$165.00 oldest or only child paid by all students
- Registration fee - \$150.00 paid by all other children in the family
- Catholic non-contributing or Non-Catholic - \$300.00

The parish pays the support fee for all registered, active, and supporting members of St. Cletus Parish.

Registered, active, and supporting parishioners are Catholics who contribute a minimum of \$520.00 per year (\$10/week) to the Church with the use of the church envelopes. They also participate in the community life of the parish (fair, liturgies, and special events). All church contributions must be paid in full by December 31 in order to receive the in-parish tuition rate for the following school year. Pre-Kindergarten tuition is separate from elementary school tuition and is not included in family tuition rates. The pastor sets the criteria for determining which families are registered, active, supporting members of the parish.

FINANCING: TUITION BANK LOANS

All payments to the bank should be made on time since delinquency cause serious problems for both the school and the parents. When any loan is judged to be in default, it may result in the removal of the student from school and/or the withholding of services until the current tuition obligation has been satisfied. In addition, no family having defaulted is eligible for a bank loan through the school for the following year. We cannot overemphasize the seriousness of meeting the monthly obligation to the bank for those families who have incurred this obligation. ***Students will be withdrawn immediately after May 1 if the year's tuition is not current.***

POLICY FOR COLLECTING OUTSTANDING TUITION AND FEES

1. When a family has a hardship situation and cannot meet its financial obligations to the school, that student's parent/guardian should contact the principal immediately. The principal notifies the tuition assistance committee and the case will be reviewed on an individual basis.
2. The bank notifies the school immediately when a family does not make a monthly payment.
3. If a second consecutive payment is missed, the financial secretary contacts the family to request payment of the overdue amount. If this is not possible, the family should contact the principal to discuss the situation.
4. If the family makes no response within one (1) week, the principal sends a letter to the family by certified mail. This serves as official notification that if the parent or guardian does not contact the principal within five (5) days, or make full payment within that time; the student is not allowed to return to school.
5. All fees are payable in full at the time of registration. If forms are returned without payment and/or with incomplete information, the school will not hold a place for the student(s) for the following year.
6. Bank loan applications for the next school year will not be accepted from families who have missed three (3) consecutive payments during the current school year, defaulted on their loan, or had returned (NSF) checks.
7. Late payment results in a \$100.00 late charge, payable to the school. This charge accrues monthly until payments are current.
8. Returned (NSF) s/checks result in a \$25.00 fee.
9. Three or more returned (NSF) s/checks might result in all future transactions being in cash or money order.
10. Students may be withdrawn if bank loans are 60 days or more delinquent.

Please communicate with us regarding a financial hardship. All information is held in the strictest confidence.

ATTENDANCE POLICIES

Louisiana state law mandates that elementary students shall be in attendance of 160 days or the child will not be given credit for the year's work. The Archdiocese of New Orleans requires 177 days. Students are required to attend. Exceptions can be made only in the event of extended personal illness as verified by a physician or other extenuating circumstances as approved by the principal.

Daily school attendance is the only effective way to assure continued academic progress. St. Cletus recognizes the following as valid reasons for an absence:

- Student illness
- Family emergency such as death or serious illness

School is in session Monday through Friday 8:30 A. M. to 3:30 P. M. Students should not be on the school grounds before 8:00 A. M. ***Students arriving before 8:00 A. M. must go to morning Extended Care. Students who are not picked up by 3:45 P. M. (or 12:45 P. M. on early dismissal days) or within 15 minutes of the end of a scheduled activity are sent to afternoon Extended Care and will be charged accordingly.***

ABSENCES

Parents/Guardians must call the school before 9:00 A. M. if a student is absent from school for any reason. Requests for homework are honored for a 3:30 P. M. pick up only if the request is received before 9:00 A. M. on the day of an absence. Teachers must have time to assimilate the papers necessary due to variances in daily schedules.

Utilize the Homework Site for obtaining assignments. After an absence, the student ***must bring a note from a parent/guardian explaining the absence.***

If a student has been, absent for ***three*** (3) or more consecutive days or is under a doctor's care, the school must receive a Student Return to School form from the doctor. Furthermore, ***a Student Return to School form from the doctor is required after contracting a contagious disease.***

Excused Absence as Defined by Law

What constitutes excessive absenteeism is determined by the Administration. Students will excessive absenteeism may not be invited to return to St. Cletus Catholic School.

- Personal illness of such a nature that attendance would endanger the student's health or the health of classmates
- Serious illness in the family which would reasonably necessitate the student's absence from school
- Death in the immediate family of a student (5 absences may not exceed one (1) week because of and at the time of death)
- Observance of special and recognized religious holidays of student's own faith

Any other absences must be approved by the administration to be counted as excused. All absences, excused or unexcused, are recorded on the permanent record and report card.

Unexcused Absences

All other absences not included in the list of excused absences be considered unexcused. ***A student may be denied the right to make up missed work, such as test, etc. if absences are unexcused.***

Vacation while school is in session is considered an unexcused absence.

Attendance at School Games and Activities

A student may not attend an after-school game unless his or her parent or another adult, who has agreed to be responsible for the child, supervises the child. The child must present a note to his or her teacher the morning of the game. Teachers initial and send notes to the office to be initial and maintained by the assistant principal. If someone other than the parent supervises the child, the parent must name that person in the note.

Make-up Work after an Absence

Parents/Guardians and/or students are responsible for contacting the teacher during or after an absence to obtain the assignments missed. The teacher will specify the time in which the work is to be completed. ***Any work missed and not made-up by the date required will be recorded as a zero.***

A student who is absent on the day of a test should be prepared to take the test on the first day of his or her return to school. It is left to the teacher's discretion whether or not to give the test at this time.

PERFECT ATTENDANCE POLICY

At the end of each nine (9) week/quarter period, Students with Perfect Attendance qualify for certificates and/or prizes.

Students receive awards on awards day at the end of the year if they qualify in one of these categories:

Perfect Attendance	No absences, no tardiness, and no early dismissals
Exceptional Attendance	Not more than one absence, one late arrival, and one early dismissal

TARDINESS AND EARLY DISMISSALS

Tardiness

A student arriving **after 8:35 A. M.** is considered **tardy** (excluding late bus arrivals). ***In the event of tardiness, parents must accompany the student to the office and sign the student in as tardy.*** The student receives a tardy slip, which is used for admittance into his or her classroom.

Early Dismissal

Parents are requested to use discretion when asking for permission to have students dismissed during the course of the school day. Medical and orthodontic appointments **should** be scheduled for **out-of-school hours**. If an early dismissal is necessary, the parents should request it in writing, and the note must be presented to the teacher at the opening of the school day.

Students will not be dismissed after 3:00 P. M. sharp except in the case of an emergency.

Parents or other authorized persons (listed on the emergency card) who come to pick-up the student must report to the secretary's office. The student is excused from class at the designated time.

NOTE: Arriving late, leaving during the school day or being checked out early may affect perfect attendance. A student or sibling of a student attending a school function will not be counted absent.

Excused Tardiness/Early Dismissal

While a doctor's appointment is considered an excuse for being tardy or leaving school early, it may affect perfect attendance. The student must present a certificate from the doctor when he or she checks in at the office or returns to school the next day. Students are issued an early dismissal slip when they are checked out.

Unexcused Tardiness/Early Dismissal (Grades K-8)

Tardiness has a direct impact on self-discipline and the overall discipline of the school. Habitual tardiness seriously affects school performance, and interrupts the learning and work environment of others.

