



# *St. Francis de Sales Cathedral School*

**300 Verret Street  
Houma, LA 70360**

**P. O. Box 8034  
Houma, LA 70361**

**Telephone: (985)868-6646**

**Fax: (985)851-5896**

**Website: <http://stfrancishouma.org>**

**Approved by the Louisiana State Department of Education  
Accredited by SACS/CASI**

**Guidelines are based on the Handbook of Policies for Catholic Schools  
in the Houma-Thibodaux Diocese and the  
Non-Public School Commission Handbook for the State of Louisiana.**

**Revised August, 2009**

*St. Francis de Sales Cathedral School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions, procedures, co-curricular activities, and/or other school related programs.*

## **MISSION STATEMENT**

In the tradition of excellence established by our founders, the Marianite Sisters of the Holy Cross, St. Francis de Sales is a family-oriented parish school. St. Francis de Sales serves the children of St. Francis de Sales Parish, the surrounding Catholic parishes, and those children of other faiths who respect our values and beliefs. St. Francis de Sales offers a strong academic curriculum and a variety of co-curricular activities with an emphasis on Catholic faith and values, fostering the love of God and reverence for all life. We provide Catholic education in a safe and disciplined environment that recognizes and respects the uniqueness of each child.

## **ST. FRANCIS DE SALES CATHEDRAL SCHOOL PHILOSOPHY**

St. Francis de Sales Cathedral School is a Christian community of believers, which has the opportunity to be unique and the obligation to be contemporary. A basic aim of St. Francis is to communicate spiritual values that enable each individual to live a new life in Christ, and to build a new earth by living the Good News.

Keeping in mind that families are the first to communicate the Christian faith to their children and to educate them, our school community makes generous efforts to help parents fulfill their duty. It is our aim to be aware of each child's uniqueness, and it is our purpose to provide an educational setting involving a special degree of parent-school interaction and involvement with emphasis on family education. Students, families, and staff are given the experience of Christian community at worship, work, and play as an introduction to a lifestyle that takes its meaning and thrust from Christian community life.

Catholic education is a privileged means of ensuring the presence of a Christian mentality in our present-day society. Thus, St. Francis de Sales Cathedral School accepts the responsibility of contributing to this mentality by developing individuals who lend a Christian emphasis to the secular community, and who are a vibrant force in the building and maintenance of this community.

Therefore, students are provided with an orderly and serious academic environment. They are stimulated to relate their study to real life situations that will prepare them for survival in the world outside the classroom. The latest approaches in education are examined and utilized with an emphasis on innovation in organization, content, and method.

Value is placed on the development and enrichment of each student's self-esteem, self-confidence, values, morals, and knowledge for their personal development. The imparting of this affective task demands that all believers--families, students, staff and administrators--reveal the Christian Message by providing a prayerful, continually supportive environment, characterized by understanding, gentleness, and sensitivity to the attitudes, feelings and beliefs of others.

# **PARENT ORGANIZATIONS**

## **1. Advisory Council**

The Advisory Council serves as a consultative and advisory board. It assists the administration in the formulation of school policy. Communication with advisory council members over school matters should be made in writing through the school administration office.

Members of the Advisory Council consist of:

- Pastor/Rector of St. Francis de Sales Cathedral (ex-officio)
- Principal of St. Francis de Sales Cathedral School (ex-officio)
- Assistant Principal of St. Francis de Sales Cathedral School (ex-officio)
- Seven elected members

The Pastor/Rector and Principal shall seek members through nominations and volunteers, to be voted on by the present board for staggered two-year terms. The council is responsible for developing local policies, for implementing diocesan policies, ensuring the financial stability of the school, and maintaining supportive relationships with school administration and faculty.

## **2. Parent-Teacher Co-Op Club**

The primary purpose of the club is to encourage cooperation between the home and the school in discharging the responsibilities of both.

The Parent-Teacher Co-Op Board consists of the administration and two elected representatives from each grade level. These representatives serve staggered two-year terms and are elected by parents of students.

All parents and guardians are members of the Parent-Teacher Co-Op Club and are encouraged to attend the meetings. Active participation will guarantee a greater knowledge of school operation and better communication between home and school.

## **3. Parent Volunteers**

These parents support and assist the teachers with classroom duties and enrichment programs. All activities are subject to approval by the classroom teacher and administration. Parent volunteers also provide services to the entire school through seasonal activities. Any parent volunteer must have completed Safe Environment training as mandated by the diocese.

# ADMINISTRATIVE POLICY

The school administration of St. Francis de Sales Cathedral School reserves the right to interpret and administer all policies and procedures of the school to best meet the needs of the student population as a whole.

The administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

The student handbook is subject to enforcement of all state regulations as issued in the Non-Public Commission Handbook and in diocesan regulations as published in the Handbook of Policies for the Diocese of Houma-Thibodaux.

## FINANCES

### 1. Tuition

A family must pay the total amount of tuition for the upcoming year to the school by a designated date or finance the tuition through a bank plan chosen by the school. A late fee will be assessed if the tuition fee is not paid by the due date. If a parent chooses to finance the tuition through a bank loan and the loan becomes 30 days delinquent, the school will send a letter to the borrower. The borrower will have 15 days to bring the loan current. After this time, if the loan is still delinquent, the bank loan will be closed and no further financing will be allowed through our school tuition loan program. The loan balance must then be paid to the school or the parent/guardian will be asked to withdraw their child from school.

No child will receive grades online or receive a report card at mid-year or at the end of the year if outstanding bills have not been paid or no contact has been made to the school administration to explain the circumstances.

No child can be accepted for the upcoming year if tuition and all outstanding bills are not paid.

Registration for the upcoming year will not be taken if current tuition loan is delinquent. Registration will be forfeited and the student's place will not be held.

### 2. Registration Fee

The registration fee is payable at the time of registration to insure the student's place in school the following year. This fee is not refundable. Registration will not be accepted for any student whose tuition is not currently paid. A late fee will be assessed if the registration fee is not paid by the due date.

### **3. Student Fee**

The fee must be paid at the designated time of registration. The student fee for each student covers the costs of insurance, books, standardized testing programs, instructional materials, and a diocesan assessment fee.

This fee is refundable **only** to families who move out of the geographic boundaries of the Diocese of Houma-Thibodaux before the start of the school year.

### **4. Supply Fee**

This fee, which is included in your registration payment, covers the cost of school supplies needed by the student to begin the school year.

### **5. Technology Fee**

Technology fees are assessed to help with the cost of computer maintenance and upgrades, as well as the purchase of computer software.

### **6. Resource Fee**

Resource/Project Read/Lips students are assessed additional fees to defray the cost of necessary staff and services. These fees will be added to the tuition fee for students who utilize these services.

### **7. Lunch Fees**

Lunch fees are due at the time tuition is due or is included in the tuition payment plan.

### **8. Breakfast Fee**

Breakfast fees must be paid daily or paid in advance to the cafeteria.

### **9. Fee Payment**

Tuition, lunch, and any applicable additional resource fees must be paid either in full by a designated date, prior to the upcoming school year, or may be financed through the school tuition loan program.

## **10. Extra Curricular/After School Care Programs**

Fees for extracurricular programs and after school care will be handled through the individual programs.

## **11. Collections/Solicitations**

No collections may be made in the school without the consent of the administration. The sale of any goods (popcorn, cookies, candy, raffle tickets, etc.) sponsored by organizations other than St. Francis de Sales Cathedral School is not allowed.

## **12. Memorial/Endowment/Donations**

The Library Memorial Fund and an Endowment Fund have been instituted for those wishing to make donations in memory of a deceased individual or in honor of a living loved one. The Library Memorial Fund enhances our school library with new books and media in the name of the person being honored. The name of the person being honored or remembered is written in the donated book. The Endowment Fund has been established for support and maintenance of the school. Contributions to either of these funds can be made at any time to the school office. Any donations made to St. Francis de Sales Cathedral School will be used according to the benefactor's request.

## **13. Annual Fund**

An Annual Fund Drive is held each year at St. Francis de Sales Cathedral School. All members of the school family are encouraged to contribute prayers, a monetary gift, or both, to this drive. This fund drive is our primary means of keeping tuition increases to a minimum and also helps finance identified projects which improve the school facilities and enhance educational programs.

# ADMISSION

St. Francis de Sales Cathedral School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions, procedures, co-curricular activities, and/or other school related programs.

## 1. Order of Admission:

- a. All students currently enrolled in the school
- b. Siblings of students enrolled in the school
- c. Catholic students registered in St. Francis de Sales Cathedral Parish
- d. Catholic students registered in other Catholic Church parishes
- e. Non-Catholic students

Registration, announced by school administration, is conducted in March.

## 2. Age Requirements

- Pre-School - 4 years of age on or before September 30
- Kindergarten - 5 years of age on or before September 30

## 3. Kindergarten

A kindergarten readiness test is administered to kindergarten-aged students before entrance into kindergarten. Students who are considered not ready for kindergarten will be placed in the developmental kindergarten class. Upon completion of the developmental kindergarten program, the child will advance to kindergarten.

