

2016-2017

# Student Handbook



Faith :: Foundation :: Future.  
*Family*

# St. Benilde School



# ST. BENILDE CATHOLIC CHURCH

Office of the Pastor

July 7, 2016

Dear Parents,

In the Name of the Father, and of the Son, and of the Holy Spirit, Amen.

The world in which we live is a very dangerous place. I am speaking here not only of the peril that we face from terrorist acts and violence in our streets, although those dangers are very real. I am referring primarily to the dangers that threaten not simply our mortal bodies, but our immortal souls. Jesus warns us: "Do not be afraid of those who deprive the body of life but cannot destroy the soul. Rather, fear him who can destroy both body and soul in Gehenna [hell]" (Mt. 10:28). And that is exactly what Satan is trying to do to as many as he can.

I write to you as mothers and fathers because you have a doubly challenging role. You are responsible not only for your own souls, but in a very particular way, you are responsible for the souls of your children. When you presented your children for baptism, the priest (or deacon) reminded you that "in doing so you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor. Do you clearly understand what you are undertaking?" To that question you responded: "We do."

What you agreed to is an especially daunting task because you are of those generations in which so many were cheated of a solid formation in the Catholic faith. That's right — cheated. And for that I apologize. But this cannot be the end of the story. Whatever the errors of the past may have been, it does not mean that you are doomed to live a less than full Catholic life. The Jubilee Year of Mercy, which is now past the halfway mark, is a call from God Himself to resolve again to embrace the Gospel and the Christian life to which it calls us with joy. God is rich in mercy, and His forgiveness is boundless. Confident that, with God's grace, we can all do a much better job at being disciples of Jesus Christ, I ask that you renew your commitment to be the very best Catholic parents that you can be — for the sake of your own souls and the souls of your children. Here, more precisely while certainly not exhaustive are the most important gifts that you can give to your children.

1. **Be faithful to Sunday Mass.** Since the very beginning of the Church, Sunday Mass has been at the center of Catholic life, to the point that without our participation in the Eucharist, we will die (cf. John 6:53). Your wholehearted participation in Sunday Mass is for your salvation and is the most effective invitation to your children to do likewise. If you find that you are "too busy" on the weekends to attend Mass, there is a solution — eliminate some of the activities that prevent you from joining the community for the worship of God. God must always be first.

2. **Pray as a family in your home.** The family has been called in Catholic tradition "the domestic Church." It is in the home that children come to know the love of God and to return that love in prayer and through service of neighbor. "Where two or three are gathered in my name, there am I in their midst" (Mt. 18:20). The practice of family prayer communicates a most valuable message to children: God is always first in our home.
3. **Finally, provide for the ongoing formation of your children in the faith. And that is the commitment you have made in sending your children to a Catholic school!** Yes, Catholic education is expensive and requires much sacrifice on the part of families; but, of all the gifts that parents try so diligently to provide for their children, is there really any gift of greater value and importance than that of a Catholic education? Every study that is done reveals that those children who are given a Catholic education are far more likely to practice the faith into adulthood and become active members of their parish. Certainly this is what you want for your children.

As we prepare to begin the 2016-2017 school year, I rejoice with you in giving thanks to God for the gift and blessing of quality Catholic education at *St. Benilde Catholic School*. While I delight in celebrating the 48 year history of our parish school, the Catholic values that form the foundation of *St. Benilde Catholic School* date back to the time of Jesus Himself. Our parish school exists to foster in our young people an in-depth understanding of our Catholic faith and heritage, the ability to speak and write persuasively about our faith, and an academic preparation that will enable them to excel in high school and beyond. Be assured of my personal dedication to the mission of *St. Benilde Catholic School*; I am honored to be part of a parish that includes the apostolate of a vibrant school committed to excellence.

The enclosed *Parent and Student Handbook* for the 2016-2017 academic year details our commitment to our children's spiritual, academic and human formation and development. All of us at *St. Benilde Catholic Church* are committed to helping our children "rise above the ordinary to achieve the extraordinary." I trust that you will use the proper channels of communication if you have any questions, concerns, or suggestions for improving our ministry of education and formation.

May the Blessed Virgin Mary guide us all in the privilege and joy we share in forming and shaping our youth according to the mind and heart of Jesus Christ.

With the promise of my daily prayers and my continued commitment to Catholic education, I remain

Sincerely in the Lord



Reverend Father Robert T. Cooper, B.B.A., M. Div.  
Pastor

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## School Calendar

The official St. Benilde School calendar can be found on the main page of the school's website:  
stbenilde.com

### Administration and Faculty

Reverend Robert T. Cooper, BBA, M. Div.  
*Pastor*

#### Administrators

Mr. Matt Downey, BA, MRE, MSE  
*Principal*  
Executive Director

Mrs. Valerie Perez, BA, M.Ed.  
*Assistant Principal*  
Director of Academic Formation

Mrs. Mary Munoz, BA  
Director of Early Childhood Formation

Mrs. Cecilia Wilson, BA, M.Ed.  
Director of Faith & Human Formation

#### Early Childhood

Ms. Shawn Englade, BA  
Prekindergarten 3

Mrs. Ashley Wilson, BA  
Prekindergarten 4

#### Lower Elementary School

Mrs. Beverly Commander, BS  
Kindergarten

Mrs. Dulce Aguda, BS, MA  
First Grade

Mrs. Kristy Lacoste, BA  
Second Grade

Mrs. Jody Bonura, BS, M.Ed.  
Third Grade

#### Upper Elementary School

Mrs. Julie Gaudet, BA  
Fourth Grade

Mrs. Nicole Wenck, BA  
Fifth Grade

Mrs. Melissa Williams, JD  
Sixth Grade

Mrs. Karen Virga, BA  
Seventh Grade

Auxiliary Programs

Mrs. Jennifer Kelly, BA, MA  
*Director of the Exceptional Learners Program*

Mrs. Elisa Huber, BA, MLIS  
Information Literacy Specialist

Mrs. Adriann Downey, BS  
Enrichment Specialist  
Fine Arts

Mr. Carlos Ochoa, BA  
*Athletics Director*  
Physical Education

Mrs. Susan Connick, BS, MS, MS  
Literacy Specialist

Mrs. Rachelle Rabalais, BA  
Instructor, Exceptional Learners Program

Ms. Trish Foti  
Choir

*Aides*

Mrs. Shannon Antonucci  
Prekindergarten 3

Mrs. Lynne Pilie  
Prekindergarten 4

Mrs. Mary Duet  
Kindergarten

Mr. Kenneth Marroccoli  
Exceptional Learners Program

Ms. Danielle Delaup  
First Grade

Mrs. Beth Monistere  
Second Grade

*The Loreto Early Learning Center*

Ms. Kelly Bassil  
Ms. Tori Bennet  
Mrs. Karen Brown, BA  
Ms. Diane Gallup  
Ms. Laura Guzman  
Ms. Sarah Hinrichs  
Mrs. Kathy McCann  
Mrs. Kathie Millican  
Ms. Katie Montamat  
Mrs. Rachel Murakami  
Mrs. Carol Richards, BA  
Mrs. Lisa Robertson  
Ms. Alyssa Scott  
Ms. Tori Scott

*Administrative and Support Staff*

Mrs. Beth Theriot, BS, MSW  
School Social Worker

Mrs. Dawn Perrier  
Administrative Assistant

Mrs. Shanon Beyerback  
Director of Admissions

Mrs. Betty Adams  
School Receptionist

Mr. Fellman Mire  
Facilities Director

Mr. Stephen Baxter  
Custodian

**Our Mission**

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

**Our Vision**

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

**Our Philosophy**

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

**St. Benilde School Motto**

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

**Our Patron Saint**

St. Benilde was born on June 14, 1805 in the village of Thuret in central France. He became a Christian Brother in 1820 and worked for many years in the field of education. He was a humble man with a genuine love for his students and a keen insight into their needs and problems.

Brother Benilde died on August 13, 1862 and was canonized a saint on October 29, 1967. Pope Pius said of him, “He did common things in an uncommon way.”

### **Brief History of St. Benilde School**

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

### **The Primary Role of Parents**

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

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

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

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

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

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

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

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

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

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

We at St. Benilde School look forward to your full partnership for the 2015-2016 school year and for many years to come!

## **Curriculum and Instruction**

### Elementary School Curricular Goals

St. Benilde School provides a rigorous and engaging academic program that provides children with developmentally appropriate and child-centered learning experiences each and every day.

All children who graduate from St. Benilde School meet and exceed State of Louisiana and Archdiocese of New Orleans requirements for promotion to eighth grade.

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

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

### Early Childhood Curricular Goals

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

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

Each Loreto Early Learning Center program has its own daily schedule that is posted. All daily schedules include time for both vigorous and quiet activities, indoor and outdoor play (weather permitting), at least a one-hour rest period, two snacks and a lunch period. All students have the opportunity to learn during individual time, small group time, and whole group time.