To ensure an orderly, disciplined environment, school starts at 8:35 A. M. sharp Monday – Friday. Any tardiness/early dismissal, other than because of a doctor's appointment, is considered unexcused.

For a student's sixth (6th) or subsequent time **tardy** in a nine (9) week/quarter period, he or she is assigned a detention or parents pay \$10.00 administrative fee. Parents decide the consequence of detention or \$10.00 fee as the parents know whether the tardiness is a result of the parent's or the child's lack of timeliness.

Parents and student will be required to meet with the principal on the sixth (6th) and subsequent tardy.

For a student's sixth (6th) or subsequent time for an **early dismissal** in a nine-week/quarter period, he or she is assigned a detention with the principal or pay a \$10.00 fee.

Parents and student will be required to meet with the principal on the sixth (6th) and subsequent early dismissal.

As with excessive tardiness, excessive early dismissals seriously affect school performance, and interrupt the learning and work environment of others.

DISCIPLINE

Many times the term "discipline" is taken as a negative. It is usually related, in practice, to a student's violation of a rule and the punishment of that student for breaking the rule. In a positive approach to discipline and to the development of self-discipline and self-direction, "discipline" is placed in the category of a learning experience. The etymology of "discipline" and "disciple" is the Latin word "discere" meaning to learn.

St. Cletus uses a program of formative right choice discipline. The intent of this program is to form responsible individuals with values rooted in Christian precepts. Likewise, we strive to encourage the child, who makes the right choice, and to support and to instruct the child who makes poor choices. In doing so, we hope to provide for the safety of all students and staff, and to ensure the maximum instructional time. Cooperative and responsible behavior in school, on the school grounds, on the way to and from school, and at any function that is under the auspices of St. Cletus is expected and required from all students.

The program is corrective in nature rather than being merely punitive. It is modeled after the sacramental life of the Church, in particular, the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones, and makes a sincere effort to do better. Similarly, in the formative discipline program, a student is challenged to acknowledge and to take responsibility for the wrong behavior, learn from this mistake, and make amends by consistently trying to avoid this behavior in the future. All parties involved in the disciplinary process firmly believe that with effort from the individual student, God's grace will lead him or her to a fulfilling Christian life.

The goal of formative discipline is to assist the student to achieve self-discipline. Because student behavior should reflect the Catholic values of St. Cletus, the following are expected behaviors:

- RESPECT FOR GOD - Active participation in religious activities, sharing of oneself through community, activities, and reverence to God through one's actions.
- RESPECT FOR SELF – Each individual is a child of God. Each student's behavior reflects this self-respect through propriety in dress, use of proper body language, including posture, hand, and facial expressions, and fulfillment of all student responsibilities.
- RESPECT FOR OTHERS – Each student, parent, teacher, staff member, and visitor are treated as a child of God. Each student's behavior reflects this respect for others through cooperation with students, parents, teachers, staff members, and visitors, treatment of others with kindness in word and actions, modulation of one's voice, promptness, preservation of the privacy of others, and preservation of other's personal space.
- RESPECT FOR PROPERTY – Students are expected to use facilities and materials properly by using all school and church property and equipment in the manner for which they are intended. Students are expected to preserve of all areas of the school and church campus by keeping them clean, neat, and tidy. This includes, but is not limited to the cafeteria, restrooms, hallways, outside areas, chapel, church, etc. in compliance with the "hands off" requirement that extends to the personal property of others (including, but not limited to purses, lockers, backpacks, lunches, supplies, books, zipper bags, etc.)

Students are expected to follow the guidelines provided by each teacher's discipline management plan, and strive to reflect the values of the school's Christian tradition in their daily behavior.

All students are expected to follow the guidelines stated in the St. Cletus Honor Code.

The faculty, in collaboration with the administration, develops disciplinary consequences. Consequences relate to the student's age and experience. The Behavior and Responsibility Codes for each grade level are found in the appendix of this handbook and in the student agendas for grades three (3) through eight (8).

As a “last resort”, the teacher, in order to maintain proper classroom control, may send a student to the office for continued violation of school/classroom policies.

The administration may deviate from the stated discipline code due to special circumstances.

Final decisions regarding disciplinary action rest with the principal. Parents who fail to support the discipline policy may be asked to withdraw their child/children.

The assistant principal is responsible for supervising, controlling, implementing, and administering the discipline system established in the school (grades PK3 - 8) in accord with the principal.

Suspensions

The principal/assistant principal issues suspensions for grades 3-8. They are generally served in school; however, the principal may issue an out-of-school suspension. During an in-school suspension, the student is required to complete all class work in isolation. Scheduled tests may be deferred or taken in the classroom at the discretion of the principal and teacher. The student does not eat in the cafeteria (the student can purchase a meal from the cafeteria), participate in enrichment classes or extra-curricular activities (after school sponsored events), or participate in recess or special events.

Causes for suspension include, but are not limited to IV discipline infractions depending upon a student’s grade level. Among those discipline infractions that can result in suspension are receiving three (3) detentions (grades 3-8), use of obscenities, possessing obscene materials, willful disobedience, severe rude or discourteous behavior to an adult, destruction of property, vandalism, forgery, cheating, stealing, causing bodily harm or assault, fighting, use or possession of narcotics, alcohol, tobacco, or pornography, and/or bringing dangerous instruments on campus.

In addition to the previously listed causes, any student found to have in their possession a prohibited electronic device such as a pager, cell phone, laser pen, electronic game, CD player, digital camera, etc. may be subject to a suspension.

Students in grades 3-8 who are serving an in or out-of-school suspension will forfeit the privilege to participate in any extra-curricular activities including but not limited to field trips, sports, cheerleading, academic completions, etc. that day.

Cheating

Students who are dishonest by cheating or copying another student’s work, or who knowingly gives student assistance (such as allowing a student to copy) receive the appropriate Level Consequences for their grade level, 1st and 2nd, 3rd – 5th, and 6th – 8th. Kindergarten consequences for cheating are established by Kindergarten level teachers. See the appendices for Behavior and Responsibility Codes and Level Consequences.

Expulsions

Expulsion is an extremely serious matter employed only when every other possible option has been explored.

The principal, after consultation with the pastor, may expel a student. Grounds for expulsion include, but are not limited to the following offenses:

- Assault or fighting
- Immoral conduct
- Bringing weapons, those items that could be considered weapons, or instruments that can cause bodily harm to a student(s)/school personnel
- Bullying, threatening, intimidating any student, whether in person or over the Internet (cyber- bullying)
- Continued lack of cooperation by a student previously suspended or violation of probation (continued misconduct while the student is on probation)
- Possessing, using or delivering narcotics, dangerous drugs, alcohol or pornography on the school or Church grounds or school sponsored activities
- Any severe violation of the Archdiocese's Internet Use Policy while on or off campus (at the administrator's discretion)
- Habitual or extreme violation of any policy stated in the school handbook
- Vandalism

WAGING PEACE PROGRAM

Bullying behavior is unchristian; therefore, it is treated very seriously at St. Cletus Catholic School. To prevent and correct bullying behavior, St. Cletus has begun the Waging Peace program. This program combines educating all school community members about bullying; how to prevent and respond to them. Waging Peace includes consequences and interventions for the person(s) exhibiting the bullying behavior to help them learn to choose their actions wisely and thoughtfully with consideration for the people their actions impact.