## 4. Admission Requirements

The following information must be presented for all children applying for admission:

- Birth certificate
- Baptismal record
- First Communion and Reconciliation Certificates (if applicable)
- Immunization record
- Social Security number
- Completed registration form

For students transferring from another school, St. Francis de Sales School will request the cumulative folder and any other records from the previous school.

When a student transfers to another school, parents should notify the school office and the classroom teacher. All textbooks and library books must be returned to the homeroom teacher.

## SCHOOL HOURS

PS – 7<sup>th</sup> grade      8:00 A.M. – 2:55 P.M.

The school office is open from 7:30 A.M. - 3:30 P.M., Monday through Friday, during the school year. The office is closed on those days when students are not attending school.

## ATTENDANCE

### 1. Absences

Prompt and regular attendance at school is essential for successful class work. Doctors' and dentists' appointments should be made after school hours. Students must attend a minimum of 160 school days in order to be promoted to the next grade level. Any absence must be explained by a dated note signed by a parent or guardian. **THE STUDENT MUST PRESENT THE NOTE ON THE DAY HE/SHE RETURNS TO SCHOOL.** If the student returns to school without a note after being absent, an attendance notification will be issued. Students who receive two attendance notices within a nine-week period will serve a supervised, one hour study hall on an assigned Friday afternoon. An absence of 3 or more consecutive days may require a doctor's note for the student to be readmitted to class. If your child will be absent, please call the school office by 9:30 A.M. to inform us.

- **Excused Absences:** Excused absences are permitted for student illness and student medical appointments. With an excused absence, a student has full make-up privileges for all missed classroom work or tests.
- **Unexcused Absences:** Unexcused absences include (but are not limited to) truancy, missing the bus, oversleeping, car problems, and not having a note for re-admittance. Students will receive an attendance notification for an unexcused absence. Failure to return the signed unexcused absence slip will warrant a demerit. If a student receives two unexcused absences in a 9 week period, he/she will be assigned a study hall. Unexcused absences which are excessive and/or which interfere with the student's educational program may result in administrative action.

- **Advanced Leave Notification:** Parents should write a letter requesting permission for their student(s) to be absent in the case of a planned absence. This letter should be submitted to the teacher/administration at least one week in advance of the planned absence. This will not be considered an excused absence.

## 2. Tardiness

The school day begins at 8:00 A.M. and all students should be in their line-up area at this time. Students arriving after 8:00 A.M. are considered tardy and must bring a written note signed by parent/guardian/doctor explaining the reason for tardiness. This note is to be presented when checking in at the office.

Tardiness is defined as arriving late, checking out early, or leaving during the day and returning within an hour. When a student is tardy without a justifiable reason or does not bring a note upon his/her return to school, an attendance notice will be issued. If a student is out for more than an hour, it will be marked as a half-day's absence. If a student receives two tardy notices within a 9-week period, he/she will serve a supervised one-hour study hall on Friday afternoon.

## 3. Signing In/Out

All students arriving at school after the bell are required to be **SIGNED IN** by a parent/guardian and obtain an admit slip prior to going to class. All students who are to be dismissed earlier than regular dismissal time are required to be **SIGNED OUT IN THE OFFICE** by a parent/guardian prior to departing school.

Permission to leave school during the school day requires a signed, dated note from the parent/guardian explaining the reason for the student leaving or an official signed/dated medical appointment slip. When students are sent home due to illness, they are to be accompanied by their parent/legal guardian or an individual designated and authorized by their parent/legal guardian. This individual will be asked to fill out a form stating that they were called to pick up the sick child. This note will serve as an excuse if the child returns to school the following day.

## 4. Truancy Policies

A student, who after reporting to school, skips or leaves a class, or leaves the school grounds without an excused permission, is truant. Any student who is absent from school without the knowledge and permission of his/her parent/legal guardian or school authorities is truant. This student will be subject to disciplinary action by the administration and proper authorities will be contacted.

## 5. Study Hall

Study hall is assigned by the administration only through a written notification. Students must have the study hall slip signed by the parents/guardians and returned to the office the following day. Failure to do so will result in administrative action. Students who receive two attendance notices within a 9-week period will stay after school for one hour on the assigned Friday (or the last day of the school week) from 3:00-4:00 P.M. No student is exempt from study hall and it is the responsibility of the parents/guardians to make arrangements to pick up their child at 4:00 P.M. A child who attends study hall will not be allowed to go to after-school care following study hall. Failure to serve a study hall without the administration's permission may result in an in-house suspension.

