

ST. EDMUND CATHOLIC SCHOOL

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PARENT/STUDENT HANDBOOK 2017-2018



St. Edmund School may determine that changes are necessary to these policies, guidelines and procedures. For this reason, St. Edmund School reserves the right to revise, modify, exclude or repeal any or all of the policies, guidelines or procedures contained in this handbook, and to take action necessary for the best benefit of student, faculty, staff and parents/guardians.

Accredited by
Diocese of Lafayette
Advance Ed/Southern Association of Colleges and Schools
Louisiana State Department of Education

Mission Statement

The mission of St. Edmund Catholic School is to teach the Catholic Faith, use it in every aspect of learning, and model it in daily life.

Vision and Belief

The Vision of St. Edmund Catholic School is
being a Christ-like community by nurturing faith, fostering scholastic achievement, building on tradition, and
growing visionary leaders...
BELIEVE IN BLUE!

Objectives

1. To help students become well-rounded men and women who will be the Catholic Christian leaders in years to come.
2. To respect and foster the natural role of parents as the prime educators of their children.
3. To provide an opportunity for the faculty to pray and celebrate as a Catholic community.

Alma Mater

St. Edmund High we honor you.
Our Alma Mater through the years
To all your teachings we'll be true.
To all that you hold dear,
You've taught us Christian unity,
To love and strive with dignity.
To bring your kindness to the world
To hold your name revered.
Oh Christ and Mary keep St. Ed's
Close to your loving heart

Purpose of the Handbook

The purpose of the *St. Edmund High School Student Handbook* is to inform parents/guardians and students of the policies, rules and procedures that have been developed by the principal, leadership team, faculty and advisory council to facilitate the day-to-day activities of the school. Other rules, policies, and procedures can be found in the *Diocese of Lafayette Administrators Manual* and the *Louisiana Handbook for School Administrators – Nonpublic, Bulletin 741*. All of these documents are available for parents/guardians in the school office. The contents of these documents are considered part of the contract between parents/guardians, their students and the school. All are expected to know and follow all school rules, procedures, and policies.

The information contained within this handbook is meant to serve as an informational guide. The information contained within is subject to the rules of the Diocese of Lafayette and laws that govern the operation of non-public school systems. The administration of St. Edmund School, the Pastor of St. Anthony Catholic Church in conjunction with the St. Edmund Catholic School Advisory Council may amend, change or make adjustments as necessary without notice.

Core Values

Faith and Reason

In the Catholic Tradition, Faith and Reason function in harmony where each compliments the other in the search for truth. We strive to create an atmosphere where students are encouraged to articulate a vision of the harmony of faith and reason capable of guiding a life-long pursuit of knowledge and virtue.

Church, School, and Family

In the Catholic Tradition, the three pillars - Church, School, and Family - are foundational supports working together in forming and molding character, intelligence, human and faith formation. All three pillars work as a team in facilitating the development of faith and reason.

The Full Stature of Christ

In the Catholic Tradition, we strive to cooperate with God's grace in building and shaping ourselves into the "full stature of Christ" (Ephesians 4:13) as a person and as a community whether a church community, a school community, a family community. In striving for the full stature of Christ, we seek to imitate our head, Christ, and be his body working together to build up our society in love (Confer: Ephesians 4).

Responsibility

In the Catholic Tradition, responsibility and right are two sides of the same coin. That is, for the right of an education to be, there is also a responsibility for an education. Every student is responsible to do his or her best in developing skills and in being involved in Church, School, and Family. In adult life, every person is responsible to contribute to the common good so that the common good can do its work.

Table of Contents

Policies and Procedures	Page Number
Academic Requirements	6
Admission Information	7
Advisory Council	8
After School Program (Jay Care)	9
Anti-Bullying and Hazing Policy	9
Arrival and Departure	11
Asbestos	12
Athletic Information	12
Attendance Regulations	13
Automobile	15
Buses	15
Cafeteria	15
Calendar	16
Cell Phone/Electronic Device Policy	17
Clubs and Organizations	17
Code of Ethical Conduct for Students and Parents/Guardians	17
Discipline	18
Dress Down Day	18
Drug Testing	19
Extra-Curricular Activities	20
Field Trips	20
First Aide / Emergency Care	20
Grievances	21
Harassment Policy	21
Honors / Awards	22
Injury / Illness Procedure	27
Internet Safety	28
Lockers	30
Mass Schedules	30
Parent / Guardian Cooperation Statement	30
Parent / Teacher Club	31
Parent / Teacher Conferences	31
Purchases and Finances	31
Religious Events	31
Ren Web	32
Safe Environment Training	32
School Closures	32
Search and Seizure Policy	32

Service Hours	33
Signing Students Out	33
Social Events	33
Textbooks	34
Tuition and Fees	34
Uniform and Grooming	35
Visitors	39
APPENDIX	40
Building Maps	41
Academic Policies	43
Behavior Plan	52
Family Service Hour Tracking Form	64
Registration	65

Policies and Procedures

Academic Requirements

Courses Offered At St. Edmund

Religious Studies

Religious Studies I, II, III, IV

English Courses

English I, II, II (H), III, III (H), IV, IV (H)

Dual English III, IV

Dual Enrollment Developmental English

Science Courses

Environmental Science

Biology I

Physical Science

Chemistry or Chemistry (Honors)

Physics (Honors)

Language Courses

Spanish I, II

Math Courses

Algebra I, II or II (H)

Geometry, Geometry (H)

Pre-Calculus (H) or (D)

Algebra III or III (D)

Dual Enrollment Developmental Math

Social Studies Courses

Civics

World Geography

U.S. History, US H (D)

World History

Western Civ. (D)

Fine Arts Courses

Fine Arts Survey or Fine Arts Survey (D)

P.E. and Health Courses

Health & P.E. I, II, III, IV

Other Courses (Possible Electives)

Spanish III

Publications I, II

Speech I

Journalism I

Computer Architecture

Accounting

Intro. Business Computer Applications

Business Computer Applications

Study Skills I

*Possibility of elective courses are evaluated on a year to year basis as students show interest or lack there-of.

Course Requirements

9th Grade

Religious Studies I

English I

Algebra I

Physical Science

Civics

Health & P.E. I

Business Computer Applications

10th Grade

Religious Studies II

English II or English II Honors

Algebra II or Algebra II Honors

Biology or Biology Honors

World Geography

Health & P.E. II

Foreign Language I

11th Grade

Religious Studies III

English III, III Honors or III Dual

Geometry or Geometry Honors

Foreign Language II

Chemistry or Chemistry Honors

World Geography

Elective _____

12th Grade

Religious Studies IV

English IV or IV Honors or Dual English IV

PreCalculus (H) or (D) or Algebra III or III (D)

Physics (H) or Environmental Science

World History or Western Civilization (D)

Fine Arts Survey or Fine Arts Survey (D)

Elective_____

*2017/2018 is a transition year for US History.

Graduation Requirements

*See appendix for Graduation Requirements

Graduation Policy

Advisory Council policy effective January 30, 2002: A student that does not meet all requirements for graduation will not be allowed to walk with his class on class night or graduation night and will not receive a diploma or completion certificate. Likewise, a student that fails or does not complete his religion course during his senior year will not be allowed to walk with his graduating class, nor shall he receive a diploma from St. Edmund High School. Instead, he will receive a generic diploma showing state requirements completed.

Admission Information

Class Size

An optimal class range for class size shall be set by the Pastor and Principal with input from the advisory council.

- If a grade level numbers reach or go beyond the optimal range, an aide shall be considered.
- When number and space allow, two classes at each level are encouraged.
- The number of pupils assigned to any class shall be determined in accordance with the nature of the class materials, the size of the classroom and the need for individual differentiation.
- No class shall exceed 35 pupils (Bulletin 741) without the authorization of the Superintendent of Schools.
- When class size drops too low, consideration shall be given to financial feasibility and student interaction.
- Examples of optimum class size as per classroom size at St. Edmund:

Pre K 4 and K – 15 to 20 students

Gr. 1-12 – 20 to 25 students

Priority of Admissions

- Children of active parishioners:
 - a. children from parish families already enrolled at St. Edmund School
 - b. oldest child just reaching school age
 - c. children of new parishioners transferring from another Catholic school or from an area where a Catholic school was not available.
- Children from non-parish families with students already enrolled.
- **Non-Catholic children may be admitted if, on the basis of personal interview, the pastor and principal judges the intent and motivation to be in accord with the purposes of Catholic education.**

Registration

- Registration of new and returning students is held in the spring, with the date and time noted in the school calendar and parish bulletin. Parents/guardians wishing to enroll a new student or transfer a student to St. Edmund School must register in advance of the entry date.
- All new students must provide St. Edmund School with the following:
 1. Records from previous school attended, including IEP or 504 Plan (if applicable)
 2. Social security number
 5. Up-to-date immunization certificate
 6. Birth certificate (copy)
 7. Baptismal certificate (copy)
 8. Physical Exam if applicable (athletics, ongoing medical condition, etc.)
- Requirements for registration:
 1. A Pre K 4 child must be four (4) years of age by September 30 of the school year in which the student enters pre-kindergarten. (Bulletin 741)
 2. Kindergarten children must be five (5) years of age on or before September 30 of the school year in which the student enters kindergarten. (Bulletin 741)
 3. Children enrolling in the first grade must have attended a certified kindergarten and must be six (6) years of age on or before September 30 of the school year in which the student enters first grade. (Bulletin 741)
- Payment Options:
 - *See Jan parks, Bookkeeper in the Administration Bld. (convent) or call at 337-457-3779 or email at jparks@stedmund.com.
- *See registration packet in the appendix for more information

Service Hour Requirements

- All parents/guardians must agree to a school stewardship indicating the agreement to volunteer work that they plan to perform for the school.
- Service Hour Requirement: 10 hours + 2 hours per child during Spring Fair Weekend.
- *See St. Edmund Family Service Hour form in the appendix.

Advisory Council

The St. Edmund Advisory Council is advisory or consultative in nature. At present, it consists of members elected by parents/guardians to serve a three-year term. It also consists of ex-officio, non-voting members, viz. pastor of St. Anthony, the St. Edmund principal and assistant principal, the Booster Club president, the PTC President, the ABC President and the Development Coordinator. The council meets on the last Monday of each month, all parents/guardians are encouraged to attend.

After School Program

- Beginning at 2:55 p.m. on the first day of school and each school day thereafter, St. Edmund After School Program (Jay Care) provides child care in a structured environment for students in K-8.
- Recreation, arts and crafts, games and study time are part of the activities.
- Jay Care instructors will follow the same guidelines for all other personnel and volunteers working with children by agreeing to fingerprinting and completing the safe environment course.

Anti-Bullying and Hazing Policy (Diocese of Lafayette)

Policy Statement

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written, "So always treat people as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Prevention/Education

To enhance education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese are strongly encouraged to:

- Prohibit all forms of bullying and hazing;
- Provide adequate supervision to minimize the risk of bullying and hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and hazing prevention programs to education students;
- Incorporate bullying and hazing prevention lessons into the school's curriculum

Definition of Bullying

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing photographs/video or physical acts. Bullying may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

Definition of Cyber-Bullying

Cyber-Bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

Definition of Hazing

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. “Consent” of the victim shall not be recognized as a defense to the school’s prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation, and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

Investigation

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances, and may include interviews and a review of any evidence presented and/or discovered.

Documentation

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school’s student records of both the perpetrator(s) and the victim(s).

Notification

Parents/guardians of the perpetrator(s) and victims(s) are to be notified by the principal/designee.

False Accusation

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation

Retaliation against any person who reports bullying/hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action.

Arrival and Departure

- Teachers will arrive 15 minutes prior to the start of the school day: 7:40AM
- Early duty teachers must arrive on campus at 7:30.
- After school duty teachers must remain on campus until all students have been picked up by their parent or guardian.
- All suspicious activity noted by the duty teacher must be reported to the principal immediately.
- Any child not picked up by 3:25 will be placed in Jay Care at the parent's/guardian's expense.

Authorization for Pick-Up

- Only persons who are listed on the transportation form as responsible parties will be allowed to pick up students from school.

Student Drop Off and Pick-Up

- Students may not arrive before 7:30 AM. Elementary students arriving between 7:30 and 7:55 AM must report to the cafeteria. Middle students arriving between 7:30 and 7:55 AM must report to the new gym. High School students arriving between 7:30 and 7:55 AM must report to the high school.
- **Middle School / High School Drop Off and Pick-Up:** Parents/guardians may drop off and pick-up students in a single file line of traffic while heading north on 4th Street. Students will be dropped off and picked up at the corner of 4th street and Magnolia. After dropping off or picking up a student or students, parents/guardians will continue heading north on 4th street.
- **Middle School / Elementary Drop-Off and Pick-Up:** Parents/guardians will drop students off at the same location as last year (cafeteria) while heading north on 3rd street in a single file line and entering the cafeteria parking lot following the painted arrows. Vehicles will exit the cafeteria parking lot by heading south on 3rd street. To pick-up students from the cafeteria, vehicles will be lined up in 3 rows on 3rd street in between road barriers. The barriers will be opened for afternoon pick-up at 2:10 p.m. to begin line-up for pick-up. Vehicles can line-up heading west on Magnolia or South on 3rd Street. There will be no parking on Peach Street for drop-off or pick-up.
- Please make sure students have book bags, lunch bags, etc. in hand and that they are ready to get out of the vehicle quickly in order to keep traffic flowing smoothly.

Student Pick Up

- The end of the school day is 2:55.
- Students who must leave the campus with their parents/guardians during the school day must be signed out in the two main offices. Elementary student sign out is in the elementary office and Middle and High student sign out in in the high school office.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- Elementary students will be picked up from the school cafeteria at 2:55 PM. Middle and High Students will be picked up from the high school at 2:55 PM.
- Arrangements can be made for Pre K – 12 siblings to be picked up in the same location.