St. Benilde School has adopted the Creative Curriculum and accompanying *Gold* early childhood benchmarks to guide our early childhood programs. These are fully aligned with the State of Louisiana's early childhood standards, benchmarks, and grade level expectations. The curriculum is age appropriate and based on sound early childhood practices. Children are engaged in meaningful activities that will help them become successful and confident. Teachers

and staff assist children as is necessary, providing information, materials and assistance to enable the children to move to the next level of development.

*For more information regarding the daily policies and regulations of the Loreto Early Learning Center, please refer to the appropriate section later in this handbook. The following policies and procedures relate to students in Prekindergarten 3 - Grade 7.*

### Academic Integrity

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

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

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

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

### Student Assistance

St. Benilde School provides a personalized approach to instruction for all children and strives every day to meet their diverse needs. Part of that means that we recognize that all students need differing levels of academic support. The general instructional approach used at St. Benilde

School offers three basic levels of instructional support to students. All students receive at least the first level of support, which includes regular classroom instruction and the ability to use a variety of adaptive digital learning programs, such as Accelerated Reader and Accelerated Math. The second level of support includes the ability of children to receive some basic general classroom modifications, such as preferential seating, as well as the ability to receive additional instruction through Catapult and the Literacy Lab. The third level of support continues the interventions provided at the second level, but by using a more intensive strategy.

Some students need something extra in order for them to succeed. For high performing students (students who score in the 90th percentile or higher in reading or math), we offer the Enrichment Lab. For students who need a completely different curriculum in English Language Arts or Math due to a specific learning disability, we have the Exceptional Learners Program. Children who qualify and are accepted into either the Enrichment or Exceptional Learners Program will receive a H.E.L.P. (Helping Exceptional Learners Progress) Plan. Fees may apply for these programs.

### School Counseling Program

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

### Evaluation and Accountability

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

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

### Grading Scale for Core Subjects

A = 94 – 100	Superior Achievement
B = 86-93	Above Average Achievement
C= 78-85	Average Achievement
D = 70-77	Below Average Achievement
U = 69-Below	Did Not Meet Minimum Performance Expectations

### Grading Scale for Elective Classes

AA = Above Average  
A = Average  
BA – Below Average

### Home Assignments

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

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

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

### Examinations

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

### Goal Setting

Twice each year, St. Benilde School students from Prekindergarten 3 through Grade 7 participate with their teachers and parents in a goal setting process. Early in the school year, the students establish two personal goals they will work on during the year: spiritual and academic. During the fall student/parent/teacher conference, the students will go over their chosen goals, why they

chose those goals, and what steps they will take to meet their goals. The parents will also state what they will do to help their child reach their goal. A mid-year check up form will be sent home to assess the child's progress towards their goals. At the end of the school year during the spring student/parent/teacher conference, the student will determine if they met the goal, the reasons they did or did not, and then establish two new goals (again spiritual and academic), which will constitute their summer work.

### Grade & Progress Reports

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

### Standardized Test Program

All children in grades Prek 4 – 7 take the standardized, computer-adaptive *STAR* benchmark assessments each quarter. The *STAR Early Literacy* assessment measures literacy and numeracy development for children who are not yet established readers. Children who are established readers are given the *STAR Reading* and *STAR Math* assessments. The results are used to assess student progress towards the end of each quarter and guide child placement in the core subjects of math and English language arts.

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

### Promotion

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

### Retention

*Any child who fails to show proficiency in necessary emotional, cognitive, and academic skills may be required to repeat the grade level.* Children who fail English Language Arts and/or Math in Grades One through Seven will be strongly considered for retention. Children who fail two or more of any subject in Grades One through Seven will be strongly considered for retention.

Before a child is considered for retention, the school attempts to address the question: "What is best for this particular child?" Therefore, the school reserves the right to retain a child even

though (s)he may be attaining minimal passing grades. In all cases, the Principal, after consultation with the Assistant Principal, teachers, social worker, and the child's parents will make the final decision.

Please be advised that St. Benilde School will not promote any child who has missed more than 15 days of school, unless an illness has been verified in writing by a physician, all work has been completed satisfactorily, and the parents and child have met with the Principal. The Principal reserves the right to refuse promotion if absences or tardiness are excessive, regardless of a physician's note, student performance, or grades.

### Conditional Promotion

Children who fail a subject for the year and are promoted will be considered a conditional promotion. In these cases, the children must complete a school-approved remediation program during the summer and prior to the start of the next school year. School-approved remediation programs are developed on a personalized basis for each child and may include but are not limited to summer school, tutoring, online programs, etc..

### Tutorial Program Recommended

Any child – regardless of their grades - may be recommended to a tutorial program for religion, English language arts, math, social studies, or science.

## **Honors and Awards**

### Honor Roll

At the end of every grading period, all children in grades 5-7 with an A average in all subjects (including AA in elective classes) and an A in conduct will be placed on the Alpha Honor Roll. Any child with an A/B average in all subjects (including an AA in elective classes) and an A/B in conduct will be placed on the Beta Honor Roll.

At the end of each quarter, all children in grades 1-4 with an A or B average in all subjects (including AA in elective classes) and an A in conduct will be recognized as Honor Scholars.

### Quarter Awards

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

-  *Pastor's Award*: Given to one child in each grade level who best exemplifies Catholic faith and values along with a demonstrated commitment to personal growth and excellence.

- ✚ *The Virtus et Veritas Award*: Given to the children who demonstrate growth in virtue, self-confidence, and leadership skills while building personal convictions that are grounded in Gospel Truth.
- ✚ *Principal's Award*: Given to the children whose overall scores are in the top 10% of each class.
- ✚ *Greatest Progress Award*: Given to the child in each class who has shown the most improvement.
- ✚ *Sisters of Loreto Award*: Given to the children who go into the community to serve as a Christian leader and apostle, actively responding to the needs of the Church and humanity, creative a civilization of justice and charity.

### End of the Year Awards

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

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

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

### **Instructional Time**

The school instructional day begins at 7:45 AM with Morning Prayer and Announcements. The instructional day ends at 3:00 PM. From 7:00 – 7:30 AM, children may be dropped off in the cafeteria for grades Prek 3 – Grade 7. Breakfast is provided for a fee in the cafeteria until 7:20 AM. At 7:30 AM, children will be dismissed from the cafeteria and head to homerooms. Children in the Loreto Early Learning Center may also be safely dropped off between 7:00 – 7:50 in the driveway to the Center, though we strongly encourage families to park in the designated areas of the rear playground and walk their children in to the Center.. Breakfast will be brought from the cafeteria to children who order it the day before at 7:30 AM. From 3:00 to 3:15 PM, parents may pick their children up using the school's dismissal procedures. We again

strongly encourage parents with children in the Loreto Early Learning Center to park in the designated areas of the rear playground and pick their children up from the Center. Children not being picked up immediately after school will utilize the school's Extended Day Program for an additional fee. Any child not picked up by 3:15 PM will be placed in the Extended Day Program. A fee will apply in these cases.

### **Faith and Human Formation**

Assisting parents in the spiritual formation of their child(ren) in the Catholic faith is the reason for the existence of St. Benilde School. Grades Prek-4 through 7 attend mass weekly. On special occasions, children in Prekindergarten 3 and from the Loreto Early Learning Center may also attend mass. In addition to weekday mass, students attend Eucharistic benediction, adoration, and exposition throughout the month. Opportunities to receive the Sacrament of Reconciliation are provided in Advent and Lent, as well as in individual circumstances at the request of the child. Additional liturgical and para-liturgical celebrations are celebrated as appropriate throughout the year, such as lighting of Advent wreaths, Stations of the Cross, prayers of the rosary, morning and afternoon prayer, and May Crowning. Finally, in keeping with our Catholic Christian call to active discipleship, children participate as appropriate in various mission, pro-life, and service activities throughout the year.

Children in the Loreto Early Learning Center use a program approved by the Archdiocese of New Orleans. Prayers are taught and prayed every morning, as well as before meals and snacks and during the day as the need arises. The love of God and Christian values are presented through the normal course of the day. Teachers have a variety of Christian literature and music that enriches the religious curriculum and is incorporated into the day.

### **Information Literacy Center & Computer Lab Policy**

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

1. Students are only allowed in the Information Literacy Center and/or Computer Lab under supervision.
2. Students wishing to use the Computer Lab outside of Information Literacy Skills class time need approval from the Information Literacy Specialist.
3. Students wishing to use the Information Literacy Center outside of assigned times (to occur during English Language Arts class on at least a bi-weekly basis) need approval from their classroom teacher.
4. Students must return overdue books in order to check out another book.
5. Books are checked out for two-week periods and may be renewed as needed.
6. Students in Grades 2-7 may check out two books at a time for a two-week period, with the option to renew.

