

PARENT-STUDENT HANDBOOK

St. Frances Cabrini School

2215 E. Texas Avenue

Alexandria, LA 71301

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www.cabrinischool.com

Academic Year 2019-2020

Diocese of Alexandria

Founded in 1948

Approved by the

Louisiana State Department of Education

Member of the

National Catholic Educational Association

Association for Supervision and Curriculum Development

Revised, July 2019

Knowledge through virtue; virtue through love.

St. Frances Cabrini School
2215 E. Texas Ave
Alexandria, LA 71301
Phone: 318-448-3333
FAX: 318-448-3343
http://www.cabrinischool.com

Dear Parents and Students,

“I am a bearer of the love of Christ to the world.”
St. Frances Cabrini

Welcome to St. Frances Cabrini School! In choosing St. Frances Cabrini School, you have joined our family of faith and have demonstrated a commitment to partner with us in forming your children into committed disciples of Christ. With this commitment comes the responsibility of upholding the Gospel values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Frances Cabrini School for the 2019-2020 school year. Please read this document carefully and sign the enclosed agreement. This agreement states that you intend to abide by the policies of St. Frances Cabrini School during the 2019-2020 school year.

The faculty and staff of St. Frances Cabrini School look forward to working with you to provide a safe, educational environment for your child that integrates academic excellence with faith development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,

Sr. Nina Vincent, OLS
Principal

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ST. FRANCES CABRINI SCHOOL

MISSION STATEMENT

St. Frances Cabrini School is a family of faith, consecrated to the Incarnate Word, and committed to God's call of forming students entrusted to us in sound doctrine and purity of heart. In partnership with our parents and directed by the Holy Spirit, our administration, faculty, and staff strive to ensure that all subjects are presented in the light of our Catholic faith. Our mission is to recognize and develop the natural talents of our students and form them in the ways of faith so that they may grow all their lives as committed disciples of Christ the Lord "in wisdom, age, and grace" and play their part in building the Kingdom of God.

STATEMENT OF PHILOSOPHY

St. Frances Cabrini School, an educational ministry of St. Frances Cabrini Parish, is a community called by Jesus Christ to further God's Kingdom on earth. Under the guidance of the Holy Spirit we believe it is vital to instill and promote the authentic teachings of the Catholic faith and to advance the cause of ecumenism in our world. We believe in helping each other attain the Gospel values of holiness, truth, love, peace, and justice. In the spirit of Jesus and St. James, we freely live our faith in service to each other, to the greater Church, and to the world. "Faith without works is dead." (Jas 3:26)

The integration of curriculum, faith, and worship is essential to the development of the whole person at St. Frances Cabrini. Each individual should come to a personal awareness of and relationship with Christ and a sense of giftedness and self-worth thereby honoring the Incarnation that is unique to each one of us.

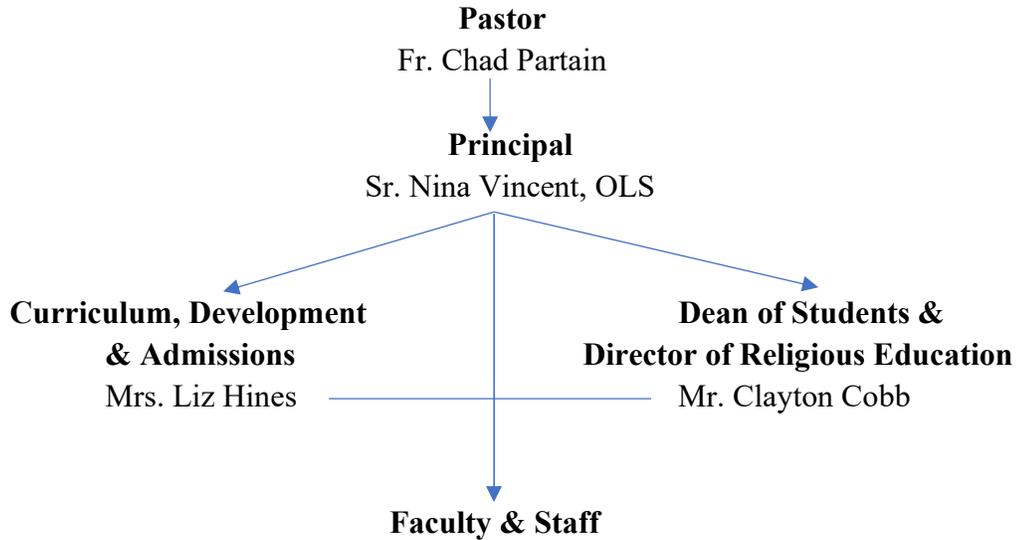
HISTORY

St. Frances Cabrini School was established on September 8, 1948, to provide a Catholic education for the children of St. Frances Cabrini Parish in grades 1-6. The newly-created parish and church of 1947 was in response to the increased Catholic population in Alexandria during the post-World War II times. The Sisters of Charity of the Incarnate Word were asked to operate the school by Bishop Charles P. Greco. The Sisters accepted this mission so that the orphan children they cared for next door could be educated in a parochial school. St. Frances Cabrini School opened in temporary army surplus barracks with 220 pupils under their first principal, Sr. M. Florentine McGarry. In 1953, the new brick school was completed, and grades 7 & 8 were added. By 1972, when the parish celebrated its Silver Jubilee, the school had grown to 560 students.

The 1970's saw a decrease in the number of Sisters of Charity of the Incarnate Word who staffed the school. More lay teachers were employed, who consistently continued the high quality of education offered at Cabrini. It was during this time that a School Advisory Board was established. In 1981, a beautiful new parish church was dedicated, making more room in the old church for school growth and expansion. As the 1990's dawned, Cabrini's student population began a gradual decrease, even though the quality of education continued to grow, with new technology being added to classrooms and the curriculum each year.

Today, St. Frances Cabrini School's population is once again on the rise with nearly 300 students in grades Pre-K3 to 8, a new curriculum, and a dedicated staff of religious and lay teachers who continue to carry out the mission of our school in the Incarnational spirit of the first Sisters who established it over 70 years ago.

ADMINISTRATIVE STRUCTURE



ADMISSION POLICIES

NON-DISCRIMINATION POLICY

St. Frances Cabrini School does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, athletic, and other school administered programs.

ENTRANCE REQUIREMENTS

A child entering St. Frances Cabrini School must meet the age requirement as stipulated in the State Department of Education Bulletin 741.

Pre-Kindergarten, 3 or 4 year old, Placement

By September 30th of the current school year, a student entering:

- Pre-K 3 must be three (3) years of age
- Pre-K 4 must be four (4) years of age

All students must be potty trained. Occasional accidents are expected and acceptable; however, excessive accidents will be brought to the attention of the parents and school administration.

Kindergarten Placement

The initial entry level for all students entering Catholic schools in the Diocese of Alexandria is the Kindergarten level. Students must be at least five (5) years of age by September 30th of the current academic year. Exceptions to entry placement in Kindergarten are as follows:

1. Those students who are already enrolled in the first grade in a certified school will be placed in first grade.
2. Those students who are at least six years of age prior to January of the year pending, who attend private Kindergarten, and who meet the Diocese of Alexandria Catholic Schools promotion requirements for kindergarten will be placed in first grade.
3. Those students who are at least six years of age prior to January of the year ending and have not attended Kindergarten but meet the Diocese of Alexandria Catholic Schools promotion requirements for Kindergarten or who have other exceptionalities will be placed in first grade.

REGISTRATION

Registration of all students for the fall term begins at the end of January each year. New students for the current year are welcomed throughout the year, space permitting.

The following documents are required of all students before registration is complete:

1. Certificate of Baptism (Catholic applicants)
2. Official STATE Birth Certificate (**NOT** hospital record of birth)
3. Immunization records signed by the Health Unit or doctor (Card No. MCH-14).
*All students entering SFCS must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized.
4. Social Security Card and Medicaid Card (if applicable)
5. Verification of active parish affiliation from your Pastor
6. Custodial Papers when applicable
7. Record of IEP (if applicable)

New students requesting admittance to grades 1-8:

- In addition to the above requirements, all new students must present a copy of the current report card and standardized test results. New students are evaluated on the basis of these two items to determine whether the program at SFCS will meet the educational needs of the students.
- All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period, there are any problems, a student may be asked to withdraw his/her attendance at SFCS. The decision of the school is final.

PRIORITIES FOR ADMISSION

A registration form must be filled out and submitted in a timely manner to the school, along with the registration fee, prior to a student's being considered by school for admission.

As openings become available, priority will be given to:

- Children currently attending St. Frances Cabrini School;
- Siblings of children currently attending SFCS;
- Children of SFCS staff members;
- Children of parents/guardians who are registered members of St. Frances Cabrini Parish based on tenure in the parish;
- Children of parishioners of other Catholic parishes;
- And the general public.

PARTICIPATING, INVOLVED CATHOLICS

The faith life of students at St. Frances Cabrini School is the most important reason for its existence. Our school is an extension of the Church to which its members belong. The faith of students enrolled at our Catholic School is nurtured by being a member of the school family. In addition, the faith life of the school family should also be lived out in their respective church parishes. Therefore, our registration policies give preference to families that can substantiate their active participation in their church parish. Active participation means families have demonstrated regular attendance in their church parish.

WITHDRAWALS

When a student transfers to another school during the school year, the principal must be notified by the parents at least a week in advance, and a withdrawal form must be completed. This enables the school to prepare the necessary information and settle accounts. Official records are released from the school office only at the request of the school to which the student transfers after a signed release from the parents is secured. Should a student leave, a refund of general tuition will be given on a pro-rated basis.

No student records will be forwarded to another school until all accounts have been settled.

DISMISSAL

- Students who fail to adhere to school policies are subject to dismissal.
- If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be dismissed from St. Frances Cabrini School. This decision will be made after consultation with parents and careful consideration by the administration, in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision is made by the school, the student's tuition due would be prorated.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of St. Frances Cabrini 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. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically.

As partners in the educational process at SFCS, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on social media.

An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. Your choice of St. Frances Cabrini School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. **Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.**

Having chosen to enter into a partnership with us at SFCS, we trust you will be loyal to this commitment. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must investigate the complete story as your first step, understanding that the school can only discuss your child with you. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

While SFCS encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, SFCS is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Thus, St. Frances Cabrini School reserves the right to terminate the enrollment of any student(s) if 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) that the parents/guardians have failed to provide the support and assistance 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.

FINANCIAL INFORMATION

TUITION AND FEES

2019-2020 TUITION FEES

PK-7	NON-CATHOLIC	CATHOLIC	CABRINI PARISHIONER/ ALUMNI
1 Child	\$4846	\$4074	\$3085
2 Children	\$7324	\$6111	\$4678
3 Children	\$8810	\$7597	\$5833
4 Children	\$9965	\$8752	\$6657

The following fees are assessed at the time of registration:

1. Registration fee (non-refundable).....\$200
2. Student fee (non-refundable).....\$300
 *Includes school supplies, technology fee, textbook fee, school T-shirt, yearbook, insurance, and assessments (*Student fees may be financed or paid in full by June 15th*)
 *DOES NOT COVER field trips, Extended Day Care, Athletic Programs, or other Extracurricular school activities.

Payment secures a student's place in the school for the coming year. **Please note that all fees paid at registration are NON-REFUNDABLE. Registration will not be accepted for any student who has an outstanding balance with the school.**

PAYMENT OPTIONS

Tuition may be paid as follows:

- Pay in full by June 15th, or
- Pay ½ annual tuition by June 15th and the remainder by December 15th, or
- Enroll in the FACTS® Tuition Management Service and set up payments on a ten or eleven month period. FACTS gives parents a choice of funds being automatically withdrawn on the 5th or the 20th of the month. Tuition is considered delinquent after the 20th of the month.
 *Please note that you may pay in full for one child and utilize FACTS® for another.

TUITION POLICY

The condition to qualify for parishioner tuition rates at St. Frances Cabrini School is as follows:

One must be registered as a parishioner by filing a census form St. Frances Cabrini Church. A “parishioner” is one who is registered and actively participates in the life of the parish.

PLEASE ADDRESS ALL TUITION QUESTIONS TO DINA GAUTHIER AT 448-3333.

FACTS TUITION MANAGEMENT

St. Frances Cabrini School has partnered with FACTS Tuition Management Company for the billing and collection of tuition and fees. All families registering their children at SFCS who do not pay upfront will be required to set up an account with FACTS. Payment arrangements through FACTS are made at registration.

To register for FACTS, go to the school’s website, www.cabrinischool.com, and click on the parent portal and find the FACTS tab. You will need to create an account using an email address and banking information. There is an annual non-refundable \$45 administrative fee for enrollment in the FACTS program per family, along with a \$65 finance charge, which is added into the tuition.

A fee of \$30.00 will be charged by FACTS each time they attempt a payment that is returned by your bank for insufficient funds. They will automatically set up a date to attempt the collection of the insufficient funds.

FINANCIAL AID POLICY

Financial Aid is made available to parents/guardians under certain restrictive conditions. Financial assistance forms are available at the front office at the time of registration. Eligibility for financial assistance is determined by a special committee. The main guideline in determining qualifications for applicants is based on income. Pertinent information is required of all applicants. All financial information provided by the applicants is to be kept strictly confidential.

SFCS is also approved for Louisiana state scholarships, ACE, and ARETE scholarships based on income eligibility requirements set by the state each year. For more information on any of these programs, please inquire at the front office.

STUDENT FEE POLICY FOR SCHOLARSHIP STUDENTS

The following fees are included in and covered by the Student Scholarships for Excellence Program scholarship:

- Registration Fee -- \$200
- Supply Fee -- \$300
- Fundraising Fee -- \$500
- Structured Classroom Fee (for special education students) -- \$1000

Required Fees NOT included in or covered by student’s scholarship:

- Athletic Fees
- Club Fees
- P.E. Uniform
- Extended Day
- Lunch

Economic Hardship Waiver Process

For the above listed required fees that are NOT included in and covered by the student’s scholarship, eligible students may qualify for an economic hardship waiver. The process for applying for such a waiver is that a written request must be submitted to the school principal for consideration and will be given at the principal’s discretion.

- 1) Fill out a financial aid application (found with the school secretary).
- 2) Meet with principal and ask for a one time, or one-month waiver based on current circumstances.
- 3) One month or one-time fee waivers are only available once per calendar year per family.