Asbestos

- Non-friable asbestos is found at St. Edmund, specifically in vinyl tile, chalkboards, and the science lab burner shield.
- It has been inspected and found to be in excellent condition.
- It presents no health hazards.
- A School Asbestos Management Plan is kept on file in the school office. It may be reviewed during regular school hours.

Athletic Information

- All student athletes will be held accountable by the St. Edmund Coaches/Athletes Handbook.
- All athletic programs are conducted according to the rules and regulations of the Louisiana High School Athletic Association, the athletic director, and the administration of St. Edmund Jr. /Sr. High School.

Athletic Eligibility

- St. Edmund student athletes know education comes first. Athletic participation is a privilege not a right. This privilege will be awarded to only those who meet scholastic and disciplinary requirements as outlined in the St. Edmund Student Handbook (Pupil Progression Plan and Positive Behavior Support Plan) and St. Edmund Athletic Handbook (LHSAA Basic Rules for Eligibility). Problems with grades and/or behavior are justifiable reasons for academic or disciplinary ineligibility.
- LHSAA rules state that in order for a student to be eligible for athletic participation, he/she must have passed 6 subjects and have a “C” average (2.0 or higher). Therefore, students at St. Edmund High School must:
 1. Meet the standards set forth by LHSAA regarding enrollment, age, and scholastic requirements.
 2. Have passed 6 Bulletin 741 approved high school subjects with a minimum “C” average.
- After each six week period, all student athletic grades will be evaluated for a “C” (2.0) average. If the student grade average is below a “C” (2.0) or if the student athlete has a “D” or an “F” the student will be placed on academic probation, must attend tutorials in that particular subject, and must report

grades weekly to his/her head coach of the current sport. Students who have a “D” or “F” in academics or behavior will not be excused from that class to participate in any extracurricular activities until the next grading period. If the athlete does not show improvement, the coach can suspend the athlete until academic improvement is shown (coaches’ discretion).

- Students must attend four or more classes per day to participate in any extracurricular activity.
- By the end of the first semester, a student must have passed at least 6 subjects that count toward graduation and earned a “C” (2.0) average in all graded subjects pursued in order to be eligible for interscholastic athletic participation for the second semester.
- At the end of the school year and/or prior to the start of the next school year, the grades of the student-athlete will be evaluated again for eligibility purposes. At that time a student must have passed at least 6 subjects that count toward graduation and must have earned at least a “C” (2.0) average in all subjects taken during the school year.

Athletic Events- Parent/Guardian Participation

- Parents/guardians are reminded that coaches, whether employees of the school or parent volunteers are to be respected. Confrontation with coaches in public, during games, or after games is inappropriate and in conflict with the school’s stated goal for its athletic program.
- Any suggestions or complaints regarding our coaches or athletic programs should be brought to the school administration.

Attendance Regulations

By Louisiana Law, in order to be eligible to receive grades, secondary students (9-12) must be present a minimum of 80 days per semester. Middle School and elementary students (6-8) must be in attendance 160 days per school year.

Attendance defined by Bulletin 741(§901) nonpublic reads:

- A. Students who have attained the age of seven years shall attend a public or private school or participate in an approved home study program until they reach the age of 18 years.
- B. 1. A student is considered to be in attendance when he or she:
 - a. is physically present at a school site or is participating in an authorized school activity; and
 - b. is under the supervision of authorized personnel.
2. a. Half Day Attendance. A student is considered to be in attendance for one-half day when he or she:
 - i. is physically present at a school site and
 - ii. is under the supervision of authorized personnel for more than 25 percent but not more than half (26 percent-50 percent) of the student's instructional day.
- b. Whole-Day Attendance. A student is considered to be in attendance for a whole day when he or she

- i. is physically present at a school site or is participating in an authorized school activity; and
 - ii. is under the supervision of authorized personnel for more than 50 percent (51 percent-100 percent) of the student's instructional day.
- Exception to the attendance policy can be made only in the event of an extended personal illness verified by a physician or at the discretion of the administration. A student who does not meet this requirement will receive an incomplete grade in the affected subjects.
 - Attendance descriptions:

TARDY- After the tardy bell at 8:00

ABSENT- Full day absent OR check out before second period.

HALF DAY ABSENT -Absent more than 3 hours of instructional time

- In order for a student to participate in extra-curricular activities, including games and practices, a student must be present for a minimum of 4 class periods.

Excused Absences

- Illness explained by a doctor's medical statement
- A funeral
- Extenuating events approved by the administration

Unexcused Absences

- any absences not approved by the office.
- Parents/guardians are responsible for informing the school of the reason for a student's absence. Excessive unexcused absences are considered to be a major violation of school rules and will be reported to the Parish Supervisor of School Welfare and Attendance for investigation.
- **NOTE:** Once a student arrives on campus, he/she are is not allowed leave school without parental/guardian permission. Students will have an unexcused absence if they arrive at school and then check out for any reason other than a state of emergency, illness explained by a doctor's medical statement, a funeral, or extenuating events approved by the administration.

Attendance Procedures

- If a student is absent fewer than four days, he or she is responsible for collecting the assignments from other students in the class or the teacher. Students may also check the school's RenWeb site for additional assignments.
- Sign-outs: Should it be necessary for a student to leave school before the end of a school day, the parent/guardian must report to school to sign out the student. Parents/guardians of high school students may fax a note indicating the student will sign out.
- No email indicating a student will sign out will be accepted without a phone call from the parent or guardian.

- When a student is absent the time allowed for makeup work/test will be equal to the number of days the student was absent. If the student does not make up the work/test within the time frame then the student will receive a 0.
- Perfect attendance is defined as having NO tardies, early dismissals, or absences

Automobiles

- All faculty and students must park in assigned parking areas, or the student will lose parking privileges.
 - * Faculty, staff and visitor parking is in front of the high school on the north side and the parallel parking areas on the west side.
 - * Senior parking is across from the high school north parking lot.
 - * No parking on the west side of the telephone pole in the North lot.
 - * All others will park on the west side. (Parking in this area is on a first-come, first-served basis)
- Students are not allowed to go to their cars unattended during school hours for any reason.

Buses

- School buses are operated by the public school parish; therefore, St. Edmund School is subject to rules, regulations, and time schedules of the parish.
- The principal of St. Edmund will establish the rules for St. Edmund students who ride these buses.
- St. Edmund private buses are used for St. Edmund activities unless prior approval is provided by the Principal or Pastor of St. Anthony Catholic Church.
- St. Edmund private buses must be driven by approved St. Edmund personnel or other licensed/qualified drivers approved by the Principal.

Cafeteria

- Lunch is provided on each full day of school.
- All cafeteria lunches, including pricing, menu options, and portion sizes adhere to the requirements established by the Federal School Lunch Program and the central Food Service Office at the Diocese of Lafayette.
- All students will eat in the cafeteria. Diocesan Policy states that students have the option of bringing a bag lunch from home. If a student brings lunch from home, the lunch must be eaten in the cafeteria and cannot consist of food bought at a fast food establishment.
- When a child requires a special diet due to food allergies, intolerance, etc., a written statement from a medical authority shall be on file (Bulletin 741; 3015: Food Service and Nutrition).
- It is a violation of federal regulations for students to have meals from commercial providers or fast food restaurants during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch.
- Food brought from home must be with the student when they arrive at school at 7:55. The school office is not responsible for delivering lunch brought later in the day and classes will not be interrupted to inform students of lunch brought by parents/guardians.

- It is a violation of federal regulations for students to have soft drinks during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch. Students who bring their lunch should not pack beverages containing caffeine. This includes tea, soft drinks and energy drinks.
- Parents/guardians may not deliver lunch to students in the cafeteria.
- Lunches are prepaid and monitored by cafeteria computers.
- Paying for one meal at a time is not allowed.
- Charging a meal is not allowed.

Free and Reduced Lunch Program

- Applications for the Federal Free and Reduced Lunch Program are sent home at the start of the school year and returned to the Principal who forwards them to the Diocese of Lafayette.
- Participation in the Free and Reduced Lunch Program qualifies St. Edmund School for thousands of dollars in federal funds.
- These funds are used to pay St. Landry Parish Special Assistance Liaisons in addition to providing funds to purchase assessment and other classroom materials as well as pay for staff development programs.
- Forms are handled confidentially; students who qualify are not identified to their teachers or classmates.
- Students who receive free or reduced lunch go through the regular lunch line.

Rules for Behavior in the Cafeteria

1. Respect the cafeteria employees and the lunchroom duty teachers.
2. Talking is permitted in a hushed tone. No yelling or talking in a loud voice.
3. Elementary students will not leave their seats at the table without permission nor will they leave the cafeteria without permission.
4. Use proper manners at all times! No throwing food or touching someone else's food.
5. Students may not share their food or take food from another student's tray.
6. Clean all napkins, straws, etc. from your place at the table.
7. Table washers need to wash tables and chair seats.

Calendar

- St. Edmund School Calendar committee creates the school calendar in conjunction with the Pastor of St. Anthony Church, the calendar of the Diocese of Lafayette and the attendance requirements of Bulletin 741 for Non-Public schools.
- The Diocese of Lafayette must approve the calendar.

Cancellation/Delay of School

- In the event of inclement weather, natural disasters, epidemics of illness, etc., St. Edmund School will follow the “Unusual Occurrence Plan” required by Bulletin 741 and jointly developed by the St. Edmund Safety Committee and local law enforcement and emergency personnel.
- A “one call” announcement will be sent to all parents via “Remind”.
- If school closes early or is cancelled, there will be no Jay Care Program on that day and parents/guardians will need to make other arrangements for child care.
- Make-up days may follow if the required number of days outlined in Bulletin 741 is not met. All calendar amendments will be announced.
- All faculty and staff are notified of school cancellations and delays by “Remind”.
- The school calendar can be found on RenWeb and on stedmund.com.

Cell Phone/Electronic Device Policy

- Cell phones and all electronic devices (iPads, iPods, smart watches etc.) must be turned in to the office when the student enters school.
- Any student in possession of a cell phone or other electronic device not allowed on campus will face consequences as outlined in the St. Edmund Positive Behavior Support Plan.

Clubs and Organizations

- All St. Edmund High School and Jr. High organizations will be under the direct supervision and administration of a teacher/sponsor and the administration.
- All events, fund raising, selection of officers/members, and purchasing of materials must have the express permission of the sponsor and the principal.
- Fund raising that involves alumni and that uses the St. Edmund name or logo must have the permission of the principal.
- All revenues generated by such organizations will be placed in the school’s general account by the school bookkeeper. Ten percent will be retained for school operations.
- All purchases by such organizations must have the permission of the sponsor and the principal.
- The Development Coordinator and Administrative Assistant will record and track all fundraisers and fundraiser monies.

Code of Ethical Conduct for Students

- At St. Edmund Catholic School, we believe in the ability of our students to behave and react in ways appropriate to a Catholic community that nurtures our Core Values:
 - * Faith and Reason
 - * Church, School and Family
 - * The Full Stature of Christ
 - * Responsibility

Therefore all students will;

- Be polite and kind to others, both adults and students in speech, action, and manner.
- Display respect and prayerful participation during mass, prayers throughout the day and rosaries.

- Follow all rules and procedures maintaining orderly behavior while using school and church facilities.
- Respect property of the school and church as well as the property of others.
- Work to the best of his/her ability.
- Be prepared for class by having the necessary materials.
- Be academically prepared for class by completing all assignments on time, turning in all work, and actively participating in class.
- Follow St. Edmund Behavior Plan

Discipline

*See St. Edmund Behavior Plan in appendix.

Conduct Off Campus

- Students must conduct themselves off campus in a manner consistent with their status as members of the St. Edmund Catholic School community and with the philosophy, policies, goals and core values of St. Edmund Catholic School as set forth in its student handbook.
- Violation of civil or criminal law involving moral turpitude, public intoxication, consumption and/or use or possession of drugs/alcohol and/or paraphernalia; distribution or sale of illegal narcotics; threatening and/or harassing behavior towards faculty, students or parents/guardians; or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of St. Edmund Catholic School makes a student subject to corrective action including suspension, withdrawal, or expulsion.
- If St. Edmund Catholic School students are out of school on a day when other schools are in session, they are expressly forbidden to go to other schools unless sent there for some explicit business.

Special Events

- St. Edmund Catholic School Code of Conduct applies but is not limited to:
 1. All school functions
 2. Any time that the student is representing the school
 3. Any time that the student is in school uniform.
- No alcoholic beverages, drugs or tobacco products of any type are allowed at any school function.
- Students and their dates that arrive at any school function under the apparent influence of, in possession of, or smelling of alcohol or drugs will not be admitted.
- Disciplinary action will be applied to that student and any other student who may be under the influence of, in possession of, or smelling of alcohol or drugs at any time during the function.
- Parents/guardians of such students will be telephoned immediately and so advised.
- St. Edmund Catholic School students are responsible for the actions of their dates. Students may not bring guests 21 years of age or older as their dates to school –sponsored dances.

Dress Down Day

- Out-of-uniform days are set aside as (1) reward days for certain classes, specific groups of students, or the entire student body, and (2) fundraising for specific purposes (Jean Day).

Dress Down Rules

- No bare midriffs, backs, or shoulders
- No cut-offs
- No shorts more than 3” above the top of the knee
- No open-toed sandals or flip flops
- No belt is required and shirts do not have to be tucked in
- No hats
- No shirts with inappropriate or suggestive language or advertising that promotes alcohol, tobacco, or bars
- All other rules for appropriate dress apply

Spirit Day

- Every Friday is designated as Spirit Day unless a Friday is a mass day.
- Students pay \$1.00 to wear jeans with their regular uniform top or any spirit shirt.
- Uniform bottoms (pants, skirts or shorts may be worn with a spirit shirt.)
- Proceeds benefit the students in terms of pizza parties or class supplies, special needs for the school for special events (homecoming), and school promotion needs (St. Ed sticker for registration).