7. Students in 1st Grade may check out two books at a time for a two-week period, with the option to renew, beginning in October.
8. Students in Kindergarten may check out one book at a time for a two-week period, with the option to renew, beginning in January.
9. Books not returned by the due date will incur a fine of \$0.05 per day per book not to exceed \$5.00. Unpaid fines will be automatically deducted from the student's FACTS account at the end of each quarter. Emailed notices will be sent to parents as well as paper notices given to students.
10. Students may only check out books for themselves.
11. Students are responsible for all books checked out by them.
12. Students are responsible for the cost of replacing damaged or lost books checked out by them. At the end of each quarter, all such books will be charged \$20 to the student's FACTS account. If the book is later found and returned, a refund will be credited to the student's FACTS account.
13. The SBS Information Literacy Center and Computer Lab belong to all students. If a student chooses to abuse any of these privileges, they will lose such privileges and be subject to disciplinary action.

### **Technology Usage Policy**

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

**Acceptable Use of Networks and Technology Equipment:** Children and teachers are responsible for appropriate behavior when using school technology resources. Children are expected to abide by the following rules:

-  Do not intentionally damage computers, computer systems or computer networks. Children should take special care with the physical facilities, hardware, software, and furnishings.
-  Children and teachers may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
-  Do not create or willfully disseminate computer viruses. Children should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
-  Do not attempt to gain unauthorized or illegal access to school technology resources or any other technology resources.
-  Do not attempt to gain access to the school or any other computer system or go beyond authorized access by entering another person's password or accessing another person's files.
-  Do not download, install or run any software without the express permission of the teacher or the network administrator.

- ✚ Personal technology equipment brought to school is subject to the procedures outlined in the Acceptable Use Policy.
- ✚ Do not alter the computers or change the settings or system configurations in any way.
- ✚ Do not alter, damage, or vandalize school technology equipment or software in any way.
- ✚ Do not use school resources to create, manage or access personal web pages or personal servers without the express permission of the teacher or network manager.

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

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

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

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

#### **1. Introduction**

The introduction of the Bring Your Own Device (BYOD) program in grades 1-7 has warranted some changes in the St. Benilde School Acceptable Use Policy. These changes are necessary to take advantage of the learning potential this program offers. The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our students and teachers. It requires that this form be reviewed, signed, and returned to the school office. The Acceptable Use Policy applies to all technology resources brought onto campus. Please note that this new policy only applies to the devices which meet the specifications in the attached “BYOD Minimum Specification” document; it does NOT apply to smart phones.

#### **2. Definitions used**

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

**Access:** Wireless connection to the Internet. This **does not** include access to St. Benilde School network resources, such as file shares or printers. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

### 3. Guidelines

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

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

#### **Electronic Use Outside of School**

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

-  Posting photographs taken at school or at a school sponsored event
-  Posting photographs of anyone in clothing marked with any St. Benilde logo or uniform

- ✚ Posting written communication about St. Benilde students (including themselves), parents, or employees
- ✚ Using digital and electronic media to coerce, torment, intimidate, harass, embarrass, or cause emotional distress to a person.

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

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

### **Laboratory Safety Policy**

TEACHER SHALL REVIEW THIS INFORMATION WITH STUDENTS PRIOR TO SIGNING AGREEMENT.

#### *Overview*

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

#### *General Rules*

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.

7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

### *Clothing*

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.

20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

#### *Accidents and Injuries*

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

#### *Handling Chemicals*

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

#### *Handling Glassware and Equipment*

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.

34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

#### *Heating Substances*

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

*This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.*

#### **Communication**

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

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

### **Procedures for the Pursuance of Complaints**

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

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

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

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

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

### **Grievance Procedures**

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

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

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

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

### **Civility**

Members of the St. Benilde Catholic School faculty and staff will treat parents and other members of the parish family with respect and expect the same in return. Our school is

committed to maintaining orderly educational and administrative processes in keeping the school community free from disruptions.

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

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

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

### **Confidentiality**

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

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

### **Student Activities**

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

The following activities are provided to children each year:

Altar Servers (Grades 3-7)	Boys Basketball (Grades 4-7)
Boys Flag Football (Grades 4-7)	Builders Club (Grades 3-7)
Cheerleading (Grades 4-7)	Choir (Grades 3-7)
Cross Country (Grades 3-7)	Drama (Grades 4-7)
Game Club (Grades 1-7)	Geography Bee (Grades 4-7)
Girls Basketball (Grades 4-7)	Girls Volleyball (Grades 4-7)
Mary's Club (Grades 3-7)	Math-A-Thon (Grades K-7)
Math Club (Grades 5-7)	Mission Club (Grades 4-7)
National Junior Honor Society (Grades 6-7)	Safety Patrol (Grades 4-7)
Science Club (Grades 6-7)	Science Fair (Grades 6-7)
Spelling Bee (Grades 1-7)	Student Council (Grades 4-7)
Soccer (Grades 1-7)	Bowling (Grades 4-7)
Fencing (Grades 4-7)	

### Eligibility

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

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

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

## Code of Conduct

### General Philosophy

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

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behavior, while concurrently fostering self-discipline and responsible action. The origins of the word 'discipline' are found in the Latin word "discere," which means "to learn." The focus of discipline at St. Benilde Catholic School is always to lead students to learn self-discipline and self-respect; rather than simply to punish or penalize them. They learn to accept responsibility for their actions and live with the consequences of their own decisions. As preparation for functioning in the world at large, the student must assume an active role in resolving his or her own problems appropriately with the school personnel facilitating the growth process toward self-discipline, self reflection and a strong self concept rooted in the Catholic ethos. By making students aware that every choice of action has a consequence - good or bad, a sense of responsibility and accountability for those choices is developed. An effective discipline policy ensures that the school climate is conducive to learning and that each student is treated with respect, dignity and fairness.

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

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

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

The primary responsibility for developing self-discipline, responsibility, and respect for other people rests with the home. Children who have developed these qualities will usually progress

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

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

The student will treat others as he himself would like to be treated.

The student will not prevent the teacher from teaching.

The student will not prevent others from learning.

The student will not harm himself or harm others.

The student will not harm his own property or the property of others.

Participation in a Catholic school is a privilege, not a right. Students must accept responsibility for their actions, and work to uphold the standards, policies, rules, and spirit the school promotes. The faculty will work to encourage and inspire a student to become their best selves, including positive follow-up with a student after he/she has incurred a consequence. It is our hope that every student cooperate in the social milieu which encompasses the Catholic school. Students are expected to make a positive contribution to the school culture by cheerfully obeying the stated rules, handbook policies, and requests made by the school staff, and behaving as good citizens should. Students are expected to monitor their own behavior, to accept responsibility for the consequences of their actions, to correct inappropriate behavior, and to develop self-discipline.

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

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

The general guidelines for Comportment are as follows:

Students will be expected to address faculty and staff members with appropriate respect. Titles proper to their position will be used. (Mr., Mrs., Ms, or Father)

Students will be expected to say "Yes, (Title)" and "No, (Title)". Slang words such as "yep" and "nope" are not acceptable.

Students will be expected to say "Excuse me" when they do not understand a question and would like an adult to repeat the question. Using "what" or "huh" are not acceptable.

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

*The St. Benilde School Honor Code*

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

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

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

*I will do my personal best.*

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

*I will show respect in my words and actions by being courteous, thoughtful, and considerate.*

*I will expect all others at St. Benilde School to do the same.*

*I understand the need for honor, and I pledge to defend it.*

Drugs and Substance Abuse: Drugs, alcohol, tobacco, and all illegal substances and paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of St. Benilde School and Parish. This also applies to all school related events held off the school's property.

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

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

Detentions: Children and their parents are ordinarily given at least 24 hours notice prior to the child being required to serve a detention. Detentions are served with the instructor who assigns them. No outside activity including extracurricular activities or athletics (game or practice) may interfere with a scheduled detention. Detentions are scheduled at the discretion of the teacher at one of the following times: Lunch Recess (for minor infractions); Afternoon Detention (3:00 – 3:30 PM).

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

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

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

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

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

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

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

### Reporting Bullying

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

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

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

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

### Investigating and Responding to Bullying

After the initial report of bullying, the School Social Worker will conduct the initial investigation into the allegation of bullying. This initial investigation will consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victims, alleged perpetrators, and all witnesses will be conducted separately. At no time will the alleged victim and the alleged perpetrator be interviewed together.

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

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action. The Principal will administer disciplinary consequences that are sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior in a developmentally appropriate manner.

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

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

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

**Search and Seizure:** Students' desks or belongings may be searched periodically for neatness and/or for contraband for purposes of maintaining and safety, discipline, and order.

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

**Tardiness:** Being late for class is disruptive and indicates a lack of responsibility. A number of accumulated tardies (6) results in detention and a one-grade deduction in conduct. Consistent tardiness may call for more serious measures including disciplinary probation.