Examples of bullying include but are not limited to the following:

1. Hurting someone physically by hitting, pushing, kicking, tripping, etc.
2. Teasing, taunting, name-calling, or making fun of someone in a hurtful way, either verbally or in written form (this includes cyber bullying or the use of blogs).
3. Spreading rumors about someone, verbally or in written form (this includes cyber bullying or the use of blogs).
4. Encouraging others to exclude someone or ganging up on someone in play or other activities.

Students are to report any bullying to a teacher who immediately investigates all incidents informing the administration of the results of the investigation. Students who are involved in bullying will meet with an administrator. All reported incidents will be thoroughly investigated.

School Internet privileges are revoked and serious disciplinary consequences are applied to students who are Internet bullies or use the Internet in an unchristian manner.

All students, parents, and faculty must sign a SCCS Anti-Bullying Pledge that is found in the Appendices.

DRESS CODE

SCCS UNIFORM

J & L Uniforms & Apparel on Stump in Gretna provides our uniforms locally.

All students must wear the required uniform from the first day of school until the close of the school year. Notice of exceptions to this rule is sent home in advance.

Parents and teachers are asked to encourage proper grooming for school and to see that the dress code is followed. The way a student dresses affects the way a student behaves. To maintain an atmosphere that is conducive to learning, students are expected to have **uniforms neat, clean, tidy, in good repair, and modest in appearance.**

Overall Expectations

Shirrtails and blouses must be tucked in at all times. Nametags must be worn in grades 3-8. The uniform or nametag may not be altered, decorated, or personalized in any way; doing so necessitate the expedient replacement of that item. Final decision as to appropriate appearance of the student is left to the discretion of the administration.

Uniform Requirements

BOYS

Nametags

- *Nametags must be worn in grades 3-8*

Pants

- Gray pants or gray shorts with belt loops (Only Pre-K students are allowed to wear elastic, waistbands.)

Shirts

- Pre-K boys have their own Pre-K tee shirt (gray with maroon trim).
- Gray shirts with St. Cletus emblem (K – 5)
- Solid white oxford shirt with St. Cletus emblem (6-8)
- Solid white T-shirt, (sleeves must not extended past outer shirt's sleeves).

Shirts must be tucked in at all times.

Sweaters/Jackets/Coat

- School sweater, windbreaker, or sweatshirts are required
- In cold weather, heavy outer coats may be worn over a St. Cletus sweatshirt, sweater, or jacket while outdoors. No apparel advertising other elementary, middle, secondary school or university may be worn.
- The St. Cletus Catholic School P. E. Department sells the "St. Cletus Spirit T-Shirt" which can be worn on Thursday, Spirit Days, in place of the normal uniform shirt.

The hooded sweatshirts with pouch pocket are being phased out.

Shoes/Socks/Belts

- Pre-K students are allowed to wear Velcro shoes
- Solid black tie shoes, no colored bands or brand labels – **LOW TOPS ONLY**

- Solid white socks (crew, tube). No stripes or logos except logo socks from Sock Locker (available by mail order or fax). **The only style ankle socks that can be worn are the white LOGO Quarter Socks from J & L Uniform & Apparel in Gretna or from Sock Locker (available by mail order or fax).**
- Black belt

Jewelry

- Watches only – No necklaces, bracelets, earrings, or rings
- *Body piercing and tattoos are not allowed*

Hair

- Boys must be clean-shaven
- Hair – Hairstyles must be neat and clean and natural at all times
- Hairstyles and haircuts which are faddish and deemed inappropriate by the administration must be modified within a specific time limit set by the administration
- Hair must be worn off of the face and out of the eyes
- Hair 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

GIRLS

Nametags

- Name must be worn in grades 3-8

Smocks/Bloomers

- All Pre-K girls will wear the St. Cletus smock and bloomers available at J & L Uniform & Apparel. Pre-K girls will not wear blouses, shirts, jumpers, shorts, or skirts.

Blouses/Shirts

- White uniform blouse-short-sleeved, pointed collar only (K – 5)
- Solid white oxford shirt with St. Cletus emblem (6 – 8)
- Solid white t-shirt, undershirt (Sleeves must not extend past outer shirt's sleeves)

Jumpers/Shorts/Skirts

- SCCS Plaid jumpers (grades K – 5)
- SCCS Plaid skirts (grades 6 – 8)
- SCCS Plaid walking shorts with the uniform blouse and a black belt – *Must have belt loops on the shorts* (grades K – 8)
- Jumper and skirt length should be no shorter than the top of the knee

Sweaters/Jackets/Coats

- School sweater, windbreaker, or sweatshirts are required
- In cold weather, heavy outer coats may be worn over a St. Cletus sweatshirt, sweater, or jacket while outdoors. No apparel advertising other elementary, middle, or secondary school may be worn.
- The St. Cletus Catholic School P. E. Department sells the “St. Cletus Spirit T-Shirt” which can be worn on Thursday, Spirit Days, in place of the normal uniform shirt.

The hooded sweatshirts with pouch pocket are being phased out. It may be used for 2009-2010 school year only.

Shoes/Socks/Belts

- Pre-K students are allowed to wear Velcro shoes, but no bow or buckle shoes, no heels higher than tennis shoe heels.
- Solid black tie shoes, no colored bands or brand labels – **LOW TOPS ONLY**
- Solid white socks (crew, tube). No stripes or logos except logo socks from Sock Locker (available by mail order or fax). **The only style ankle socks that can be worn are the white LOGO Quarter Socks from J & L Uniform & Apparel in Gretna or from Sock Locker (available by mail order or fax).**
- Black belt

Leggings & Tights

- In cold weather, girls may wear any solid white, black, or gray leggings/legwarmers or tights.

Jewelry

- A watch, a single pair of earrings in the lower lobe of the ear, **(post, or stud only)**, no necklaces, bracelets, or rings
- Body piercing and tattoos are not allowed

Other Grooming Issues

- No fingernail polish or false nails
- No make-up

Hair

- Hairstyles must be neat and clean and natural at all times
- Hairstyles and haircuts which are faddish and deemed inappropriate by the administration must be modified within a specific time limit set by the administration
- Hair must be worn off of the face and out of the eyes
- Hair may not be bleached, streaked, dyed, highlighted, or altered in any manner. Any hair extensions must be the same color as the natural hair and no adornments may be added (such as beads, threads etc.)

If a student is improperly dressed, consequences for his or her grade level will be administered. The principal is the final authority of what is appropriate dress.

Uniforms for Physical Education Class

Students in first grade through eighth grade “dress out” for P. E. class.

Grades 1-2 – The P. E. grade is not impacted by whether or not these students wear the proper P. E. uniform.

- Girls are encouraged to wear maroon modesty P. E. shorts under their jumper on P. E. days.
- Boys are encouraged to wear the gray uniform shorts on P. E. days. Boys who wear long gray uniform pants to school can wear maroon P. E. shorts under the pants, or wear biking shorts under the pants, and then take the pants off at P. E. time, putting the maroon shorts on over the biking shorts.

Grades 3-8 – The P. E. grade is impacted by whether or not these students wear the proper P.E. uniform.

- Maroon P. E. shorts with the St. Cletus emblem.
- Gray uniform shorts (Boys and allowed to keep their gray uniform shorts on for P. E.)
- Plaid uniform shorts (Girls are allowed to keep their plaid uniform shorts on for P. E.)
- White uniform shirt (Middle school students are allowed to wear a solid white t-shirt under their uniform shirt and take off their uniform shirt during P. E. class.)
- Tennis shoes (Low-cut- no high or three quarter tops)
- White socks

In cold weather, all students may wear any solid colored sweat pant over their shorts during P. E. class. St. Cletus sweat pants are available at J & L Uniform & Apparel.