A written approval or denial of the waiver request will be provided within 10 school days of the date of the receipt of the request.

Failure by a student, or parent or legal guardian on behalf of their child, to pay any required fee not covered by the scholarship will not result in the withholding of a student's educational record.

FINANCIAL OBLIGATIONS

If tuition payments become past due for an extended period of time, and no attempt has been made to correct the situation, or no other arrangements have been made with the school administration, the student(s) may be removed from the school. Registration for the following school year may be denied until accounts are paid in full. Transcripts and records of students transferring to other schools will be withheld until accounts are paid in full.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED PAYMENT.

PARENTAL RESPONSIBILITIES IN SCHOOL FUNDRAISING

Fundraising exists for a reason at St. Frances Cabrini School. Its aim is to supplement the cost of educating students in the school. The current cost of educating one student at SFCS is \$3,800, while the actual cost of educating that child is close to **\$7,500**.

To make up some of this difference, each family is asked to participate in supporting our fundraisers as much as possible with a few of them being mandatory. The fundraisers chosen that are required for each family to support are:

1. Cabrini Fest: Each family will be asked to work a minimum of 4 hours and donate one twelve pack of soft drinks. Cabrini Fest occurs in the fall. If parents choose not to work and donate, a festival fee of \$300 will be assessed. A letter will be sent out with further details and requirements for each family to assure the success of the festival.
2. Catholic Schools Week BBQ Dinner: Each family will be asked to sell 5 dinner tickets.
3. World's Finest Chocolate: Each family will be asked to sell one box of chocolate bars.
4. Crawfish Boil: Each family will be asked to sell **2 - \$50 eat-in tickets or 4 - \$25 take out tickets**, and donate designated items for the event (i.e. twelve pack of soft drinks, bottled water, paper towels, ketchup, etc.)

Families who find themselves unable to support the above events as described, may choose a second option for participation. **This option will be in the form of a \$500.00 fee (which can be considered a tax-exempt donation to the school).** This fee may be paid at the time of registration or by June 15. All other fundraisers are optional for parental support. It is hoped that everyone will continue to support them in order for our school to continue to grow and thrive.

OFFICE PROCEDURES

OFFICE HOURS

The business office hours are from 7:15 a.m. to 3:30 p.m. during the school year.

Summer office hours are 8:00 a.m. to 12:00 p.m. Tuesdays-Thursdays, with the office closed on Mondays and Fridays.

SCHOOL HOURS

School hours for all grades (Pre-K - 8th) are from 7:40 a. m. to 3:05 p. m. The school calendar will indicate any days of early dismissal.

First Morning Bell: 7:30 a.m.

Morning Tardy Bell: 7:40 a.m.

Dismissal Bell: 3:05 p.m.

Students who walk, ride bicycles, or come by car or bus are not to arrive on school grounds earlier than **7:10 a. m.** These students are dismissed promptly at 3:05 p. m.

Once a student arrives at school, he/she will not be permitted to leave the school grounds without permission or until dismissal at the close of the school day.

Students are not permitted to return to their classroom after the 3:05 p.m. dismissal unless accompanied by a teacher.

CHANGE OF ADDRESS/PHONE NUMBERS

It is vital that the school be able to reach you in the event of an emergency. ***Please notify the school office immediately in writing of any change of address, custody, home telephone number, cell phone number, work phone number, email address, and/or phone numbers of emergency contacts*** so that Renweb may be updated.

VISITORS ON CAMPUS

The welfare and safety of our students is a primary concern of every staff member. To ensure student safety, all persons coming onto the campus are to enter the building through the main entrance and are required to sign in at the office when he/she enters the building for any reason. Visitors may be asked to show identification. All visitors must receive a guest pass from the SRO (School Resource Officer), and ***visitors will not be allowed past the lobby without a pass.*** The pass is to be worn on the outside of clothing so that it is visible at all times. Visitors are to sign out when leaving campus (this includes before and after school).

During the first week of school, Pre-K and K parents will be allowed to escort their child to class. After the first week of school, no parent will be allowed to escort their child to class. We work in partnership with parents to enable each child to develop as an independent learner. Various classes invite parent involvement or visitation on particular occasions. For a parent to be allowed to go past the lobby, the teacher must notify the office of an appointment or occasion in advance.

All employees will be required to ask visitors not displaying a badge to immediately return to the check-in station in the front of the school. Teachers may not release students to anyone, including a parent, who has not had clearance through the front office. Parents who volunteer in any capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

DELIVERING ITEMS TO STUDENTS

In order to make students responsible for their actions, students will not be permitted to call home for forgotten school items or homework.

Any items to be dropped off to students must be brought to the front office, and the items will be delivered to the student. Due to the class disruption it causes, dropped off books, supplies, and P.E. uniforms will only be delivered to students during recess time.

OBSERVING STUDENTS AND TEACHERS

Parents are not allowed in the classrooms after the morning bell or before the time for dismissal unless approved by the principal.

MEDIA POLICY

St. Frances Cabrini School reserves the right to create still and moving images of all students through the use of photography, videography, etc. These images will be used in various school publications, school and Church websites, newspapers, magazines and other publications, as well as television. These images will be used to share news about the school and to promote the school and the accomplishments of its students.

If for some reason, you do not wish to have your child appear in ALL of these venues, please ensure that the school office has the documented form, and we will do our best to honor your request. Please inform your children as well that they are not to be photographed so that they can inform teachers, administrators, and parents who may be documenting an event, activity, or competition.

CONFERENCES AND MESSAGES

A. Parent/Teacher Conference

We are always happy to talk with you about your child. However, to assure that there is adequate time to meet with you, we do request that you make an appointment to talk to us.

Appointments with the principal may be made by email or phone call to the school secretary.

The best way to schedule an appointment with a teacher is by emailing him/her. Since class time is so valuable and important, appointments with teachers may be scheduled immediately before or after school or during the teacher's planning period. In no way may a teacher be disturbed from his/her primary duties once the school day begins, unless the interruption is approved by the principal.

B. Messages

Telephone messages to students during school hours are not permitted. **ONLY** messages of vital importance will be relayed to students during school hours, since it is impossible to deliver messages without disturbing classes.

If through urgent necessity a parent comes personally to school to deliver a message or to bring something to a student, the parent must come to the school office. Under NO circumstances is the parent to go directly to the student's classroom.

Students are permitted to use the telephone in the office only in the cases of emergency and then only with permission of the school administration. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Students should NEVER use the teacher's cell phone to make a telephone call.

CHANGES IN TRANSPORTATION

Please make sure your child knows the arrangements for afternoon transportation prior to coming to school, should it need to differ on a particular day/s from his/her usual method of transportation.

If there is to be a change in the usual transportation arrangements for your child, **THE PARENT OR GUARDIAN must call the office by 2:00 p.m.** We ask your cooperation in this matter for your child's safety and protection.

RESOLVING PROBLEMS

Complaints of students and parents should always go through proper channels. Discussing a problem with others who are not involved does not help to eliminate the problem. On the contrary, it may only create more discontent and animosity between the parties who are actually involved. Any problems about school can and should be solved by communicating with one another in a Christian manner.

Communication between parents and teachers are integral for the success of the student. The direct approach is often best. The following are procedures for dealing with complaints in a fair and mature way:

1. Begin by holding a conference with the teacher regarding concerns about your child.
2. If satisfactory adjustments or explanations are not made, hold a conference with the Principal.
3. If satisfactory adjustments or explanations are not made, hold a conference with the Pastor.

Final decisions may not be reached in the presence of the grieved party, but only after a closed session to discuss the matter privately. Normally accepted standards of due process will be followed in the exercise of these procedures.

SOLICITATION POLICY

It is the responsibility of the Development Director to coordinate all fundraising efforts. Prior to any fundraising transactions, all persons and organizations that solicit in the name of St. Frances Cabrini School must complete a fundraising project proposal and receive approval in writing from the principal. The principal, in communication with the pastor, reserves the right to limit or refuse a proposed solicitation.

COMMUNICATION

COMMUNICATION WITH PARENTS

Most correspondence will be emailed, called, or texted through Parent Alert, or posted on ParentsWeb or the school website www.cabrinischool.com. Every Monday, parents will receive a weekly newsletter via email. Since most correspondence is done electronically, *it is imperative that parents have a working email address.*

Sometimes printed materials will need to be distributed schoolwide. For these instances, the material will be sent home in an official brown envelope with the oldest child and should be returned the following school day. There is a ***\$2.00 replacement charge*** for envelopes that are lost.

Parents are encouraged to conduct school business through notes, email, and conferences during regular school hours. Please allow teachers 24 hours to respond to your communications. Some teachers may be on duty and will need extra time to return calls or emails. All communication should be respectful. Teachers and parents are collaborators in the challenging task of educating today's youth.

Student work and test papers requiring parent signatures will be sent home every Wednesday in grades K-8. Please review these papers with your child and send them back to school on Thursday. ***If test papers aren't returned the next day, the student will be assigned a silent lunch until the papers are returned.***

CONFIDENTIALITY

Student and family records/information, including finance records, are confidential. St. Frances Cabrini School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

CUSTODY ISSUES

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. Procedures for picking up or checking out a student and communication will be based on this legal agreement. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. Student papers and work are sent home with the student. It is the responsibility of the parents to share that information.

For the safety of children, where there are custody issues involving sole custody, car riders must be picked up in the front office instead of through the car line. The custodial party will be required to show their identification.

RENWEB

Renweb is a computer-based management program which allows you to view your child's grades, homework assignments, school calendar of events, and other school information. You will be given the specific information needed to access this site at Back to School Night. Teachers post their weekly class lessons by Monday morning, including homework and test dates, and grades are updated weekly. Renweb is our major means of communication with parents, so it is very important to visit Renweb frequently to stay informed. A Renweb Parent App is available for smart phones and tablets.

Access to Renweb may be suspended by the front office for any parent whose tuition and/or fees (lunch, library, extended day, etc) are overdue.

PARENT ALERT

Parent Alert is a parent-school communication tool that allows the school to make telephone calls or send text messages to all parents with important news and/or emergency announcements (providing we have all the correct contact information on file).

SFCS FACEBOOK

St. Frances Cabrini School Facebook page is a communication tool providing daily reminders of school activities, functions, and events, as well as answers to questions that arise. The Facebook page provides an opportunity to showcase innovative classroom activities, special events, and honors and accomplishments of our students.

SFCS WEBSITE

The St. Frances Cabrini website, www.cabrinischool.com, is designed to provide school information to parents, as well as the general public.

PARENT NEWSLETTER

Each Monday, SFCS parents receive a weekly newsletter from the principal via email, which features a calendar for the week and upcoming events and activities, as well as other pertinent information.

PARENT TEACHER CONFERENCES

Ordinarily, yearly parent-teacher conferences are scheduled after the first nine weeks. If by mid-term a student appears in danger of failing, the teacher will schedule additional conferences with the parents and notify them of specific details.

EMAIL

Email is also a very effective means of communication if questions or comments need to be communicated with teachers, administrators, or other staff members. Email for faculty and staff is the first initial and last name of the person @cabrinischool.com.

CURRICULUM

The curriculum followed by St. Frances Cabrini Catholic School meets the requirements of both the Diocese of Alexandria and the Louisiana State Department of Education. It offers the student a challenging and well-integrated program of studies: Catholicism, English, Reading, Mathematics, Science, Social Studies, and Physical Education, Art, Music, Computer, Library, and Spanish.

SPIRITUAL FORMATION

The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. In line with the teachings of the Catholic Church, the program is designed not only to present subject matter in a well-organized way, but also to bring each student to a personal experience of faith and a deeper knowledge and love of Jesus Christ as He is revealed to us through Scripture, Tradition, and the people around us. We accomplish this through daily prayer, weekly liturgies, opportunities for the Sacrament of Reconciliation, First Friday devotions, and special observances of the Church year.

Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at SFCS. Preparations for the sacraments of Reconciliation and Eucharist form the core of instruction in Grade 2. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. If your child is not Catholic and would like to become Catholic, the school offers RCIC through the religion program for students over the age of 7. Please contact Mr. Clayton Cobb at the beginning of the school year.

ACADEMICS

EARLY CHILDHOOD & PRIMARY (PRE-K-3RD)

In the primary grades, great emphasis is placed on reading and mathematics. Reading skills are developed and expanded through a Language Arts Program of studies in English, penmanship, vocabulary, spelling, and library skills. Mathematics is presented in a manner designed to develop skills in mathematical reasoning and creative problem solving. Other subjects (e.g., social living, art, music, physical education) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education. SFCS also teaches cursive writing in the 2nd grade.

UPPER ELEMENTARY & MIDDLE SCHOOL (4TH – 8TH)

The curriculum in these grades include state required courses in English, mathematics, and reading, as well as spelling, science, social studies. It also includes special courses such as art, music, library, computer, physical education, and Spanish. Emphasis is placed on developing self-reliance and acceptance of responsibilities in order for a smooth transition from SFCS to high school. For this reason, sixth and seventh grades are departmentalized.

8th grade students have the opportunity to earn high school credit in the following subject areas: Algebra I, Physical Science, Spanish I, and Computer Literacy.

SUPPLY LISTS

School supplies (paper, pencil, notebooks, colors, scissors, etc) are purchased by the school. Parents are assessed a fee for each child's supplies at registration time for the next school year. If your child loses or damages the supplies provided by the school or needs additional supplies to finish the year, the parent is responsible for replacements. All students in grades Pre-K – 8th will need to purchase a backpack.

HOMEWORK POLICY

Homework is a necessary part of your child's education and is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Keeping these aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

Parents can best support a child in the learning process by:

- Establishing a routine homework time and place (without distraction)
- Encouraging his/her child to work independently. This teaches a life-long value of work ethic.
- Reading with them every night.

Homework need not consist only of written assignments. Activities such as reading (for AR, book reports, research projects, and essays), drill and memorization, practice on oral reading, and make-up work missed through absences may also be assigned for homework.

If your child has continued serious difficulty in completing homework please contact the teacher.

On a daily basis, 3rd – 8th grade students will bring home their homework planner with written homework assignments. As a reference for parents, homework will be posted on Renweb weekly. It is the parent and student's responsibility to review this information as needed. Homework is subject to change based on the needs of the class; therefore, students are responsible for writing down their current daily homework assignments in their school planner.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. The approximate amount of time to be spent on homework assignments by the average student is:

PreK – Kindergarten	20-30 minutes
Grades 1-4	30-60 minutes
Grades 5-8	60-90 minutes

When a student consistently neglects home assignments, it becomes a discipline issue. ***Homework is not an option at St. Frances Cabrini School.*** Students who do not complete home assignments will incur consequences.