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



- Winter: white turtleneck and white unpatterned tights may be worn under the dress (bloomers and socks must also be worn)  
 In very cold weather: Ash uniform sweatpants and sweatshirt with logo  
 Ankle Socks or White crew socks  
 Shoes: Girls wear **navy** Velcro shoes (only brands and types authorized by school)  
 Book bag: SBS backpack only (no other bag is permitted)
- Girls (K-7): Skirt: **K-3** Apron top jumper on gray/hunter plaid skirt  
**4-7** Gray/hunter plaid skirt
- Blouse: **K-3** White pointed collar with or without pocket logo  
**4-7** White pointed collar **with** school logo on pocket
- Tie: **K-7** Hunter green tie
- Shoes: **Kindergarten** Black Velcro tennis shoe  
**1-7** Black lace up tennis shoe (only brands authorized by school)
- Socks: Ankle Socks or White crew socks  
 White or flesh color stockings may be worn with socks in winter
- Outerwear: **K-7** Hunter green cardigan or ash hoodless sweatshirt with school logo
- Extreme weather: **K-7** Ash uniform sweatpants *with elastic at ankle* under skirt
- Book bag: **K-1** SBS backpack only  
**2-7** SBS backpack or any larger backpack that is quiet and solid in color. Other schools' backpacks or rolling backpacks are not permitted
- P.E.**
- Grades 4-7** Ash t-shirt with hunter green box and logo on left chest (mandatory)
- Grades 4-7** Hunter green knit shorts with white box and logo on left leg (mandatory)
- Grades 4-7** In cold weather Ash sweatshirt with school logo and ash sweatpants *with elastic at the ankle*
- Shoes:** Regular school shoes will be worn for P.E.

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

### Cold Weather

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

advised that children may not wear jackets, coats, or windbreakers inside the school buildings during the academic day.

## **GROOMING AND PROPER ATTIRE**

### Hair

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

Any deviation from one's natural hair color or having any fad hair cut, will result in suspension until one's original hair color has returned, or until hair cut has been returned to a conventional cut.

### Jewelry

Only a religious medal or crucifix may be worn on a simple chain around the neck. *No rings, bracelets or ankle bracelets may be worn.* Boys may not wear earrings. Girls may wear a small post earring in the lowest hole in the lobe of the ear. Simple function watches are permitted. Watches that beep are not allowed.

### Undergarments

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

### Miscellaneous

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

### Scouts and Athletic Teams

Scout uniforms may be worn on days when there is a meeting after school. Scout uniform shorts are permitted except on mass days. Team shirts may be worn on the days the team has a game. Cheerleaders may wear their uniforms on the days that the squad is performing.

### General Uniform Regulations

Skirts must be not more than one inch above the knee. Uniform blouses and shirts are to be neatly tucked in at all times. Shoes should be tightly tied at all times. Shoes should not flop

when walking. Shoes should be clean and polished. Socks may not be rolled; they must be folded only once. Girls' ties must always be closed. Students may not write or draw on uniforms. Sweaters and sweatshirts may not be tied around the neck or waist. All removable clothing should be clearly labeled with name. Complete uniform must be worn for the entire year. No exceptions will be made for the last days of school.

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

### **DRESS CODE ALTERNATIVES**

#### Dress Down Days

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

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

*Bottoms:* Plain, traditional cut and fit, long or short blue jeans. Length of shorts should be school appropriate. Low riding jeans that expose the midriff are not permitted. *Jeans must not have holes, slits, etc.* Jeans must be hemmed. Plain Capri style blue jeans may be worn.

*Shoes:* Any tennis shoe or school shoe

*Socks:* Crew sock *or* ankle sock

**Substitutions to the above requirements are not allowed. The only option is to wear the school uniform. Children who do not wear appropriate attire to school will be required to leave the classroom and remain in the office until the child's parents/guardians have been contacted and bring to school the correct attire for the child to change into.**

### **Dress Code Alternatives for the Loreto Early Learning Center**

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

*Tops:* Any school appropriate top with sleeves

*Bottoms:* Plain, traditional cut and fit, long or short blue jeans. Length of shorts should be school appropriate.

*Shoes:* School shoe or any Velcro athletic shoe

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

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

### **Admission Policy**

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

1. All currently enrolled St. Benilde School children in good standing with the school.
2. Siblings of currently enrolled St. Benilde School children in good standing with the school.
3. Children of families who are active and participating members of St. Benilde Parish as certified by the Pastor of St. Benilde Parish.
4. Children of families who are active and participating members of a Catholic parish other than St. Benilde Parish as certified by their pastor.
5. Children of the general public are accepted on a first come, first served basis pending space available.

Admission is subject to available space. Children who may have to repeat a grade cannot be assured of a place in the school. Children transferring from other schools must present evidence that they are leaving in good standing. Complete academic records must be presented. The acceptance of transfer students is based not only on academic credentials, but also on conduct records at the discretion of the Principal or designee. The principal of the previous school will be contacted, and an interview of the child with the Principal or designee may be required. Transfer students will be required to take the Star Benchmark Assessment as part of the enrollment process to ensure proper grade placement.

Children being admitted into the Loreto Early Learning Center are enrolled into the appropriate program based upon their age and developmental readiness on the day they start attending the Loreto Early Learning Center. Children being admitted into the formal school programs (beginning with Prek 3) are admitted into the proper grade level based upon their age as of September 30 of the current school year.

Tuition payments and all other debts incurred by families due to their child's enrollment at St. Benilde School (i.e. non-support fees, cafeteria fees, library fines) must be made current before any child will be granted readmission to St. Benilde School.

After a new child has been granted admission to St. Benilde School, a meeting will be arranged between the child's parents/guardians and the Principal or designee. At the meeting, necessary paperwork will be turned in and completed, including but not limited to the following:

-  Birth and baptismal records

-  Immunization records
-  Registration fees and completed registration form
-  Tuition and fee worksheet
-  Academic and conduct records (if transfer students)
-  Tuition contract

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

All first time admissions to St. Benilde School are probationary for the first semester. At the end of the probationary period, the school may choose to do one of the following:

1. Drop the probationary status
2. Continue the probationary status for one additional semester
3. Discontinue the child's enrollment at St. Benilde School

In the case of option 2 or 3, the school will communicate its decision to parents in writing.

### **Attendance Policy**

#### *For Prekindergarten 3 through Seventh Grade*

Attendance in classes is a basic necessity for academic success. Absences and tardiness can detract from this and prevent the student from fulfilling scholastic responsibilities. For this reason, the school is justified in refusing credit or promotion to any student who misses 15 days, prorated at five (5) per marking period, whether the absences are excused or unexcused.

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

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

For purposes of record keeping, a student is considered in attendance for a whole day when (s)he is physically present at school from 7:45 AM to 3:00 PM, or is participating in an authorized school activity during these hours. A student entering school between 7:45 and 9:30 AM will be marked tardy. If a student enters school after 9:30 AM, they will be marked in attendance as a half day. If a student arrives at 7:45 AM and is checked out at any time between 9:30 and 1:30 PM, they will be marked in attendance as a half day. If a student arrives at 7:45 AM and is

checked out after 1:30 PM, they will be marked as early dismissal. We ask that families refrain from checking their children out between 2:30 and 3:00 PM.

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

The Principal reserves the right to refuse promotion if tardiness is excessive, regardless of physicians note, student performance, or grades.

### **Illness**

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

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

Pink Eye (conjunctivitis)	One day after prescribed treatment has begun	Doctor's note required
Green/Yellow excessive running nose and/or cough	Evaluated and cleared by the child's physician	Doctor's note required
Chicken Pox	Skin lesions (blisters) scabbed over completely	Doctor's note required
Fifth disease (Erythema infectiosum)	Evaluated and cleared by the child's physician	Doctor's note required
Hib disease (Haemophilus influenzae type b)	Well with proof of noncarriage	Doctor's note required
Meningococcal disease	Well with proof of noncarriage	Doctor's note required
Any other contagious disease not listed above	Evaluated and cleared by the child's physician	Doctor's note required

### **Head Lice**

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

### **Injuries**

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

### **Tuition and Fees**

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

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

- ✚ Tuition
- ✚ Application Fee
- ✚ Extended Care Program Fees

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

All payments of tuition and fees are paid through FACTS Management. Families must establish a FACTS account online prior to being allowed to attend classes. Accounts can be set up at this website: <https://online.factsmgt.com/signin/43RB9>. St. Benilde School reserves the right to refuse a payment plan if there is a history of delinquent payments of tuition and/or fees.

St. Benilde School is committed to ensuring that not child will be denied admission due solely to demonstrated financial need as determined by an independent third party provider. Please contact the school for more information regarding applying for needs-based scholarships if you are interested.

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

- ✚ *At 30 days delinquency*, the family will be notified by email, letter, and phone call that they are delinquent. Late fees will be assessed per the policies of FACTS Management. The delinquent account must be brought into good standing immediately.
- ✚ *At 60 days delinquency*, the family will be notified by email, phone call, and certified letter that they are delinquent. Late fees will be assessed per the policies of FACTS Management. The delinquent account must be brought into good standing immediately.
- ✚ *At the end of each semester*, all services to the child for which a family is delinquent will be stopped until the family brings their account into good standing. In the case of tuition, registration, and non-support fees, the child will not be able to return to school. In the case of cafeteria fees and library fines, the child will be required to pack her/his lunch and not be allowed to check out books. In the case of extended care programs, the child will not be allowed to utilize the extended care programs and must be picked up from school at regular dismissal.