Drug Testing Policy

Policy

The St. Edmund Advisory Council set forth the following policy for St. Edmund School (Grades 7 – 12).

- All students enrolled in the St. Edmund School System will be subject to testing for illegal substances.
- This testing will include all members of the faculty, administration, auxiliary staff, and advisory council.
- Any student refusing a drug test will be immediately suspended. Suspension will continue until the student completes a drug test at the expense of the parent/guardian. Once the drug test is complete the parents/guardians, student and administration will conference to discuss the students return to school.

Implementation

Testing and reporting of results will be conducted as follows:

- Testing will be performed by an independent agency.
- Steps will be taken to confirm any positive results.
- Results of testing will remain confidential and will be reported to a pre-assigned medical review officer.
- Parents/guardians will receive positive test results.
- The administration will be notified as outlined in Procedure for Positive Results.

- Students testing positive will be subject to procedures set forth in Part III.
- Faculty, administration, auxiliary staff, and advisory council members testing positive will be reported to the school advisory council president.

Procedure for Positive Results

In an ongoing effort to work with students who test positive for illegal drugs or chemical substances, these procedures will be followed, and it will be handled as discretely as possible:

- A. First Positive – The testing agency will notify school administration. Once the representative of St. Edmund School is notified and the test is confirmed as positive, the person notified will contact the parents/guardians of the student to report the positive finding and recommend that they seek counseling for the student, and the student will have a 2-day suspension.
 - B. Second Positive – A student will normally be required to enter and complete an inpatient or outpatient substance abuse program.
 - At the time of a second positive result, the testing agent will notify the principal, who must approve the program entered by the student. Student will have a 2-day suspension
 - Upon satisfactory completion of the program, the documented assessments, past student records, and student/family attitude and cooperation will be used to determine continuance at St. Edmund School.
 - Parents/guardians and students must be aware that failure to comply with assessment and/or program requirements may necessitate denial of participation in student activities (graduation, ring ceremony, clubs, athletics, or any other related activity) or a 4-day suspension.
 - C. Third Positive – EXPULSION
 Finally, the purpose of this program is to document problems, ascertain risk, and help our students through these troubled times. Parental/guardian input will also be strongly advised.
- Additionally, student athletes are held accountable by the St. Edmund Athletic Drug Policy found in the coaches' handbook and handout out to all athletes at the beginning of each school year.

Extra-Curricular Activities

All Students must maintain a 2.0 GPA per six weeks in order to participate in all extra-curricular activities.

Field Trips

- Only one field trip per semester, although exceptions may be made with Principal approval, will be allowed.
- Parent/guardian permission must be received prior to the date of the field trip.
- All field trips must be approved by the Principal in advance, and teachers must show specific correlation with the curriculum for each field trip.

First Aid/Emergency Care

- Teachers are responsible for the immediate care of students who are injured or ill.
- Students are to be sent to the high school or elementary office.
- Office staff will contact the nurse.
- The nurse will immediately contact the parent/guardian.
- General rule of thumb: “Err on the side of Caution”!

Grievances

If a parent/guardian has a concern he/she must follow the chain of command:

1. Teacher
2. Principal
3. Pastor
4. Per Diocesan Policy, when a parent/guardian of a student at St. Edmund Catholic School believes that a rule, regulation, or policy has been violated, misapplied, or misrepresented and the parent/guardian has not had the problem satisfactorily resolved at the school, an appeal may be made to the local advisory council.
5. Local Appeal: If a parent/guardian is not satisfied and has followed steps 1-3 listed above, the parent/guardian must notify the advisory council within 5 working days. The written appeal should briefly provide details and specifically cite the rule, regulation, or policy that is involved in the situation. If the pastor believes, after consultation with the advisory council executive committee, that the appeal should be referred to a local grievance committee, then he will appoint such a committee. If it is decided that the appeal does not merit a formal review, the parent/guardian will be informed of that fact and the case is closed at the lower level.
6. The final decision at the local level resides with the Pastor.
7. If the parent/guardian still believes the issue has not been satisfactorily resolved, an appeal may be made to the Diocesan school advisory council. All such action must be in writing.

Harassment

- The schools of the Diocese of Lafayette do not condone any form of harassment. All employees and students alike are to be treated with dignity and respect. Harassment in any form is prohibited and applies to all regular, temporary, part-time, and full-time employees, volunteers, consultants and clergy. St. Edmund School will not tolerate any form of harassment.

Types of Harassment

- Sexual: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Verbal: derogatory comments, jokes, or slurs, as well as belligerent or threatening words spoken to another person.
- Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal movement.
- Visual: derogatory, demeaning, or inflammatory posters, emails, cartoons, written

words, drawings, novelties, and gestures.

Consequences of Harassment

- immediate suspension
- formal apology
- possible loss of employment (employees)

Honors and Awards

Elementary Honors and Awards

- **Accelerated Reader (end of year award)**
 - * Trophies - 1st-5th gr - trophy goes to student in each homeroom with the most AR points for the school year.
 - * Medals- students receive bronze, silver, or gold medals according to their word count for the school year:
1st, 2nd, & 3rd - bronze : 200,000 words, silver : 450,000 words, gold : 700,000 words
4th & 5th - bronze : 500,000, silver : 1,000,000 words, gold 2,000,000 words
 - * Certificates- 3 students in each homeroom with the most growth receive certificates. This is determined by comparing beginning of the year STAR results to end of the year STAR results.
 - * AR party will be given each six weeks for 1st-5th students who earn their 6 weeks AR goals.
- **Six Weeks Honors**
 - * **Blue Book** - Student who have all A 's and a satisfactory conduct mark.
 - * **Blue Book A's and B's** - Students who have all A 's and no more than (2) B 's in academic subjects.
- **Student of the Year** (Louisiana Department of Education)
The Student of the Year Award is designed to recognize outstanding elementary, middle and high school students. This program, patterned after the LA Dept of Education Teacher of the Year Program, is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. Every public and approved nonpublic school in the state with students enrolled in grade 5, 8, and 12 is invited to participate. The names of students selected at the school level by the Selection Committee are announced during Catholic Schools Week.

Selection Procedures:

Meetings will occur with students of each of the grade levels 5, 8, & 12 providing packets and instruction on portfolio completion to include the school determined deadline for packet submission. Parents/Guardians of qualified students will be contacted to arrange an individual meeting to discuss the procedure and instructions.

1. Elementary Student of the Year (Only students in fifth grade are eligible)
2. Middle School Student of the Year (Only students in eighth grade are eligible)
3. High School Student of the Year (Only students in the twelfth grade are eligible)

Middle School Honors Awards

- **Academic Honor Roll**
 - * Principals Honor Roll- Students who have all A's
 - * Teacher's Honor Roll – Students who have all A's and B's
- **Accelerated Reader**
 - * Jr. High- Certificates are given to those who earned more than 100 AR points for the year
- **Athletic Awards**
 - * Every student completing a full year/season in any sport will be recognized at the Middle School Award Ceremony.
- **Claire Francois Montz Awards**
 - * These awards and guidelines were established by Claire Montz' parents, Mr. and Mrs. Houston Francois in memory of their daughter and are given to 8th grade students in the areas of English, Science, Math and Religion. The students are selected not only for their grades but also for their interest in the subject area, their enthusiasm, and the willingness to put forth extra effort
 - * These students are selected by a committee of ALL middle school teachers.
- **Eunice News Language Arts Award**
 - * This award is given by Eunice News to an 8th grade student who has made outstanding strides in the area of Language Arts and whose, grades and the ability to develop writing skills are considerations in the award recipient selection process.
 - * The student is selected by the language arts teacher.
- **Spirit Groups:**

All students who are selected for Spirit Groups and who have completed an entire years participation in that group will be recognized for service at the Middle School Award Ceremony.
- **Student of the Year** (Louisiana Department of Education)

The Student of the Year Award is designed to recognize outstanding elementary, middle and high school students. This program, patterned after the LA Dept of Education Teacher of the Year Program, is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. Every public and approved nonpublic school in the state with students enrolled in grade 5, 8, and 12 is invited to participate. The names of students selected at the school level by the Selection Committee are announced during Catholic Schools Week.

Selection Procedures:

Meetings will occur with students of each of the grade levels 5, 8, & 12 providing packets and instruction on portfolio completion to include the school determined deadline for packet submission.

Parents/Guardians of qualified students will be contacted to arrange an individual meeting to discuss the procedure and instructions.

4. Elementary Student of the Year (Only students in fifth grade are eligible)
5. Middle School Student of the Year (Only students in eighth grade are eligible)
6. High School Student of the Year (Only students in the twelfth grade are eligible)

- **Woodman of the World Award**

This award is given by Woodman of the World to the 8th grade student who has the highest 7th grade American History grade point average.

- **Young Christian Awards:**

Students at the 6th, 7th & 8th grades are selected by a committee of middle school teachers.

These students are selected by demonstrating the following qualities: Christian values, hard work, respect and compassion for others.

High School Honors and Awards

Academic Awards

- **District Literary Rally Awards:** determined placement at the district literary rally.
- **State Literary Rally Awards:** determined placement at the state literary rally.
- **National Honor Society** (inductees recognized at the NHS induction ceremony & Academic PepRally)

St. Edmund follows the requirements outlined by the NHS organization for students in grades 10-12 and NJHS for students in grades 8 and 9.

Qualifications for memberships are based on the 4 pillars of the NHS:

Scholarship

At a minimum, students must have a cumulative GPA or an 85 B, 3.0 on a 4.0 scale.

Service

Service is voluntary contributions made by a student to the school or community and done without compensation.

Leadership

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school on community activities while working with or for others.

Character

Students of good character are cooperative, demonstrate high standards of honesty and reliability, shows courtesy, concern, and respect for others and generally maintain a clean disciplinary record.

Understanding the Obligations of Membership

Students who accept membership and are inducted into the chapter must be aware of the time and commitment to this honor. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligation. Members must participate in chapter and individual service projects that benefit the school and community. Chapter advisors have the full list of bylaws and membership obligations. Chapter advisors will follow the NHS member selection process when extending invitations to membership for all eligible students.

- **Class officers** (9th, 10th, 11th, & 12th grades); President, Vice President, Secretary/Treasurer are selected by class majority vote of grade level peers.
Requirements: 2.0 or higher GPA

Recognition of Service at Academic Pep Rally Award Ceremony.

- **Student of the Year** (Louisiana Department of Education)

The Student of the Year Award is designed to recognize outstanding elementary, middle and high school students. This program, patterned after the LA Dept of Education Teacher of the Year Program, is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. Every public and approved nonpublic school in the state with students enrolled in grade 5, 8, and 12 is invited to participate. The names of students selected at the school level by the Selection Committee are announced during Catholic Schools Week.

Selection Procedures:

Meetings will occur with students of each of the grade levels 5, 8, & 12 providing packets and instruction on portfolio completion to include the school determined deadline for packet submission.

Parents/Guardians of qualified students will be contacted to arrange an individual meeting to discuss the procedure and instructions.

7. Elementary Student of the Year (Only students in fifth grade are eligible)
8. Middle School Student of the Year (Only students in eighth grade are eligible)
9. High School Student of the Year (Only students in the twelfth grade are eligible)

Athletic Awards – the following awards are presented at the Athletic Awards Ceremony

- * **Every student athlete, trainer, and statistician** completing a full year/season in any sport is recognized at the Athletic Awards Ceremony.
- * **Joe Nagata Award** – The Joe Nagata memorial award is presented to a senior member of the football team who exemplifies good moral character, reliability, sportsmanship, is driven to success and displays a strong faith in God. The nominee(s) are selected by the head football coach who presents his recommendation(s) to the award founders, individuals coached by Joe Nagata. The committee founders include Scott Richard, Todd Fuselier, Mark “Boz” Brown, John Fruge, Kevin Richard, Kyle Vidrine, Mike Andrus and Jed Reviere. If the head football coach deems no senior football player worthy of the award it will not be given that year. The award is presented at the school’s annual athletic banquet and is introduced by a former football player of Coach Joe Nagata. The award should be presented by a Nagata family member or, in their absence, the former player who introduces the award.
- * **Jerry Hoffpauir Award** – given to 1 male & 1 female athlete & selected by the Eunice News.
- * **All District Awards per sport**
- * **All State Awards per sport**
- * **LHSAA All State Academic Awards** - determined by the Louisiana High School Athletic Association. The School’s administration nominates senior students participating in a sport(s) 2 or more years; the student must have a six semester grade point average of 3.5000 or better using a four-point scale no extra quality points shall be added (ex. Honors courses, AP classes). All grade point averages shall be carried out to four places and shall not be rounded up.

- * **LHSAA Class/Division Composite Awards** shall be made up of all students with grade point averages of 3.5000 or better. Eligible Student Athletes will be submitted by the Principal to the Louisiana High School Athletic Association for consideration. The Louisiana High School Athletic Association determines award recipients.
- * **Spirit Group Participation Recognition**
All students who are selected for Spirit Groups and who have completed a full year/season are recognized at the Athletic Awards Ceremony.
- * **Mr. & Miss Blue Jay** (featured in high school yearbook)
This award will be given to a senior boy and girl who have participated in at least one varsity team sport their junior and senior year and who have the characteristics that exemplify a great attitude while students at St. Edmund. The coaching staff votes for 1 senior boy and 1 senior girl.