TESTING

The purpose of assessment is to gauge student progress and the mastery of basic skills appropriate to the subject. Students will not be permitted to retake a quiz or a test in order to improve their academic standing. Grades are posted weekly on Renweb for 1st - 8th grade. Report cards are sent home every nine weeks for K - 8th grade.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Midterm and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. These exams will help students be more fully prepared for the assessment challenges and expectations of high school.

In addition to teacher-made tests given in the classrooms, St. Frances Cabrini School students in grades 3-8 are required to take the ACT Aspire annually. This test is a standardized, norm-referenced test. It is used to compare a student's progress to students across the nation or to detect specific weaknesses of a child or a program.

Louisiana, ACE, and ARETE Scholarship recipients are also required to take the state assessments: iLEAP and LEAP. Tuition paying families may choose to have their child take the state assessments for a fee assessed by the Louisiana Department of Education. If you would like for your child to take these tests, please let the Curriculum Coordinator know by November 1.

SPECIAL NEEDS

SFCS is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Parents suspecting an exceptionality in their child, i.e. giftedness, learning disability, speech disorder, behavior disorder, or other handicap, should request of the classroom teacher further evaluation. The teacher will then complete a pre-referral packet and submit it to the School Building Level Committee (SBLC). No accommodations can be given to a child without an official diagnosis. Once that is obtained, the Committee will recommend classroom interventions or a complete evaluation by the Rapides Parish Lafargue Center.

For students with a diagnosis, St. Frances Cabrini School attempts to meet their needs within the school by making minor accommodations or incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs, are considered special education services. These students are assessed on a case by case basis to see if our Structured Classroom can accommodate the child.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. These educational outings are at the teacher's discretion with the principal's permission. They are privileges to students, not a right. Field trips are a regular part of the curriculum and, therefore, are not a matter of student choice.

There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. In addition, all grades/classes do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, the location, and the experience ensure a successful learning opportunity.

The requirements for a field trip are outlined by the Diocese of Alexandria and include:

1. Each parent will complete annually the Diocesan Liability Form at the beginning of the year.
2. Parents must sign official permission slips per field trip, which must be returned by the due date. Verbal permission **cannot** be accepted. Over-the-phone, faxed, or hand-written permission will NOT be accepted.
3. When necessary, students will pay minimal fees for the transportation and admission for an activity. All monies collected for the field trip are non-refundable.
4. Transportation for the field trip will be arranged for all students and only that transportation will be permitted. Students must travel with the group at all times and will return to school as a group. No check outs will be allowed on field trips. No stops will be permitted. Safety of the students will be the most important criterion in arranging transportation.

5. All students are expected to participate, unless they qualify for an excused absence from school. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip for this reason will remain at home with the parent and will incur an unexcused absence for the day.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. In certain cases, for the safety of a child, his/her parent or guardian may need to attend with the student. If a parent is required to attend, it will be communicated through the Dean of Students.
8. Student cell phones are not allowed on field trips unless otherwise directed by teacher with the approval of the administration.

All persons chaperoning field trips must have CURRENT Safe Environment training. When individual vehicles are being used, all chaperones driving must be 25 years of age or older, and the office must be given a copy of their driver's license.

Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Frances Cabrini School risk management insurance company insures the "official" chaperones and participation of unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip. For this reason also, parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

TEXTBOOKS

All textbooks are provided by St. Frances Cabrini School or by the State of Louisiana for use by students. All non-consumable textbooks must be covered with covering provided by the school.

Students have full responsibility for the care of textbooks issued to them. All text books are to be handled with care at all times so that it is returned at the end of the year in the same condition it was received. It is recommended that students use book bags to carry books to and from school. Textbooks should be kept free of ink or pencil marks. Answers to problems, quizzes, or tests should NEVER be written in textbooks. If a textbook is lost or damaged, the student will be expected to pay for its replacement.

REPORT CARDS/STUDENT PROGRESS REPORTS

Report Cards

Report cards are issued every nine (9) weeks for grades K-8th. Parents also have access to report cards on Renweb.

Nine week letter grades for each subject are entered on the report card. The final average for each subject will be calculated by using all four nine week's grades.

Progress Reports

Progress reports will be sent home electronically via Renweb during the middle of the nine weeks for every student in grades 1-8 for each grading period. The teacher will also contact parents of those students who are failing.

Report cards will be held at the end of each nine week period and at the end of the year until all accounts have been paid in full.

GRADING SCALE

The purpose of grading is to give some indication of a student's progress. A close working relationship between the school and home is recommended to ensure your child's school success. Parents are encouraged to regularly check student progress (grades) on Renweb.

The grading scale is as follows for the core subjects and behavior:

A	94-100
B	86-93
C	76-85
D	70-75
F	69 & below

For Art, Music, P.E., Library, Computer, Spanish, and Penmanship, the following will be used:

S	86-100
N	70-85
U	69 & below

HONOR ROLL

Honor Roll is recognition for students in grades 1-8. To be eligible for the "A" Honor Roll, a student must have all A's on his/her report card, including behavior. To be eligible for the "A/B" Honor Roll, a student must have all A's and B's on his/her report card, including behavior.

In cases where an S, N, or U is used, an S is required for both the "A" and "A/B" Honor Rolls.

PROMOTION/RETENTION

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas.

PRE-KINDERGARTEN

Placement is based upon the following:

- Students develop a positive self-image through successful daily experiences.
- Students demonstrate responsible behavior by caring for personal belongings, developing friendships, taking turns, and having respect for others.
- Students develop mathematics skills by counting, sorting, and classifying groups.
- Students develop good listening, speaking and pre-writing skills.
- Students develop visual discrimination skills such as identifying letters of the alphabet, numbers 1 to 10, and recognizing their names.

KINDERGARTEN

Placement is based upon the following:

- Mastery of at least 70% of the school's Reading curriculum.
- Mastery of at least 70% of the school's Math program.
- A student may be retained only once in Kindergarten.
- A student's behavior is not a condition for promotion or non-promotion if the student has achieved all of the above criteria.
- Maturity is a factor to be considered if a student has displayed lack of readiness needed in first grade.

GRADES 1-2

To be eligible for promotion to the next grade, the student must have successfully completed the area of study with the determined passing mark (70-D-). If a student fails ELA, he/she will be retained, as it

includes two major subjects: English and Reading.

GRADES 3-8

To be eligible for promotion to the next grade, the student must have successfully completed the area of study with the determined passing mark (70-D-). Major subjects at SFCS are as follows: English, Reading, Math, Social Studies, Science, and Religion.

For all grades (1-8)

"Failing" means that a student is to be retained in his or her present grade. A student fails a subject if he/she do not have at least 4 quality points or if they fail both the 3rd and the 4th nine weeks. A student is to be retained in his/her present grade if he/she makes an "F" in two major subjects, if he/she makes an "F" in one major subject and two other academic subjects, or if he/she has more than 15 unexcused absences. Exception for absences can be made only in the event of extended personal illness as verified by a physician or discretion of the principal.

The decision to retain a student who has not acquired the necessary fundamental skills in Math or English will be made in consultation with the parents. No student should be put in the position of undertaking a task for which he/she has not mastered the requisite skills, of becoming unduly frustrated, or of experiencing a feeling of failure if it can possibly be avoided. The student will be given every consideration, and such facts as physical size, general development, and social maturity will be taken into account.

A conference with the parents of a child in danger of failing should occur no later than the end of the third nine weeks reporting period.

In retaining a student, the teacher and school principal will dialogue with the parents or guardian.

The following must be considered:

- a. Is retention in the best academic interest of the student?
- b. Physical/social maturation level of the student
- c. Has the student been retained previously?
- d. Emotional maturity /self-esteem and well-being

If a student fails one major subject, he/she can be conditionally to the next grade level if he/she completes 30 hours of remediation over the summer with a certified teacher in the subject area or complete an approved program by the administration.

SFCS does not socially promote students. Pupil progression allows a student to fail once in K-3 and once in 4-8. A student who fails more than once within these time frames will not be able to continue their education at St. Frances Cabrini School.

MAKE-UP WORK/TEST POLICY

When a student is absent for **three or more days due to illness**, parents may call the school office by 9:00 a.m. to request homework pickup after 2:00 p.m. For a 1-2 day absence, students should make arrangements with classmates regarding assignments or parents may use Renweb to get student assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers also have the capability of scanning and emailing material to students/parents.

Arrangements for regular classroom tests/assignments missed because of an absence are to be made with the individual teacher. ***Make-up tests must be taken within one week of the original test date.***

Other work should be completed in a timely manner, which is within 3 days for a one day absence.

REGARDING VACATIONS/PLANNED ABSENCES:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

TRANSFER STUDENTS

Placement of transfer students shall be based on careful consideration of the following:

- Records from the sending school
- Testing
- Other data necessary to render a prudent decision regarding the student's placement.

Students who transfer into SFCS are subject to all provisions of the Louisiana Compulsory Attendance Law. Also, any child who transfers into SFCS is subject to the entrance age requirements.

Any student who transfers into SFCS may be denied admission into school if the principal decides there is convincing evidence that admission of such a student would likely *prove* detrimental to the orderly academic processes of other students or if there exists the possibility or threat of friction or disorder among students involved.

In addition, if SFCS is not able to meet certain special needs of a particular student, they may be denied admission to our school for the welfare and best interest of the child.

POLICIES ON RECORDS AND REPORTS

Records are maintained for every student in Grades PK-8. The cumulative folder includes student's records of the following:

- a. Course/subject grades
- b. Scores on local testing programs and other screening instruments
- c. All data or reasons for student placement
- d. Information on remedial or alternative programs
- e. IEP and multi-disciplinary evaluations
- f. Necessary letters to and from parents
- g. Attendance
- h. Other relevant data, such as health, etc.

When a decision is made to retain a student, a record will be maintained to reflect that the parent/guardian has been informed in writing of the decision. A copy of this letter is placed in the student's file.

Confidentiality - personally identifiable information from a student's record may not be released to anyone other than authorized diocesan school personnel except with written consent from the parent.

Student records are the responsibility of the teacher and principal and are housed in the main office of the school.

CLASS SECTION ASSIGNMENTS

Much consideration goes into the placement of students in a particular teacher's classroom. The administration makes the decision based on information provided by teachers. Parent requests cannot be honored, but parents may give information that could help the process. Once class rosters are complete, students will not be transferred from one teacher to another.

ACADEMIC PROBATION

Each student is to strive for success in all fields at St. Frances Cabrini School. A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose not to learn. Students on academic probation will be placed on an improvement plan.

Academic probation occurs in the event that a student does not perform well academically, wishing to participate in extra-curricular activities. If a student goes below the required grade point average in academics or behavior, he or she will be placed on probation and limited from participating in **school clubs and athletic team events**.

First and foremost, a student must see academics and behavior as the first priority. During the time which a student is placed on probation, he/she may have to arrive at school early to meet with a teacher, report to the Learning Center during recess, and/or attend afterschool tutoring. If he/she cannot bring the grade up to the standard expected, a student can be dismissed from the club or team. When a student is dismissed from the activities, he/she may not be called on to represent the club, team, or school in such fashion, whether it be for pictures, field trips, parties, or banquets.

AWARDS ASSEMBLY

The administration of St. Frances Cabrini School has established awards to recognize students who display outstanding accomplishments in a variety of areas. The goal is to help students recognize their gifts and to further develop those gifts. The purpose of awards given at the school is to help students realize the personal growth that happens when they accomplish something. The award should not take on more importance than the internal motivation we hope to impart in students as they grow.

The Awards Assembly is held at the end of the 4th nine weeks. Each nine weeks, students on Honor Roll are recognized within their classrooms by the Pastor and Principal. Each month, GRACE Award winners are recognized at a school Mass.

STUDENT DISCIPLINE POLICY

RULES OF BEHAVIOR

St. Frances Cabrini School strives to form the entire person in the Catholic tradition. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility.

The purposes of disciplined behavior are:

1. To adopt the virtues which are necessary in order to live a Christian life in love.
2. To provide an avenue for personal development of the entire person.
3. To guarantee the student and fellow students a path to success in the classroom.
4. To display proper self-control and self-respect.
5. To value cooperation with others on the path to success.
6. To see authority figures as individuals who will provide academic guidance and life blessing through obedience.

Disciplined behavior is said to exist when there is evidence of a cooperative spirit. The parents are the first teachers and should develop in the child good, healthy habits of behavior as well as proper attitudes towards school. To assist the child, the parent(s) should:

1. Recognize that each administrator, teacher, and school employee takes the place of the parent while the child is in school and to teach the child to respect these individuals accordingly.
2. Become familiar with the school rules and guide the child in complying with them.
3. Teach the child respect for law, authority, sacred environments (church), the rights and property of others.
4. Permit open and proper communication for parents, teachers, and students when necessary.
5. Provide a suitable home environment and establish a daily routine resulting in organizational and study skills.
6. Teach the child to value the unique character that God has given to each of us, all created in His image and likeness to know him, love him, and serve him.

FOUNDATION OF G.R.A.C.E. FOR DISCIPLINED, CHRISTIAN BEHAVIOR

St. Frances Cabrini School is a Catholic institution founded on principles of virtue to be carried out daily. In order to follow God's commands, we must cooperate with his free gift of Grace that he gives to each of us. Each student, teacher, and parent should be aware of this precious gift. In order to understand the nature of grace at our school, the policy for discipline and behavior has provided a simple guide.

GODLY:	<i>behavior and attention during prayer and Mass.</i>
RESPECTFUL:	<i>toward others, especially to those in authority, and when given directions.</i>
ACCOUNTABLE:	<i>for our own work, language, and appearance.</i>
CHARITABLE:	<i>to others- willing to help and to serve without having to be asked.</i>
EDUCATED:	<i>decisions in putting faith and learning first in any academic environment.</i>

Grace is a free gift in our lives that comes from God, and when we cooperate with it, goodness and blessings are brought forth. Based on the fundamental elements of G.R.A.C.E. for St. Frances Cabrini School, teachers, students, and families will benefit when we all choose to cooperate and when we see the good and put it into practice. Following the disciplined behavior policy outlined below will allow for conduct befitting a St. Frances Cabrini student. We ask each parent, guardian, teacher, faculty member, support staff, and administrator to direct the child's behavior along this avenue of G.R.A.C.E.