## AFTER-SCHOOL CARE

Students in Developmental Kindergarten through 7<sup>th</sup> grade enrolled at St. Francis de Sales Cathedral School are eligible to participate in the After School Care Program. This program is provided for students at a nominal, daily rate until 5:30 P.M. each day. Students are provided with a light snack and are provided time to do homework. Individual tutoring is not provided during after-school care. Drop-ins are permitted for grades PS through 7<sup>th</sup>. Parents of students who are not picked up on time will be charged a per-minute late fee. After-school care privileges may be taken away if tardiness persists.

## DRESS CODE

### 1. Uniforms

All students attending St. Francis de Sales Cathedral School are required to wear their uniform daily. Students are encouraged to take pride in their appearance, their conduct, and their school work, which reflects the quality of the school. Uniforms must be purchased at designated uniform stores. All uniform parts should be LABELED. Violation of any dress code will warrant a demerit.

- **Girls**

- **Blouse:**

White sport blouse with the school crest buttoned down the front with short or long sleeves. (Rounded collars are not part of the uniform.) Blouses must be properly buttoned and tucked in at all times.

- **Skirt:**  
**PS/DK/ K** - Navy v-bib uniform jumper with school crest on jumper.  
**Grades 1-7** - Navy pleated skirts. The length should not be shorter than 3 inches above the knee when kneeling.
- **Shorts:**  
 Navy P.E. shorts may be worn under skirts.
- **Socks:**  
 White or navy, short or knee length. White or navy tights may be worn in cold weather.
- **Shoes:**  
 A tie shoe is required. Shoes must be brown, black, navy, or black and white or navy and white oxfords. No tennis shoes or tennis shoe look-alikes. No boots. (This includes any shoes above the ankles.) Shoes must have a moderate heel. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.
- **Outerwear:**  
 If an outer coat is worn, it must be the approved uniform jacket. This jacket is navy with gray lining and must have the school emblem. This approved uniform jacket can be purchased at the designated uniform stores. Fleece pullovers or any other light jackets are not acceptable. The approved navy sweatshirt, V-neck, or button down sweater may be worn. All outer wear must contain the school emblem. Only black, navy or white scarves, gloves and hats may be worn.
- **Hair:**  
 Well groomed and out of the eyes (pulled and held back off the face). Hairstyles should be neat, clean, and **natural** color with no highlights, add-ons/extensions. Hair barrettes should be gold, silver, navy blue, white, brown, or black. Scrunchies, hair ribbons, and cloth head bands should be navy, white, or red.
- **Jewelry:**  
 Only the following jewelry items may be worn:
  - Gold, silver, or pearl earrings no larger than the size of a penny (one in each earlobe). No loop earrings.
  - One wrist watch
  - One ring
  - A simple religious necklace

- **Make up:**  
No make-up is allowed. This includes fingernail polish.
  
- **Boys**
  - **Shirt:**  
Khaki shirt, short or long sleeves. Boys' shirts must be properly buttoned and tucked in at all times. Turtleneck shirts may not be worn under the shirt.
  
  - **Undershirt:**  
Undershirts worn must be solid white and must fit properly. (cannot exceed length of outer sleeve.)
  
  - **Pants:**  
Khaki pants. Khaki uniform shorts may be worn by primary students (PS – 3rd). Pants must be worn at the waist.
  
  - **Belt:**  
A brown, black, or khaki belt must be worn at all times.
  
  - **Outerwear:**  
If an outer coat is worn, it must be the approved uniform jacket. This jacket is navy with gray lining and must have the school emblem. This approved uniform jacket can be purchased at the designated uniform stores. Fleece pullovers or any other light jackets are not acceptable. The approved navy sweatshirt may be worn. All outer wear must contain the school emblem. Only black, navy brown or tan scarves, gloves and hats may be worn.
  
  - **Socks:**  
Solid white, khaki, navy, black or brown crew socks. (No ankle athletic socks.)
  
  - **Shoes:**  
Brown or black tie shoes. No tennis shoes or tennis shoe look-alikes. No boots. (This includes any shoes above the ankles.) Shoes must have a moderate heel. If there is a question on a particular shoe, please clear the shoe with an administrator before the shoe is worn.

- **Hair:**  
Must have short, neat and clean hair and not below the top of the ear, below the eyebrows, or touching the collar. No strange, bizarre, or partially shaved haircuts. Haircuts are subject to approval of administration. A haircut notice will be issued and the student's hair must be cut by the designated date. Hair must also be its **natural** color.
- **Jewelry:**  
Only the following jewelry items may be worn:
  - One wrist watch
  - One ring
  - A simple religious medal
  - No earrings of any kind are allowed.

## 2. P. E. Wear

School uniforms are worn during P.E. classes. Solid white, tie tennis shoes can be worn on P.E. days. If solid white tennis shoes are not worn that day, school shoes must be worn. Students will not be allowed to change shoes for P.E. classes.