DRESS CODE VIOLATIONS

Parents are responsible for their child’s compliance with the dress code of SCCS. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student’s grooming is in accordance with the school’s high standards.

Those students in violation of the uniform and personal appearance code are given notice of their violations.

Pre-K & 2nd Violations are handled with the classroom teacher.

3rd – 5th First and second violations are two (2) points off conduct (Level I Consequence)
Third and fourth violations are five (5) points off conduct (Level III Consequence)
Fifth and subsequent violations are ten (10) points off conduct (Level IV Consequence)

6th – 8th First and second violations are five (5) points off conduct (Level I Consequence)
Third and fourth violations are ten (10) points off conduct (Level II Consequence)
Fifth and subsequent violations are fifteen (15) points off conduct (Level III Consequence)

Students are assigned a consequence by the assistant principal or principal if they are marked on their conduct sheet/agenda planner at Level III or Level IV.

HEALTH AND ILLNESS ISSUES

Teachers are attentive to the student’s physical appearance in order to screen for a sign of illness or contagious disease. Good health practices are reinforced through classroom instruction, special presentations, and periodic health screenings (vision and scoliosis).

It is the responsibility of the student to report immediately to a teacher or staff member personal illness or injury. Any accident, no matter how minor, must be reported.

Medications are not given to children in school except in special cases. A physician's statement and parent/guardian permission form is required, and records are kept on file. Physician's statements must include the dosage amount and the times the medication must be administered. Students are required to self-administer the medications in the office. Students are not allowed to self-administer medicine without the supervision of staff member. This includes but is not limited to cough drops, Chap Stick, aspirin, Tylenol, or any other prescription/over the counter medication. Any deviation from this rule is solely at the discretion of the principal. All liquid medications must be pre-measured.

If a student is found to have in his or her possession any medications, a faculty or staff member is required to confiscate it. Students are then referred immediately to the assistant principal or principal, and parents are called.

For the health and safety of the entire student body and faculty, the required documentation of immunizations, including the doctor's signature must be on file for a student's registration to be complete.

Please refer to the Administrative Procedures section for specifics concerning required immunization.

PARENT-SCHOOL RELATIONSHIPS

APPOINTMENTS

As with any workplace, a scheduled appointment allows both parties enough time to discuss concerns at hand without being preoccupied with other obligations. Teachers make their own appointments. Parents may leave a message on a teacher's voice mail or e-mail for a teacher suggesting a particular appointment time. The school secretary may schedule the principal's appointments. It is our goal to return phone calls and emails within twenty-four (24) hours.

CAFETERIA/LUNCH PROGRAM

St. Cletus has a breakfast and a hot-lunch program. Breakfast is served from 7:45 A. M. to 8:15 A. M.

Students arriving before 8:00 A. M. for breakfast must be checked into morning Extended Care.

All students must eat either a bag lunch or school lunch. The principal must approve any exception to this rule. Parents must make a request in writing which must be on file in the office.

- **Pre-Kindergarten students may purchase a hot lunch or bring their lunch from home. They eat in their classroom.**
- Students in Kindergarten through second grade have the hot lunch available to them.
- Students in grades three (3) through eight (8) have the option of a hot lunch or the sandwich line.
- Students not eating lunch prepared at school may bring a lunch from home. **Students or parents/guardian may not bring outside food into the cafeteria (food purchased from fast-food vendors). This regulation also applies to parents/guardians eating birthday lunch with their children in the cafeteria.**
- Students in grades six (6) through eight (8) are allowed to bring a beverage and a snack (no soft drinks, no candy) to school for consumption during their late morning class (11:15 A. M.).
- White milk, chocolate milk, bottled water, and juices are served as beverages in the cafeteria. **Soft drinks may not be brought to school.**

- Lunch money is collected daily/weekly/monthly. Cafeteria accounts must be current at the time of quarterly exams or school services may be denied. Parents are asked to follow the regulations for keeping lunch accounts current.

CELL PHONES

Because the safety of our students and our teachers is very important to us, parents/drivers may not be on their hand-held cell phones while driving in the carpool line. If parents/drivers are on hand-held cell phones, parents/drivers may be requested to go to the end of the carpool line until their conversation is finished.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school in writing of change of address and/or telephone numbers (home, cell, or business). It is important to keep this information current for the student's safety in case of emergencies.

COMMUNICATION

Depending upon the grade level, envelopes/folders and agenda planners are used as communication as well as serving as a student's grade sheet and tool for keeping organized with his or her assignments.

Parents are expected to read and to be aware of the enclosed information from the administration, teachers, and school/parish groups. Communiqués are sent home on Wednesdays; however, please check daily for memos in the folders and/or your child's backpack.

The ideas, comments, compliments, and concerns that parents have are very important to us. Please do not hesitate to share these with us.

CONFIDENTIALITY

Each school year a Student Directory is published. Parents may opt out of having their information included by returning the appropriate form from the handbook if they chose not to have their phone numbers and address listed. Parents may buy a Student Directory for \$3.00. The school cannot honor requests for employee telephone numbers.

DELIVERIES

SCCS does not accept delivery of restaurant food, flowers, balloons, etc. for students. Outside food cannot be brought into the cafeteria due to government regulations.

DISMISSAL PROCEDURES

1. When the office calls a student's station, leave the classroom immediately and **walk** to the assigned station. Use the sidewalks at all times.
2. All students must go directly to their dismissal station, do not stop to talk or visit with other students.
3. Sit down at the assigned station.
4. Do not take articles out of book bags while waiting at assigned station.
5. Treat one another in a Christian manner.
6. Students are expected to show respect to all staff members and adult volunteers that are working the stations. The use of "yes ma'am and no ma'am; yes sir and no sir are required.

Continuous misbehavior at dismissal stations result in points off in student's agenda (grades 3-8). Students in grades K-2 follow classroom discipline policy.

Walkers

- Walkers are dismissed first.
- Only students in grades six (6) through eight (8) are allowed to walk home unaccompanied by an adult. Student(s) in grades Kindergarten through fifth (5) may walk home with a 6th through 8th grade sibling **as long as written parent permission is on file in the school office.**
- Walkers in grades Kindergarten through fifth (5) are dismissed to meet their parent/guardian at the walker station at 3:20 p. m. If the parent/guardian is not at the walker station when walkers are dismissed, the child is sent back to class. When the parent/guardian does arrive, he or she reports to the office to get the child.

Carpoolers

- Students should remain quiet so that they can hear their names when they are called.
- Lower grade children must sit toward the front of the carpool line.
- Students sit facing the front, and watch for their ride. When one's name is called, walk to the front of the line. Enter the vehicle on the passenger side door only. Make sure that the vehicle has come to a complete stop.
- On rainy days:
 - Students at carpool stations 2 and 5 should report to their regular stations.
 - Students at carpool station 4 should walk under the covered walkway to the cafeteria, and then proceed through the cafeteria, out of the cafeteria, and to the front of the Church. If it is wet, students sit under the overhang of the Church and wait quietly for their ride. If anyone is caught deliberately sliding on the wet pavement, behavior consequences for his or her grade level are immediately followed. Teachers are not required to walk students to their cars and open car doors.
 - Students at carpool station 3 should walk under the covered walkway to the cafeteria, then proceed through the cafeteria, and wait outside the cafeteria under the overhang.