DISCIPLINE PROCEDURES

It is a fundamental necessity that students, teachers, and parents will act as ladies and gentlemen at all times on and off campus. When there is a need to follow disciplinary procedures, parents can be assured that correction for behavior will be done in a Christ-like and appropriate manner for the common good of the child and the academic community. Correction will be done immediately so as to be most effective.

The decision of the teacher regarding correction is final and will not be appealed, unless the Dean of Students or Principal has found reason to increase or lessen the disciplinary action. Students should accept consequences with obedience and understanding. Teachers are here to educate and mentor students. Students will have a clear understanding as to what is expected of them and why certain actions are considered virtuous, and they will receive instruction as to how to meet those expectations. When a student fails to do so, he or she will be given an explanation as how the rule was broken and what the consequences are for such violations.

It is important for parents to support the teachers in these efforts, as teachers will communicate immediately with parents. SFCS faculty and administration will ensure that each student is treated in a fair manner when it comes to disciplinary procedure throughout the school day.

Normal procedure for minor offenses is that the teacher handles the issue until administration needs to intervene. Each classroom teacher has his/her own set of classroom rules that students are obligated to follow. Once an office referral is warranted, the student will meet with the Dean of Students and discuss further with parents regarding the behavior of the child.

Behavior of a more serious nature will necessitate the immediate attention of the Dean of Students (and/or Principal) and parents- where a conference will become necessary, followed by corrective action that correlates to the nature and circumstances of the transgression. Examples of such offenses include, but are not limited to:

- Frequent, willful disobedience
- Obvious disrespect for authority
- Immoral or vulgar language or gestures (spoken or written)
- Cheating
- Violation of internet usage
- Theft
- Disruptive behavior
- Behavior determined as bullying
- Actions determined as fighting
- Possession of non-permitted items
- Harassment and any conduct that is deemed offensive to the Christian faith of SFCS.

BEHAVIOR GRADE

SFCS assigns a behavior grade for each student. Each student will be graded on a weekly 100 point average using the school grading scale. All grades will appear weekly in Renweb. Similar to each subject, the student will receive a behavior grade on the progress report as well as the 9 weeks report card.

A student that averages a “D” or “F” on their progress report or report card will meet with the Dean of Students or the principal to discuss improvements to which the student will be held accountable. A student who consistently makes an “F” in behavior will be placed on a behavior improvement plan. If behavior does not improve, the parents will be contacted and dismissal of the student is possible.

OFFICE REFERRAL

A student whose behavior is continually, consistently, or excessively disruptive in the classroom will be sent by the teacher to the office with the office referral form.

A student who refuses to go to the office as requested or chooses to not do so in a timely, obedient manner, will be subject to immediate in-school suspension. Further discipline will be decided upon at the discretion of the Dean of Students and/or the Principal.

1st Referral – Student conference with Dean of Students and/or principal and phone call or email to parents; silent lunch and walk at recess

2nd Referral – Afternoon Detention and phone call or email to parents

3rd Referral – Afternoon Detention and phone call to parents

4th Referral – Afternoon Detention and phone call to parents

5th Referral -- In-School Suspension and conference with parents

6th Referral – Second in-School Suspension and conference with parents

7th Referral – Out of School Suspension and conference with parents

8th Referral – Grounds for dismissal/ conference with Principal, Pastor, and parents

DETENTION

SFCS reserves the right to detain students outside school hours as a result of inappropriate behavior or other violations of the behavior policy. In addition to the 2nd, 3rd, and 4th Office Referral, actions that will merit an automatic detention at the discretion of the Principal and/or the Dean of Students will include, but are not limited to:

- Disruptive behavior during Mass
- Disrespect shown to a fellow student and/or teacher (verbally or physically, depending on the severity of the altercation)
- Disruptive or disrespectful behavior while traveling to or at school-sponsored activities on and off campus
- Extreme rudeness shown during a presentation or assembly
- Visible possession of banned electronic devices (device to be collected)
- 1ST offense - cell phones not turned off or in use (device to be collected)
- Taking anything that does not belong to oneself, whether belonging to the school, Church, or another person. If serious enough, a student may be suspended for such actions as this can be considered theft.
- Consistently not completing homework

Detention will be served at school, 3:05 pm- 4:05 pm in the assigned room on the assigned day. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Transportation needs to be arranged. During this period, students will compose a letter (at least 2 paragraphs) explaining why the behavior displayed is inappropriate and why they can assure the school that the behavior will not continue, copy written work, or additional activities may be assigned for the purpose of campus beautification. The student must complete the assigned amount of work during the detention period. Failure to do so will result in an additional detention.

Parents will be notified via phone call or email, along with the detention form being sent home. If neither attempt to contact the parent is successful, the child will still be held for detention on the assigned day. If a student fails to return the signed detention form, is tardy, or misses an afterschool detention, he/she will receive an additional day of detention. Not only will the student have to make up for the day in which he/she was late or misses, an additional day will be assigned for the following school day. If a student is absent on the day a detention is assigned, the student is required to serve the detention the day he/she returns to school.

Students are to be picked up from detention promptly at 4:05 pm. by the cafeteria gate. If the parent fails to arrive on time, the student will report to the Extended Day Program. If the student is to report to the Extended Day Program, the daily drop-in fee for extended day will be billed to the parent(s).

IN-SCHOOL SUSPENSION

SFCS reserves the right to assign the student an in-school suspension when it is deemed necessary by policy and administration for excessive and/or continued violations of behavior. We believe that the best place for a child to be is at school so as to continue with his/her education. The student is to report to school on time in the school office where he/she will be supervised by the Dean of Students or Principal. The student will remain under the supervision of a member of the administration for the entirety of the school day. He/she will have lunch by himself/herself and will not be permitted to partake in school recess. Students will attend Mass if suspended on such days.

The student will remain current on classroom assignments. He/she will be given all assignments for school that day and is expected to complete the assignments during the assigned time. Students will be permitted to turn in the previous day's schoolwork and will have a copy of homework at the end of the day. If suspended students complete the work assigned, additional work may be assigned by the administration. Any work completed on the day in which a student serves a suspension, the student will receive credit for

the work completed, but **will receive a 0 in behavior for that day**. Failure to be present on the day of the assigned suspension will result in a suspension on the day the student returns to school.

Any additional infractions that occur while the student is serving a suspension will lead to additional corrective action as deemed appropriate by the administration of SFCS. Any student who is serving an in-school suspension will not be permitted to attend any extra-curricular activities or school functions occurring that day. The in-school suspension will allow for a child to discuss with the Dean of Students how he/she may work to improve his/her behavior as well as learn why it has been deemed unacceptable.

Actions that warrant an automatic in-school suspension are as follows:

- 2nd electronics violation and any thereafter
- Disrespect and defiance (Dean of Student's or Principal's discretion) shown to teachers, and/or other members of the school staff
- Cutting class (as little as one class period)- this is considered partial truancy
- Use of forged notes or forged official signatures
- Violation of school policy regarding academic integrity
- Bullying and/or fighting
- Serious harassment (such as physical or verbal threats)
- Theft (stealing from the school, church, or an individual)
- Plagiarizing or cheating on tests or written reports
- **Defacing and/or destruction of personal or school property**
- For any other serious reason as deemed by the Dean of Students or Principal

OUT OF SCHOOL SUSPENSION

A student who receives an out of school suspension will be sent home and receive an unexcused absence for the day. Any tests missed that day will be taken the following day and **the student will receive "50%" credit of their achieved score.**

Actions that warrant automatic out of school suspension include:

- Any action deemed as a serious threat to another person (may be subject to further disciplinary action such as dismissal)
- Sexual Harassment
- Possession or distribution of inappropriate and/or pornographic materials (may be subject to further disciplinary action such as dismissal)
- Third offense of plagiarism or cheating

EXPULSION AND DISMISSAL

It is the aim of SFCS to maintain a faith-filled, safe, and enjoyable learning environment for all who learn and work on campus. The Principal and Pastor of St. Frances Cabrini School have the right and authority to dismiss or expel any student at any time due to behavior issues whether to an extreme degree or ongoing. Dismissal from school is immediate. The dismissal decision will be considered final.

Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parent Cooperation Statement in this handbook may also be excluded from SFCS.

AT ALL TIMES, WE ARE TO DISPLAY BEHAVIOR THAT IS:

+GODLY behavior and attention displayed during prayer and Mass.

Godly is defined as being reverent and devout. Being a Catholic institution, SFCS seeks to assist each child in their spiritual growth. Faith is nurtured with prayer throughout the day, daily religion class, weekly school Mass, and participation in faith-based activities throughout the school year. A faithful Christian life will allow a child to develop positive character traits and live a life of virtue because the child has encountered God's grace, experiencing His love. In order to give every child the opportunity to experience God's grace, there are basic behavioral principles that each student must abide by throughout the day.

LANGUAGE: The 2nd Commandment states that we are not to take the name of the Lord our God in vain. A child is to speak to an adult with respect, waiting to be acknowledged, and not interrupting. Students are to speak to one another with charity and kindness, without malice. Any language that is deemed inappropriate, hostile, vulgar, irreverent, or disrespectful is unacceptable and subject to the discipline policy.

MASS: The celebration of the Mass is the focal point of the Catholic Faith. Everything we do should both direct us to and flow from this celebration. Attendance at Mass is a curriculum requirement for all students and faculty members. Worship of God, regardless of one's personal beliefs should be respected and treated in a dignified manner. Parents and loved ones are cordially invited to attend Mass with us each Friday and on the days of special feasts.

PRAYER: As one of the more important and frequent aspects of the school day, students are expected to be attentive, quiet, and participatory during the time of prayer and display a proper posture that conveys reverence for the act. The school has this expectation for all students, faculty members, and parents who are present so as to promote the importance of prayer in the Catholic tradition.

+RESPECTFUL toward others, especially to those in authority, and when given directions.

The 4th Commandment says that we are to honor our fathers and mothers. While at school, faculty, support staff, and administration take up a similar responsibility throughout the school day- to guide, to protect, to educate, and to correct. A child is to show a level of respect to those in whose care they are entrusted. In a different way, each child has a right to respect, personal space, and development. SFCS teaches how one is to respect those in authority, sacred objects or environments, our campus, others' belongings, and each person. The following principles explain how one is to show respect to others in a Christ-like manner throughout the day. Rules to be obeyed at all times that show respect include, but are not limited to:

- Respond to a responsible adult in a manner that is polite such as: **yes sir, no sir, yes ma'am, no ma'am, thank you, no thank you, please.**
- Raise one's hand for permission for liberties like speaking, getting out of one's seat, to go to the restroom, or when needing extra supplies.
- Speak to another student in a kind manner that is respectful and appropriate.

ASSEMBLIES AND SCHOOL FUNCTIONS: At all times, students of SFCS must conduct themselves appropriately and in a manner befitting Christian students. Detention will be given to students for displaying unacceptable and/or defiant behavior at any school function. Privileges to participate and/or attend such events may be forfeited if unacceptable behavior is repetitive or extreme.

FOOD, GUM, AND DRINK: Food and drink is not allowed anywhere in the building other than the cafeteria, unless approved by the school administration. On canteen days, students may consume the items in approved, designated areas.

Students should not chew gum at school at any time during the school day. (This includes before and after school, lunch periods, special event days, school assemblies, and out-of-uniform days.)

LITTER: Students are expected to dispose of trash appropriately. Failure to keep the school and Church property clean and litter-free will result in loss of privileges for students.

PRIVACY: There are times when a child requires and should expect privacy. SFCS strives to maintain a safe environment for its students. It is the policy of the Diocese of Alexandria that a student's right to privacy is upheld where human dignity is concerned. In these instances, violations of personal privacy will not be tolerated.

SCHOOL PROPERTY: It is every student's responsibility to see that all school property is respected and protected from abuse. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

+ACCOUNTABLE for our own work, language, and appearance.

One is accountable when they are subject to the obligation to be responsible and answerable to another. From the moment a student walks on campus until the moment he/she leaves, they are accountable for their school work, their personal appearance, and the behavior exercised throughout the school day. Being accountable helps us to know what we ought to do, choose to do it freely, and give witness to the values we accept.

ACADEMIC INTEGRITY: The students of SFCS are expected to uphold high ethical standards in accomplishing their work. Completing one's own work is the expectation. Cheating of any type will not be tolerated. Students who are caught cheating or plagiarizing in any class will be dealt with in the following manner:

First offense: Any student cheating on a test or assignment will receive a zero "0"; in-school suspension if on a test; detention if on an assignment

Second offense: "0" for said assignment; in-school suspension and a conference with the parents

Third offense: "0" for said assignment, out of school suspension, conference with parents, and the student will be recommended for dismissal from the school

A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competitions.

EXTRA-CURRICULAR EVENTS: St. Frances Cabrini students are expected to conduct themselves in a way that reflects the values taught at our Catholic institution. Good sportsmanship should be highly fostered by both students, parents, and others attending events. The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

+CHARITABLE to others- willing to help and to serve without having to be asked.

It is important that we treat everyone in a loving, accepting, Christ-like manner. Christ stated, "The Son of Man did not come to be served, but to serve and to lay down his life as a ransom for many." We too should be willing to assist others not because we have to, but from a desire to serve because we understand it is pleasing to God.

BULLYING: SFCS has the responsibility as a Catholic institution to instill in the mind of each student every child's worth and value as an image of God. **Bullying behavior is defined as repeated and**

persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear, or distress to another person (or group of persons). Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression.

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

<i>Verbal (overt)</i>	<i>Physical (overt)</i>	<i>Social/Emotional (covert)</i>
Teasing/Taunting	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Intentional Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Threatening/Extortion	Stealing	Written Notes
		Electronic Misuse/Text Messages

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) will result in disciplinary action determined by the administration. In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

FIGHTING: At SFCS, fighting is a serious offense (on or off campus) that will result in suspension, and if determined serious enough by the administration, even dismissal. Using physical aggression towards another may be ruled as fighting whether one or multiple parties may be guilty of using such force. Also, any student who verbally or physically instigates fighting will subject to the same discipline.