## 3. Spirit Day Attire

During the school year, certain days are designated as “spirit days.” “Spirit” shirt orders are sent out at the beginning of each school year and can only be purchased at this time. On Spirit Day students may wear their spirit shirts, **blue** jeans without holes, frayed edges, or adornments. Jeans must have belt loops and a solid-colored black, brown, navy or khaki belt. Spirit shirts **may not** be worn with uniform pants or skirts. Either white P.E. tennis shoes or the official uniform shoes may be worn with the Spirit Day attire. Spirit shirt must be tucked in at all times.

## LOST ARTICLES

All books, school bags, and clothing should be marked with child's name, not initials. Lost and found articles are sent to designated lockers. These articles may be claimed before and after school or during recess. Found articles that are not claimed within a reasonable time will be given to charity. The school cannot assume responsibility for personal belongings brought to school.

# ACADEMICS

## 1. Grading

Report cards are issued at the end of each nine-week period. Letter grades are used to designate a student's progress. Report cards are to be signed by a parent or guardian and returned within 2 days. A nominal fee for lost report cards will be assessed. During the fourth week of each nine-week period, a progress report is sent home for every student. Every subject is considered a major subject at St. Francis de Sales Cathedral School.

Parent-teacher conferences are held at the end of the second nine-week period for all grades. Parents and teachers are encouraged to meet at other times throughout the school year. Parents are encouraged to check your child's progress weekly on Edline.

## 2. Grading System

<b>GRADE</b>	<b>VALUE</b>	<b>DESIGNATION</b>
A	94-100	Outstanding Achievement
B	86-93	Above Average Achievement
C	78-85	Average Achievement
D	70-77	Below Average
U or F	69 or below	Unsatisfactory or Failing
I		Improvement Needed
S		Satisfactory

- Promotion - A student who has satisfactorily progressed at one level to be advanced or promoted to the next higher level.
- Non-Promotion - A student failing 2 or more subjects or a student who has not satisfactorily progressed at current grade level is not eligible for promotion.
- Conditional Promotion - Any student who has failed one subject is not eligible for promotion until he/she has attended summer school or received specified tutorial instruction.
- Summer School - Students who are conditionally promoted must attend 35 hours of summer school or receive special instruction from a private tutor approved by the administration of St. Francis de Sales Cathedral School. Proof of the remediation must be presented to administration before the new school year begins.

### 3. Honor Roll

For each nine-week period, students will be recognized for the following achievement:

- **Alpha Honor Roll**: A's in all subjects on the report card and an A in conduct in all subjects
- **Beta Honor Roll**: A's and B's in all subjects on the report card and A's and B's in conduct in all subjects
- **High Honor Award**: At the end of the year awards ceremony, this award is given to those students who have achieved A's in all subject areas for four nine weeks. The student must also achieve an A in conduct for each nine week period.

### 4. Religious Instruction

Religion is taught daily. It is the **parents'/guardians'** responsibility to contact their **church parish** to determine the parish's policies in regard to receiving the sacraments of Reconciliation and Communion.

### 5. Resource Program

The resource program (resource, Project Read, and Lips) is focused on the student with a learning difference. Accommodations/modifications will be individualized for each student. Classroom teachers work closely with resource personnel to implement these accommodations/modifications.

In order for a student to be admitted to the resource program, a professional evaluation must be submitted to the administration. A fee is assessed for the program and can be financed with tuition fees.

### 6. Make-Up Work

Students are responsible for making up any work missed for days absent. Students will be given a reasonable amount of time to complete any missed work and are expected to do so in the given time period. If a student is absent on the day of a scheduled test, the student will be expected to take the test on the day he/she returns to school.

## 7. Homework Policies

Homework is meant to be the child's responsibility and the child's work. It is the parents'/guardians' responsibility to supervise and check the homework for completion, but not to do the homework. Incomplete homework may result in an issuance of a homework notice. The signed homework notice must be returned the following day with the completed homework. If a student experiences continued serious difficulty doing homework, the teacher should be notified.

If a child is going to be absent from school for an extended period of time, a request for assignments may be made by calling the school secretary before 9:30 A.M. Books and assignments may be picked up after 3:00 P.M.

**No one will be allowed back into the building after dismissal to get books/items which have been forgotten. This policy is for everyone's safety and will be strictly enforced.**

## EDUCATIONAL/FIELD TRIPS

Educational trips and field trips are privileges. To participate in these activities, a student must have a permission form signed by the parent/guardian releasing the school from any liability. Telephone calls will not be accepted in lieu of proper forms.