Note: Students requesting to ride home with someone not listed on their emergency card must have a signed note from their parent/guardian. Notes must be turned in to the assistant principal prior to 9:00 A. M. on the day of the request. In the absence of a signed note from the parent/guardian, the student is not allowed to ride home with anyone not on his or her emergency card.

Bus Students

Bus transportation is available to all registered in-parish students in grades K-8. Jefferson Parish bus drivers contact parents concerning time, routes, and stops. If there are any questions, please contact the Jefferson Parish Transportation Department at 348-2891.

Parents are to remind their children of the following safety rules concerning school bus behavior. Bus drivers complete a School Bus Behavior Report for inappropriate behavior.

The administration may suspend or revoke a student's bus riding privileges.

Students must ride their regular assigned bus. If a bus driver is unable to run his or her route, students are then authorized to ride another bus until their regular bus is able to resume its route.

EMERGENCIES/DRILLS

Emergency dismissal

At times during the school year, it may be necessary to dismiss students early for various emergencies, which sometimes occur. Any decisions regarding the early dismissal or emergency closing of school are made according to the Jefferson Parish or the Archdiocese of New Orleans Office of Catholic Schools.

In the event of emergency closing of the school or early dismissal of students in school, announcements are made via the news media regarding this decision. Specifically, radio station WWL-87 AM has been selected as the official station to carry announcements from Jefferson Parish regarding school closings.

Depending upon the existing weather conditions, a decision is made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, are held. Of course, parents may come to the school to pick up their children.

Student Emergency Cards

Students are given the Student Emergency cards on the first day they report to their homeroom, or they are given to the parents if the parent orientation is held before the students' first day of school. These cards are to be filled out by the parents/guardians and must be returned within five (5) days. **Please note:** On the emergency card, parents/guardians are asked to provide two (2) or three (3) emergency contacts in case they themselves cannot be contacted. Emergency cards are immediately returned to the parents/guardians if it is found that information is missing, or incomplete. Parents/guardians are asked to inform the school office if changes in the information on the emergency cards occur during the school year.

Drills

Fire/emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly and safely as possible. The teachers in each classroom give students any instructions necessary. Parents/guardians are encouraged to discuss with their children the seriousness of these drills and the need to follow the rules established by the school and teacher.

Lock Down Drills

Periodic lock down drills or other crisis management drills are held to ensure safe and orderly procedures in case of a crisis.

Fire & Tornado

Fire drills are held in accordance with fire code regulations. These drills ensure safe and orderly evacuation and precautionary measures. Tornado drills are also held periodically.

Severe Weather

In case of severe weather, SCCS receives its instructions from the Archdiocese. Parents should listen to local news stations for any school closings.

DRESS DOWN

Beginning in September, the first Thursday of the month is Denim Dollar Day. Students may pay \$1.00 to wear denim blue jeans (girls may wear Capri pants) along with their uniform shirt/blouse or Spirit Shirt. Jeans must be in good taste and modest. Students who violate this forfeit Denim Dollar Day for the entire year.

FIELD DAY/MISSION FAIR

Field Day/Mission Fair events incorporate team-building skills for all students. All students participate in this fun-filled day. Because the safety is the utmost concern of all students and due to the physical activities of Field Day events, parents may not bring younger siblings. **Early dismissals cannot be accommodated on this extremely busy day.**

FIELD TRIPS

Educational field trips may be arranged during the school year. Permission slips are to be signed by the parent/guardian and returned before each trip. **Phone calls or faxed copies are accepted.** Unless otherwise noted, school uniforms must be worn on field trips. Students must ride the bus for transportation to and from field trips.

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral standards. Only adults who have signed the Archdiocesan Child Abuse Policy and have been designated as chaperones by the teacher(s) are allowed to attend field trips.

Siblings are not allowed on field trips due to the supervisory responsibilities of the chaperones.

Students are not allowed to bring or use cell phones on field trips. If an emergency does arise, the teachers are to contact the school office immediately.

GIFTS/INVITATIONS

Students are not to exchange gifts at school. Gifts brought to school are immediately taken from the student and must be picked up by the parent.

Invitations to parties or other special events should be mailed to students' homes. Invitations may be distributed at school only if **all students** in the class are included in the invitation.

HOME AND SCHOOL ASSOCIATION (HASA)

We encourage all parents to join and to become active participants of HASA in order to provide the necessary link between home and school. HASA meets approximately five times yearly. At each meeting door prizes are given. Those parents who attend every HASA meeting are eligible for participation in a drawing for a year's free tuition.

LEGAL ISSUES

Legal Custody of a Student

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or to a foster parent, a certified copy of the same shall be kept on file with the student's records. In the absence of legal documents, a child may be released to either parent.

Non-Custodial Parent

This school abides with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school provides the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that order.

Non-Parent Communication

In order for members of the St. Cletus staff to communicate with a non-parent, i.e., stepparent, grandparent, sibling, etc., the school must be given permission in writing. Written permission is kept on file in the school office.

LIBRARY

SCCS has a central library from which students are given an opportunity to check out books. Students are allowed to check out books for a two (2) week period. Any book lost or damaged beyond repair shall be paid for in full with the current replacement value of the book. If books are damaged, home repairs should not be attempted.

PARTIES

Class Parties

Part of a well-rounded education is providing students opportunities for socialization. Classroom parties are allowed for Christmas, Valentine's Day, and the end of year party. Parties are for students only.

Individual Birthday Celebrations It becomes problematic for teachers and the office staff to accept cakes and cupcakes at school to celebrate a child's birthday; therefore, we cannot allow teachers to distribute these refreshments even at recess.

Monthly Birthday Club Celebration

To ensure that all students are treated special and fairly, individual parties are not held at the school. Instead, all students participate in the "Birthday Club" students receive a certificate, and a pencil. Parents may have lunch with their child if they let the cafeteria know in writing in advance. July and August birthdays are held in August; May and June birthdays are held in June.

PERSONAL BELONGINGS

- All items of clothing should be clearly labeled. We do maintain a “lost and found” area; however, items are donated to charities if left unclaimed.
- Students are not allowed to personalize, deface, or alter assignment books/agendas, Bibles, and school books/workbooks, nametags, uniforms, etc. Students are required to replace any items altered, defaced, or personalized.
- School staff, for discipline, health, and/or safety reasons, may periodically checks student belongings.
- Books must be covered at all times. Students may only use the official St. Cletus Catholic School “book sox” if a book sox is used. **No other book sox may be used.** If a book sox is not used, students must cover all books with brown paper covered with contact paper. **Contact paper may not be used directly on books.**
- Wheeled luggage/book bags are not permitted unless the student has a health problem that requires assistance and he or she presents a doctor’s note to that effect. If a wheeled luggage/book bag is permitted for safety reasons, students are not allowed to wheel bags in the hallways during morning arrival and dismissal in the afternoon.

SCHOOL COUNSELOR

The services of a school counselor are available to all students, parents, and staff. The purpose of the counselor is to identify, assess, and assist in resolving academic, emotional, behavioral, and social differences that interfere with attendance, achievement, and adjustment in school.

TELEPHONE USE AND MESSAGES

Students may not use the school’s telephones unless in a dire emergency. Forgetting one’s homework, P. E. uniform or making arrangements for play dates are not considered emergencies. Students and parents must arrange afternoon rides in advance.