High School Senior Class Night Awards

Recognition of Leadership and Service
High School Academic Awards
Civic and College Awards and Scholarships
Special Awards

Senior Non-Monetary Awards (presented at Class Night Award Ceremony)

- * **American Legion Award**
Presented to one senior boy and girl who exhibit character, courage, scholarship, leadership, and service. Voted on by the senior class, the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select the one boy and girl from the nominees chosen by the senior class.
- * **Distinguished Service Award**
Presented to one senior student who has rendered four years of generous service to St. Edmund School. Voted on by the senior class, the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select one senior student from the nominees chosen by the senior class.
- * **Religion Award** presented to one senior boy and girl who have upheld the Christian values of faith. Selection made by the religion coordinator and/or the senior religion teacher.
- * **Stanislaus and Beverly Wyble Awards**
This award will be given to the boy and girl having the highest GPA of those who have been participating team members in at least two sports. The athletic director will provide a list of seniors who have participated in at least two sports. In the event of a GPA tie, this award will be selected by a committee of ALL high school teachers.
- * **Valedictorian – see appendix (academic levels of distinction)**
- * **Salutatorian – see appendix (academic levels of distinction)**
- * **Academic Levels of Distinction – see appendix**
- * **Student Council President**

- * **Senior Class President**
- * **Yearbook Editor**
- * **Campus Apostolate Team President**
- * **National Honor Society President**
- * **High School Department Awards** – senior student with highest average per subject.
 - English
 - Mathematics
 - Social Studies
 - Foreign Language
 - Science

Special Honors (presented at class night & featured in school yearbook)

- * **Hall of Fame**
 Students should exemplify good moral character, outstanding leadership, academic background and in general be those who represent the spirit of St. Edmund High School.
 All senior students vote on a minimum of 8 senior students to include 4 boys and 4 girls. The total may be expanded to include as many as 20% of the senior student population (i.e.: a class of 60 students may result in 12 hall of fame candidates).

- * **Mr. & Miss SEH**
 Students must exemplify good moral character, outstanding leadership, and academic background. Students can have no out of school suspensions their Junior or Senior year.
 Students must be eligible for graduation with no possibility of failing a required course for graduation. Students must have participated in 2 or more extracurricular activities during high school. Students should display Christian leadership and school spirit (Unity, Cooperation and Kindness). ALL high school teachers vote on Mr. and Miss SEH. One boy and one girl with the most votes *will* receive this honor.

Injury/Illness Procedure

- At the beginning of each school year and thereafter, parents/guardians will fill out an information form indicating the procedures to be followed in an emergency involving their child. The form will include phone numbers of the parents/guardians, alternative numbers, and physician numbers to call in case of an emergency.
- Students who become ill or injured at school will be given first aid. The procedures of universal precautions will be employed at all times when providing care for all students regardless of their infectious disease status. In cases of serious illness or injury, the school shall attempt to notify the student's parents/guardians as soon as possible.
- An ill or injured child will be turned over to the care of the parents/guardians or qualified medical employees as quickly as possible.
- When the parent/guardian or a designated alternate cannot be reached, the ill or injured child shall be transported by a member of the school staff to the hospital, doctor's office, or to a place previously designated by the parent/guardian.
- In cases of emergency, the pupil shall be transported to a hospital or doctor's office by ambulance or

- other appropriate means of transportation. Student will be accompanied by a school staff member.
- An injury report will be filled out and signed by the principal in the event of an accident.

INTERNET SAFETY POLICY (Diocese of Lafayette)

Technology/Internet Acceptable Use Policy for Students

St. Edmund Catholic School provides students with access to the school network and Internet to enhance learning. Such use shall be consistent with the philosophy, goals and objectives of St. Edmund Catholic School. All computers/resources are to be used in a responsible, ethical and legal manner. Students must adhere to the guidelines set forth in this policy.

Use of electronic information is a privilege, not a right. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Social Media refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications. Other electronic devices such as laptops, iPads, Kindles, tablets and other computerized devices are considered Social Media as well.

Please note: Signing the handbook Acknowledgement Form indicates the parent/guardian and student are in agreement with the St. Edmund Catholic School Acceptable Use and Technology Policies listed below. No student will be allowed to use any computer equipment on the campus without a current, signed acknowledgment form.

1. Downloading, uploading, sending, saving, surfing, or accessing pornographic material on any school owned or personal computer or electronic device on campus is a serious violation of the safe schools policies of both St. Edmund Catholic School and the Diocese of Lafayette.
2. The inappropriate use of the name St. Edmund Catholic School or any logo/symbol associated with St. Edmund is strictly prohibited on Instagram, Facebook, blogs, or any Internet posting sites. This includes pictures of the student that may also be deemed inappropriate. It is the right of school officials to determine what is inappropriate.
3. Students are prohibited from being a contact on a teacher or staff member's social media site. In addition, the only email contact a student should have with an employee of St. Edmund School should be conducted via the employee's and student's St. Edmund's email account for appropriate school-related issues.
4. Inappropriate pictures and inappropriate language either stated or implied that may be offensive to or inflammatory of others or to St. Edmund School is strictly forbidden.

5. Impersonation and/or anonymity is prohibited.
6. No student may open chat programs on any computer or electronic devices on campus. Students may not play, download or bring computer games from home. Further, student may not “surf” the Internet from any computer or electronic device on campus without specific directions from the teacher who is monitoring the activity. Texting, Facebooking, etc. is not permitted on school-owned or personal devices on the St. Edmund campus.
7. Students may not alter in any way the screen appearance, screen-saver, controls, or any other management function of any computer on campus.
8. Students are not allowed to open any folders/files on the network other than their own. Browsing, deleting, adding to, or editing someone else’s work will be a violation of the policy.
9. Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using the communication system at the school or a personal system on campus (including but not limited to cell phones, PDAs, laptops) is NOT protected by an individual’s right to privacy. It is the right of the school to access, review and/or inspect all such information at its discretion, including disclosure to third parties when warranted.
10. Students may not play games on graphing calculators in any class. Calculators may not be used in class without teacher approval. Teachers have the right to check calculator memories at any time and to erase any material found in calculator memories. In addition to penalties for violation of the Technology Policy, storing material in the memory of a calculator may also be considered a violation of the school’s policy on cheating.
11. Strict adherence to copyright rules and licensing agreements when accessing materials will be enforced.
12. Web cameras and audio recorders may never be used on campus. Teachers have the right to refuse to allow electronic devices, including laptop computers in the classroom.
13. St. Edmund School assumes no responsibility or financial liability for any damage the student or parent/guardian may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions or the personal laptop computer. If a laptop computer appears to have been stolen, the student will immediately report the incident to the teacher or an administrator who will determine the appropriate extent to which an investigation should occur.
14. Students may use their personal laptops only in the library or a classroom with a faculty member present and monitoring such usage. The student must adhere to any additional guidelines that the faculty member may require.
15. Student use of a personal laptop on campus must be in support of education and research. It must be consistent with the educational objectives of St. Edmund School. On campus, students may not use personal laptops for texting, games, chat, Skype, music, DVD viewing or other forms of entertainment.
16. Personal laptops and electronic devices and the content of the devices are subject to search by a teacher or administrator at any time.
17. Cyber bullying is cruelty to others through electronic means. It can be done through texting, email, instant messaging, chat rooms, or social network sites. St. Edmund School will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy.

Consequences for Violation of Acceptable Use Policy

1. Violations of the policy will be dealt with individually and may result in suspension and/or expulsion from school.
2. Student/parent/guardian is responsible for any monetary damages caused by the student’s actions.

3. If warranted, academic penalties may also apply.

*Any unacceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

Lockers

- Students in grades 6 thru 12 will be assigned a locker. It is the student's responsibility to keep it clean and closed.
- No writing or stickers are allowed on or in the lockers
- School authorities have the right to inspect students' lockers at any time.
- Materials not allowed in school will be confiscated, and students will be disciplined.

Mass Schedule

- Elementary mass (grades PK-5) is at 9:00 AM each Wednesday.
- 6th through 12th students will attend mass on Mondays at 9:00 AM.
- All school mass days are at 9:00 AM and are scheduled on the yearly calendar. They will be announced the week prior.
- Shorts are not allowed on Mass Days.

Parent Cooperation Statement

Parent Cooperation Statement

(Mandated by the Diocese of Lafayette)

An integral part of the educational philosophy of St. Edmund Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing, positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

While St. Edmund Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Edmund Catholic School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Edmund Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that

1. A positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or
2. The parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

Parent-Teacher Club

- The St. Edmund Parent-Teacher Club (PTC) is a viable active group that supports the school and its' goals in various ways.
- All families are members and are encouraged to attend meeting and participate in PTC sponsored activities.
- The Parent-Teacher Club meets approximately four times per year.

Parent/Teacher Conferences

When in need of a conference parents/guardians are encouraged to follow these procedures:

- An appointment must be made by contacting the teacher via email or phoning the school office.
- Parents/guardians are requested not to call a teacher's home in the evening unless the teacher has provided his/her phone number and specifically invited the parents/guardians to call.
- It is highly advised that if a parent/guardian has a complaint about a teacher, the parent/guardian should discuss the difficulty first with the teacher.
- Should the parent/guardian/teacher conference not satisfactorily resolve the problem a conference with the administration will be scheduled.

Purchases and Finances

1. No student, faculty member, staff or any person associated with St. Edmund School may purchase items using the school's name or use accounts without the proper purchase order being approved and signed by the principal.
2. All revenue to be generated by an organization, club, or class in the name of St. Edmund must have the permission of the principal.
3. An outside organization (PTC, Athletic Booster Club) must have the permission of the principal.
4. All revenue generated by a group associated with St. Edmund School must be placed in the school's general account. Financial reports will be given to the groups upon request at the end of each month. It is the responsibility of the faculty sponsor to make sure this rule is carried out.
5. Every organization conducting a fund raiser must fill out the appropriate paperwork, get permission from the principal and be placed on the fund raiser calendar.
6. Purchasing materials in the name of the school for non-educational matters cannot be granted.

Religious Events

- Grades 1 – 12 will attend religion classes.
- Teachers are expected to know what is being taught in religion class in order to reinforce the learning in regular classes.

- All classes will begin with prayer.
- Exemplify the Catholic Faith in your daily life.
- Set up a prayer table with a prayer box for prayer requests.
- All teachers must attend Mass and participate in all religious events of the school.
- St. Edmund School is based on the principles of Catholic teaching. We recognize that not all of our students belong to the Catholic faith. We as a school, administration, and teachers respect the beliefs of our non-Catholic students and families. We in no way discriminate against another student or family's religious beliefs. However, non-Catholic students while attending school or at school related extracurricular activities are, expected to remain respectful of all Catholic ceremonies, programs, or activities both on campus and off. This includes but is not limited to: prayer, school masses, religious presentations, and ceremonies.
- At St. Edmund Catholic School, religion is an important part of the core curriculum; it is taught daily.

RenWeb

- RenWeb is an internet-based school management system which facilitates communication between administrators, teachers and parents/guardians.
- It is the responsibility of students and parents/guardians to check RenWeb on a regular basis to keep well-informed of student progress.
- Parents/guardians are responsible for providing current contact information.

Safe Environment Training

- Parent/guardian interest in the spiritual, educational, and extracurricular activities of the school are vital in developing and sustaining an outstanding school.
- Parents/guardians are encouraged to become involved and to volunteer their services in whatever way they feel able.
- The interest of parents/guardians and grandparents is needed, and the faculty and administration appreciate the efforts and generosity of these individuals.
- Anyone dealing directly with students must complete a mandated Safe Environment Training on an annual basis.

School Closures (Diocese of Lafayette)

- The decision for the closure of the school due to unexpected events/weather conditions will be made by the Principal.

Search and Seizure Policy

- The administrator or his/her designee reserves the right to search any student, his or her personal belongings, and surroundings for any contraband that the administrator has reason to believe the student may possess.
- Contraband is any item forbidden on campus by civil or criminal law or by school policy.
- The administrator may also search individuals or groups of students for stolen items.

- No student will be asked to remove clothing other than outer garments (jackets, vests, sweaters, etc.). No search of an individual will be conducted without the presence of a school staff member as a witness.

Service Hours

- Service Hour Requirement:
 - * Each family must complete 10 regular hours + 2 hours per child during Spring Fair Weekend.
 - * The service hour form can be found in the appendix, on the website and in RenWeb.
 - * Please have the form completed correctly prior to turning it in.
 - * A form without a supervising official signature will not be accepted.
- The consequences for incomplete Regular and Spring Fair service hours are:
 - * \$25.00 per hour per family for regular service hours.
 - * \$50.00 per hour per child for spring fair.
 - * The fee must be paid at June registration.

Signing Students Out

- Students who must leave the campus with their parents/guardians during the school day must check with their teachers for assignments.
- Parents/guardians must sign the sign-out form in the office, and should the student return before the end of the day the parents/guardians must sign their child in at the time of return.
- Students are responsible for checking with their teachers to get assignments missed during their absence.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- If parents/guardians of students who are able to drive are not able to come to school to check their children out, then the parents/guardians may submit written permission in the form of a fax or e-mail message to the school, followed by a phone call from the parent/guardian, confirming the parent/guardian initiated e-mail.
- Parents/guardians are to honor class schedules when checking students out of school early by checking students out during class exchange times, break time, and lunch time.

Social Events

Students who attend school-sponsored social activities are expected to obey all rules of St. Edmund High School. In addition, the following specific rules must be followed.

1. Students and parents/guardians must be aware that the drug and alcohol policy will be strictly enforced at all dances including the prom.
2. Dances are for St. Edmund School students and their dates only.

3. Each St. Edmund student is allowed one guest of the opposite sex. The appropriate paperwork must be turned in by the due date for the guest to be admitted.
4. St. Edmund reserves the right to conduct breathalyzer or such substance test at any social event. The test must register 0% for substances.
5. St. Edmund students will be subject to disciplinary action and parents/guardians will be called immediately.
6. The St. Edmund student is accountable for his/her guest's behavior.
7. If a student becomes ill and must leave, parents/guardians will be called to make arrangements for the student's transportation prior to the student leaving. The ill student will not be permitted to drive a vehicle home.
8. Students who leave the dance will not be allowed to return without the permission of the administrator.