Students can be denied participation if they fail to meet academic or behavioral requirements. If an educational or field trip is taken away from a student, the student must report to school on the day of the trip.

## INSURANCE

The student insurance plan provides coverage for the nine months of the school year while the student is at school or attending all official school activities. This plan is obligatory for all students and cost of the program is included in the Student Fee.

When a student is injured within the times stated above, he/she will be given a claim form by the school office upon request. This form must be completed by the parents and given to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. A special insurance plan that provides coverage throughout the year is available upon request.

## CAFETERIA PROGRAMS

Breakfast is available for students from 7:20 - 7:50 A.M. at a reasonable price.

All students must participate in the lunch program. If, for serious health reasons the student cannot participate in the lunch program, a doctor's excuse is necessary and is subject to approval of administration. Lunches, other than those served by the cafeteria, must meet guidelines set forth by the cafeteria and Archdiocese of New Orleans.

# COMMUNICATIONS

## 1. Edline

All communications from the school will be posted to Edline. If a parent does not have access to a computer, arrangements can be made by contacting the school office.

## 2. News and Views

“News and Views” is the school newsletter published on Edline at the beginning of each month. A monthly calendar is included to notify parents of important dates and announcements. This is our major means of communicating with parents. It is imperative that the “News and Views” be read carefully.

## 3. Messages

Only messages of **vital** importance will be relayed to students. Reminder messages **will not** be given. If, through urgent necessity, a parent comes personally to deliver a message, the parent is to deliver the message through the school office and never directly to the child or teacher.

## 4. Parent/Visitor

Because of security purposes, **NO ONE** is allowed in the school building or grounds unless there is a purpose that has been approved by the teacher and the administration. All visitors to the school **MUST** first report to the front office, and sign in. Every visitor to the school must wear a visitor’s badge while visiting the school. Visitors who do not follow this procedure will be asked to report to the main office to comply with this policy.

## 5. Appointments

To meet with the administration and/or teachers, please make appointments through the school office.

## 6. Guardianship

The guardianship of each child must be established by the school, and must be retained in the official folder. All divorced parents should furnish the school with a copy of the custody section of the divorce decree. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy

of the court order. The custodial parent is responsible for making arrangements with the school concerning "WHO" is to pick up the child.

## **7. Party Invitations**

Party invitations or gifts to other students may not be distributed at school. Parties/treats are not allowed at school at any time.

# **SAFETY REGULATIONS**

Safety is everyone's responsibility. Students should use common sense and care in protecting themselves and others from danger and harm. No list of safety rules can be all-inclusive and students are expected to report any dangerous situation to the school staff for corrective action. All students must participate in the safe environment program offered by the school and mandated by the Diocese of Houma-Thibodaux.

## **1. Transportation**

### **a. Morning Arrivals**

Students should be dropped off no earlier than 7:25 A.M. Students must be dropped off at designated, supervised areas.

These areas include:

- Pre-School - K- Front of school building (Verret Street)
- Grades 1-7 - Convent driveway (Grinage Street)

### **b. Afternoon Dismissal**

Parents who pick up students in the afternoon must do so at the convent driveway. Parents are to remain in their cars. A sign with the child's name must be displayed on the windshield. Students will walk to the car once their name has been called. The school is not responsible for any students who walk home. Any child who is present in the school building or on the grounds after 3:20 P.M. will be placed in After-School Care and the parents will be billed.

### **c. Bus Regulations**

Students who ride the school bus must be on time and at the designated school bus stops and must wait until the bus comes to a complete stop before attempting to board. While on the bus, students must be seated and must keep hands and heads inside the bus at all times. Loud talking and laughing

divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

Bus riders:

- Must remain in their seats while the bus is in motion.
- Must never tamper with the bus.
- Must not throw anything from the windows.
- Should not leave books or other articles on the bus.
- Are expected to be courteous to fellow students and to the bus driver.
- Students who go home on the school buses must line up and wait in an orderly manner.
- Parents are requested to see that their children respect and obey the bus driver.
- Improper conduct on the school bus will merit a **ONE-WEEK SUSPENSION** from riding the bus.
- **ACCORDING TO TERREBONNE PARISH POLICY IN ORDER TO RIDE THE BUS, STUDENTS MUST BE FIVE YEARS OLD BY SEPTEMBER 30 OF THE CURRENT SCHOOL YEAR.**
- For safety purposes, parents **may not** pick up students from the bus line.

## 2. Fire Drills

Fire drills are conducted at the school on both a scheduled and an unscheduled basis. During these drills, the school is completely evacuated in an orderly and timely manner. At the beginning of the school year, students are told which exit to use during these drills. Students are cautioned to remain calm, move quickly, and leave everything behind.