The office staff is available to serve you in case of an emergency, but is not responsible for non-emergency messages. Please limit your requests for messages to be delivered to your child unless it is an emergency.

VISITORS

Sign In/Sign Out

To insure the safety of all children, staff, visitors, and volunteers of SCCS, all visitors must sign the logbook, at the administrative secretary’s desk. A visitor’s pass must be worn at all times while on campus. The staff has been instructed to send anyone without a visitor’s pass to the office. This is a required safety issue that must be observed of everyone’s safety.

Classroom Visitations

We strive to minimize classroom distractions and increase attentiveness of the children towards a positive, child-centered learning environment. Because the teachers and students daily schedules vary, parents must make an appointment with a teacher to visit a class. The customary visitation time is one hour or less. ***Younger siblings may not visit classrooms.***

POLICIES FROM THE ARCHDIOCESE AND THE STATE

- **ASBESTOS NOTIFICATION:** In accordance with U. S. Government regulations, we must inform you that St. Cletus Catholic School does contain asbestos, but of a non-friable nature. This asbestos is not harmful to your children.
- **CHILD ABUSE:** The Law: Obligations under the Law and how to report – summary of Louisiana Law 14:403: Any persons or agencies who are responsible for the care of children, such as physicians, nurses, hospitals staff, teachers, principals, and social workers, who suspect that a child’s physical or mental health or welfare is or has been abused are required to report in accordance with Louisiana Law 14:403.

Note: Abuse can be reported anonymously. Persons who report in good faith are granted immunity from court action.

- **FIRE ARMS:** Act 833 of the Regular Session of Louisiana Legislature created the crime of carrying a firearm by a student or non-student on school property. The crime is defined as ‘the intentional possession of any firearm by any student or non-student on a school campus, during regular school hours, or on a school bus.’ Anyone, student or non-student, convicted of the crime of carrying a firearm on school property is subject to the maximum penalty of imprisonment at hard labor for not more than five (5) years. The Law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such official or employee. The Law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

INTERNET USE (Responsible use guidelines)

Students, staff, and administrators of the Archdiocese of New Orleans School District have the opportunity to access the Internet in order to prepare them to be computer literate in an increasingly technological world. It can also foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the Archdiocese of New Orleans School District does not have sufficient staff to monitor every aspect of one’s use of the Internet; however, the purpose of the Responsible Use Guidelines of the Archdiocese of New Orleans School District is to foster the independent use of the school district’s network, subject to compliance with procedures and standards for appropriate network behavior and communication.

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

1. It is understood that cooperation is critical in the use of the Internet at the Archdiocese of New Orleans School District. It is the goal of the use 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.
2. 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.

3. Transferring the copyrighted materials to or from any Archdiocese of New Orleans School District network without the express consent of the owner of the copyright is a violation of the federal law and is expressly prohibited.
4. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of “educational value” to students of the Archdiocese of New Orleans School District. 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.
5. Network users may not allow any other person to use their password or to share their account. It is the user’s responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password and set harassing letters under the user’s name.
6. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or may receive other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.

SEARCH AND SEIZURE

A school official may search students or their lockers or their belongings, including but not limited to handbags, briefcases, and book bags if:

- The students are warned, in writing (student handbook) or orally (before an assembly) that lockers or belongings will be searched periodically for neatness and/or for contraband for purposes of maintaining discipline and order. St. Cletus administrators and staff do search lockers and belongings periodically.
- The administrator must have a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. The administrator must not act arbitrarily or capriciously, but must have a good reason for the search and seizure.
- 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

In as much as it is true that loopholes may be found in any code, it is the expectation of St. Cletus Catholic 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 as misunderstanding, use the following rule:

If you are not sure that it is allowed, do not do it!

Pre-Kindergarten & Kindergarten Behavior & Responsibility Codes

RULES

1. Be polite and kind to others.
2. Raise your hand to speak.
3. Do not speak when the teacher or someone else is speaking.
4. Work quietly and stay in your seat.

CLOTHESPIN DISCIPLINE

We will be introducing your child to a clothespin discipline system. This allows the child to see his or her daily behavior. Each child will have a clothespin with his or her name on it. Each child will have a clothespin with his or her name on it. Each day the child's clothespin starts on the purple balloon. There will be five (5) color-coded shapes.

As the child incurs a poor choice during the day, he or she will move the clothespin.

If the child chooses to break a rule repeatedly or defiantly, before the child moves his or her clothespin, the teacher will use the following measures:

1. Oral warnings
2. Re-direct to another activity
3. Time-out away from the group for 4 – 5 minutes

If these do not change the child's behavior, then he or she to moves his or her clothespin. After a child has moved his or her clothespin to the final shape. A note is sent home to the parent/guardian.

After two (2) notes home, a telephone conference or personal conference may be scheduled. Any severe discipline problems will require a conference with the teacher and principal.

Good choices for behavior are encouraged at all times. Some positive reinforcement given for good behavior are:

1. Verbal praise
2. Stamps on their hand
3. Stickers on papers or shirts
4. "Happy Notes" home
5. Rewards

1st ~ 2nd Grades Behavior & Responsibility Codes

Each student will be assigned a conduct grade of 100 points at the beginning of each week. Points will be deducted from the conduct grade according to the chart below. Any school employee may ask to see a student's agenda and deduct points for infractions. Weekly conduct grades will be computed, recorded, and averaged for the quarterly conduct grade that will be posted on the report card. **A parent's signature is required for weekly conduct grades, which will be sent home every Friday for the preceding week.** There will be incentives to encourage students to maintain good conduct. Persistent D's or F's may result in a level III or IV consequence. If a student consistently disregards school rules a greater number of points may be deducted than the level of the infraction.

Level I			Level II		
Points		Infraction	Points		Infraction
2	A1	Uniform violation	5	C1	Interfering with instruction
2	A2	Talking	5	C2	Improper behavior/language
2	A3	Out of seat	5	C3	Not following directions
2	A4	Sitting improperly	5	C4	Name calling/teasing
2	A5	Talking in hallway	5	C5	Talking during a test
2	A6	Inattentive	5	C6	Rough play
2	A7	Blurting out	5	C7	Talking during prayers and announcements
2	A8	Untidy area/desk	5	C8	Inappropriate behavior at Mass/special function
			5	C9	Violation of hands off policy
3	B1	Inappropriate behavior in cafeteria	5	C10	Rude or discourteous to a peer
3	B2	Inappropriate bathroom behavior	5	C11	Defacing books/property
3	B3	Unsigned conduct notice	5	C12	Gum/candy (4 th or more offenses)
3	B4	Annoying others	Level III		
3	B5	Excessive talking	10	D1	Rude/d discourteous to any adult
3	B6	Missing books essential for class	10	D2	Willful disobedience
3	B7	Gum/candy (3 rd offense)	10	D3	Dishonesty
				F	As assigned by Administration

Level I – Assigned by the teachers. These include but are not limited to	Level II – Assigned by the teachers. These include but are not limited to all of the above and
Visual warning	Call parent
Verbal reprimand	Before or After school detention
Name on board	Conference with counselor
Student – Teacher Conference	
Change of seat	Level III – These infractions are more serious and the consequences are assigned by the Assistant Principal or Principal.
Quiet table	Lunch and or Recess detention with administrator
Written Report Home	Discipline Referral to office
Time Out (in or out of class)	Phone call to parent from administrator
Clean up duty	Pupil Intervention Conference (PIC) Parent-Student-Teacher conference with Administrator
Time off of recess	Behavior Contract
	Other consequences as assigned by Administrator which may include probation

3rd ~ 5th Grades Behavior & Responsibility Codes

Each student will be assigned a conduct grade of 100 points at the beginning of each week. Points will be deducted from the conduct grade according to the chart below. Any school employee may ask to see a student’s agenda and deduct points for infractions. Weekly conduct grades will be computed, recorded, and averaged for the quarterly conduct grade that will be posted on the report card. **A parent’s signature is required for weekly conduct grades, which will be sent home every Friday for the preceding week.** There will be incentives to encourage students to maintain good conduct. Persistent D’s or F’s may result in a level III or IV consequence. If a student consistently disregards school rules a greater number of points may be deducted than the level of the infraction.