Event Attire

- All dances sponsored by St. Edmund are events that reflect the philosophy of the Catholic Church. An important consideration is adherence to Church teachings regarding modesty. Therefore, all homecoming, prom and special event attire must be approved by the principal 3 weeks or more prior to the event.
- In accordance with the directives of the National Conference of Catholic Bishops, St. Edmund High School sets forth the following dress guidelines for St. Edmund students and their dates:
 1. Necklines of a dress must be cut in a modest way.
 2. Cut of the dress in the back must Not be below the middle of the back.
 3. The bodice of the dress must not have any fabric cut outs below the neckline cut of the dress. (This includes openings covered with netlike fabric).
 4. Slits in dresses of formal or tea length may not exceed the top of the knee. Therefore, dresses that are knee length or above, may not have any slits.
 5. The length of a dress should not be shorter than four (4) inches above the knee when kneeling.
 6. In keeping with the formal atmosphere the Jr. /Sr. Prom, girls must wear tea length gowns or formal gowns. Boys must be attired in suits and tie or tuxedos.
 7. Dress for boys should be appropriate to the nature of the dance. (Homecoming dance is considered semi-formal). Therefore, boys should be attired in dress shirts and tie, sports coat, dress shoes, and dress pants.
 8. Admittance to the dance, with consideration of attire, will be left to the discretion of the principal and sponsors who are present that evening.
 9. If a student is in doubt as to the expected modesty of his/her chosen attire, he/she should consult the principal or sponsor before the dance to avoid the embarrassment of being turned away.
 10. Students are subject to a random Breathalyzer check at all dances.
- Deliberate failure to comply will result in disciplinary action by administration.

Textbooks

- It is the responsibility of each student to take care of the books given to him/her.
- The student and/or parents/guardians are required to pay for lost or damaged books.
- Report cards and other records will be held until books have been paid for or returned undamaged.

Tuition/Fees

Tuition must be paid by your Enrollment Agreement or it becomes Delinquent.

1. An account is delinquent on the day after its draft due date or enrollment agreement payment date unless prior arrangements have been made.
2. Once an account is delinquent, a statement will be mailed stating the delinquency and a late fee of \$25.00 is assessed.
3. If the account is still not current after 30-days from billing date and the parent/guardian has not made arrangements, the student will be denied the privileges of participating in any and all extra-curricular activities, and will be denied access to class until the account is made current.
4. A delinquent account at registration time will result in denial of admissions due to delinquent accounts.
5. If the account is delinquent at the beginning of the school year, the student will not be allowed to attend class until all outstanding tuition has been paid.
6. If the account is delinquent at semester break, the student will not be allowed to attend class once classes resume until all outstanding tuition has been paid.
7. Families seeking financial aid/tuition assistance are required to register for the drafting of monthly tuition payments through FACTS. Any family, who applies for financial aid/tuition assistance and fails to register for the drafting of monthly tuition payments through FACTS, shall not be eligible to receive financial aid/tuition assistance for any of its family members. (Adv Council 4/25/16)
8. Families contracting to lease computers or other technology from St. Edmund School are required to make monthly payments by draft or pay in full at the onset of the lease contract. (see Appendix for Computer/Technology Lease Agreement).

Uniform and Grooming

Students in General

Students who do not meet uniform requirements may not be allowed into class. Parents/guardians will be called and/or disciplinary action will be taken

Physical Education Uniform

A standard uniform will be decided by the P.E. instructor for both boys and girls, grades 6 – 12. Students are required to change back into their school uniforms at the end of P.E. class. In regards to 7th hour P.E., student athletes only that have practice/game immediately after school may wear their practice/game attire.

Elementary School Uniforms (Pre K-5th)

Wearing a St. Edmund Catholic School official uniform is a privilege. It instills school pride, a sense of unity and discipline in students. Students in a St. Edmund Catholic School Uniform are representatives of the school.

Boys

- Shirt – Gray short or long sleeve shirts with school crest. (spirit shirt on jean day)
- Undershirts – Solid white T-shirts allowed (no logos or writing of any kind)
- Pants – Navy pants/slacks (no cargo pants) – Black or Brown belt is required in grades 1-5
- Shorts - Knee-Length; Navy Only – Not allowed on Mass Days
- Socks - White ankle socks with the St. Eds. Design or crew socks that are solid white, black or navy
- Shoes – Tennis shoes may be worn and may have only the following colors black, white, gray, or blue. (no neon or bright colors, including shoestrings)
- Leather shoes may be worn and must be brown or black in the form of an oxford or loafer. (no boots)

Girls

- Skirt – Uniform plaid no shorter than 3” above the floor when kneeling
- Shirt - Navy blue short or long sleeves with school crest (spirit shirt on jean days)
- Undershirts- Solid white T-Shirts allowed (no logos or writing or any kind)
- Slacks - Uniform plaid or Khaki pants
- Shorts - Knee-Length plaid-Not allowed on Mass Days
- Socks- White ankle socks with the St. Eds. Design or crew socks that are solid white, black or navy
- Shoes – Tennis shoes may be worn and may have only the following colors black, white, gray, or blue. (no neon or bright colors, including shoestrings). Leather shoes may be worn and must be brown or black in the form of an oxford or loafer. (no boots)

Girls and Boys

- Sweater/
Sweatshirt – Solid Navy, long sleeved either button down or pullover with the school crest, no hoods. These are not to be worn tied around waist.
- Jacket- Solid Navy with school crest, no hoods
- Heavy Coat – Any color, must be heavy winter coat, not to be worn in any building on campus, including church, no hoods
- Winter Wear – Navy pants are allowed (no hip huggers); students may wear tights or leggings (white, navy blue, or gray) under skirts in cold weather
- Hair – Boys: Hair (including bangs) is to be kept clean, neatly trimmed, well-groomed (no longer than the base of the neck and not to extend beyond the collar of the shirt & must be over the ears and above the eyebrows). (no facial hair)
Boys and Girls: The hairstyle and color must not distract or disrupt classroom and school decorum. Unnatural hair colors and high lights are not allowed.
- Jewelry/Make-Up – Body piercing of any kind is not permissible. Visible tattoos are not allowed. Drawing and Writing on the body is not allowed. Girls: Modest jewelry is allowed. Earrings are not permitted to be worn anywhere except on the ear and must be modest in size. Only 1 earring can be worn per ear. Boys: May wear religious medal tucked inside of shirt only. Make-up and nail polish are not allowed.
- Jeans- On designated jean days, students may wear jeans with no holes or tears and a spirit shirt. The administration reserves the right to dictate dress on these days.

On Fridays, students are allowed to wear school sponsored spirit and/or athletic shirts/sweatshirt –navy with school Crest- (no hoods).

*Shirts and blouses must be tucked in between arrival on campus and 2:55 P.M.

Middle School (6th – 8th) and High School (9th – 12th)

Boys

- Shirt - Navy blue, long or short sleeved polo with school crest. (spirit shirt on jean day)
- Undershirt – Solid white T-shirts allowed (no logos or writing of any kind)
- Pants – Khaki pants/slacks (no cargo pants) – Black or Brown belt is required
- Shorts - Knee-Length; Khaki Only –Not allowed on Mass Days

- Socks- Crew Socks, solid white, navy, or black, St. Edmund Ankle Socks
- Shoes – Tennis shoes may be worn and may have only the following colors: black, white, gray, or blue. (no neon or bright colors, including shoestrings.)
- Leather shoes may be worn and must be brown or black in the form of an oxford or loafer. (no boots)

Girls

- Skirt – Uniform plaid no shorter than 3” above the floor when kneeling
- Shirt- Gray short or long sleeves with school crest (spirit shirt on jean day)
- Slacks - Uniform plaid or navy blue
- Shorts - Knee-Length plaid –Not allowed on Mass Days
- Socks- White ankle socks with the St. Eds. Design or crew socks that are solid white, black or navy
- Shoes – Tennis shoes may be worn and may have only the following colors black, white, gray, or blue. (no neon or bright colors, including shoestrings)
- Leather shoes may be worn and must be brown or black in the form of an oxford or loafer. (no boots)

Boys and Girls

- Sweater/
Sweatshirt – Solid Navy, long sleeved either button down or pullover with the school crest, no hoods. These are not to be worn tied around the waist.
- Jacket- Solid Navy with school crest or letterman jacket, no hoods
- Heavy Coat – Any color, must be heavy winter coat, not to be worn in any building on campus, including church, no hoods
- Hair – Boys: Hair (including bangs) is to be kept clean, neatly trimmed, well-groomed (no longer than the base of the neck and not to extend beyond the collar of the shirt & must be over the ears and above the eyebrows). (no facial hair) Boys and Girls: The hairstyle and color must not distract or disrupt classroom and school decorum. Unnatural hair colors are not allowed.
- Jewelry – Body piercing of any kind is not permissible. Visible tattoos are not allowed. Drawing and writing on the body is not allowed. Girls: Modest jewelry is allowed. Earrings are not

permitted to be worn anywhere except on the ear and must be modest in size. Only 1 earring can be worn per ear. Boys: May wear religious medal tucked inside of shirt only and seniors may wear senior class ring.

Jeans- On designated jean days, students may wear jeans with no holes or tears. The administration reserves the right to dictate dress on these days.

On Fridays, students are allowed to wear school –sponsored spirit and/or athletic shirts/sweatshirt-navy with school crest- (no hoods).

*Shirts and blouses must be tucked in between arrival on campus and Dismissal at 2:55 P.M

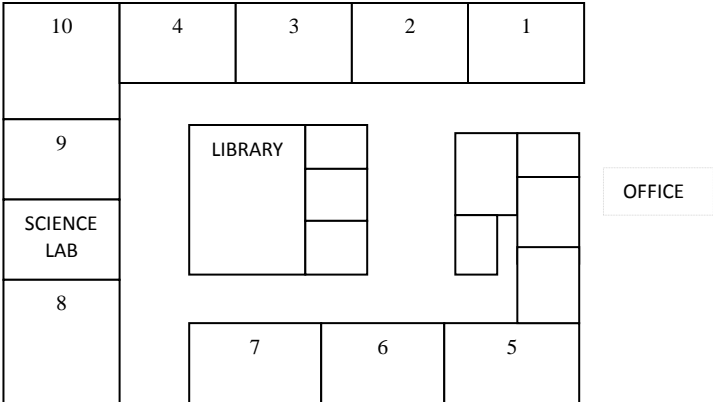
Visitors

- Parents/guardians and other interested individuals are always welcome at St. Edmund Catholic School; however, in the interest of safety and the efficiency of the school, all visitors must check in at the administration office.
- The administration office is located in the convent.
- Parents/guardians are not allowed to proceed to classrooms without first receiving permission from the administration office and obtain a visitors pass.
- Teachers are asked to send unannounced visitors to the administration office to check in before speaking with them.
- Any stranger or unauthorized person seen on campus by teachers, staff, or students should be reported to the office immediately.

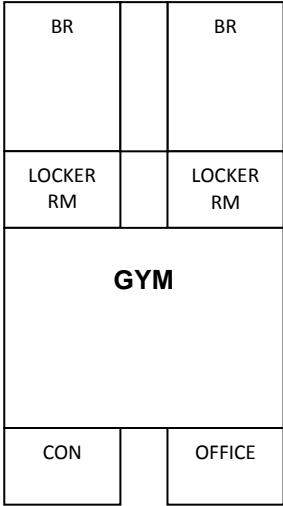
Appendix

MAIN BUILDING

4th STREET



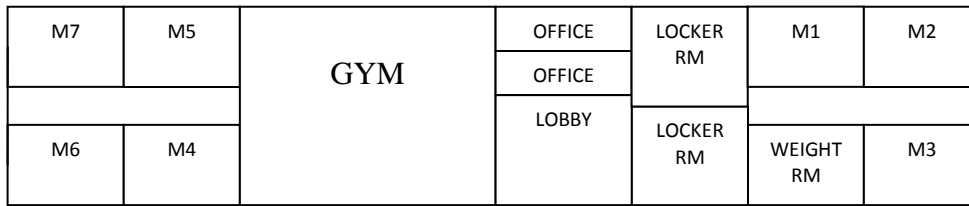
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3rd STREET

NEW GYM

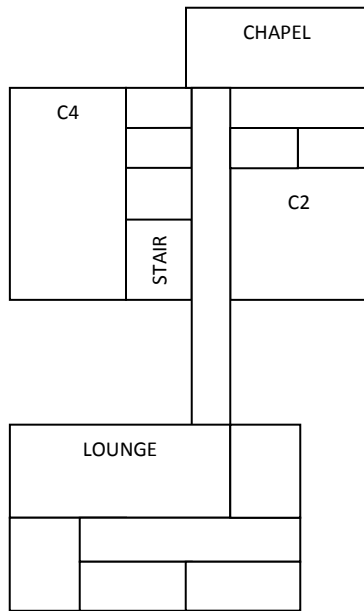
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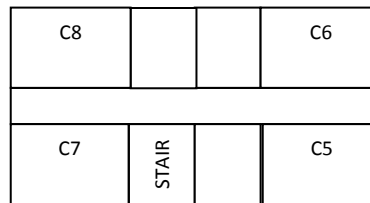
3rd STREET

Convent/Administration

W MAGNOLIA



1st FLOOR



2nd FLOOR

St. Edmund Catholic School

Academic Policies

Grading Policy

Pre-K and Kindergarten		
92% - 100%	E Excellent	Exceeds grade level standards
83% - 91%	S Satisfactory	Meets grade level standards
82% - 70 %	N Needs Improvement	Making progress but not meeting grade level standards
0% - 69%	U Unsatisfactory	Not making progress, not meeting grade level standards

Grades 1-12 Grading Scale for Regular Courses	
Grade	Percentage
A	92-100
B	91-83
C	82-75
D	74-67
F	74-67

Grading Policies

- Grades will be rounded up; ie: 65.50 will be 66; 73.50 will be 74; etc.
- In Pre-K and Kindergarten grades used are: E= Excellent; S=Satisfactory; N=Needs improvement; and U=Unsatisfactory
- In grade one and above, traditional letter grades will be given in all subjects. Six-week grades will be calculated by dividing the number of points earned by the total number of possible points. Averages will be no greater than 100% in RenWeb.
- Students suspended from school will be required to make up graded work not to exceed 60% of the total possible points.
- Grades will be posted to RenWeb within 5 school days of the test or due date of an assignment for parent access.
- When a student is absent, the time allowed for make-up work/tests will be equal to the number of days the students missed. Example: If a student missed 2 days of school, then the student is allowed 2 days to make-up the work/tests. If the student does NOT make up the work/tests within the time frame, then the student will receive a 0.
- In regards to late work, in grades 6-12, students' assignments are to be turned in on the expected date and time set by the teacher. If a student turns in the assignment at the end of the day on the due day, 5 points will be deducted from the grade. If a student turns in the assignment 1 day after the due date, 10 points will be deducted from the grade. If the assignment is turned in 2 days from the due date, 20 points will be deducted from the grade. On the 3rd day the assignment is late, the grade becomes a 0 and cannot be made up.
- A minimum of 600 points per six week period are required. In the elementary grades, science and social studies will be a minimum of 400 points due to the fact that instruction time is less than other subject areas.
- In grades 1-12, in order to help students reach their full potential, a failing grade in any subject at the end of the grading period will be no lower than a 50, if all work has been completed and turned in on time, which includes but is not limited to, class work, homework, projects, papers, participation, attendance, make-up work, and attending tutorials. The gradebook will reflect the students' exact grade on the tests. The report card will show the 50.
- If 50 % or more of students fail a test, the test will be disregarded. The material will be re-taught using a different approach and students will be re-tested.
- In grades 6-12, every 3 week period, teachers will assign tutorials to all students with D or F averages in any subject. The teacher will inform the student and email the parent regarding the assignment of the tutorials. In the event that a student does not show up to tutorials, the teacher will email the student's parent to inform them.