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

Families who have a delinquency at the end of each semester, have not applied for or received a hardship exemption, and who do not attempt to bring their account into good standing will be referred to a collections agency for recovery of all tuition and fees owed to St. Benilde School in exchange for services rendered in good faith.

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

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. All children are expected to eat lunch daily. Breakfast is also offered each morning. Children in the New Beginnings program at the Loreto Early Learning Center must bring a lunch/formula/ bottled milk from home daily. Children in the Taking Steps programs (over 12 months of age) through seventh grade may choose to purchase lunch or bring their lunch from home. Starting in Prekindergarten 3 through seventh grade, children eat lunch in the cafeteria. Children in the Loreto Early Learning Center eat lunch in their classrooms. Good order will be modeled and must be maintained at all times in the cafeteria. Teachers supervise lunch periods and may assign disciplinary consequences for a child's misbehavior. Children are led in prayer before and after all meals. Tables are cleaned and trash is disposed of before children leave the cafeteria for recess.

#### Lunches from Home

Children may bring their own lunch from home and purchase milk or juice at school. Only milk, juice, water, or fruit drinks may be brought from home. Soft drinks and carbonated beverages are not allowed. Glass bottles are not allowed in school. A thermos may be used. Candy may not be brought to school as a snack or lunch dessert. No fast food lunches are allowed. All children that typically bring lunch from home must have a prepaid balance of \$20 with the school lunch program. Any unused funds will be refunded at the request of the parent/guardian at the end of the year if not used. Children may not call home for lunch; therefore, money must be on account if a lunch is forgotten. Parents may not bring lunch to their child(ren). **The school does not provide use of a microwave for children to heat their lunch from home.**

#### Breakfast and Lunch Purchased from the Cafeteria

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

#### Food Allergies

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

#### Daily Snacks

*Prekindergarten 3 through Grade 7:* Each child may bring his/her own snack each day. It will be eaten during “Little Recess” or another appropriate time as determined by the school faculty and administration.

#### Lunch Accounts and Payments

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

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

#### **Recess**

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

#### **Arrival and Dismissal Procedures**

##### Arrival for Prekindergarten 3 through Grade Seven:

Division St. is designated one way from 7:00 – 8:30 AM with traffic traveling north in the direction of I-10. Cars travel northbound on Division St. and enter the parking lot through the second driveway closest to Danville St. Cars line up in one row. *No child will be dropped off or picked up in the main horseshoe during regular scheduled carpool times with the exception of rainy day procedure.* Teachers and student helpers are present to assist children to their classrooms. Cars may exit either on Division St. or Edenborn Ave. Parents may not park and walk their children into school. Parents of Prekindergarten 4 and Kindergarten children are permitted to do this on the first day of school only. Thereafter, all parents must drive through the line and drop off their child.

Between 7:00 and 7:30 AM, children go to the cafeteria where teachers on duty supervise them. At 7:30 AM, children are released from the cafeteria to their homerooms. Children arriving after 7:30 should go directly to their homerooms. At 7:45 AM, the tardy bell rings and morning prayer and announcements occur. As soon as prayer and announcements are completed, the academic day begins.

### Dismissal for Prekindergarten 3 through Grade Seven:

At 3:00 PM, teachers escort children from Prekindergarten 3 through Kindergarten to their designated location near the school office. They are seated alphabetically by their last name. All other children remain in their homeroom and wait until their name is called over the intercom. At that point, they walk to the horseshoe and wait to be assigned to a pick up spot. Children may not attempt to get into a car until it has come to a complete stop. Children should not walk in front or behind any car. Children may not return to the buildings without permission from a teacher.

Every effort will be made to notify parents in advance of cancellations of after school activities; however, if a child is sent to Extended Day, the parent is expected to pay for the service. Parents are asked not to enter the yard or walkways during dismissal. Parents may not wait near the carpool area for their children.

Division St. is designated one way from 2:00 – 3:15 PM with traffic traveling north in the direction of I-10. Cars travel northbound on Division St. and enter the parking lot through the second driveway closest to Danville St. Cars line up in seven rows with five cars in each row. Cars are then sent one row at a time into the horseshoe in front of the school and drive to their designated location where their child(ren) will be waiting. Once children are picked up, cars proceed through the remainder of the horseshoe and turn right onto Division St. before traveling to their next location.

### Bicycles:

Bicycles are locked and parked in the bike rack provided for this purpose. Riding bicycles, skateboarding, and roller blading are now allowed in the schoolyard or walkways at any time (including after school hours). The school is not responsible for stolen or damaged bikes.

### Walkers:

We encourage children who live nearby to walk to and from school. All walkers are to enter and exit near the church and main building. Pedestrians should cross only in designated crossing areas. Parents picking up walkers must wait across the street opposite the church at the crosswalk. Children will cross the street with the crossing guard or other designated adult. Children are not permitted to walk through the parking lot at any time. Walkers may not loiter on school premises.

### After Hours:

The school uses the schoolyard and field for the after care program and other extracurricular activities until 6:00 PM. No person is permitted in the schoolyard after hours without the express permission of the Principal. All children who are enrolled at St. Benilde School must be supervised by an adult (i.e. coach, moderator, teacher, or after care staff) while on campus after

the academic day ends at 2:50 PM. At 6:00 PM, all children must be picked up/under the care of a parent or guardian. Parents/guardians of children left on campus after 6:00 PM will be contacted to immediately come pick up their children. Families who continually leave their children on campus unsupervised after 6:00 PM may be asked to withdraw their children from school.

### **Parties**

#### Holidays

During the school year only a Christmas party is allowed in grades Prekindergarten 3 - Grade 7. There is no Easter or End of the Year party allowed at any grade level. King cakes, muffins, etc. are not to be sent or brought to school. Students are allowed to bring Valentine cards with one piece of candy per card on Valentine's Day.

#### Birthdays

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

### **Visitors**

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

### **Field Trips**

Field trips are scheduled for educational purposes. Children wear the school uniform or jeans with St. Benilde P.E. or fair t-shirt. All dress is subject to approval by the administration. A child may be denied the privilege of attending a field trip for academic or disciplinary reasons. He or she must attend school for regular class work on the day of the field trip. Field trips are a privilege, not a right, for all children. The Principal reserves the right to make the final decision regarding attendance at a field trip.

### **Personal Property**

Cameras, tape recorders, autograph books, laser lights, or any such items that are not on the required school supply lists are not allowed in school or on field trips without permission from the Principal. Children are not allowed to bring any items of value to school to be traded or sold. Any such items will be taken from the child. Parents may retrieve items from the office. St. Benilde is not responsible for any lost or stolen money. Please do not allow your child to bring

cash to school unless it is for a specific school function. It should be in a marked envelope with the child's name, grade and purpose.

### **Lost and Found**

Items are kept in a marked box in the cafeteria for one month and then are given to St. Vincent. *Please label all personal items with the child's name.*

### **Medication**

Authorized school personnel will administer only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist during school hours. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, *cough drops*, etc.) will **not be given** unless prescribed and labeled by a licensed pharmacist with the proper directions. If a child must take prescribed medicine during school hours, parents should complete the medication form. Teachers may not dispense medicine except Epipens when prescribed and needed for emergencies. Please send all medication to the office in its original labeled bottle. In case of illness the child will be made comfortable until a parent can be contacted. In the event the parent cannot be reached, a relative or neighbor whose name appears on the emergency sheet will be called. Please keep the information on the emergency sheet up to date.

### **Telephone Calls**

Children will not be allowed to use school phones except in cases of emergencies or illness. If a child calls home for any other reason without permission, they will receive an automatic detention. They will not be allowed to call home for forgotten items. Relaying messages to children will be limited to emergency calls only and not after 2:00 p.m. Children will not be allowed to use any school phone to call parents because of bad weather. Please make rainy day arrangements in advance.

### **Forgotten Items**

Forgotten items including lunch will not be accepted in the office. Please do not bring them. Children may not get forgotten books in their classrooms after 2:40 p.m.

### **Insurance**

In order to provide coverage for all children who may be injured on the way to and from school, during school hours and at certain school sponsored events, the Archdiocesan Insurance Commission has secured Medical Cost Reimbursement for all schools and this insurance is mandatory. This coverage includes all students and the cost is included in your registration fee. The policy goes into effect after you have filed your personal insurance claim.

### **Asbestos Management Plan**

An Asbestos Management Plan is filed in the school office and is available to parents upon request. A copy of the plan may be requested at the cost of \$25.00.

### **Yearbooks**

Yearbooks are ordered in advance. Order forms are sent home in early September and must be returned mid September. Deadlines must be met in order to reserve a yearbook for the current school year. Orders placed after the deadline will have a \$15 late fee.