HARASSMENT: SFCS will not tolerate harassment in any form whether conducted on or off campus. The school administration investigates all complaints of harassment. Thus, anyone who harasses or demeans another person will be subject to appropriate corrective action. Sexual harassment refers to behavior that is not welcome, personally offensive, fails to respect the rights of others, lowers morale, and, therefore, interferes with a student’s right to be at school. Sexual harassment may take different forms and includes, but is not limited to:

Verbal: Sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, threats

Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures

Physical: Unwanted physical contact, including touching, pinching, brushing the body, or pushing

Technological: (Sexting) The act of sending sexually explicit materials through mobile phones/devices, social media, and/or e-mail.

Violations of this policy may result in disciplinary action up to and including dismissal from St. Frances Cabrini School.

+EDUCATED decisions in putting faith and learning first in any academic environment.

It is the responsibility of a Catholic school to educate the child for academic and spiritual growth. First and foremost, parents serve as primary educators. The first lessons regarding respect, charity, faithfulness, and integrity come from those who foster this in the early years for a child and throughout his/her life. A partnership exists between parents and educators to permit a child to excel in making the right decisions at the right time. The school has certain policies that serve as expectations for one’s behavior. A student ought to make the right decisions daily that show cooperation with policy as it serves for the greater good for the individual and the school community as a whole.

CUTTING CLASS: Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action. The student will be given an in-school suspension.

UNSUPERVISED ENTRY: Students are never permitted to enter into the classroom, library, or administrative office without faculty supervision. This is in line with the diocesan Safe Environment policy.

UNIFORM DRESS POLICY

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section. If, for any reason, your child must come to school out of uniform, they must be dropped off at the front office, and a parent must speak with either the principal or the Dean of Students regarding the matter. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

*****ALL SCHOOL CLOTHES ARE TO BE LABELED WITH STUDENT'S NAME IN PERMANENT INK.*****

PERSONAL APPEARANCE

It is a long-standing and valued tradition and identity of Catholic schools to wear a school uniform with pride and dignity. The St. Frances Cabrini School uniform is always to be worn neatly and correctly. Uniforms may be purchased from the “Polos & Plaids” store or at the school office. The stores have the patch that is to be worn on all shirts, jumpers, and sweatshirts. **SCREEN-PRINT GRAPHICS ARE NOT PERMITTED.**

Students who fail to comply with school uniform policy can be subject to corrective action. There are times when circumstances are extenuating and must be taken into consideration with a spirit of charity. We require all boys' shirts and all girls' jumpers to display the **Incarnate Word logo**. Girls in grades PK-3 to 3rd do not need the logo on their shirts when they wear shorts.

The personal appearance of the SFCS students is important to all of us. Teachers will regulate student appearance initially during homeroom at the beginning of the day and throughout the day as well. Teachers will send home a notice to the parent/guardian if a problem exists or needs correction.

- If a problem is not fixable on the spot, a call will be placed to the parent.
 - First offense – silent lunch
 - Second offense – walk at recess
 - Third offense – detention
- Your child is to have his/her natural hair color (this includes hair extensions and hair pieces). Extreme hair coloring or bleaching is not permitted.
- Length of boys' hair must be kept no lower than the eyebrows and is not to exceed the top of the shirt collar or hang over the top of the ear. No distracting hairstyles, no designs or lines shaved into hair, no disruptive colors or styles are to be worn (dreadlocks, mohawks, ponytails, mullets, etc.)
- Facial hair is not permitted (occasionally applies to upper grades).
- Boys may not have piercings.
- No rings are permitted for either boys or girls.

- Girls may wear one pair of “stud” earrings. Loop and other styles are not worn to school for safety reasons. No other piercings permitted.
- A simple chain with a sacramental emblem is permitted (scapulars are also acceptable as well).
- Wristwatches or a single bracelet is acceptable. Smart watches are to be used to tell time only.
- Girls may wear clear fingernail polish only. If other colors are worn to school, girls will be made to remove it. ***NO FAKE NAILS PERMITTED.***
- Blue jean pants and non-uniform shorts are not permitted to be worn without the consent of the administration.
- Excessive jewelry, fad accessories, and similar items may not be worn at school.
- Writing or coloring on one’s body or uniform, or on the body or uniform of another is not permitted.
- Non-uniform sweaters, sweatshirts, windbreakers, jackets, or coats ***CANNOT BE WORN IN THE CLASSROOM, CHURCH, CAFETERIA, OR ACTIVITIES BUILDING DURING ASSEMBLIES.***

GIRLS’ UNIFORMS

PRE-K THROUGH 3RD (REQUIRED)

1. Plaid Cabrini School Jumper (hem no more than 2 inches from the crease of the knee). Jumper must have school patch.
2. Red or White blouse- Peter Pan/Oxford collar, short or long sleeve.
3. **Only a solid white t-shirt** may be worn under the blouse. Long sleeve undershirts are not permitted under short sleeve blouses.
4. Navy cardigan sweater or navy Cabrini uniform sweatshirt with school logo or Cabrini C, or Cabrini windbreaker.
5. Solid white, red, or navy socks that show above the shoe line are to be worn at all times. Panther Paw or “Cabrini” socks may also be worn. **No other visible logo is permitted.**
6. Plaid uniform shorts may be worn during the first and fourth nine weeks only (hem no more than 3 inches from the crease of the knee).
7. During the second and third nine weeks, cold weather attire may include solid white, red, or navy tights with feet (or leggings that cover the whole leg to the shoe line) that is to be worn under the jumper. ***NO SWEAT OR ATHLETIC PANTS UNDER THE SKIRT. Also, NO boot cut leggings that cover the shoe.***
8. Leather close-toe shoes (brown, black, or navy). ***NO BOOTS. NO HIGH HEELS. NO CLEATS. NO SLIPPERS. NO CROCS.***
9. Athletic shoes that are **predominantly** white, royal or navy blue, red, black, or gray (laces must be tied). ***NO LIGHTS. NO GLITTERED OR SEQUINED TEXTURES. NO NEON LACES.*** See the Dean of Students if shoe is questionable.
10. PreK and K students – NO shoes that require tying laces.

GRADES 4TH THROUGH 8TH (REQUIRED)

1. Plaid skirt (hem no more than 2 inches from the crease of the knee).
2. White blouse- Peter Pan/Oxford collar, short or long sleeve, and must remain tucked in. All girls must have patch on shirt.
3. **Only a solid white t-shirt** may be worn under the blouse (not PE uniform t-shirt). Long sleeve undershirts are not permitted under short sleeve blouses. **All undergarments must be solid white.**
4. Navy cardigan sweater or navy Cabrini uniform sweatshirt with school logo or Cabrini “C” or Cabrini windbreaker.
5. Solid white, red, or navy socks that show above the shoe line are to be worn at all times. Panther Paw or “Cabrini” socks may also be worn. **No other visible logo permitted.**

6. Plaid uniform shorts may be worn during the first and fourth nine weeks (hem no more than 3 inches from the crease of the knee).
7. During the second and third nine weeks, cold weather attire may include white, red, or navy tights with feet (or leggings that cover the whole leg to the shoe line) that is to be worn under the jumper. ***NO SWEAT OR ATHLETIC PANTS UNDER THE SKIRT. Also, NO boot cut leggings that cover the shoe.***
8. Leather close-toe shoes (brown, black, or navy). ***NO BOOTS. NO HIGH HEELS. NO CLEATS. NO SLIPPERS. NO CROCS.***
9. Athletic shoes that are **predominantly** white, royal or navy blue, red, black, or gray (laces must be tied). ***NO LIGHTS. NO GLITTERED OR SEQUINED TEXTURES. NO NEON LACES.*** See the Dean of Students if shoe is questionable.

BOYS' UNIFORMS

GRADES PRE-K THROUGH 3RD (REQUIRED)

1. Navy slacks with elastic waist for Pre-K, Kindergarten, and 1st grade only. ***NO DRAWSTRING.***
2. Navy slacks with solid red, navy, brown, or black belt for 2nd -3rd (elastic belt recommended). ***NO CARGO PANTS. NO LARGE BELT BUCKLES.***
3. Red Cabrini School polo (during the 2nd and 3rd nine weeks, a long sleeve polo may be worn) and must be tucked in at all times. Long sleeve undershirts are not permitted under short sleeve polo.
4. Undershirts worn must be solid white with no writing or graphics.
5. Navy cardigan sweater or navy uniform Cabrini sweater with logo or Cabrini windbreaker.
6. Classic fit navy shorts may be worn the 1st and 4th nine weeks.
7. Solid white or navy socks that can be seen above the shoes, covering the ankles and are to be worn at all times. The "Cabrini" sock may also be worn. ***No other visible logo permitted.***
8. Leather shoes (brown or black). ***NO BOOTS. NO CLEATS. NO SLIPPERS. NO CROCS.***
9. Athletic shoes that are **predominantly** white, royal or navy blue, red, black, or gray (laces must be tied). ***NO LIGHTS. NO NEON LACES.*** See the Dean of Students if shoe is questionable.
10. PreK and K students – NO shoes that require tying laces.

GRADES 4TH- 8TH (REQUIRED)

1. Navy pants with solid red, navy, brown, or black belt is to be worn. ***NO CARGO PANTS. NO LARGE BELT BUCKLES.***
2. Red Cabrini School polo (during the 2nd and 3rd nine weeks, a long sleeve polo may be worn) and must be tucked in at all times. Long sleeve undershirts are not permitted under short sleeve polo.
3. Undershirts worn must be solid white with no writing or graphics.
4. In cold weather, navy cardigan sweater or navy uniform Cabrini sweater with logo or Cabrini windbreaker.
5. Classic fit navy shorts may be worn the first and fourth 9 weeks.
6. Solid white or navy socks that can be seen above the shoes and worn at all times. The "Cabrini" sock may also be worn. ***No other visible logo permitted.***
7. Leather shoes (brown or black). ***NO BOOTS. NO CLEATS. NO SLIPPERS. NO CROCS.***
8. Athletic shoes that are **predominantly** white, royal or navy blue, red, black, or gray (laces must be tied). ***NO LIGHTS. NO NEON LACES.*** See the Dean of Students if shoe is questionable.

Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.

APPROVED OUTERWEAR

On cold or cool mornings, students often wear attire that shields them from the elements. Below is a list of outerwear for students that is considered either acceptable, limited acceptance, or unacceptable.

ACCEPTABLE: worn at anytime- classroom, playground, before and after school.

When the temperature does not warrant it, students may be asked to remove outerwear at the teacher's discretion.

1. St. Frances Cabrini School sweatshirts. These are the only sweatshirts allowed at any time.
Whether male or female student, the approved attire is worn in addition to and never in place of the required school uniform.
 - Girls may wear either a navy sweatshirt with school logo or the Cabrini "C" sweatshirt.
 - Boys may wear a navy sweatshirt with school logo.
2. Navy blue cardigan sweater (permitted for boys and girls)
3. SFCS windbreaker.
4. **SFCS navy blue fleece pullover.**

PARTIALLY ACCEPTABLE: outerwear that may be worn at the beginning and of the day or at recess on days that teachers have deemed cold. Any other time of the day, it must be hung up.

1. Rain coats
2. Winter coats
3. Scarves
4. Ski caps- but never in between classes
5. Mittens or gloves
6. Ear muffs

UNACCEPTABLE: At no time of the day (including before morning bell and after dismissal bell) is unacceptable attire to be worn at school, and wearing such attire could be subject to disciplinary action and the student will be required to remove the item.

1. Non-school sweatshirts (whether with designs or plain).
2. Non-school sweaters (whether cardigan or plain).
3. Ball caps
4. Non-uniform long-sleeve shirts
5. Sweatpants
6. Stockings that are unapproved colors
7. Pullover hoodies

OUT OF UNIFORM DAYS

The last Friday of each month is Spirit T-shirt Day. Students may wear undefiled blue jeans with this year's current spirit t-shirt only and regular school shoes.

Additional out of uniform days may occur throughout the school year at the discretion of the school administration. Clothing must follow the theme of the day, and should be modest, without inappropriate subject matter, and adhering to school standards (for example, skirt and short length must be school regulation length). Students will be informed prior to the day of what is appropriate attire.

The following items are never allowed during out of uniform days:

- | | |
|---|---------------|
| *flip-flops or sandals | *biker shorts |
| *no open toe or open back shoes | *ripped jeans |
| *tank tops | *boots |
| *T-shirts with inappropriate writing | *pajama pants |
| *tennis shoes that convert to roller skates | *yoga pants |

*leggings worn as pants – leggings must be worn with a dress or skirt
*make-up

*low cut blouses/tops
*clothing that is extremely tight

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND DEAN OF STUDENTS.

P.E. CLASSES ONLY

During severe winter weather, solid navy sweatpants may be worn over the P.E. uniform. The navy cardigan sweater or navy uniform sweatshirt may be worn over the P.E. uniform.

STUDENT REGULATIONS

RECESSES

Recesses are provided for students to use restrooms and get water. The morning recess is only 10 minutes long. This break is provided for restroom and drinking purposes only.

PLAYGROUND RULES

1. Students do not enter or leave the playground without permission and supervision of school faculty.
2. All students must remain in the designated play areas.
3. Play-fighting, rough play, kicking, tackling, wrestling, teasing others, etc. are prohibited.
4. Students are not allowed to throw rocks, sticks, pine cones, gumballs, etc.
5. Students should use playground equipment correctly.
6. Students should be courteous and respectful to others at play.
7. At the end of recess, students should bring all play equipment to the storage bin and line up quietly.

RAINY DAYS

On rainy days, students are permitted to stay in a room under the supervision of a teacher for recess. No student is allowed in a classroom without a teacher's supervision.

PHYSICAL EDUCATION

Every student is expected to participate in physical education classes. Only those students with proper medical cause, signed by a doctor, will be excused. Students unable to participate in physical education classes are assigned academic work to be completed during that period.

For grades 4th -8th, the P.E. uniform will be the only clothing allowed for P.E. activity participation.

For Pre-K-3rd, the school uniform will be the clothing worn for P.E. activity participation. All girls must wear appropriate shorts under their jumpers to make participation in physical education activities possible. It is highly recommended that boys wear their school shorts during the warm months to make participation in physical education classes more comfortable.

CLASSROOM PARTIES/SCHOOL CELEBRATIONS

School parties are limited in number and duration. Parties should not last more than 30 minutes.