Comprehensive Exams

- Grades 6-8 will be given comprehensive exams at the end of each 6 week period in core subjects only. These exams must be a minimum of 100 points each.
- Grades 9-12 will be given a mid-term exam and a final exam. Each of these exams will be worth a minimum of 100 points each. The mid-term exam will be given at the end of the 3rd 6 week period and will

be averaged into the 3rd 6 week period grades. The final exam will be given at the end of the 6th 6 week period and will be averaged into the 6th 6 week period grades.

- The mid-term exam will include material taught from the beginning of the school year up until the exam. The final exam will include material taught from the 4th 6 week period up until the exam.

Accelerated Reading

- In first grade, students will begin the year by reading books and taking Read-Aloud AR tests. AR is not counted for a grade in 1st grade.
- In grades 2-8, each grading period, each student's 2 highest AR grades will be averaged using the % given by AR and be counted as one 50 point Reading grade per 6 week period. Students must take a minimum of 2 AR tests per six week period. Students may retest at the discretion of the teacher.
- In grades 2-8, students will be able to take any amount of AR tests during each grading period, only on books within their ZBD (Zone of Proximal Development) range which will be determined by each student's STAR test results.
- In grades 1-8, if a student reaches the point goal for the grading period of his/her grade level, he/she will receive a free dress day at the end of that grading period.

6th - 12TH GRADE Health and PE

In conjunction with Bulletin 741, "A minimum of 30 hours of health instruction shall be taught in each of the two required health and physical education units." Additionally, "Cardiopulmonary resuscitation (CPR) is required."

All grades for ALL physical education classes will follow the following format:

- Grades will convert to 100% per six weeks.
- 70% of the grade will be participation in physical activity and 30% will be dressing out for participation. This amounts to 10 points per day, 7 points for participation and 3 points for dressing out.
- Students in physical education classes will also receive a conduct grade.
- Students in health classes will follow the policies as outlined above.
- All grades will be entered into RenWeb, progress reports will be scheduled and parents/guardians will be advised of poor grades and performance by the coach/teacher of record.
- Students in grades 6th, 7th, and 8th will take general physical education classes that focuses on life time fitness with an emphasis on individual and team activities.
- Students in 9th and 10th grade will take 30 hours of health instruction in general physical education class that focuses on life-long conditioning and exercise, which is a requirement outlined in Bulletin 741 Non Public Schools.

GRADE POINT AVERAGES

1. Un-Weighted Grade Point Averages (GPA) on a 4-Point Scale will be used for grades 1-12.
 - a. GPA is defined as the Total # of Grade Points Earned/Total # of Credits Attempted
 - b. 4.0 Grade Point Scale: A=4; B=3; C=2; D=1; F=0
Example: Student's Final Grades 9th Grade Year
 - c. Cumulative GPA is defined as the Total # of Grade Points Earned in all grade levels/Total # of Credits Attempted in all grade levels. Courses taken in grades 9-12 are used for the calculation of a

DEPARTMENT	COURSE	END OF YEAR GRADE	CREDITS EARNED	GRADE POINTS EARNED	CREDITS ATTEMPTED	GPA CALCULATION (Total grade points earned/ Total # of Credits attempted)
01 English	English I	F	0	0	1	
	English I (transfer/summer school)	A	1	4	1	
02 Math	Algebra I	D	1	1	1	
03 Social Studies	Civics	D	1	1	1	
04 Science	Physical Science	B	1	3	1	
05 Physical Ed.	Health & P.E. I	A	1	4	1	
06 Elective (Business/Technology)	IBCA	C	1	2	1	
07 Elective (Religion)	Religious Studies I	B	1	3	1	
TOTAL ATTEMPTED			6		8	
TOTAL EARNED			7	18		
						18/8 = 2.25

student's un-weighted cumulative GPA. The cumulative un-weighted GPA is listed on a student's high school transcript record.

- d. In accordance with the Diocese of Lafayette and the State of Louisiana, a transcript of a student failing a course will show both the failing course grade and the passing course grade. Both grades are calculated into a student's grade point average (GPA) on the high school transcript of record. The failing course grade is not deleted and replaced with the passing course grade from summer school.
- e. The Legislature of the State of Louisiana sets the calculation for the TOPS GPA. The current policy states in the case of a student failing a course, when a course is repeated, TOPS GPA is calculated using the highest grade. This is done before final GPA calculations and evaluation of transcripts in

the state transcript system for meeting the TOPS core curriculum requirement of 19 core curriculum units.

- f. In accordance with the Diocese of Lafayette, students are not allowed to re-take courses that they have passed with a grade of A, B, C, or D.

PROMOTION AND FAILURE

Elementary: In grades 1-5 students must pass Math, English, and Reading in order to be promoted to the next grade level. In grades Pre-K and K, if a student receives a U in Math and /or ELA, the student will not be promoted to the next grade level.

Middle School: In grade 6, students must pass Math, English and Reading in order to be promoted to the next grade level. In grades 7-8, if a student earns a failing grade in one core subject, then the student must make up the course in summer school in order to be promoted to the next grade level. If a student fails more than one core subject, the student will not be promoted to the next grade level.

High School: A student must earn 28 credits at the end of the 12th grade year in order to receive a St. Edmund Diploma. If a student earns a failing grade in one or more subjects, the student must make up the course(s) in summer school in order to be promoted to the next grade level homeroom. If a course(s) is/are not made up, then the student will be enrolled in those courses the next school year. In this case, the student will NOT have the required credits to receive a diploma and MUST enroll in an online course(s) through a SACS Accredited program and pass this/these courses in order to have the required number of credits in order to receive a diploma.

Graduation Requirements

Required Courses:

- 4 Units of: Religion (exceptions made for transfer students only)
- 4 Units of: English
- 4 Units of: Math
- 4 Units of: Science
- 4 Units of: Social Studies
- 2 Units of: Health and P.E. (I and II)
- 2 Units of: Foreign Language (2 units of the same foreign language)
- 1 Unit of: Art
- 3 Units of: Electives

Total: 28 Units

High School Credits:

In order to begin the **Sophomore Year**, a student should have completed the following:

Religion	1 unit	Social Studies.....	1 unit
English	1 unit	Health & P.E.....	1 unit
Math	1 unit	Electives	1 unit
Science	1 unit	TOTAL	7 units

In order to begin the **Junior Year**, a student should have completed the following:

Religion	2 units	Social Studies.....	2 units
English	2 units	Health & P.E.....	2 units
Math	2 units	Electives	1 unit
Science	2 units	Foreign Language	1 unit
TOTAL		14 units	

In order to begin the **Senior Year**, a student should have completed the following:

Religion	3 units	Social Studies.....	3 units
English	3 units	Health & P.E.....	2 units
Math	3 units	Electives	2 units
Science	3 units	Foreign Language	2 units
TOTAL		21 units	

PRE-REQUISITES FOR HONORS COURSES

Honors Courses proceed at a faster pace and cover material more in depth than regular classes. They are academically more challenging and rigorous.

In order for a student to enroll in an honors course, the student must have:

- All A's and B's each 6 weeks period in the core subject course taken the previous year, with the exception of Chemistry (H) – all A's and B's in Physical Science
- If a student's end of the year grade in an honors course is a C or below, then the following year, the student will be enrolled in that course's regular section.
- Physics Honors requires math proficiency and enrollment in Pre-Calculus Honors concurrently is required.
- Enrollment in an honors course is a one year commitment. Schedule changes can only be made within the first two weeks of the first day of school. A student can choose to enroll in regular course sections the following school year.

GRADING FOR HONORS COURSES

- 2 percentage points will be added to each 6 week period's average on the report card
- The addition of the 2 percentage points will occur only if the 6 week period's average is 70 or above
- The average cannot be greater than 100
- No additional percentage points will be added to the final end of the year average

Benefits to taking Honors Courses:

- Greater work load allows students to become more prepared to deal with intense situations and become more confident in handling difficult tasks
- Prepares students for transition from high school level course work to college level course work
- Some entities giving scholarships take into consideration whether or not students took honors courses when making scholarship offering decisions.
- Admission factor for selective colleges and universities
- Some colleges and universities are more discerning for admission to students who took honors courses

DUAL ENROLLMENT COURSES

- Courses offered for dual credit stem from agreements between high schools and universities or colleges, whereby a student enrolls in a college course and simultaneously earns college grades and credit in the college course and high school grades and credit in the high school course. St. Edmund has an agreement with LSU-E to provide dual enrollment courses to students. Students must meet LSU-E minimum criteria to enroll in dual credit courses.
- All dual enrollment grades are included on all future college transcripts. Dual enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by LSU-E. College grades earned in dual enrollment courses will be used by other programs, including TOPS, to determine continuing eligibility for those programs.
- LSU-E's policy for continued enrollment states that in order for a student to continue enrollment in subsequent semesters/terms, a student must have successfully completed (earned a college grade of A, B, C, or P) current dual credit courses. Students who earn grades of D, F, or I from a course may not enroll in the following semester or term.
- Parents and students are responsible for all fees associated with the college credit. Dual enrollment tuition and fees are set by LSU-E, usually just prior to the start of the school year. Tuition and fees are paid directly to LSU-E. LSU-E will mail a fee statement to the student's home address. Students will receive their LSU-E student IDs and passwords in the mail. It is important for this letter to be kept safe on file at home because the IDs and passwords will be used for all dual enrollment courses a student chooses to enroll in.
- Course availability, criteria, and tuition and fees are subject to change each semester. The Board of Regents can make changes to criteria for student eligibility at any time.
- Prior to enrolling in a dual enrollment course, parents and students should review the curriculum plan of the chosen major field of study at the college or university the student intends to enroll in to pursue their post-secondary education to ensure the course is required. An academic advisor from the college or university should be consulted with. In the event that a student chooses a different major field of study or chooses to attend a different college or university, there is a possibility that

some dual enrollment courses taken may not be required or may not fulfill course requirements under the new curriculum plan. Mr. Patton Griffith, Manager of LSU-E Dual Credit Program, is assigned as all dual enrollment students' academic advisor and should be consulted with for assistance with courses.

Graduating Class of 2018 and Beyond

Academic Levels of Distinction

The following academic levels of distinction are used by educational institutions to signify a diploma that will be received with "Great Honor".

Valedictorian will be the student who has taken all honor courses offered at St. Edmund and has the highest GPA. In the case of ties, 1st and 2nd semester grades will be averaged together and used. If there is still a tie, then 6 weeks grades shall be counted. This procedure may be followed going back to the 9th grade year if necessary. If there is still a tie, then the tie remains.

Salutatorian will be the student who has taken all honor courses offered at St. Edmund and has the 2nd highest GPA. In the case of ties, 1st and 2nd semester grades will be averaged together and used. If there is still a tie, then 6 weeks grades shall be counted. This procedure may be followed going back to the 9th grade year if necessary. If there is still a tie, then the tie remains.

1. Summa cum Laude

- a. Students have taken **ALL** Honor Courses offered at St. Edmund
- b. Students have earned a cumulative (grades 9-12) un-weighted (4-point scale) grade point average of **4.00**
- c. Students will receive a Gold Cord at the Class Night Award Ceremony

1. Magna Cum Laude

- a. Students have taken **ALL** Honor Courses offered at St. Edmund
- b. Students have earned a cumulative (grades 9-12) un-weighted (4-point scale) grade point average of **3.75-3.99**
- c. Students will receive a Silver Cord at the Class Night Award Ceremony

2. Cum Laude

- a. Students have taken **ALL** Honor Courses offered at St. Edmund
- b. Students have earned a cumulative (grades 9-12) un-weighted (4-point scale) grade point average of 3.5-3.749
- c. Students will receive a Bronze Cord at the Class Night Award Ceremony

3. Distinguished Honor Students

- a. Students have taken **ALL** Honor Courses offered at St. Edmund

- b. Students have earned a cumulative (grades 9-12) un-weighted (4-point scale) grade point average of **3.5 Or above**
- c. Students will receive a White Cord at the Class Night Award Ceremony

4. Distinguished Students

- a. Students have taken **SOME or No** Honor Courses offered at St. Edmund
- b. Students have earned a cumulative (grades 9-12) un-weighted (4-point scale) grade point average of **3.5 or above**
- c. Students will receive a Light Blue Cord at the Class Night Award Ceremony

*All transfer students attending St. Edmund during grades 9-12 will be subject to the same rules and guidelines for academic levels of distinction from time they enroll at St. Edmund.