### **Child Abuse and Neglect**

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

### **Safe Environment Training**

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

### **Closing of School in emergencies**

The Archdiocese of New Orleans dictates school closures. Please listen to WWL radio or TV, the official Archdiocesan station, for school closings. In the event of a school closing, parents will be contacted via the School Reach parent instant contact system as well as via email. Refer to the Evacuation Handout received at Parent Orientation for all other emergency procedures.

### **Home and School Association**

St. Benilde's Home and School Association meets quarterly. This is a very active organization and we urge all parents to get involved. This group of dedicated parents sponsors a variety of programs and lectures. A modest per family fee is charged for membership through the school.

## **Toys and Belongings from Home**

Please do not send any toys or belongings from home. If there is a need for a child to bring something in (possible show and tell), the teacher will make a specific request. If this should occur, the items will remain in the backpack and be returned at the end of the day. If your child attends dancing after school or travels between multiple homes please pack extra clothes, etc. in a different bag other than the school backpack.

## **Athletics at St. Benilde School**

### Philosophy:

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

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

### Fees

Families whose children plan to participate in the athletics program at St. Benilde School must purchase a family membership in the SBS Athletics Boosters Club. This fee goes to defray the cost of coaches, supplies, officiating, etc. Fees are non-refundable after the second day of practice.

### Athletic Uniforms

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

### Coaches

- A. Coaches are selected by the Athletic Director in conjunction with the Principal.
- B. All Coaches must be in compliance with the policies and procedures of the Office of Safe Environment for the Archdiocese of New Orleans.
- C. Coaches will stress positive reinforcement and proper discipline of all players.

- D. Coaches are empowered to provide basic skills technique in their respective sport.
- E. Coaches will not be responsible for car pooling students to and from games.
- F. Coaches may have Assistant Coaches on approval of the Athletic Director.
- G. Coaches have the authority to reduce a player's participation time due to that player's unexcused absences, excessive excused absences, and/or improper conduct during practice/games.
- H. Coaches will ensure that no physical or verbal abuse occurs.

#### Players

- A. Once a player has agreed to participate in an after school sport, the child is expected to complete the sport season, unless eligibility concerns become apparent, the student becomes ill, or there is consultation with the Athletic Director and the administration to remove the student from the sport.
- B. Players will always show respect for themselves and others.
- C. Players will make responsible choices and decisions.
- D. Players will, at all times, show proper sportsmanship.
- E. All participants must be in good health in order to participate in athletics.
- F. Players' academics and classroom behavior must show consistent effort and satisfactory progress. Excessive school detentions will result in dismissal from the team.
- G. Athletes must inform their coaches, in person, and in advance, of any expected tardiness or absence from practices or games. Unexcused tardiness or absences from practices or games will result in a decrease of playing time or dismissal from the team.
- H. Athletes who miss practice during a game week may not be allowed to play in that week's game(s).
- I. Athletes are expected to come to school on the day of a game/contest in order to participate.
- J. No player is allowed to walk around the school campus during practices or games.
- K. Parents and athletes must **never** use profanity or resort to illegal tactics. They must learn that both winning and losing are part of the game and that one must be a good loser as well as a gracious winner. Total respect to the officials is an absolute **must**. Discussion of calls made by

officials will be done by the coaches. Improper conduct (fighting, cursing, misbehavior, disrespect for authority or property, including officials) at any time during practices and/or games will result in suspension or dismissal from the team.

L. All parents/guardians, athletes and spectators are bound to act in accordance with the expectations of a reasonable person when either participating in or watching an athletics event. Sportsmanship is to be displayed at all times throughout any athletics competition.

M. Jewelry may not be worn during practices or games. Coaches are not responsible for lost or stolen jewelry.

N. No food or drinks are allowed in any indoor activity other than those supplied by the coaches during practices or sold by the school as concessions.

O. Only water or sports drinks will be allowed in the team bench area.

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

#### Eligibility of Students

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

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

#### Parents/Guardians/Guests

A. Parents are responsible to support the students' decision to participate in a sport and to ensure that they complete the sport season according to the Player Guidelines.

B. Parents are to arrange transport to and from practices and games. The school does **NOT** provide or arrange transportation to these activities.

C. Parents are encouraged to attend games and to support their children.

D. Parents are asked to volunteer their time to assist with various tasks associated with the athletics program, including but not limited to selling concessions and monitoring the entrance gate on game days.

E. Parents and other guests are expected to be models of Christian behavior as spectators at the activities and events. Conduct at practices and games must be supportive towards the players, the coaches, the referees, and the opposing teams. Parents are expected to conduct themselves in a manner that is not embarrassing or damaging to the reputation of our team, our school, or our

parish community. Failure to abide by these expectations will cause the parent/guest to be banned from attendance at future games.

F. Parents should communicate concerns to their child's coach first. This policy will allow parents to speak with the person in the best position to know about and resolve any problem.

## **Extended Day Programs**

### Daily Pick-Up

Children will only be released to parents or individuals designated on the parent's pick up list. In case of an emergency, or when a person on your list cannot pick up your child, you must call and leave the name of the individual who will be responsible for your child. Please tell the person picking up your child that we require identification for verification. Parents must sign their child out at the school's front office prior to getting their child from the extended day program.

### Health

If your child should become ill during the extended day care hours, you will be called to pick up your child immediately. We are not allowed to give any medication unless previously prescribed by your family physician. Should your child need to receive medication, we ask that you fill out the Medication Form, in order for us to dispense at the appropriate times. All medication must be in its original container. The container must be marked with the child's name.

In order to best provide for the needs of your child, the extended care staff will have access to all health information that the school has on file.

Please do not send your child to school or the Extended Care Program, if she/he has any type of communicable disease. Thus, if your child has a fever, diarrhea, or has been vomiting, we ask that you keep him/her at home until the symptoms disappear.

### Computer Lab Usage

It is our expectation that our students will continue to follow the Computer User Agreement as outlined earlier in this handbook.

### Discipline Code & Rules

Every child is expected to abide by the rules of the Extended Care program, respect all staff members, students and property.

If a child violates these standards, we will first take action by giving him/her a "time out" for a 5-20 minute period, as well as notes, referrals, and detentions. Should the behavior persist, the parents/guardians will be called in for a conference. If this intervention fails, the child may be dismissed from the Extended Day Program for a time period determined by the Director and Principal, or removed from the program completely. No refunds for Extended Day program fees will be refunded in these instances.

In addition to the code of conduct that is expected from every student at St. Benilde School and outlined earlier in this handbook, the following rules also apply in the Extended Day Program:

- No biting, pinching, hitting, kicking, or bodily harm to another student will be tolerated
- No child shall leave the supervision of his/her staff member without expressed permission
- Foul language or profanity is not acceptable
- Eating in the library or computer lab is not allowed
- Running in the halls or inside the building is not permitted
- Surfing of the Internet is not permitted without the expressed permission of an Extended Day staff member
- Please do not bring toys, laptops, CD players, or other personal items that can be lost, broken or stolen. We are not responsible for such items
- Each child will be expected to help clean up all toys, games and crafts he/she is using as well as general clean up for the room
- An emergency health information form, pick up list, and registration form must be submitted to the Extended Day Director before your child can participate in the program

### Safety

For the children's safety, we ask that no toys, games, or CD players, etc., be brought to the extended day program without prior permission of an Extended Day staff member. If we feel a child has brought an inappropriate item to Extended Day, we will ask that child to turn that item over to a staff member. It will be stored until the child is picked up, at which time; we will ask the parent(s) not to allow the student to bring this item again.

In addition, we remind our students and parents that our school is a closed campus. This means that no child may leave campus for any reason and then return. Thus, trips to McDonald's are prohibited. Parental permissions are not accepted. Children who are found leaving campus will be suspended from the program and referred to the Principal for possible additional disciplinary consequences.

### Nutrition

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

The following is a sample of snacks provided at Extended Care: Cheese and crackers, popcorn, fruit snacks, fresh fruit, cookies, snack trail mix, carrots, dried fruits, and raisins.

Parents of children with special diet needs should discuss them with the staff. Please provide the staff with a list of “forbidden foods.”

#### Records

A registration form, emergency card, and first aid form will be kept on file.

#### Single Parent/Other Relative Considerations

Only parents and/or their designees are allowed to discuss matters pertaining to the child with staff members. This requirement applies to aunts, uncles, cousins and grandparents.

#### Visitors

We have an open door policy with regard to parent visits. We do ask for noninterference with other children and with the program.

Only parent visitors and their designated representatives are allowed on the program site unless on appropriate official business. In such a case, a staff member shall accompany the visitor.

#### Fees

There is a registration fee of \$35 per family for the extended day program.

Annual tuition for the extended day programs vary based upon the number of days used each week. The program also offers additional discounts for multiple children.