HOLIDAY CELEBRATIONS:

Grades Pre K - 8	Class Christmas Party
Grades Pre K – K	Class Halloween Party
	Class Valentine Party
	Class Easter Party (Includes Egg Hunt)
Grade 1	Class Easter Party (Includes Egg Hunt)
Grades 2– 8	Halloween (Take Home Treats)
	Valentine’s Day (Take Home Treats)
	Easter (Take Home Treats)

BIRTHDAY CELEBRATIONS:

Grades Pre K - K	Simple Birthday Party in cooperation with the teacher.
All other grades	Take-home treats at the end of the day is allowed
	All treats should be pre-packaged with ingredients listed on the package.

For all parties, room mothers must have the teacher’s consent before planning a party or treat. Teachers will handle the party itself and may ask parents to help if needed.

Any additional school parties may be held only at the discretion of the principal.

Invitations to parties to be held outside of school may only be handed out by the teacher at the end of the school day if every student in the classroom receives an invitation. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and/or any form of unapproved electronics (smart watches, watches with cameras, handheld gaming devices, tablets, laptops, laser pointers, earbuds or headphones) **are not allowed on campus**. If a student is found with unauthorized electronics, the item will be confiscated by the Dean of Students, the student will serve an automatic detention, and the phone will be returned to the parent after 24 hours. After the first offense, a fee of \$20 will be assessed every time the phone is confiscated.

SFCS is not responsible for loss or damage to any device during or outside of school hours.

In the event that a student needs a cell phone after school due to entering a house where no one is home, or attending sport practices or games, the parent should contact the Dean of Students to make arrangements.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Alexandria Police Department will be notified. The administration reserves the right to search the contents of a confiscated cell phone.

LOST AND LEFT

All items that are found on the school grounds are taken to Lost and Left box in the Dean of Students’ office. Items placed in the Lost and Left remain there for 2 weeks. After 2 weeks, items are donated to charity.

All books, school bags, and items of clothing should be clearly marked with the child's first and last name (not just initials). Purses and wallets should contain some kind of identification.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus

shipping in order to receive a new copy.

****The school cannot assume responsibility for athletic equipment, cameras, electronic devices, etc. Therefore, these articles **MAY NOT** be brought to school without SPECIFIC PERMISSION.**

****No large amounts of money over \$20 should be brought without a specific purpose****

If the money is missing, lost or stolen, St. Frances Cabrini School is not held responsible for the lost funds. Most funds required to be brought in to school will be small amounts or can be brought to the office in the form of a check.

ATTENDANCE

DAILY ATTENDANCE

Every effort must be made to ensure your child is in attendance every day of school; excessive absences can hinder a child's educational process. Students are obliged to attend all classes every day that school is in session.

As mandated by the State of Louisiana, according to *Bulletin 741 (Nonpublic)*, elementary students must be in attendance a minimum of 160 full days a school year to be considered for promotion. **Excessive absence, including tardies, can be cause for a student to be retained in the current grade for another year.**

Prompt and regular attendance at school is essential for successful class work. For this reason every effort should be made to avoid unnecessary absences. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary. **Any student absence, whether excused or unexcused, counts toward attendance.** Students who exceed the total absences set by the State of Louisiana will not be promoted due to insufficient attendance. Rare exceptions can only be made for special extenuating circumstances as stated in Bulletin 741 and approved by the principal. When illness or obligation to the student's family (e.g., a death or critical illness) necessitates his or her absence from school, the parent or guardian must send a written explanation of the absence to the classroom teacher when the child returns to school.

Perfect attendance is given only to those students who attend school from 7:40 a.m.-3:05 p.m. on all school days and who are never tardy in the morning.

A student may not participate in an after-school activity if he/she is absent for more than half of the school day on the day of the event.

Attendance for full and half days is calculated as follows:

- If a student checks in after 7:40 a.m. - tardy
- If a student checks in after 11:20 a.m.- half-day absence
- If a student checks out before 9:00 a.m.- full day absence
- If a student checks out after 11:20 a.m. - half day absence
- Three tardies equal half-day absence, and six tardies equal full day absence.

***Attendance at Mass or any other liturgical service is required for all students. It is part of our curriculum.**

*The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

EXCUSED ABSENCES

Excused absences can only be granted in the event of extenuating circumstances as stated below:

- Personal illness with a doctor's excuse
- Death in the family (not to exceed one week)
- Natural catastrophe and/or disaster
- For any other extenuating circumstances, parents must make a formal appeal in writing to the principal

Original certificates from participating physicians and dentists substantiating all illnesses and that additional absences were medically necessary must be provided to school personnel upon return from such absences **WITHIN 3 SCHOOL DAYS.** After 3 days, excuses will not be valid, and the absence counts as **unexcused.**

ABSENTEE PROCEDURES

1. When a student is absent from school, the parent or guardian must call the school office before 9:00 a.m. to report your student's absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the SFCS students and is aligned with the Louisiana state statutes.
2. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments to be picked up at the school office after 2:00 p.m. For shorter absences, students should make arrangements with classmates regarding assignments or get assignments from Renweb. You may request your child's textbooks, which can be picked up in the office at the end of the school day or sent home with a sibling.
3. Upon the student's return to school, his/her parents are required to send written documentation from a doctor to excuse an absence.

A student is responsible for school matter covered during his or her absence. Teachers are not obliged to administer make-up tests to an absent student unless the child's absence was excused. If a student has presented a doctor's excuse or a note explaining the absence due to illness or other grave reasons, the teachers will administer make-up tests ***within one week of the original test date***, and other work should be completed within 3 days for a one-day absence. Responsibility rests upon the child to make arrangements with the teacher for the administration of the make-up test at a time convenient to both.

CHECK OUT PROCEDURE

Checking out a child during school hours is excused only when a child is ill or if a doctor's appointment is necessary. A doctor's excuse must be presented upon the child's return to school. All parents must report to the front office to check in or check out their child between school hours.

In order to provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular time of dismissal. In urgent circumstances, please follow one of the following procedures should it become necessary for your child to be taken out of class:

1. Send a note to the child's teacher in the morning stating both the reason for and the time of the student's departure. If the child is to be picked up by someone other than the parent or guardian, this should be specified in the note and the person named.
2. **IN EVERY INSTANCE STUDENTS MUST BE PICKED UP AT THE SCHOOL OFFICE AND CHECKED OUT BY THE RECEPTIONIST.** It is again stated that medical and dental appointments should not be scheduled during school hours.

*****No students will be allowed to checkout after 2:30 p.m.*****

TARDINESS

Tardies are a distraction to the learning process and to orderly classroom management. Please make the necessary arrangements to have your child at school on time.

Tardiness leads to the same unfortunate consequences of unnecessary absences. Three tardies is considered a one-half day absence. Classes begin each morning at 7:40 a.m. A child is tardy when he arrives after 7:40 a.m. If a teacher is not on duty in the drop off area when you arrive, the parent must accompany the student to the front office and sign him/her in.

A student will not be admitted to the classroom without their attendance card from the school office. Any student entering the classroom without their attendance card must be sent to the front office to receive one.

If a child is consistently tardy, the parent/guardian will be contacted. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade level.

Tardies will only be excused with a note from a doctor or when the school administration excuses all tardies because of severe weather or traffic problems.

Tardies do not start over every nine weeks, but are accumulated throughout the school year.

INCLEMENT WEATHER POLICY

Our school will typically abide by the decisions of the Rapides Parish School District concerning the closing of school due to inclement weather. Please listen to your local radio/television stations for announcements of this kind. You will also be reached by either email through Renweb or text or call through the Parent Alert telephone system. The school Facebook page will also be updated. ***Please DO NOT call the front office about possible school closure. You will be contacted as soon as a decision has been made.***

MEDICAL

HEALTH RECORDS

The Louisiana State Department of Health requires that all students have a current record of immunizations on file at the school. Students may not begin school in August if immunization records are not on file or not up-to-date. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition must be presented prior to the first day of the school year.

The student health records will be reviewed each year to insure we are complying with regulations of the Louisiana State Department of Health. Each student receives a certificate of immunization for immunizations from the local health unit or your medical provider. All health records should be kept up-to-date. It is the responsibility of the parents to notify the school office of any changes.

MEDICATION POLICY

The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel will not administer medication to students.

If a student's health need necessitates taking a prescription drug, the parent or guardian must submit an order from a Louisiana-licensed physician or dentist as well as a letter of request and authorization from

the parent or guardian clearly indicating the student's name and the instructions for dosage and frequency. We will not accept verbal permission to dispense medication. No medication shall be administered to any student unless it is provided to the school in the original container, with the child's name, frequency, and dose on it.

It should be clearly understood that administering any medication is the exception rather than the rule and as such should be a rare occurrence. Parents should bring medication to the school office, where all medication must be kept and dispensed.

Short-term medication (such as antibiotics, cough syrup, etc) should be given before or after school, NOT sent with the child.

The school does not provide any type of medication. Students are prohibited from keeping medication (prescription or over-the-counter) in their possession while at school.

ILLNESS OR INJURY

When your child is ill, please call the front office before 9:00 a.m. to inform school officials. **Students should be fever-free and symptom-free (ex: diarrhea and vomiting) for 24 hours before returning to school.**

If a child becomes ill or is injured while at school, the school personnel will notify the designated parent or guardian and give simple first aid only. Therefore, it is most important that the school office know where to reach a parent or guardian during the school day. A current emergency telephone number (home, work, relative, friend, or neighbor) should be on file in the school office at all times. It is the responsibility of the parent to keep this emergency information current. No student will be released to anyone not appearing on the approved list.

When receiving a call from school to pick up a sick or injured child, ***it is required that the child be picked up within the hour.*** If there are extenuating circumstances that will delay the person contacted, please inform school officials.

Parents are asked to inform the school if their child becomes ill with a contagious disease (chicken pox, measles, flu, lice, pink eye, etc.) A student who has an infectious or contagious disease is not permitted to attend classes until the danger of transmitting the infection or disease to other students is over.

A signed release from a family doctor is required of any student returning to school after such illness.

Should a student be absent over an extended time period for causes of hospitalization, a statement from the physician as to the nature of the illness and recovery information should be presented to the receptionist upon return to school.

The following chart lists the most common communicable diseases, indicates the incubation period of each, and school requirements for a student's return to school following infection:

<u>Name/Incubation</u>	<u>Requirements for Return</u>
Chicken Pox, 2-3 Weeks	Keep out 7-10 days
Head Lice	Out until completely lice & nit-free
Infectious Hepatitis, 15-20 days	Physician's release required for return
Impetigo, (staff infection) 4-10 days	Out until healed; physician's release
Measles, 10 days to fever; 14 days to rash	Keep out from first symptoms for 7 days after appearance of rash
Mononucleosis, 2-6 weeks	Keep out until recovered
Mumps, 12-26 days	Keep out until swelling is gone
Pink Eye, 24-72 Hours	Keep out until released by physician's statement
Ringworm (scalp or Skin)	May attend school under physician's care & with infected area covered
Streptococcal Infection	Keep out at least 7 days or until released by a

SERIOUS ALLERGIES/HEALTH CONDITIONS

SFCS recognizes that an allergy is an important condition affecting many school children and encourages children with allergies to achieve their potential in all aspects of school life. Please inform school officials and your child's teacher of any health problems or allergies that your child may have. As with any illness or medical emergency, SFCS will act in the best interest of the child, taking into consideration their specific circumstances. Should the situation deem necessary, 911 will be called.

If a student requires an Epi-Pen for their allergies or an inhaler for asthma, parents are to provide one Epi-Pen or inhaler, labeled with the child's name, to be secured in the front office.

EMERGENCIES

In an emergency requiring immediate medical attention, when parents or a person designated by parents cannot be reached, the student will be taken to Cabrini Hospital.

ACCIDENTS AT SCHOOL

If a student is injured at school, he/she is to report the injury to the duty teacher or administrator. If necessary, first aid will be administered. Parents are contacted immediately, and an Accident Report is completed.

STUDENT INSURANCE

Accident insurance covering students enroute to and from school and while at school is MANDATORY. Insurance is taken out on every student through the student fees.

SPECIAL SERVICES

LEARNING CENTER

The Learning Center at SFCS is designed to provide academic support for students who are struggling academically. The Center also provides small group instruction to students identified with special academic needs and remediation for failing students during Lunch & Learn.

LIBRARY

The library offers a wide range of learning services and media resources to the children of St. Frances Cabrini School that will assist students in becoming successful readers and effective seekers and users of information. It is used as a support system for the reading aspect of the curriculum, specifically comprehension.

Library hours are 7:30 a.m. to 3:15 p.m. Monday-Friday. Pre-K through eighth grade classes visit the library on a scheduled basis throughout the week.

During scheduled visits, students in grades 1-8 may check out 1-2 books. Books are due back to the library in one week. Borrowed books are to be returned on time and in good condition. Students may renew their

books. Parents/Students will be notified when books are overdue. If a student has an overdue book, they may not check out any items until the book is returned.

A fine is assessed for overdue books at \$.05 per day. Books damaged or lost must be paid for by the student before any other materials may be checked out. According to policy, report cards will be held until outstanding balances are paid or lost books are returned.

The Library has computer workstations for student use. Students may use the workstations for research on the Internet, online encyclopedias, and testing reading comprehension through the Accelerated Reader program (AR).

Accelerated Reader (AR) is for students in grades 1-8. AR is a research based program that correlates the independent reading level of each child to the material that he/she should be able to read and ultimately successfully comprehend when taking the tests. For grades 2-8, 15% of the student's reading grade is based solely on AR. AR tests can be taken at lunch recess, during library class, at tutoring on Tuesdays and Thursdays, and on designated mornings, or on classroom computers at the teacher's discretion.

SCHOOL NUTRITION PROGRAM

The Food and Nutrition Office of the Diocese of Alexandria is in charge of the school lunch program. It is the Diocese of Alexandria policy that ALL elementary students must participate in the School Nutrition Program. Participation in the lunch program by all students is MANDATORY, while breakfast participation is optional. In addition to the nutritional aspects of the program, the social aspect of "breaking bread" with one another is most important.

FOOD ALLERGY POLICY

SFCS recognizes that life threatening food allergies are an important condition affecting many school children. SFCS makes no claim to be a peanut-free school.