Level I			Level III		
Points		Infraction	Points		Infraction
2	A1	Uniform violation (1 & 2 offense)	5	C5	Misconduct at a special function
2	A2	Chewing gum/candy	5	C6	Talking during a test
2	A3	Talking	5	C7	Defacing Agenda/Books
2	A4	Inattentive	5	C8	Consistent disregard for school policy
2	A5	Book(s) not covered	5	C9	Uniform violation (3 & 4 offense)
2	A6	Missing agenda (1 st day)	5	C10	Chewing gum/candy (4 th or more offenses)
2	A7	Sitting improperly/			
Level II			Level III		
			10	D1	Uniform violation (5 th offense or more)
3	B1	Unsigned papers (1 grace day)	10	D2	Improper language
3	B2	Missing agenda (2 nd day)	10	D3	Rude/discourteous to any adult
3	B3	Missing books or materials essential for class/homework	10	D4	Improper use of computer/Internet
3	B4	Annoying others	10	D5	Improper conduct on bus
3	B5	Inappropriate behavior in cafeteria	10	D6	Harassment/bullying (continued)
3	B6	Out of seat	10	D7	Irreverent behavior during church/prayer
3	B7	Talking in hallway	10	D8	Violation of hands off policy
3	B8	Blurting out	10	D9	Bring electronics/forbidden articles
3	B9	Untidy area/desk	10	D10	Willful disobedience
3	B10	Inappropriate behavior in bathroom			
3	B11	Chewing gum/candy (2 nd & 3 rd offense)	15	E1	Dishonesty (Cheating, lying, forgery, and etc.)
			15	E2	Other serious offenses
Level III					
5	C1	Interfering with instruction		F	As assigned by Teacher/Administration
5	C2	Rude or discourteous to a peer			
5	C3	Not following directions	No Points	R	Unscheduled restroom break
5	C4	Harassment/Bullying (1 st offense)			
			No Points	R	Unscheduled restroom break

Level Consequences

Level I – Assigned by the teachers. These include but are not limited to	Level III – These infractions are more serious and the consequences are assigned by the Assistant Principal or Principal.
Visual warning	Lunch and or Recess detention with administrator
Verbal reprimand	Discipline Referral to office
Name on board	Phone call to parent from administrator
Student – Teacher Conference	Pupil Intervention Conference (PIC) Parent-Student-Teacher conference with Administrator
Change of seat	Behavior Contract
Quiet table	Other consequences as assigned by Administrator which may include probation
Written Report Home	
Time Out (in or out of class)	
Clean up duty	
Time off of recess	
	Level IV - These infractions are more serious and the consequences are assigned by the Assistant Principal or Principal.
Level II – Assigned by the teachers. These include but are not limited to all of the above and	In House Suspension – 1 st Offense 1day 2 nd Offense 2 days
Call parent/written parent notification	Suspension (Home) (2 days)
Before or After school detention	Consequences as assigned by administrator which may include probation/request for withdrawal
Conference with counselor	Behavior Contract

Repeated infractions may be referred to the Discipline Committee.

6th ~ 8th Grades Behavior & Responsibility Codes

Each student shall be assigned a conduct grade of 100 points at the beginning of each week. Points for misconduct/irresponsibility will be deducted from the conduct grade according to the chart shown below. Any school employee may ask to see a student's agenda and deduct points for infractions. Weekly conduct grades will be computed and recorded by the student's advisor. Quarterly conduct grades will consist of the average from the weekly conduct grades and will be posted as such on the report card. Parents are asked to check the student's agenda each Wednesday for the weekly conduct grade. **A parent's signature is required for weekly conduct grades lower than a C.** There will be incentives to encourage students to maintain good conduct. Consistent conduct grades of "D" or "F" are unacceptable. Persistent D's or F's may result in a Level III or IV consequence. If the problem is not solved through conferences, interventions, alternative plans, or other means, the student may be asked to withdraw from St. Cletus. **If a student consistently disregards school rules a greater number of points may be deducted than the level of the infraction.** An agenda that is defaced, damaged or lost must be replaced within three school days. Points will be deducted accordingly (first day – 5 pts, second day – 10 pts, third day – 15 pts). Replace cost is \$10.00.

Points Deducted	Infraction	Points Deducted	Infraction
Level I		10	C9 – Chewing gum/candy (3 rd or more offenses)
3	A1 – Uniform violation (1 st and 2 nd Offense)		
3	A2 – Chewing gum/candy (1 st and 2 nd Offense)	Level III	
3	A3 – Book(s) not covered	15	D1 – Irreverent behavior during a church service/prayer time/special function
3	A4 – Unsigned papers (one grace day)	15	D2 – Sent out of class
3	A5 – Missing agenda (1 st day)	15	D3 – Improper conduct on bus
3	A6 – Lack of class materials	15	D4 – Rude/Discourteous to any adult
		15	D5 – Missed detention
5	B1 – Talking	15	D6 – Violation of hands off policy
5	B2 – Annoying others	15	D7 – Uniform violation (5 or more)
5	B3 – Lack of cooperation	15	D8 – 2 nd new agenda \$10.00 + \$10.00 after school detention
5	B4 – Interfering with instruction		
5	B5 – Improper behavior	Level IV	
5	B6 – Not following directions	20	E1 – Willful disobedience
5	B7 – Off task/Inattentive	20	E2 – In possession of electronics/forbidden articles
5	B8 – Not in designated area	20	E3 – Rude/Discourteous to an adult/continued challenging authority
5	B9 – Defacing the agenda	20	E4 – 3 rd /subsequent new agenda \$10.00 + SAC - \$25.00
5	B10 – Missing Agenda		
		30	F1 - Dishonesty (cheating, lying, forgery, and etc.)
		30	F2 – Other serious offenses
		30	F3 – Inappropriate physical contact
10	C1 – Inappropriate language		
10	C2 – Improper use of computer/Internet		
10	C3 – Disregard for school rules/policies		G - As assigned by Teacher/Administration
10	C4 – Harassment/Bullying		
10	C5 – Challenging authority (1 st time)	No Points	R - Unscheduled restroom break
10	C6 – Rude/Discourteous to peers		
10	C7 – Uniform violation (3 rd & 4 th Offense)		
10	C8 – Irreverent behavior during prayer time		

Level Consequences

Level I – Issued/assigned by the teachers. These include but are not limited to	Level III – These infractions are more serious and the consequences are assigned by the Assistant Principal or Principal.
Visual warning	Lunch and or Recess detention with administrator
Verbal reprimand	Discipline Referral to office
Name on board	Phone call to parent from administrator
Student – Teacher Conference	Pupil Intervention Conference (PIC) Parent-Student-Teacher conference with Administrator
Change of seat	Behavior Contract
Quiet table	Other consequences as assigned by Administrator which may include probation
Written report home	
Time-Out (in or out of class)	Level IV - These infractions are more serious and the consequences are assigned by the Assistant Principal or Principal.
Clean up duty	In House Suspension – 1 st Offense 1day 2 nd Offense 2 days
Time deducted from recess	Suspension (Home) (2 days)
	Consequences as assigned by administrator which may include probation/request for withdrawal
Level II – Assigned by the teachers. These include but are not limited to all of the above and	Behavior Contract
Call to parent	
Before or After school detention	
Conference with counselor	

Repeated infractions may be referred to the Discipline Committee.