***Children who are not officially enrolled in the program and are not picked up by the end of regular dismissal, must be enrolled in the extended care program for that day. A \$20 fee will be assessed to the family for that day’s usage.***

## LORETO EARLY LEARNING CENTER POLICIES

### Admissions Policy & Non-discrimination Policy

St. Benilde School and the Loreto Early Learning Center observes a preferential admissions policy as follows:

1. All currently enrolled St. Benilde School children in good standing with the school.
2. Siblings of currently enrolled St. Benilde School children in good standing with the school.
3. Children of families who are active and participating members of St. Benilde Parish as certified by the Pastor of St. Benilde Parish.
4. Children of families who are active and participating members of a Catholic parish other than St. Benilde Parish as certified by their pastor.
5. Children of the general public are accepted on a first come, first served basis pending space available.

Children being admitted into the Loreto Early Learning Center are enrolled into the developmentally appropriate program based upon their age, developmental readiness, and the day they start attending the Loreto Early Learning Center.

Tuition payments and all other debts incurred by families due to their child's enrollment at St. Benilde School (i.e. non-support fees, cafeteria fees, library fines) must be made current before any child will be granted readmission to St. Benilde School.

After a new child has been granted admission to St. Benilde School, a meeting will be arranged between the child's parents/guardians and the Principal or designee. At the meeting, necessary paperwork will be turned in and completed, including but not limited to the following:

-  Birth and baptismal records
-  Immunization records
-  Registration fees and completed registration form
-  Tuition and fee worksheet
-  Academic and conduct records (if transfer students)
-  Tuition contract

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

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

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

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

## **Disclosure of Information Policy and Complaint Policy**

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

Email link provided here: <https://www.louisianabelieves.com/resources/ask-ldoe>

Parents may call, email or write the LDE licensing if they have significant, unresolved licensing complaints.

At the conclusion of each licensing visit when an area of non-compliance with the licensing regulations is noted, a Statement of Deficiencies is given to your childcare provider. The Statement of Deficiencies may be found on the Department of Education's Web site at [www.louisianabelieves.com](http://www.louisianabelieves.com). A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

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

If you would like additional information on how to view or obtain copies of the statement of deficiencies, or if you have significant, unresolved licensing complaints, please contact our office at (225) 342-9905.

## **Parent Access Policy**

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

## **Parent Involvement Policy**

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

## **Behavior Management Policy**

The Loreto Early Learning Center partners with parents in forming children of character in light of the faith and values of the Catholic Church. It is part of our program to teach and model appropriate behavior and help the children to develop social behaviors in accordance with Christian values. Between the ages of 3 and 5 years, children begin to lose some of their egocentric (self-centered) tendencies and develop an improved reasoning ability. This newly developing ability allows the children to begin realizing that their behavior affects others as well as themselves.

As part of this process, it is important that children be made aware of misbehavior. Teachers will generally speak with a child about his/her actions and appropriate choices. Each teacher uses a positive approach to discipline and has a discipline procedure in place. Children are taught not to harm themselves, each other, teachers or their environment. The concept of "time out" is used for children over the age of 2 as a time for the child to regain his/her composure. It is NOT used as a punishment and is generally used sparingly and as a last resort. When a child is removed from the group for disciplinary reasons, the child will always remain within sight of a staff member.

Teachers and assistants routinely interact with the children, helping them to recognize their feelings and helping to direct their behavior towards more positive actions. When children are continually disruptive or uncooperative, conferences are held with the teacher, the parents and, if necessary, the Director of the Loreto Early Learning Center and/or the Principal.

No child shall be subject to any type of physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures of producing physical pain, putting anything inside the mouth of a child, requiring a child to do exercise, or placing in an uncomfortable position. The child shall not be subject to verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of the children. Children shall not be subject to the threat of any action, even if there is no intent to carry through. No child shall be disciplined by another child or bullied by another child. Children shall not be deprived of food or beverage as a form of punishment. Children shall not be restrained for disciplinary purposes or have active playtime withheld. Except timeouts may be used for children 2 and older during active play times where

the infraction occurred during that time of day. Time outs shall only be used for children 2 and older and always remain in the sight of caregivers. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

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

### **Electronic Device Policy & Computer Practices Policy**

Electronic devices including, but not limited to, television, movies, games, videos, computers, and hand held devices are prohibited for children under the age of 2. Children over two shall have limited exposure to electronic devices; use should be limited to the components of the Hatch Early Learning System or educational computer games in the lab. Electronic devices shall not be used for more than 30 minutes in a school day. Any deviation from this policy needs to be approved by administration.

If student are allowed to use computers, which have access to the Internet, computers will have filtering software that limits access by children to inappropriate web sites.

### **Programs, Movies, Video Game Policies**

Use of television, DVD and other programs must be approved by the administration. All television, video, DVD or other programming shall be suitable to the youngest child present. Video games are not allowed in the Loreto Early Learning Center. "PG" programs are not allowed in the Loreto Early Learning Center.

### **Physical Activity Procedures**

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

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

## Receiving and Releasing Children

Children in the Loreto Early Learning Center may be safely dropped off between 7:00 – 7:30. Parents and/or guardians are asked to park their car in the driveway and walk their children into the Loreto Center. From 7:30 to 8:00, Loreto children should be dropped off to the duty teachers on the driveway to the center. Parents must NOT park their car on the street and walk their child to or pick up their children from duty teachers.

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

Children must be picked up from the horseshoe of the Loreto Early Learning Center starting at 3:00 PM. Please have your car clearly labeled with the child's last name hanging on the rearview mirror. Please ensure that the car seat provided for your child is the correct size and the straps have been adjusted for your child's current size. **No child will be released from the Loreto Early Learning Center without an age appropriate car seat or booster seat.**

Children not being picked up immediately after school will utilize the school's Extended Day Program for an additional fee. Any child not picked up by 3:15 PM will be placed in the Extended Day Program. A fee will apply in these cases.

Parents / guardians picking up their children from extended care should park in the school parking lot and enter the main building of the school. Parents and/or guardians should sign their child out with the time of pickup. Visitor badges must be worn for adults to enter campus.

*All parents and guardians must sign their child out on their child's class clipboard. Teachers will have this clipboard at afternoon duty; the clipboard will be in the child's classroom for other times of day. Please ensure that your first and last name has been spelled correctly by our staff and initial accordingly.*

## Biting Policy

### *The Biter:*

- (1) The biter will be verbally reprimanded for hurting another child.
- (2) The biter will be removed from the situation and placed in a quiet corner for a number of minutes equal to the child's age.
- (3) The biter's parents will be notified of the incident.
- (4) If the child continues to bite, the biter will be observed for a week and his/her behavior will be tracked.
- (5) If the child continues to bite, the parents will be called into meet with the teacher and school counselor to determine a developmentally appropriate course of action.

- (6) If all of the above fail to control the biting behavior, a second parent/staff conference will be held and the child may be asked to leave the program.

### *The Bitten Child:*

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

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

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

All staff and children frequently wash their hands, including, but not limited to, entering the center, before and after food preparation, meals, bathroom use, wiping noses, changing of diapers, and/or applying first aid. When cleaning spills of vomit, urine, or other bodily fluids, children are isolated and the teacher or teacher assistant uses gloves and sanitizes the area. All waste materials shall be placed in plastic bags, tied, and disposed of outside the center.

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

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

### **Illness**

If symptoms of contagious or infection diseases develop while a child is in school, (s)he will be brought to the TLC in the school front office. The child will be made comfortable until a parent can be contacted. Children are dismissed immediately from school, once an illness or other physical problem is noted. Parents or persons listed on the emergency form will be notified to pick up the ill child. In the event the parent cannot be reached, a relative or neighbor whose

name appears on the emergency sheet will be called. Please keep the information on the emergency sheet up to date.

Children, faculty, and staff with the following illnesses or symptoms shall be excluded from school based on the potential communicability of the disease. Periods of exclusion may be extended beyond this depending on individual conditions and proof of non-carriage of disease. The school must be presented with a signed doctor's release as stated on the next page.

<b>Illness/Symptom</b>	<b>Exclude Until</b>	<b>Signed Doctor's Release to Return to School</b>
100° Temperature or higher	Fever resolved or cleared by child's physician or health department.	None unless additional contagious disease present or lasting 5 days or longer
Diarrhea (two or more loose stools or over and above what is normal for that child)	Diarrhea resolved or controlled. (contained in diaper or toilet)	None unless additional contagious disease present or lasting 5 days or longer
Vomiting	Vomit free for 24 hours	None unless additional contagious disease present or lasting 5 days or longer
Generalized Rash	No sign of rash or cleared by the child's physician as non-contagious	Doctor's note required
Excessive Irritability or Excessive Sleepiness	Evaluated and cleared by the child's physician	Doctor's note required
Strep Throat/Impetigo (Streptococcus bacteria or staphylococcus bacteria)	One day after prescribed treatment has begun	Doctor's note required
Pink Eye (conjunctivitis)	One day after prescribed treatment has begun	Doctor's note required
Green/Yellow excessive running nose and/or cough	Evaluated and cleared by the child's physician	Doctor's note required
Chicken Pox	Skin lesions (blisters) scabbed over completely	Doctor's note required
Fifth disease (Erythema infectiosum)	Evaluated and cleared by the child's physician	Doctor's note required

Hib disease (Haemophilus influenzae type b)	Well with proof of noncarriage	Doctor's note required
Meningococcal disease	Well with proof of noncarriage	Doctor's note required
Any other contagious disease not listed above	Evaluated and cleared by the child's physician	Doctor's note required

### Head Lice

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

### Injuries

If a student is injured while at school, the parents will be notified via the communication notebook, or by phone depending upon the severity of the injury. All injuries above the neck will be reported to the parents immediately by phone. All noticeable marks, bruises, etc. are noted daily upon arrival in the incident logbook. All child injuries are also noted in the accident log along with the time of accident and the procedures that were followed.