Children allergic to certain foods or to milk must present a written statement from the doctor to this effect. Other illnesses (hypoglycemia, diabetes, or etc.) which warrant special diet require a doctor's statement also. It is a requirement that we have these statements on file in the school office. If a special diet is required by your child, a Diet Prescription form needs to be completed and signed by your physician and forwarded to the cafeteria manager. The cafeteria manager will work with you to meet your child's dietary needs. Diet prescriptions must be renewed at the beginning of each school year. Any exceptions to this policy must be pre-approved by the Superintendent of Catholic Schools and by the Child Nutrition Program Supervisor.

FOOD PRICES

Breakfast

PreK-12: \$1.45 full pay
 \$0.30 reduced

Lunch

PreK-12: \$3.00 full pay
 \$0.40 reduced

Equal monthly payments are to be made by the 15th of each month from August through April. Refunds will be available upon request at the end of the school year.

All students will be required to pay in advance for their meals. Any lunch accounts that are unpaid will not be issued a quarterly report card until the balance is paid.

Once a year, parents are invited to have lunch with their children. The cost for parents to eat lunch is **\$5.50**.

Our school participates in the free and reduced price meals offered through the Federal Lunch Program. Children from families whose income falls within certain levels may be eligible for either free meals or reduced price meals. Applications for participation are issued to each family at the beginning of the school year and must be returned by the end of the first week of school from **EVERY** family (regardless if you qualify or not). *Families are responsible for full meal prices until they are approved for free and reduced prices.*

All questions and concerns relative to school food services should be directed to the Cafeteria Manager at (318) 442-2666.

Cafeteria Rules

1. All students are to enter and exit the cafeteria quietly.
2. Students will sit at designated tables and stay in their seats until dismissed.
3. Students will eat quietly, using indoor voices and good table manners.
4. Students are responsible for cleaning up their eating area (tabletop, seats, and floor).

AFTER SCHOOL TUTORING

After school tutoring is available to students on Tuesdays and Thursdays in the library from 3:05 – 4:05 p.m., beginning after Labor Day. The library will also be open during this time for students to take AR tests. Students are to be picked up promptly at 4:05 p.m. at the cafeteria gate. Any student not picked up by 4:05 p.m. will be sent to Extended Day and billed for the day. Any student who is uncooperative or disruptive during tutoring will be sent to Extended Day, and the parents will be billed for the day. For questions, please contact the Curriculum Director at (318) 448-3333.

EXTENDED DAY PROGRAM

After school care is provided for parents who are unable to pick their child up daily by 3:25 p.m. Our Extended Day Program will be open from 3:00 p. m. until 5:30 p. m. each school day. This program provides professional care, supervision, recreation, and enrichment activities to SFCS students. Time is set aside for homework completion, but student work is not checked. Further details may be obtained from the school office at 448-3333.

A child that is checked out of school during regular school hours cannot return for extended day. Availability of staff and facilities determines the number of students that can be served. Registration is first-come, first-serve. Registration forms can be picked up at Back to School Night or at the front office.

Fee Schedule:

1. Registration fee \$25.00 per family
2. Cost to attend with paid registration fees
 - * Full-time: 1 child \$ 85.00 per month
 - * Full-time: 2 children \$125.00 per month
 - 3 children \$165.00 per month
 - 4 children \$200.00 per month
 - * Drop-ins: \$10.00 per day
3. Late pick-up fee: \$1.00 per minute

****Extended day payments must be current or parents cannot use it any longer.**

A late fee of \$15 will be applied if not paid by the 10th of the month. If extended day fees are not paid by the 30th of the month, your child(ren) will be removed from the program until payment is made.

The Extended Day Program is a vital part of SFCS, and as such, follows the same rules and procedures that are expected from students throughout the school day. A student who does not adhere to the rules may be dismissed from the program.

SAFETY PROCEDURES

CHILD ABUSE LAWS

St. Frances Cabrini School abides by the Child Abuse laws of the State of Louisiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

EMERGENCY DRILLS

To ensure that students are aware of and prepared for all emergency situations (fire, bad weather, stranger on campus, etc.), teachers will review, at the beginning of the school year, the procedures for all types of emergencies. Once students have been trained in these procedures, monthly drills will be conducted. Emergency evacuation routes are posted near the doors in all rooms.

During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

The procedures for tornado drills are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

CRISIS MANAGEMENT

SFCS has implemented a crisis management plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

In the event of a crisis involving law enforcement personnel, the school will defer to law enforcement procedures and request that parents do likewise.

EMERGENCY CLOSING

In certain extreme cases, usually due to inclement weather, it is necessary to close school.

Parents are responsible for discussing with their children proper emergency procedures should school dismiss before the end of the regular time schedule. The school will use its normal dismissal procedure should this occur. If buses are available, students will be placed on them unless you instruct your child otherwise.

In case of an emergency situation, parents will be notified by Parent Alert or email with all pertinent information and specific directions for the closure. Public media may also be used in specific situations.

Please DO NOT call the front office about possible school closure. You will be contacted as soon as a decision has been made.

CAMPUS SAFETY

St. Frances Cabrini School attempts to provide a safe environment for all individuals and has a closed campus to ensure your child's safety. All gates and outside doors are locked after 7:40 a.m. in the morning.

All visitors must check in with the SRO at the front office before going to any area of the school.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

The school reserves the right to search anything brought on school property.

SAFE ENVIRONMENT PROGRAM

The Diocesan Safe Environment Policy, under mandate from the Bishop, provides SFCS with a means of monitoring more closely everyone who has direct contact with our students. The following applies to anyone who has contact with students:

- A mandatory initial training session for all faculty, staff, personnel, and volunteers who have contact with SFCS students, along with staying up-to-date on monthly bulletins.
- A criminal background check along with fingerprinting will be conducted on all faculty, staff, and personnel who have contact with our children.
- A criminal background check will be conducted on volunteers who have contact with our students.
- All volunteers who have contact with students will be asked to complete a Volunteer Profile.

For more information, call Pam Delrie at the Diocese at (318) 445-2401 ext. 213.

All parents, grandparents, and others who serve as volunteers or chaperones must be VIRTUS certified. A person will not be allowed to attend or participate in field trips, parties, and other school related activities if they do not have a copy of their CURRENT certification on file at St. Frances Cabrini School.

ASBESTOS MANAGEMENT STATEMENT

SFCS has been inspected for asbestos containing substances as required by Federal law. It was found to be free of friable asbestos, but non-friable asbestos has been found in our school and adjoining building, which does not present a problem unless disturbed. In recent years we have covered asbestos containing materials with carpet or new vinyl flooring. Regular inspections are made as required by law.

Inspection records are on file in the office as is the School's Asbestos Management Plan and may be viewed by the public upon request.

INTEGRATED PEST MANAGEMENT

The state of Louisiana has certain regulations regarding the Integrated Pest Management (IPM) program for our school. A "Hypersensitive Student Registry" is made each year as a help to our teachers and staff, as well as for the safety interests of our students. If your child has any sensitivity to pesticides or pests, the following steps should be taken:

1. Obtain a written verification of hypersensitivity by a licensed physician
2. Fill out a "Sensitivity to Pesticide/Pest" school form upon submission of physician's verification of child's status

This information needs to be made available to the front office on or before the first day of school.

DRUG FREE POLICY

SFCS and the school grounds are a drug free zone. According to Louisiana state policy, the use, possession, or sale of alcohol or drugs by students on school premises or at school sponsored functions on school property is prohibited.

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or dismissal.

SMOKING/TOBACCO POLICY

SFCS and the school grounds are a smoke free zone. No smoking is allowed on the school grounds or in any of the school buildings. Smoking or the use of smokeless tobacco by a student is strictly prohibited. Also, use of any tobacco products is prohibited for students at all school-related functions (on or off campus). Possession of any tobacco product and e-cigarettes or vapors are never permitted on campus and could be grounds for dismissal.

THREATS OF VIOLENCE

Safety in our school is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, SFCS has a no-tolerance policy for dealing with and addressing not only real threats of violence, but also those that may be considered frivolous. In the event that there is a violation of this policy by a student, the following steps will be followed:

1. The student will be separated from class until interviewed by administration.
2. If it is determined that a threat is serious, the proper civil authority will be contacted and the student will be detained on campus in a safe place until parents are contacted.
3. Parents of both parties will be contacted. The pastor and diocesan superintendent will be contacted.
4. If a threat or danger comes from a non-student, appropriate actions will be left in the hands of the civil authorities.

WEAPONS AND INAPPROPRIATE OBJECTS ON CAMPUS

St. Frances Cabrini School prohibits the possession of weapons and firearms by any student or adult on campus or at school sponsored functions. Exceptions to this rule include law enforcement officers.

In addition, fireworks, water guns, stink bombs, matches, lighters, laser pointers, literature intended to distribute, pornographic materials, and similar objects that serve no purpose at school must not be brought onto the campus. Bringing such objects onto the campus will result in corrective action, including suspension or dismissal. In addition, any objects in question are subject to confiscation by the school.

OTHER ITEMS NOT ALLOWED ON CAMPUS

While a lesser manner, toys, trading cards, fidget spinners, or anything else that detracts from a learning situation are not allowed at school at any time. Often times these are taken out in class distracting a child or classmates. Items such as these have a tendency of being lost or stolen. For these reasons, toys need to stay at home, so please check your child's booksack to make sure they do not make their way to the campus.

The only exception to this rule is naptime buddies for PreK and K, along with items for show and tell in PreK-1st grade, which would only be taken out at the appropriate time. If toys are seen at any other time, they will be taken away from students and will be returned to the parents/guardians after a week.

TRANSPORTATION GUIDELINES

TRAFFIC FLOW AND PARKING

ALL CARS SHOULD BE ABLE TO MOVE THROUGH THE SCHOOL DRIVE IN THE LEFT LANE. No vehicle is permitted to park to the left of the street from Texas to Cabrini Church, in order to free the road to through traffic. Parents from schools other than Cabrini may not pick up children from the bus or

cafeteria area. ***NO CABRINI PARENT MAY PICK UP THEIR CHILD/REN AT ANOTHER SCHOOL. IT IS ILLEGAL!***

CAR RIDERS

All cars must have the student's name and grade clearly displayed in the front windshield on the driver's side of the car.

Morning drop-off is at the new Early Childhood Wing for PreK3 and PreK4 students (and their siblings) and K-8th grade students are dropped off at the Activities Building. There are two areas for afternoon pick-up on the cafeteria side of school. Students in grades PreK3-K and their siblings will be picked up at the Extended Day gate (car line on the right side closest to the school). Students in grades 1-8 will be picked up at the cafeteria gate (car line on the left side). Please use the assigned areas throughout the year unless approval for switching has been obtained from the principal.

Parents must remain in their cars and proceed through the regular carpool process for both morning drop-off and afternoon pick-up. Students are not allowed to walk to/from a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

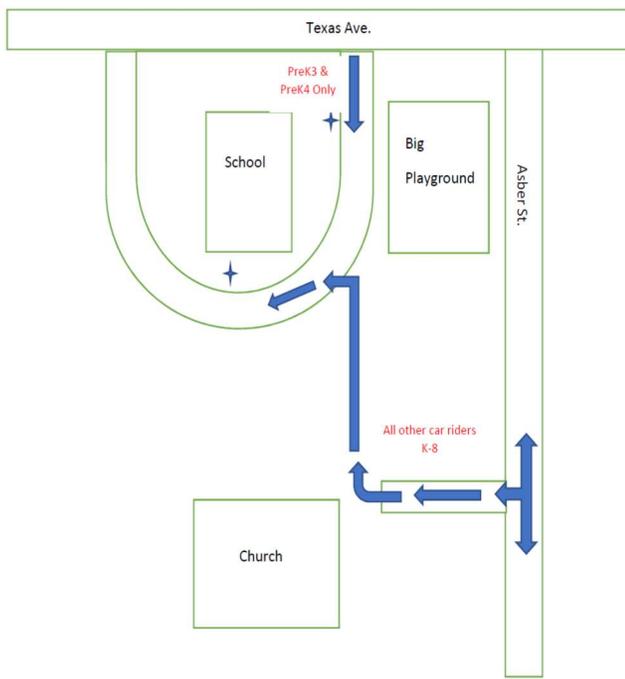
DROP-OFF FOR MORNING CAR RIDERS (PK-8)

All car riders are dropped off at the Activities Building stop if they arrive between **7:10** – 7:40 a.m. **No child may arrive** before **7:10** a.m. because there is no supervision. If a child arrives **after 7:40**, they must check into the office and are counted as tardy.

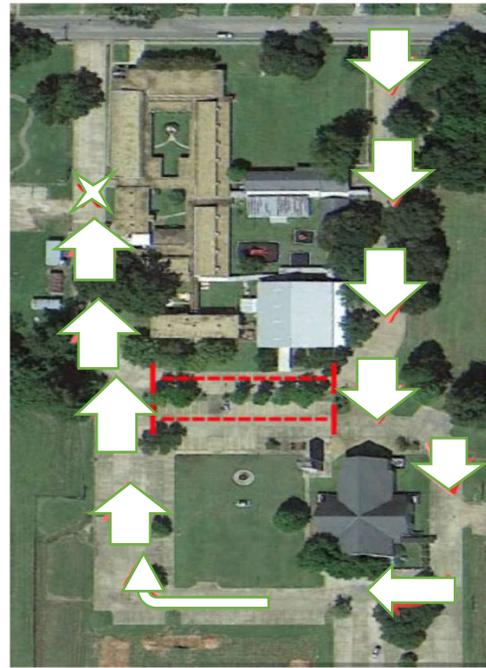
AFTERNOON PICK-UP

- 1. CAR RIDERS** are picked up on the cafeteria side of the school. Cars waiting to pick up children may line up by either the right or left curb (depending on grade level) and loop around the church grounds. Parents are to remain in their cars in the morning and afternoon for the safety of all children.
- 2.** The car pick-up area is supervised until 3:25 p.m. for all students. Students are not permitted to remain on the school grounds after school without supervision. All students who have not been picked up by 3:25 p.m. will be sent immediately to the Extended Day Program and parents ***are charged*** the daily rate.

The diagram below shows how car rider traffic should flow in the morning and in the afternoon:



MORNING DROP OFF



DISMISSAL / PICKUP

BUS TRANSPORTATION

DROP-OFF FOR MORNING BUS RIDERS (PK-8)

All bus riders are dropped off at the cafeteria gate where they will meet the duty teacher.

AFTERNOON PICK-UP

ALL BUS RIDERS must report promptly to the Activities Building to catch their buses as directed by the supervising teachers.