Appendices

Appendix A

Student Anti-Bullying Pledge

Parent Anti-Bullying Pledge

Appendix B

Student Computer Acceptable Use Pledge

Appendix C

Student Acknowledgement

Parental Acknowledge

Transportation

Appendix D

Publication of Student Work

Directory

E-Mail Address

Carpool Dismissal Rules

PG Rated Movies

Appendix A

Student Anti-Bullying Pledge 2010 - 2011

Pledge: We the students of St. Cletus Catholic School agree to learn and to work together to remove any bullying at our school so it is always a safe environment.

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative actions are those actions that are intended to inflict injury or discomfort upon another person, through physical contact, through words, or in other ways.

Bullying occurs when there is an imbalance of power or strength.

By signing this pledge, I am making a promise to my peers and to my school community.

- I will respect every adult and every student.
- I will never be a bully.
- I will report every instance of bullying to my teacher and my parents from the time I leave home in the morning until the time I return home.
- I will prevent or discourage my peers from humiliating, threatening, isolating, or harming others.
- I will assist any student who is being mistreated; for the simple reason that it is wrong to be unkind to another human being.
- I will support students who have the faith and courage to report bullying. Courageous leaders never follow a bully. They are strong because they follow Jesus.
- I will take part in all activities dealing with anti-bullying, such as assemblies, discussions, etc, so that we can work together to remove this hurtful behavior.
- I will be alert to bullying especially in places like hallways, locker rooms, the lunchroom, and stairwells.
- I will be a positive role model.

I _____ promise to follow these pledges for the 2010 - 2011 school year.

Student's signature _____ Date _____

Witnessed by Parent: Parent's signature _____ Date _____

We congratulate you for your brave and important decision.

Principal and Staff of St. Cletus Catholic School

Parent Anti-Bullying Pledge 2010 - 2011

As members of St. Cletus Catholic School Community, we believe that every child should be able to attend a school free of bullying.

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative actions are those actions that are intended to inflict injury or discomfort upon another person, through physical contact, through words, or in other ways.

Bullying occurs when there is an imbalance of power or strength.

- We agree to work together toward the good of eliminating bullying at St. Cletus Catholic School.
- We will support the school and staff in their efforts to eliminate bullying and the consequences decided upon for infringements of these policies.
- We will become and remain aware of the expectations that our school community be free of bullying, regardless of intelligence, athletic ability, gender, popularity, ability, or any other characteristic, which mark our children or us "candidates" for bullying.
- We communicate to our children our expectations that all incidents of bullying experienced or witnessed by our children be reported to us and/or to a teacher or administrator.
- We will inform teachers and/or administrators of any incidents of bullying described and experienced by our child/children.
- We will report any change in the attitude of our child/children from what may be created by bullying.

I _____ will adhere to these pledges for the 2010 – 2011 school year.

Parent's Signature _____ Date _____

Appendix B

Student Computer Acceptable Use Pledge 2010 - 2011

Pledge: We the students of St. Cletus Catholic School agree to learn and to work together to remove any *Inappropriate Language and Material* at our school so it is always a safe and peaceful environment.

- You shall remember that you and those you communicate with on the Internet are created in the image of God and you shall treat all people with respect.
- You shall take personal responsibility for holding up the dignity of all people by refusing to take part in activities that embarrass or threaten another person.
- You shall communicate with your parents or other trusted adults if someone or something on the Internet makes you feel uncomfortable.
- You shall not participate in cyber-bullying; your messages will be truthful and will not harm others.
- You shall take personal responsibility for protecting your name, your passwords, and all of your personal information while using the Internet.
- You shall not use the passwords of others at any time or for any purpose.
- You shall use security software and update it regularly.
- You shall never meet someone "in Person" whom you've "met" online.
- You shall never use the Internet to steal someone's graphic, written, recorded, or real property.
- You shall always think twice, and then think again, before clicking you "send" key.

By signing this pledge, I am making a promise to my peers and to my school community.

I _____ promise to follow these pledges for the 2010 – 2011 school year.

Student's signature _____ Date _____

Witnessed by Parent: Parent's signature _____ Date _____

**We congratulate you for your brave and important decision.
Principal and Staff of St. Cletus Catholic School**

STUDENT ACKNOWLEDGEMENT

I acknowledge that I have been given a current copy of the St. Cletus Catholic School (SCCS) Parent/Student Handbook and that I understand the policies and regulations enforced by the school. I agree to follow these policies and regulations, remembering that my actions reflect on me, my family, the school, and the community at all times.

Student Signature: _____ Date: _____

PARENTAL ACKNOWLEDGEMENT

I acknowledge that my child has been given a current copy of the St. Cletus Catholic School (SCCS) Parent/Student Handbook, and that I have received the contents with my child/children. I agree to abide by the policies and regulations enforced by the school and affirm my support of their implementation.

Parent/Guardian Signature: _____ Date: _____

TRANSPORTATION

____ My child (ren) will ride bus # ____ to and from school.

Comments: _____

____ My child (ren) will walk to and from school from the following address:

Comments: _____

Appendix C

____ My child (ren) will carpool to and from school. (Be sure that any adult authorized to pick up your child (ren) has signed the Emergency Card in the School office).

Comments: _____

Parent/Guardian Signature: _____

Student(s) Name: _____

PUBLICATION OF STUDENT WORK

From time to time, the school may wish to publish examples of student work, photographs of students, or photographs of student groups for academic or publicity purposes in the newspaper, in education displays, at professional meetings, or on the Internet.

____ YES, my child (ren's) work, name, or picture may be published on the Internet.

____ NO, my child (ren's) work, name, or picture may NOT be published on the Internet

____ YES, my child (ren's) work, name, or picture may be published in the newspaper, presented in education displays, or displayed at educational meetings.

____ NO, my child (ren's) work, name, or picture may be published in the newspaper, presented in education displays, or displayed at educational meetings.

Parent/Guardian Signature: _____

Student(s) Name: _____

DIRECTORY

We may be publishing a school directory. It will be available to parents/guardians for contacting other children about homework, party invitations, etc.

____ YES, my child (ren's) address and phone number may be published in a school directory.

____ NO, my child (ren's) address and phone number may NOT be published in a school directory.

E-MAIL ADDRESS

Please include my family's e-mail address in the school directory: _____

CARPOOL DISMISSAL RULES

I acknowledge that I have read and understood the St. Cletus Catholic School Carpool Dismissal rules.

Parent/Guardian Signature: _____

Student(s) Name: _____

PG RATED MOVIES

From time-to-time, PG movies suitable for student viewing may be shown in the classroom.

____ Yes, my child (ren's) has permission to view a PG rated Movie/video.

____ NO, my child (ren's) do NOT have permission to view a PG rated movie/video.