St. Edmund Catholic School Behavior Plan

The St. Edmund Behavior Plan includes: clearly identified and defined behaviors, prevention through teaching alternate skills, designing consequences, creating long-term supports and behavior contracts that provide ongoing behavior remediation.

Goal: *The St. Edmund Behavior Plan is a proactive strategy for defining, teaching and supporting student behavior resulting in academic gains and a positive school environment*

Definition: The behavior plan is a prevention approach of positive behavior support. The basic approach is to use proactive, research-based strategies to teach clearly defined behavioral expectations. Most importantly, it establishes ongoing behavior supports that can be used by all students and staff.

Purpose: The purpose of the St. Edmund Catholic School Behavior Plan is to reinforce positive behavior in all students.

Why the behavior plan:

Research indicates that a positive and predictable school environment ensures that students feel safer, have better academic performance and higher test results, and make better behavior choices. Schools also show a gain in instructional time, reduction in detention and in-school suspensions, out of school suspensions and discipline referrals.

School-wide Behavior Plan – Long Range Plan

- Incorporate best practice in professional development and system change (teams)
- Emphasizes the use of assessment information to guide intervention and management decisions
- Focus on the use of a continuum of behavioral supports
- Focus on establishing school environments that support long term success of effective practices
- Effective behavioral support is implemented consistently by staff and administration
- Appropriate student behavior is **taught**
- Positive behaviors are publicly acknowledged
- Problem behaviors have clear consequences
- Student behavior is monitored and staff receive regular feedback

Expectations

Student Expectations:

- Obey the rules of each classroom and the school.
- Display leadership skills in order to help other students understand the rules and consequences for rule violations.
- Treat others and all property with respect and expect to be treated the same.
- Treat others with courtesy and cooperation.
- Act in a safe and responsible manner.

Teacher Expectations:

- Post and review classroom rules.
- Give praise for correct behaviors.
- Avoid criticism of students.
- Constantly and consistently enforce school policies.
- Promptly communicate with parents.

- Follow the behavior plan procedures

Disciplinarian Expectations: (Added)

- Oversee and investigate all referrals.
- Finalize actions based on offense with Administrator.
- Enforce consequences based on behavior plan.
- Notify/Email teachers of disciplinary action taken and point deductions.
- Contact parent of disciplinary action.
- Disperse referral forms to appropriate parties.

Administrator Expectations:

- Manage the school wide behavior plan.
- Work with Discipline committee to monitor the St. Edmund Catholic School Behavior Plan.
- Provide training for school personnel.
- Follow the St. Edmund Catholic School Behavior Plan.

Staff Expectations: (Added)

- Report any discipline incident to the disciplinarian or administrator.

Parent Expectations:

- Sign in at the front office on all visits.
- Send children to school on time.
- Honor class schedules when checking students out of school early, during classroom exchange times or lunch.
- Know and support school rules and policies.
- Cooperate with the staff and administration to correct discipline problems.
- Make appointments for teacher conferences in the main offices.

Elementary Teacher Managed Per Six Weeks

Behaviors	Description/Examples (not limited too)	Conduct Point K - 2	Conduct Points 3 - 5
1. Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches (per Diocesan policy), etc. • All electronic devices 	-2	-3
2. Follow all classroom/school rules	<ul style="list-style-type: none"> • Materials ready • Homework • Proper uniform • Complete assignments and be alert • Refusal/non-compliance • Respect one another & oneself • Talking/noises/follow school rules • Comply without argument 	-2	-3
3. Use appropriate language	<ul style="list-style-type: none"> • Cursing • Inappropriate responses 	-4	-5
4. Respect each other	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Horseplay • Stealing • Disrespecting peers • Do unto others as you would have them do unto you 	-4	-5
5. Do your own work	<ul style="list-style-type: none"> • Plagiarism • Cheating • Lying 	-4	-5

CONSEQUENCES PER SIX WEEKS

1st Offense

- Verbal Correction
- Teacher records behavior
- Deduct points from conduct grade

2nd Offense

- Bible verse/essay
- Teacher contacts parents
- Teacher records behavior
- Deduct points from conduct grade

3rd Offense

- Detention
- Disciplinarian contacts parents
- Teacher records behavior
- Deduct points from conduct grade

4th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
- In-School Suspension

5th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
- Out-of-School Suspension

Elementary Disciplinarian Managed Per Year

****After first offense of a Tier 1 behavior, the student advances to Tier 2.**

Immediate Discipline Referral Slip to Administration	Description/Examples (not limited too)	Conduct Points K - 2	Conduct Points 3 - 5
Tier 1	In-School Suspension (ISS)		
1. Know when to stop	<ul style="list-style-type: none"> Excessive disruption becomes a major problem 	-8 per day	-10 per day
2. Respect each other and each other's personal and school property	<ul style="list-style-type: none"> Property damage Graffiti Stealing Physical contact 	-8 per day	-10 per day
3. Vulgarity	<ul style="list-style-type: none"> Verbal Directed at an individual Body language; gestures Written words or illustrations Inappropriate touching 	-8 per day	-10 per day
4. Attend all classes	<ul style="list-style-type: none"> Skipping class 	-8 per day	-10 per day
5. Disrespect to teacher	<ul style="list-style-type: none"> Verbal Body language; gestures Written words or illustrations 	-8 per day	-10 per day
6. Bullying, Hazing, or Harassment	<ul style="list-style-type: none"> As per Diocesan policy <p>All of the following criteria must be met:</p> <ul style="list-style-type: none"> Imbalance of Power, Repeated and/or escalating behaviors, & Aggressive or intentional behavior Acts of initiation 	-8 per day	-10 per day
7. Cyberbullying	<ul style="list-style-type: none"> As per Diocesan policy Any form of social media, emails, text, etc. 	-8 per day	-10 per day
Tier 2	Out-of- School Suspension (OSS)	1 Day	1 Day
1. Fighting	<ul style="list-style-type: none"> Bodily harm to another student 	-12 per day	-14 per day
2. Verbal Threats	<ul style="list-style-type: none"> Threat of harm involving perception of physical or mental damage. 	-12 per day	-14 per day

	<ul style="list-style-type: none"> • Harassment 		
3. Alcohol/Tobacco/OTC Medication	<ul style="list-style-type: none"> • Possession of any OTC medication, alcohol or tobacco substance 	-12 per day	-14 per day
Tier 3	Immediate Expulsion		
1.Possession of Weapon			
2.Possession of an illegal controlled substance			
3.Physical contact toward a faculty, staff or any other adult.			

*******The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**

- All students need to be aware that conduct grades are part of a student’s academic performance. Points are deducted for behavior occurring in the classroom only. Conduct grades of a “C” or below will keep a student off academic honor roll.
- Disciplinary Managed behaviors result in 1 day of suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time, per Diocese Policy. The student will be referred for expulsion on the 4th suspension.
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.

All behaviors occurring before school, during lunch, in the hallway, in the bathroom, in the cafeteria, after school, etc. will be referred to the homeroom teacher for conduct deductions.

In an attempt to deter negative behaviors, a positive incentive plan has been established that includes:

1. Daily affirmation of positive behaviors by teachers and administration.
2. Weekly reinforcement of positive behaviors in the form of Blue Jay Bucks.
Example: Students with no conduct deductions receive Blue Jay Bucks (1 per week and additional bucks may be earned)
3. Monthly incentives per class, grade levels and school wide as rewards for accumulation of Blue Jay Bucks.
Example: 2 Blue Jay Bucks = 1 free homework pass

Middle School Teacher Managed Per Six Weeks

Behaviors	Description/Examples (not limited too)	Conduct Points
1. Proper uniform	<ul style="list-style-type: none"> • As outlined in Handbook • Shirts tucked in • Belt • School approved jacket • School approved shoes 	-4
2. Follow all classroom/school rules	<ul style="list-style-type: none"> • Tardy • Materials ready • Hall pass • Complete assignments • Be alert • Follow directions • Classroom rules • Refusal/non-compliance 	-4
3. Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches, etc. • All electronic devices 	-6
4. Use appropriate language	<ul style="list-style-type: none"> • Inappropriate Responses (verbal or nonverbal) 	-6
5. Respect each other	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Horseplay • Practical jokes, i.e. hiding belongings of others • Disrespecting peers • Do unto others as you would have them do unto you 	-6

CONSEQUENCES PER SIX WEEKS

1st Offense

- Verbal Correction
- Teacher records behavior
- Deduct points from conduct grade

2nd Offense

- Bible verse/essay
- Teacher contacts parents
- Teacher records behavior
- Deduct points from conduct grade

3rd Offense

- Detention
- Disciplinarian contacts parents
- Teacher records behavior
- Deduct points from conduct grade

4th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
- In-School Suspension

5th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
- Out of School Suspension

Middle School Disciplinary Managed per Year

****After first offense of a Tier 1 behavior, the student advances to Tier 2.**

Immediate Discipline Referral Slip to Administration	Description/Examples (not limited too)	Conduct Points
Tier 1	In-School Suspension	
1. Respect each other and other's and school property	<ul style="list-style-type: none"> • Property damage • Graffiti • Stealing • Physical contact 	-12
2. Attend all classes	<ul style="list-style-type: none"> • Skipping class 	-12
3. Vulgarity	<ul style="list-style-type: none"> • Verbal • Cursing • Body language; gestures • Written words or illustrations • PDA (public display of affection) 	-12
4. Disrespect to teacher	<ul style="list-style-type: none"> • Verbal • Body language; gestures • Written words or illustrations • Lying 	-12
5. Plagiarism/cheating	<ul style="list-style-type: none"> • Copying someone else's work and using it as your own 	-12
Tier 2	Out-of- School Suspension	1 Day
1. Bullying, Hazing, or Harassment	<ul style="list-style-type: none"> • As per Diocesan Policy <p>All of the following criteria must be met:</p> <ul style="list-style-type: none"> • Imbalance of power, • Repeated and/or escalating behaviors, & • Aggressive or intentional behavior <ul style="list-style-type: none"> • Acts of Initiation 	-16
2. Cyber Bulling	<ul style="list-style-type: none"> • As per Diocesan Policy • Any form of social media, email, text, etc. 	-16
3. Fighting	<ul style="list-style-type: none"> • Bodily harm to another student 	-16
4. OTC Medication	<ul style="list-style-type: none"> • Possession or use OTC Medication 	-16
Tier 3	Out-of- School Suspension	2 Days
1. Alcohol/Tobacco	<ul style="list-style-type: none"> • Possession or use of tobacco/alcohol or imitation controlled substance • Sale or distribution of alcohol/tobacco 	-16
Tier 4	Immediate Expulsion	
1. Possession of Weapon		

- | |
|--|
| 2. Possession of an illegal controlled substance |
| 3. Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult. |

*******The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**

- All students need to be aware that conduct grades are part of a student’s academic performance. Points are deducted for behavior occurring in the classroom only. Conduct grades of a “C” or below will keep a student off academic honor roll.
- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time, per Diocese Policy. Students will **not be allowed** to participate in extra-curricular activities, including practices and games while suspended. Students suspended from school will be required to make up graded work not to exceed 60% of the total possible points.
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.
- The student will be referred for expulsion on the 4th suspension.

All behaviors occurring before school, during lunch, in the hallway, in the bathroom, in the cafeteria, in mass, after school, etc. will be marked on the Discipline Card.

- Discipline Card
 - Will be used for behaviors that happen outside of the classroom.
 - A new one will be issued each six-week period.
 - Monitored and tracked by the Homeroom teacher.
 - 4th offense on the card will result in an In-School Suspension.
 - 5th offense and beyond will result in an Out of school suspension.
 - If a card is forgotten or lost, the student must buy a new one for \$5.00 and are ineligible for entering the card in the drawing.
 - On the 3rd time the card is forgotten or lost, the student will be assigned detention.
 - On the 4th time the card is forgotten or lost, the student will be assigned In-School-Suspension.
 - On the 5th time the card is forgotten or lost, the student will be assigned Out-of-School Suspension.

Positive Behavior Incentives

In an attempt to deter negative behaviors, a positive incentive plan has been established that includes:

1. Daily affirmation of positive behaviors by teachers and administration.
2. A Discipline Card replaces Blue Jay Bucks.
3. An unmarked Discipline Card, allows a student to enter in a drawing for prizes at the end of a six-week period.