1. School Bus Dismissal

Once the bus schedules are set up, students are informed of the bell times and bus stops. They are also instructed to proceed directly to their assigned bus stop, to get in line, and to wait in line in an orderly fashion. They may not visit anywhere on the way to the bus stop (e.g., classrooms, bathroom) without the express permission of the homeroom teacher and, once in the bus line, they may not leave without permission from the duty teacher.

Students who miss the bus at school should proceed with a duty teacher to the school office and call home for transportation. They must then wait quietly in the school lobby until picked up. The office remains open until 3:30 p.m.

2. School Bus Rules

The driver of the school bus is responsible for the orderly conduct of his passengers. While on the bus, the student is under the authority of the bus driver. Pupils should conduct themselves on the bus as they would in the classroom except that reasonable conversation is permissible. Unacceptable bus behavior includes shouting, bad language, rowdy conduct, moving about while the bus is in motion, hanging out of the bus windows, throwing things out of the windows.

Children who ride the school bus MUST observe the following rules:

- Children must stay in orderly lines while waiting for the bus.

- The bus must come to a COMPLETE stop before students attempt to board or leave (this includes leaving one's seat in preparation to get off).
- Children are NEVER to ride with an arm or head out of the window.
- An indoor tone of voice must be used when talking on the bus.
- Manners used on the school bus are to be an expression of Christian formation and living.
- Students must follow the policy for RPSB in regards to use of electronic devices and eating or drinking on the school bus.

a. ***School Bus Discipline***

The bus driver is responsible for getting all of his passengers to school and back home safely. The better everyone cooperates by following the rules for bus riders, the better and safer the bus driver can do his job. Therefore, those who violate the rules are subject to the following disciplinary action:

FIRST OFFENSE - Student receives a warning and notification is sent to the parents.

SECOND OFFENSE - Student is deprived of the services of the bus for a period of time.

CONTINUOUS OFFENSE - Student is deprived of the services of the bus indefinitely.

b. ***Bus Transfers***

A student may obtain a bus transfer by presenting a written permission to the office to be signed and then given to the bus driver.

c. ***Bus Insurance***

A special insurance covers all authorized school bus riders. Therefore, unregistered riders are not permitted to ride the school bus to and/or from school at any time without the above signed bus transfer.

d. ***Comments/Questions***

Comments and questions about bus drivers and transportation should be directed to the Rapides Parish School Board Bus Transportation Department:

P.O. Box 1230

619 6th St

Alexandria, LA 71309-1230

(318) 449-3108

EXTRACURRICULAR ACTIVITIES

PARTICIPATION POLICY

For students to be able to participate in extra-curricular activities at SFCS, the following items will be considered, with the final decision being made by the administration:

1. Students must maintain a satisfactory conduct grade (A or B).
2. Students must maintain a minimum grade point average of 2.0. In addition, students may not have an academic grade of F on a report card. Any student not meeting these minimum requirements will be placed on academic probation for a 9 weeks period.
3. Students must be present at school for at least a half day to participate in any extracurricular function held that evening.
4. Students must follow all school rules, guidelines, and policies at all school events.

During any given sports season, when an athlete receives a suspension, he/she will be required to sit out the next scheduled game or event.

When a child has signed up to be part of a team or club, there are certain attendance requirements that a child must meet in order to maintain membership. Students and parents will be informed of attendance requirements at the beginning of the activity. If a student fails to do so, whether the fault of the student or parent, it is imperative to have open communication between faculty representatives and parents. If there is found to be excessive inexcusable absences, the individual will be dismissed. This will guarantee commitment from those who choose to participate fully as well as to provide the appropriate consequence for those who, due to certain circumstances, cannot keep his or her commitments. We wish to provide these opportunities at school but these are privileges- not rights.

CLUBS

The following are opportunities for students to become involved on campus:

4-H	Grades 4-8
Jr. Beta Club	Grades 4-8
Children of Mary	(girls) Ages 7 & up
Robotics Club	Grades 2-5 & 6-8
Choir	Grades 1-8
Student Council	Grade 6-8
Crazy 8's Math Club	Grades K-2 & 3-5
Garden Club	Grades K-8

ACADEMIC CONTESTS

Quiz Bowl	Grade 5-8
Spelling Bee	Grades 1-8
National Geographic Bee	Grades 4-8
Social Studies Fair	Grade 5 & 7
Science Fair	Grade 6 & 8
Religion Fair	Grade 4-8
Math Counts	Grades 6-8

ATHLETICS

Currently, SFCS offers students with the following athletic opportunities:

Basketball	(boys & girls)	Grades 4-8
Jr. Runners	(boys & girls)	Grades Pre-K – 8
Cheerleaders	(girls)	Grades 3-8
Baseball	(boys)	Grades 4-8
Softball	(girls)	Grades 4-8
Archery	(boys & girls)	Grades 4-8

Parents/Guardians:

- Encourage athlete to perform to the best of his/her ability and to respect teammates, coaches, opponents, and officials.
- Ensure timely compliance with the requirements to participate in the athletic program, including but not limited to: Forms, Fees, and Uniforms upon deadline dates.
- Reinforce student commitment to the team and focus on the success of the team.
- Demand exemplary sportsmanship from themselves and their student.
- A parent or other designated adult must accompany and remain with their child during athletic events.

- Parental behavior at extracurricular activities is expected to be in a manner that represents the values of SFCS. A parent whose behavior reflects upon the school negatively may result in the student being removed from the club or team.

Student Qualification:

- Student must sign-up for the sport on or before the deadline published.
- Student must abide by the school policy for Participation in Extracurricular Activities.

TECHNOLOGY ACCEPTABLE USE POLICY

St. Frances Cabrini School promotes the use of technology as a tool for lifelong learning and as a means to facilitate communication in support of research and education. The school attempts to prepare students to assume their roles in a global society and workforce by teaching them to be ethical and responsible in their use of technology and the Internet. Students must adhere to the Technology Acceptable Use Policy for continued access to the school's technology resources.

NO EXPECTATION OF PRIVACY POLICY

Users should never consider electronic communication to be either private or secure. People who operate the system do have access to all mail. SFCS also has the right to monitor any and all aspects of its computer system.

Users consent to allowing the school to assess and review all materials users create, store, or receive on the computer system, Internet, or any other component of the computer network.

Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

INTERNET USER POLICY AND RULES

The purpose of the Internet is to provide information about various topics to the students and staff. All persons using the Internet agree to do so in an appropriate manner. Internet use is a privilege, not a right, which may be lost by persons abusing this privilege.

All Internet users agree to the following rules:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Do not view, use, or copy passwords, data, or networks to which you are not authorized.
 - c. Do not share passwords nor use another student's passwords.
 - d. Do not distribute private or personal information (address, phone numbers, etc) about yourself or others, nor misrepresent yourself or others.
 - e. Do not store personally identifiable data on any school device.
2. Respect and protect the integrity, availability, and security of the computing system.
 - a. Observe all network security practices, as posted.
 - b. Do not access the Internet without a teacher or staff member in the classroom.
 - c. Report security risks or violations to a teacher or administrator.
 - d. Do not destroy or damage data, networks, or other resources.
 - e. Do not install or download any software without permission.

- f. Conserve, protect, and share network, hard drive, and printing resources with other Network users.
 - g. Do not move any technology equipment without the teacher's permission.
3. Respect and protect the intellectual property of others.
 - a. Do not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
 - b. Do not plagiarize: Copying the work of another, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.
 4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind and respectful, using appropriate language.
 - b. Report threatening or inappropriate sites or materials to a teacher or administrator.
 - c. Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - d. Do not use the resources to further other acts that violate the school's code of ethics.
 - e. Do not send spam, chain letters, or other mass unsolicited mailings.
 - f. Do not buy, sell, advertise, or otherwise conduct business on school computers.
 5. Respect the values of the Catholic Church within all transmission of material on the Internet.
 - a. Do not view or transmit at any time objectionable material, as determined by the administration.
 - b. Use the Internet for educational purposes only.

Students are to notify an adult immediately, if by accident, he/she encounters material that violates the rules stated above.

CYBERBULLYING

Cyberbullying is being cruel to others through electronic means by sending or posting harmful material over the Internet. This can be done through e-mail, instant messaging, chat rooms, or online social media sites. In the state of Louisiana, this is considered criminal behavior. Any form of harassment is in direct violation to the mission of our school. St. Frances Cabrini 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.

Appropriate conduct is expected in both face-to-face and electronic interactions. Parents or students who feel that they have been the victims of cyber-bullying should print a copy of the material and report the incident to school administration. Reports will be fully investigated. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, dismissal from school, and/or police involvement.

SOCIAL MEDIA POLICY

Sites such as Facebook®, Twitter®, Snapchat®, Instagram®, and Google+® are used for social networking. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. It is imperative that you educate yourself on the dangers involved in social networking. With this in mind, no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes St. Frances Cabrini School. This includes but is not limited to pages/sites that share homeroom, athletic team, grade level and/or school information. The only official SFCS Facebook page is the one created and monitored by the SFCS technology staff. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school. The following guidelines apply:

- SFCS families/students may not use St. Frances Cabrini information such as logos, official seals, or photographs.
- SFCS families/students may not link their personal website to the SFCS website.
- SFCS families/students may not post inappropriate photographs or negative content containing any form of SFCS identification, or faculty or staff members. ***Negative or defamatory comments about the school, the faculty, other students, or the parish made on a student or parent’s Facebook® page may result in the student being separated from the school.*** In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.
- Be mindful that online content is not private and there could be long-term ramifications.
- SFCS students and faculty/staff may not “friend” one another in a context that is social.

St. Frances Cabrini School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. SFCS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, ***the parents of students enrolled at SFCS are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page.*** Such postings are a violation of St. Frances Cabrini School’s adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Frances Cabrini School.

INTERNET CONTENT FILTERING

All Internet access is filtered in accordance with the Children’s Internet Protection Act (CPA). This filter blocks access to inappropriate sites, including, but not limited to, those that are obscene or indecent, that engage in live chatting, or that are in any way deemed unsuitable. In addition, students are to avoid sites that promote values that are counter to the mission of St. Frances Cabrini School. The Internet is a constantly changing environment; thus the administration reserves the right to add or remove access to any site as the need arises, with or without notice.

No filtering product can block all inappropriate sites. We assume no liability in the event that the filter is not 100% effective. In the event a site is blocked that has educational value, teachers may appeal to have that site removed from the filtering list.

SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administration reserves the right to examine, use, and disclose any data found online or on location, in order to further the health, safety, discipline, or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement officials.

UNWRITTEN REGULATIONS

This handbook is not intended to be all inclusive of all rules, customs, or practices applicable to conduct or miscellaneous procedures at St. Frances Cabrini School. Emphasis has been placed on those things which are deemed most pertinent and beneficial to the students, parents, and personnel at the present time.

It would be impossible to anticipate all problems which may arise in the future. Yet, each year, a few distracting “fads” and circumstances show up on our school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Frances Cabrini School will be held to be

unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles implicit in our existing policies on an as-needed basis. Final decision in this regard are reserved to the Administration.

St. Frances Cabrini School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through email communication.

VOLUNTEER PROGRAMS

HOME AND SCHOOL ORGANIZATION

St. Frances Cabrini School has established a Home & School Organization to serve and foster a close working relationship between SFCS families and the school by encouraging parents to support the school. This organization works closely with the School Advisory Board to enhance the educational environment of the school. All parents are encouraged to volunteer and get involved in the school by sharing time, talents, and treasures to benefit our SFCS children and school.

PARENT VOLUNTEER OPPORTUNITIES

The following are volunteer opportunities offered during the school year:

- School Advisory Board
- Room Mothers/Fathers
- Parent Work Days
- Cabrini Fest
- Athletics
- Helping with clubs
- Tutoring
- Fundraising
- Field Trips

Before being allowed to volunteer with any event, all volunteers must adhere to the Safe Environment Diocesan Policy and agree to the Volunteer Code of Conduct by signing the form located in the front office.

PARENT/VOLUNTEER DRESS CODE

Parents or volunteers coming to the school in a supervisory capacity must maintain a professional image and dress modestly and appropriately for the environment, as it is important to set an acceptable example for the children of the school.

APPENDIX

SFCS PARENT/STUDENT HANDBOOK AGREEMENT FORM

MEDIA RELEASE FORM

TECHNOLOGY ACCEPTABLE USE FORM

SFCS PARENT/STUDENT HANDBOOK AGREEMENT FORM

ATTENTION: PLEASE SIGN AND RETURN

Our family has read the Parent/Student Handbook. In doing so, I have discussed the content of this document with my child(ren). I acknowledge and agree to the policies contained therein and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school, I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time without advance notice. I further understand it is required for me to sign this form.

This form is due the by the end of the first week of school.

Signed:

_____	_____	_____
Parent/Guardian		Date
_____	_____	_____
Student	Grade	Date
_____	_____	_____
Student	Grade	Date
_____	_____	_____
Student	Grade	Date
_____	_____	_____
Student	Grade	Date

MEDIA RELEASE FORM

St. Frances Cabrini School may use photographs, video, etc. of your child or you in promotional materials like brochures, recruiting videos, web sites, school newsletters, the local newspaper, the Diocesan newspaper and/or website, etc.

I hereby give St. Frances Cabrini School permission to use photographs/video/sound of the adults and the minor(s) named below for publicity, promotion, news releases, videos, and web use of St. Frances Cabrini School. This might also apply to the written composition of visual art of the minor if it is published.

I hereby release and discharge St. Frances Cabrini School from any and all claims arising out of the use of the photograph/video/sound that I or the minor child(ren) listed may have in this regard.

With this release form, I understand and agree with the purpose of this permission for the following people:

Name of child _____ Grade _____

Name of parent/guardian _____

Name of parent/guardian _____

Parent signature _____ Date _____

I refuse to have the image or work of my child(ren) or myself published.

Parent signature _____ Date _____

TECHNOLOGY ACCEPTABLE USE AGREEMENT FORM

Both parents and students are required to sign.

User Agreement

- I have read the terms and conditions of the Technology Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Technology Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Signature _____ Grade _____ Date _____

Parent/Guardian Permission Form

I have read the terms and conditions of the Technology Acceptable Use Policy. I am requesting that the above-named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Technology Acceptable Use Policy.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

My child(ren)'s grade and signature appear above.