## 3. Severe Weather Drills

Pre-season and periodic in-service severe weather drills are held to ensure that staff and students know what to do when a tornado or severe thunderstorm approaches. An alarm will sound to give sufficient time for teacher and students to seek safe shelter in the inner hallways.

## 4. Medication

Short-term medication (cough drops, cough medicine, Tylenol, Chap Stick, Carmex, lip balm, etc.) of any type cannot be brought to school and cannot be administered by the teacher or office staff. If medicine has to be administered, the parent must come to school and check in with the office, and the student will be

called to the office for the parent to administer the medicine. The office may administer long-term medication (Ritalin, asthma medication, etc.) only if the physician's instructions have been received. Long-term medication and refills **must** be brought to the school office by the parent--not by the student.

## 5. Search and Seizure

In an effort to maintain a positive learning environment and/or to promote health and safety purposes, the administration reserves the right to search clothing and accessories, personal property, or desks at any time. Contraband materials may be confiscated.

St. Francis de Sales Cathedral School is a drug-free zone and abides by the drug-free laws. The use, sale, or handling of narcotics (tobacco, drugs, alcoholic beverages, marijuana, etc.) is illegal and a serious offense and is subject to suspension and/or expulsion from school. The principal is required by law to contact law enforcement authorities, after which parents will be contacted. This action is not an option.

The law (R.S. 14:95.2) creates the crime of carrying a dangerous weapon by a student on school property, on a school bus, or at school-sponsored activities. Any student found with a dangerous weapon is subject to disciplinary action and consequences mandated by law. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous weapon and is required to notify appropriate law enforcement authorities.

## 6. Safe Environment for the Protection of Children and Young People

The Diocese of Houma-Thibodaux is committed to providing a safe environment for everyone in the school system. All school employees and volunteers are required to participate in the diocesan Safe Environment Training program. Continuing Education Safe Environment training is required annually.

## **SCHOOL PROPERTY/TEXTBOOKS**

Students are expected to respect school property and equipment. The parents or guardians of any student found defacing school property will be held responsible for the cost of damage or replacement.

All textbooks must be covered and carefully handled. In covering books, **NO TAPE OR ADHESIVE MATERIAL** may be used directly on the textbooks. Books may not be covered with **STRETCHABLE MATERIAL**. St. Francis book covers can be purchased at the school office. Textbooks should be kept free of ink or pencil marks. If a book is lost or damaged through carelessness, the student will be expected to pay for its replacement.

School bags/binders should be free of writings/drawings, except for the name of the students. Rolling school bags are not permitted.

## **DISCIPLINARY SYSTEM**

Discipline is the systematic development and training of the student's physical, social, intellectual, moral, and spiritual capacities through guided instruction and controlled self-activity.

Good discipline originates in the home. The PARENT is the first teacher and should develop in the child good behavior habits and proper attitudes toward school and authority.

Every teacher and aide has full permission to correct or discipline any pupil who violates the rules of the school.

### **1. General Behavioral Rules**

#### **A. Before School**

No one is allowed on the stairs, in the halls, or in the classrooms before school. During inclement weather, students should proceed to the first floor hallways until their teacher arrives.

#### **B. After First Bell**

Silence must be observed at the sound of the first bell. At the sound of that bell, students proceed to their lines in silence.

#### **C. In Bathroom/Hall/Stairs**

There will be no running or playing in the building at any time.

#### **D. In Classrooms**

Students are not allowed to enter the classroom during any recess period, before school or after school unless a teacher is present.

#### **E. In Church**

Silence and order are expected of all while in the Cathedral.

## **F. In the School Yard**

Students are expected to remain in their respective play areas. Fighting and rough play will not be tolerated.

## **G. In Cafeteria**

Students entering the cafeteria for lunch must wash their hands before lunch. All students are expected to show respect and consideration for the cafeteria and its workers. Students are responsible for cleaning their own area when finished.

## **H. After Dismissal**

No one is to re-enter the school building after dismissal of classes for the day.

## **I. After School Care**

School rules will apply.

# **2. Disciplinary Policy**

## **A. Demerit**

This will be a warning for students guilty of unsatisfactory behavior. Demerit slips will be given out by any faculty member or substitute teacher for infractions of school regulations. **STUDENT MUST BRING THE DEMERIT SLIP HOME FOR THE PARENT'S/GUARDIAN'S SIGNATURE AND RETURN IT TO THE HOMEROOM TEACHER THE FOLLOWING DAY.** Failure to do so will result in the issuance of a detention. Forgery of a signature on a demerit will result in an in-house suspension.