High School Teacher Managed per Six Weeks

Behaviors	Description/Examples (not limited too)	Conduct Points
1. Proper Uniform	<ul style="list-style-type: none"> • As Outlined in the Handbook • Shirts tucked in • Belt • School approved jacket • School approved shoes 	-5
2. Be on time	<ul style="list-style-type: none"> • Tardy 	-5
3. Follow all classroom/school rules	<ul style="list-style-type: none"> • Materials • Hall pass • Complete assignments • Be alert • Follow directions • Classroom procedures • School rules 	-5
4. Use appropriate language	<ul style="list-style-type: none"> • Inappropriate Responses (Verbal or nonverbal) 	-8
5. Respect each other	<ul style="list-style-type: none"> • Horseplay • Practical jokes, i.e. hiding someone's belongings • Disrespect of peers • Acts of initiation • Do unto others as you would have them do unto you 	-8

CONSEQUENCES PER SIX WEEKS

1st Offense

- Verbal correction
- Teacher records behavior
- Deduct points from conduct grade

2nd Offense

- Bible Verse Essay
- Teacher contacts Parent
- Teacher records behavior
- Deduct points from conduct grade

3rd Offense

- Detention
- Disciplinarian contacts parent
- Teacher records behavior
- Deduct points from conduct grade

4th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
 - In school Suspension

5th Offense

- Student sent to Disciplinarian
- Disciplinarian contacts parents
- Out of School Suspension

High School Disciplinary Managed per Year

Immediate Discipline Referral Slip to Administration	Description/Examples (not limited too)	Conduct Points
Tier 1	In-School Suspension	
1. Know when to stop	<ul style="list-style-type: none"> • Excessive disruption • PDA (public display of affection) 	-15 pts./day
2. Attend all classes	<ul style="list-style-type: none"> • Skipping class. 	-15 pts./day
3. Respect each other and other's and school property	<ul style="list-style-type: none"> • Property damage • Graffiti • Stealing • Physical Contact 	-15 pts./day
4. Vulgarity	<ul style="list-style-type: none"> • Verbal • Cursing • Directed at an individual • Body language; gestures • Written words or illustrations • PDA (public display of affection) 	-15 pts./day
5. Disrespect a teacher	<ul style="list-style-type: none"> • Verbal; noises • Body language; gestures • Written words or illustrations • Lying 	-15 pts./day
6. Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches, etc. • Laptops, iPods • All other electronic devices 	-15 pts./day
Tier 2	Out of School Suspension	1 Day Suspension
1. Bullying, Hazing, or Harassment	<ul style="list-style-type: none"> • As per Diocesan policy <p>All of the following criteria must be met:</p> <ul style="list-style-type: none"> • Imbalance of power, • Repeated and/or escalating behaviors, & • Aggressive or intentional behavior <ul style="list-style-type: none"> • Acts of Initiation 	-20 pts./day
2. Cyber Bullying	<ul style="list-style-type: none"> • As per Diocesan policy • Any form of social media, emails, text, etc. 	-20 pts./day
3. OTC Medication	<ul style="list-style-type: none"> • Possession or use of OTC Medication 	-20pts./day
Tier 3	Out of School Suspension	2 Day Suspension
1. Fighting	<ul style="list-style-type: none"> • Bodily harm to another student 	-20 pts./day

2. Tobacco	<ul style="list-style-type: none"> • Possession or use of tobacco or imitation controlled substance • Sale or distribution of tobacco 	-20pts./day
3. Alcohol	<ul style="list-style-type: none"> • Possession or use of alcohol • Sale or distribution of alcohol 	-20pts./day
4. Plagiarism/cheating	<ul style="list-style-type: none"> • Copying someone else's work and using it as your own 	-20 pts./day
Tier 4	Immediate Expulsion	
1. Possession of Weapon		
2. Possession of an illegal controlled substance		
3. Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult.		

*******The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**

- All students need to be aware that conduct grades are part of a student's academic performance. Points are deducted for behavior occurring in the classroom only. Conduct grades of a "C" or below will keep a student off academic honor roll.
- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. Students will **not be allowed** to participate in extra-curricular activities, including practices and games while suspended. Students suspended from school will be required to make up graded work not to exceed 60% of the total possible points.
- The student will be referred for expulsion on the 4th suspension.
- SECS prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by St. Edmund School or Booster Club, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing St Edmund. Texting and/or posting these prohibitions on any social media site is also prohibited.
- **All behaviors occurring before school, during lunch, in the hallway, in the bathroom, in the cafeteria, in mass, after school, etc. will be marked on the Discipline Card.**

- Discipline Card
 - Will be used for behaviors that happen outside of the classroom.
 - A new one will be issued each six-week period.
 - Monitored and tracked by the Homeroom teacher.
 - 4th offense on the card will result in an In-School Suspension.
 - 5th offense and beyond will result in an Out of school suspension.
 - If a card is forgotten or lost, the student must buy a new one for \$5.00 and are ineligible for entering the card in the drawing.
 - On the 3rd time the card is forgotten or lost, the student will be assigned detention.
 - On the 4th time the card is forgotten or lost, the student will be assigned In-School-Suspension.
 - On the 5th time the card is forgotten or lost, the student will be assigned Out-of-School Suspension.

Positive Behavior Incentives

In an attempt to deter negative behaviors, a positive incentive plan has been established that includes:

1. Daily affirmation of positive behaviors by teachers and administration.
2. A Discipline Card replaces Blue Jay Bucks.
3. An unmarked Discipline Card, allows a student to enter in a drawing for prizes at the end of each six-week period.

St. Edmund Catholic School
Family Service Hour Tracking Form
2017 – 2018

Family Name: _____ Student Name: _____

Service Hour Requirement: 10 hours + 2 hours per child during Spring Fair Weekend.

Date	Describe Event	Service Hours Worked	Supervising Official Signature

Please return this form no later than May 18, 2018 to Gwen Zaunbrecher at the High School office or Michelle Stelly at the Elementary office. You can also scan and email the form to Loretta Ortego at loretta.ortego@stedmund.com. Also, make a copy of your completed form prior to turning it in.

Please have the form completed correctly. A form without a supervising official signature will not be accepted. The consequences for incomplete Spring Fair service hours are:

- \$50.00 per hour per child.
 *Example: 2 children x 4 incomplete service hours = \$400.00
- The fee must be paid at June registration.

St. Edmund Catholic School Registration



High School: 337-457-2592 • Elementary: 337-457-5988
Administration/Bookkeeping: 337-457-3777 • Fax: 337-457-3779
www.stedmund.com

Students Presently Enrolled and Brothers and Sisters Entering: Beginning March 6, 2017.

Registration packets **MUST BE RETURNED BY MARCH 24TH TO BE ABLE TO PAY DISCOUNTED REGISTRATION FEE.**

New Students in Pre-K through 12th Grade: Week of March 13, 2017

Parents or guardians of children entering St. Edmund School must come to the School Administration office between the hours of 8:00 a.m. and 2:00 p.m. on the dates specified below. Immunization Card for school registration, Certified Birth Certificate, Baptismal Certificate and Social Security Card must be presented at the time of registration.

Registration Policy

St. Edmund is a Catholic school affiliated with St. Anthony of Padua Roman Catholic Church Parish in Eunice, Louisiana. It is approved by the State of Louisiana and accredited by the Southern Association of Colleges and Schools. The admission of students into St. Edmund School is based on the following policy of non-discrimination and issued by the Diocese of Lafayette, the Diocesan School Board, and the Diocesan Department of Education:

St. Edmund School accepts student applications for admission to any grade regardless of race, creed or national origin. There is no discrimination in the administration of educational policies, of scholarship programs, or of athletic and extra-curricular programs.

Registration Notes

Children returning to St. Edmund are considered registered students for the next school year upon receipt of all required paperwork.

All tuition payments through February 2017 must be paid in full before registration for the year 2017-2018 will be accepted.

New families applying to St. Edmund are required to produce the necessary documentation and pay the fees outlined in this form.

Note: REGISTRATION FEES ARE NONREFUNDABLE.

Age Requirement

Students entering Pre-kindergarten must be 4-years of age on or before September 30, 2017. Students entering Kindergarten must be 5-years of age on or before September 30, 2017. Students entering first grade must be 6-years of age on or before September 30, 2017.

Tuition Draft Plan

St. Edmund utilizes a tuition draft program. Families may pay tuition in any of the following ways:

- ✓ Pay tuition **IN FULL by JUNE** (Receive a 3% discount off tuition for advance payment)
- ✓ Pay the tuition in monthly installments by bank draft; drafts begin July.

You *must* make your payments by bank draft, or otherwise pay for year in advance. Families are required to contact the school if at any time they are unable to make a payment due to an extraordinary circumstance.

Family Organizations Fee <i>\$25 per family</i>	This fee is collected on behalf of PTC/Academic Booster, and Athletic Booster clubs. PTC/Academic Booster, \$15 per family, and Athletic Booster, \$10 per family (contributes to student insurance which is paid by Athletic Boosters) <u>This fee is due at registration as a post-dated check for June 1.</u>
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Tuition

Elementary (Pre-K) \$440 per month for 12 months

Elementary (K-5) \$348 per month for 12 months

Middle/High School (6-12) \$440 per month for 12 months

A Multi-Child Discount Plan: 12% discount for second child, 15% for third child, 19% for fourth child, 22% for fifth child, 25% for sixth child and 29% for seventh child, for students K-12. Families with 8 or more children will pay registration and fees, but NO tuition for the 8th and above children. ***Pre-K is not included in the discount plan.***

Tuition Assistance

Families with financial needs, whose children are registered, may apply for tuition assistance online at FACTS.

Fees & Commitments

<p>Registration Fee <i>\$100/student pre-register</i> <i>\$150/student registration</i></p>	<p>The pre-registration period is Mar 6-March 24, 2017 <u>This fee is due at registration and is NONREFUNDABLE.</u></p>
<p>Diocesan Tax <i>\$24 per child</i></p>	<p>The Diocese of Lafayette assesses this school \$24 per year for each child registered to help cover the costs of maintaining the Office of Catholic Schools which oversees all the Catholic schools in the Diocese. <u>This fee is due at registration.</u></p>
<p>Out of Parish/ Non-Catholic Fee <i>\$150 per child, up to 3 unless subsidized by church parish</i></p>	<p>Most local Catholic churches have made arrangements with this school to pay this fee for their parishioners who support their church monetarily on a regular basis. A form is provided on the back of this registration form to be signed by the pastor agreeing to pay the church subsidy. If you do not qualify for a church subsidy payment for whatever reason or you choose not to ask your church for this support, this fee <u>becomes your responsibility</u> at registration.</p>
<p>Technology Fee <i>\$100 per child</i></p>	<p>The cost of technology (even with grants) is very prohibitive. A fee of \$100.00 is assessed for each student to cover the cost of software, software licensing, software support, hardware such as computers, monitors, scanners, printers, other peripherals, the repair or replacement of hardware, and supplies such as inkjet cartridges, diskettes, etc. <u>This fee is due at registration time as a post-dated check dated June 1.</u></p>
<p>Building & Maintenance Fee <i>\$150 per family per year</i></p>	<p>The monies collected from this fee are used to maintain our buildings and grounds. The costs of maintenance have climbed steadily and rapidly over the years. To keep current with the rising cost, the school must assess each family with a \$150 fee. <u>This fee is due at registration time as a post-dated check dated June 1.</u></p>
<p>Book & Activity Fees: <i>Pre-K-12: \$190</i></p>	<p>The Book/Activity Fee covers many different areas depending on the individual grade, but the majority of the fee pays for the religion books each year. This fee also funds workbooks, copy paper, testing materials, standardized testing, lab supplies, classroom supplies, etc. <u>This fee is due at registration time as a post dated check dated June 1.</u></p>
<p>Capital Campaign Fee <i>\$50per family per month</i></p>	<p>The Capital Campaign Fee is dedicated to payment of debt incurred to construct the new multi-purpose facility which includes seven additional classrooms and a new gymnasium. The fee is to be applied to each family and will last over the life of the loan. <u>This fee will begin June 1 and added to your monthly tuition fee.</u> (Previous Donors may be exempt, please consult the Development Office for more information.)</p>
<p>Service Work Hours <i>2 hrs/child Spring Fair</i> <i>10 hrs/family service</i></p>	<p>In addition to mandatory Spring Fair hours, families are required to work service hours during school year to total 10 service hours. \$25/hr assessed otherwise. Must be approved/signed by sponsor/ administrator turned in before students begin final exams and/or final grades are posted. Spring Fair assess \$50/hr/child non-worked.</p>
<p>Tuition Draft Fee <i>\$45/Yr</i></p>	<p>Fee drafted once per year for drafting services, through FACTS Tuit Mgmt.</p>

Tuition/Fees Worksheet 2017-2018 REGISTRATION

FAMILY INFORMATION	REGISTRATION FEES
PARENT NAME	REGISTRATION FEE \$ _____ \$100/student pre-reg OR \$150/ student registration
ADDRESS	DIOCESAN TAX \$ _____ (\$24 per Student)
CITY, STATE, ZIP	OUT OF PARISH/NON CATHOLIC \$ _____ (\$150/child without signed agreement from pastor)
PHONE	TOTAL FEES DUE NOW: \$ _____
CHURCH PARISH	=====
CHILDREN:	POSTDATED FEES (Postdated for June 1, 2016)
NAME/GRADE	Family Maint. Fee \$ <u>150.00</u>
NAME/GRADE	Family Organizations Fee \$ <u>25.00</u>
NAME/GRADE	Book/Activity Fees:
NAME/GRADE	No. of children Pre-K-12 ____ x \$190 = \$ _____
NAME/GRADE	Technology Fees:
NAME/GRADE	No. of children _____ x \$ 100 = \$ _____
E-MAIL ADDRESS:	JUNE TUITION: \$ _____
	MONTHLY Cap. Camp. Fee \$50 \$ _____
	TOTAL POSTDATED AMOUNT: \$ _____
	Postdated Check Number: # _____
	=====
	IF YOU CHOOSE DRAFT TUITION
	Your Monthly Payment will be: \$ _____
	=====
	IF YOU CHOOSE TO PAY FOR YEAR
	Your Payment will be: BY JUNE 2017 \$ _____
	<i>Inc 3 % disc off tuition ONLY. Also includes Book Fees, Maintenance Fee and Technology Fees. Does not include Diocesan Tax, Parish Subsidy, Registration Fee</i>

CHECKLIST OF NECESSARY ACCOMPANYING DOCUMENTS FOR <u>ALL</u> FAMILIES REGISTERING	CHECKLIST OF NECESSARY ACCOMPANYING DOCUMENTS FOR <u>NEW</u> FAMILIES REGISTERING
<input type="checkbox"/> This billing form and any fees due now	<input type="checkbox"/> Personal information form
<input type="checkbox"/> Postdated check for June tuition and Fees	<input type="checkbox"/> Copy of birth certificate
<input type="checkbox"/> Signed Parish Registration Certificate (<i>on back</i>) from church parish ~or~ payment of fee	<input type="checkbox"/> Copy of baptismal certificate
<input type="checkbox"/> Signed receipt of student handbook and acknowledgment of drug policy (<i>on back</i>)	<input type="checkbox"/> Copy of social security card
<input type="checkbox"/> New Draft Auth if bank acct changed	<input type="checkbox"/> Shot record