### Medication

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

### Healthy Eating at the Loreto Early Learning Center

Infants in the *New Beginnings* room should have food and bottles sent from home. Bottles and lunches will be stored in refrigerator. All components must be labeled, including bottles and bottle caps, with the child's full name. Children in the *Taking Steps* classroom under the age of twelve months will send lunch from home. Children in the *Taking Steps* (over 12 months), *Moving Along*, and *Stepping Up* room can either bring lunch from home or purchase lunch or breakfast from the Archdiocesan lunch program. Soft drinks and carbonated beverages are not

allowed. Glass bottles are not allowed. Lunches will be warmed for the children in the *New Beginnings* programs. The microwave cannot be used for the *Taking Steps, Moving Along and Stepping Up* rooms. A thermos may be used. Candy may not be brought to school as a snack or lunch dessert. No fast food lunches are allowed. Please ensure all parts of lunch kits are labeled.

Any snacks given to children in the *New Beginnings* room shall have written approval from parents or guardians. Students in the *Taking Steps, Moving Along, and Stepping Up* room will have a morning and afternoon snack. Milk and fruit will be provided at least once a day with snack. Water will be offered frequently throughout the day.

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

### **Food Allergies**

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

***The Loreto Early Learning Center is a nut free facility. Please refrain from sending any tree nut or peanut products to the center.***

### **Cafeteria Accounts and Payments**

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

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

### **Special Celebrations / Birthdays**

Since birthdays and holidays are special occasions, they will be celebrated in class. For holidays, snacks will be balanced and offer the occasional sweet treat. For birthdays, parents are encouraged to send in non-edible treats for children. Teachers will also offer special in-class non-edible privileges for the birthday students. The celebrations are scheduled on or as close as possible to the child's actual birthday. If you choose to send in an edible treat, please limit the snack to the following healthy choices:

- \*Pure fruit popsicles
- \*Fruit with low fat yogurt (please, no sugar free)
- \*Whole grain mini-muffins or breads
- \*Yogurt parfaits – layers of low fat yogurt and fruit in cups
- \*Finger sandwiches with wheat bread
- \*Cheese and whole wheat crackers
- \*Fruits, cheese or fresh lunchmeat cut into fun shapes

Summer birthdays will be celebrated in April and/or May. Please consult with your individual teacher when making plans for your child's birthday.

### **Breastfeeding Policy**

Breastfeeding mothers are welcome to breastfeed their baby in the Loreto Early Learning Center. Mothers are welcome to use our kitchen to breast feed their babies or pump breast milk for later. We also have a second rocker in our infant room and mothers are invited to breast feed in a quiet corner in our infant room. Mothers should check in through the front office, receive a visitor badge and go to the center. There is a refrigerator in the *New Beginnings* room and mothers are welcome to send breast milk for their babies. Please ensure that all items sent in are clearly labeled with the child's first and last name. Our staff follows the American Academy of Pediatrics and Center for Disease Control guidelines for storing breast milk. Any other specific instructions for the handling of a mother's breast milk needs to be discussed and documented on the child's personal feeding plan.

### **Early Childhood Curricular Goals**

The Loreto Early Learning Center seeks to teach skills that the children need in order to develop and grow physically, academically, emotionally, socially, and spiritually. Our goal is to give each child skills, ideas and competencies for today as well as set the foundation for future learning. These goals are met through providing age appropriate experiences, materials and support. The framework for instruction will be the Creative Curriculum. Our program focuses on language development, reading readiness, number sense, the world around us, and spiritual development.

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

Each Loreto Early Learning Center program has its own daily schedule that is posted. All daily schedules include time for both vigorous and quiet activities, indoor and outdoor play (weather permitting), at least a 75-minute rest period, two snacks and a lunch period. All students have the opportunity to learn during individual time, small group time, and whole group time.

The curriculum is aligned with the State of Louisiana's Early Childhood Kindergarten Readiness standards. The curriculum is planned to help children achieve important developmental and learning goals. Curriculum content, including language/literacy skills, math, science, social studies, physical education, and health, is integrated through studies and other learning experiences, so that children can construct knowledge and develop their own understanding of the world around them. This early development facilitates learning in the later years of the academic school setting.

The curriculum is age appropriate and based on sound early childhood practices. Children are engaged in meaningful activities that will help them become successful and confident. Teachers and staff assist children as is necessary, providing information, materials and assistance to enable the children to move to the next level of development.

### **Assessment and Progress Reports for the Loreto Early Learning Center**

Children are assessed using observations of children's progress, monitoring work samples and documentation of their development (e.g. the ability to properly hold a pencil, use scissors, cut on a line, identify colors, letters, etc.). Assessments will be input and tracked using the *Gold* Assessment System. Assessment is based on current data regarding developmentally appropriate practices and widely held expectations for infants, one, two and three year old children. All of our Early Learning Center children are continuously monitored for appropriate milestones in the areas of physical, social, emotional, and language development.

### **Faith and Human Formation**

Children in the Loreto Early Learning Center use a program approved by the Archdiocese of New Orleans. Prayers are taught and prayed every morning, as well as before meals and snacks and during the day as the need arise. The love of God and Christian values are presented through the normal course of the day. Teachers have a variety of Christian literature and music that enriches the religious curriculum and is incorporated into the day.

### **Home and School Communication**

Every child in the Loreto Early Learning Center will have a folder and a composition notebook. *It is a requirement that this notebook and folder are to be checked, signed and returned daily.* This is for communication between the teachers and the parents. Any notes from home as well as notes, comments, etc. from the teacher will be written in the notebook. Notices from the school

office will also be placed in the folder. *Daily comments from the teacher must be signed that day.*

All parents/guardians who provide the school with an email address are registered with Plus Portals ([www.plusportals.com/sbs](http://www.plusportals.com/sbs)). Email communications are sent out weekly from the Principal and teachers may also opt to utilize email correspondence in lieu of paper reminders. It is highly encouraged that when parents/guardians have a question for a teacher that they call the school to speak with the teacher directly. Email may also be used, though experience shows that email exchanges may lead to misunderstandings and unnecessary conflict and angst between the parents/guardians and the school. All phone calls will ordinarily be returned within 24 hours.

### **Dress Code**

All-in-ones with snaps, elastic waistband shorts/pants with snaps for easy diaper changing or dresses (no belts)  
Velcro shoes with rubber sole if child is walking  
Durable, washable, diaper bag used to transport bottles, lunch, diapers, and Communication notebook/folder

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

### **Dress Code Alternatives for the Loreto Early Learning Center**

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

Tops: Any school appropriate top with sleeves  
Bottoms: Plain, traditional cut and fit, long or short blue jeans. Length of shorts should be school appropriate.  
Shoes: School shoe or any Velcro athletic shoe (Please do not send children in light up tennis shoes.)

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

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

### **Tardiness**

It is expected that your child arrive on time and attend class daily. Consistent and punctual attendance helps children develop a sense of routine and consistency. Tardiness and absences are disruptive to the child, the entire class and interfere with the integrity of the program. Teachers and/or assistants must discontinue working with the children who have already started their day and assist the incoming student.

A child is considered tardy when (s)he is dropped off after 8:00 AM. Children must arrive by 9:00 AM. After 8:30 AM the parent must bring a lunch from home.

If a child must be excused from school before dismissal, a note must be written in the communication notebook stating the time the child is to be picked up and the name of the person who will be picking up the child. If your child needs to be picked up before regular dismissal, please check him or her out through the front office. No student will be released to an unauthorized person. Also, please do not check a child out between 2:30 and 3:00 PM. A note signed and dated by the parent/guardian must explain any absence. An absence lasting 5 days or longer (weekends are included in this 5 day span) requires that a doctor's certificate be presented upon returning to school.

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

Please do not send any toys or belongings from home. If there is a need for a child to bring something in (possible show and tell), the teacher will make a specific request. If this should occur, the items will remain in the backpack and be returned at the end of the day. If your child attends dancing after school or travels between multiple homes please pack extra clothes, etc. in a different bag other than the school backpack.

### **Potty Training**

Children will be given the opportunity to work on potty training, a new "independence" skill. St. Benilde does NOT potty train, but does work with the family in accomplishing this task. Please note that a child must be accident free for two consecutive weeks at home and at school before he or she may wear regular underwear to school.