Among the following violations that warrant a demerit are:

- Violation of the dress code, including make-up of any kind.
- Writing and/or passing notes.
- Gum chewing. (Absolutely no gum is allowed at school.)
- Uncovered or damaged textbooks.
- Excessive incomplete homework.
- Failure to have homework notices, unexcused absences, and any other important documents signed.
- Any behavior deemed inappropriate by the faculty, staff or administration.

## B. Detention

Students guilty of major infractions will be detained after school for one hour on the assigned Friday (or the last day of the school week) from 3:00 - 4:00 P.M. Detention is assigned by the administration only.

**STUDENTS MUST BRING THE DETENTION SLIP HOME FOR THE PARENT'S/GUARDIAN'S SIGNATURE AND RETURN IT TO THE OFFICE THE FOLLOWING DAY.** Forgery of a parent's/guardian's signature on a detention slip will result in an in-house suspension.

Among the infractions that warrant detention are:

- Three demerits equal a detention.
- Lying, cheating, stealing, or forgery. In the case of cheating, he/she will also receive a zero on the work.
- Marking on desks, walls, doors, defacing school property, etc.
- Fighting or encouraging fighting.
- Disrespect for authority in any form. Disrespect for others and the property of others.
- Leaving the classroom without permission.
- Inappropriate language, gestures, writings, drawings, and actions.
- Rude or discourteous behavior.
- Harassing or bullying of any kind.
- Any form of behavior deemed inappropriate by the faculty, staff, or administration.
- Possession of electronic items including cell phones, cameras, music players, electronic games, as well as inappropriate reading material, will result in the item being taken away and then picked up only by a parent. Inappropriate school computer use will result in computer privileges being suspended for an indefinite period of time.

**Note: use of any of these electronic items during school time will result in an in-house suspension or an out-of-school suspension.**

No student is exempt from detention and it is the responsibility of the parents/guardians to make arrangements to pick up their child at 4:00 P.M. Failure to serve a detention without the administration's permission may result in an in-house suspension. A student cannot go to After School Care after he/she serves detention.

## C. Suspension/Expulsion

Three detentions in a school year will result in a one day in-house suspension. During an in-house suspension, the student will be assigned class work to be

done in a designated area. This will affect the student's academic and conduct grades. Excessive detentions will warrant further administrative action. St. Francis de Sales Cathedral School reserves the right to expel any student at any time when behavior is deemed detrimental to other students in the school, or behavior is detrimental to the reputation of St. Francis de Sales Cathedral School. In this case, the balance of the tuition will be pro-rated and returned.

## **CATHOLIC EDUCATION IN ST. FRANCIS DE SALES PARISH**

Catholic Education in Houma has a very interesting historical record. On August 3, 1858, six Terrebonne citizens recorded officially their intention to establish a school to be called the Houma Academy. They built the beautiful Houma Academy that stood for many years on Point Street. It was a daring spirit of enterprise on the part of these six men who incorporated their intentions in a legal document to establish private education in Houma.

Their good will, however, could not assure the success of the Academy. The well-proportioned building with twelve rooms, topped with a cupola, and fronted with a balustrade in the front was a fitting monument to their intent. Perhaps this building was too large for the needs of the time and place. Moreover, during the Civil War years the Academy mortgages exceeded \$3,500.00.

This Houma Academy was taken over as the foundation for a new school by the Marianite Sisters of the Holy Cross in 1870. This is, in fact, the foundation of Catholic Education in the Houma-Terrebonne area.

For the first twenty years, the Sisters taught only girls; in 1890, a boys' school was opened and also staffed by the Marianites. The setting of the boys' school for decades was a wood-framed, two-story building on the site of the present parish youth center and rectory. It served its purpose as an elementary school building until the new St. Francis de Sales School was planned by Msgr. Lucien J. Caillouet, begun by Bishop Maurice Schexnayder, and completed in the early years of Msgr. Joseph Wester at a cost of some \$650,000 during the 1951-52 school year.

The efforts of the Marianite Sisters in Houma were reinforced in 1952 by the arrival of the Brothers of the Sacred Heart. The old academy on Point Street became a boys' high school until the completion of co-educational Houma Central Catholic High School in the fall of 1965. The school was renamed in 1966 in honor of Father August Vandebilt for his support of local Catholic education.

There are now approximately 81 priests serving in some 39 parish churches, with some 35 or so religious men and women aided by more than 200 lay persons in educational work alone.

The noble history of Catholic Education in the Houma-Terrebonne area continues today in the same spirit with which it began nearly 150 years ago.

# **ST. FRANCIS DE SALES CATHEDRAL SCHOOL ORGANIZATIONAL CHART**