



2020~2021 SCHOOL YEAR HOLY SAVIOR CATHOLIC SCHOOL Handbook of Policies

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MISSION STATEMENT

Excellence In Academics + a God-Loving **CATHOLIC** Environment = Success

VISION STATEMENT

Holy Savior Catholic School, a spiritual and educational ministry of Holy Savior Parish, will

- provide a total educational and caring personal environment
- be sensitive to the needs of each child in our care
- promote academic success within each child's potential
- support each child's religious, educational, social, musical and physical achievements
- create self-motivated, lifelong learners who positively impact their families, their communities, their country, and their world.



SCHOOL PHILOSOPHY

The primary purpose of Holy Savior Elementary School is the Catholic education of the children in the community, complementing education in the various academic subjects with an emphasis on language arts and math.

Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic and social... Pope Pius XI

The program of Holy Savior Elementary School is planned to provide the training that fosters healthy development of the individual from nursery through fifth grade, through close association with parents and community.

The worth of each individual entitles him/her to an education. We consider parents to be the first educator, but they require the greater resources of groups. Thus, teachers maintain a position of authority which is exercised with Christian love and cooperation from the parents.

We are also responsible to society, which places upon the teacher the care of educating the young and of making them worthy citizens, honest and devoted to the general welfare.

We believe the school's program should be based on the worth and dignity of the child as he develops into an active participant in our democratic society. He should be taught in an atmosphere in which he can develop as a child of God and as a social human being, an atmosphere in which he is made aware of God in himself and his classmates through respect for himself and others. In this development, the teacher is the leader and guide, setting good examples by reflecting in his personal and professional life a commitment to Gospel values and Christian tradition.

We believe that

- the child must experience success and a feeling of security and affection.
- the child must be motivated and guided in acquiring the skills, virtue and habits of heart and mind required to address with Christian insight the multiple problems of injustice which face individuals in our pluralistic society.
- the child must be provided with learning experiences which enable him to transfer principles and generalizations developed in school to situations outside of the school.
- the child should be provided with opportunities to speak, write, and compute with Christian attitudes, encouraged to exercise critical thinking and decision making, motivated to experience intellectual curiosity that will lead him to discovering and developing his potential as he increasingly understands and appreciates the accomplishments of others.
- the school must foster the apostolic consciousness of the student by encouraging him to join in experimental learning activities that give witness to Christian justice and love.
- each child is capable of growth and development and that our teaching should reflect a conscientious and sustained effort to keep abreast of the time in the development of educational trend.

By integrating the knowledge, faith, and values he gains here, the Holy Savior student will think critically, discover a love of learning, live the Gospel message, reach out to others in service, further social justice, and deepen his relationship with God.

THE HISTORY OF HOLY SAVIOR CATHOLIC SCHOOL

A vow was fulfilled giving birth to Catholic education in Holy Savior Parish in 1879. Because his parishioners were spared during the 1878 yellow fever epidemic, Father Peter Letilly invited the Congregation of the Immaculate Conception to send a few Sisters to Lockport to open a school.

On May 1, 1879, formal classes began in a little cottage on Tenth and Vacherie Streets. Within a few years the school moved to a new building facing the "public road" (Main Street) and advertised under the name Convent of the Immaculate Conception, offering besides Religion, all the basics, plus French, Music, and Fancy Work. Boys and girls attended, but were in separate classrooms and play areas. Many of the girls boarded.

A hurricane destroyed that school in 1893. While waiting for the new one to be built on the same spot, the school again used the original cottage, but this time the sisters moved their convent to a house across the street since their enrollment had increased to about 80. The new school was occupied in 1899.

Archbishop James Hubert Blenk requested that the school become a parochial one instead of private and that it be located on church property. The nuns sold the new school on Main Street almost immediately. The school moved back to the cottage until the completion of St. Sauveur School in 1911. By this time the enrollment had reached 110, so the move to this spacious three-story structure was a joyous one. It afforded living quarters for the sisters on the third floor, plus large classrooms on the second floor, and an auditorium and bathroom facilities on the ground floor.

During the next thirty years, the educational program continued to offer the same subjects, but began to move toward a high school curriculum. A few students graduated each year from 1918 on, but State accreditation was being sought so graduates could qualify for college with a Holy Savior diploma. Accreditation was achieved in 1930. More high school courses were added, a library was organized, a Mother's Club came into being, and enrollment picked up.

Expansion became necessary, and, in 1940 Holy Savior High School was built, providing a Chemistry and Physics lab, a centralized library, a commercial lab, a principal's office, and several more classrooms. The school was really a full-fledged high school now and moved forward to excel in athletics, music rallies, and various extracurricular activities. In 1951 Monsignor Dominic Perino donated funds for a gymnasium. That same year a new convent was built, freeing the third floor of the old building for use as classrooms. Some years after this however, the third floor was condemned as unsafe. Thoughts again turned to erecting a new school.

Plans were at blueprint stage when the Archdiocese decided that this central and south Lafourche area needed a Diocesan School, so the new school was constructed for this purpose. The doors to Holy Savior Central High School opened in the fall of 1964 to students from Raceland to Golden Meadow. With an excellent faculty headed by Mr. Richard Champagne, the first lay principal ever appointed by the Archdiocese, Holy Savior continued to offer exceptional Christian opportunities, and, in 1970, the Southern Association of Secondary Schools accredited the school.

For the first time in its 93-year history, Holy Savior suffered a setback. Rising costs and decreasing enrollment made it necessary to close the high school. Students, parents, and friends tried desperately to raise the necessary funds, but in June 1972, the high school closed.

The elementary school was continued with Ms. Marie Toups as principal and grades 1 through 6 moved into the building which had been built to house the high school. The following year in 1973, Mr. Edward Daigle was appointed principal, and a part-time kindergarten as well as seventh grade was added to the school. In 1981 a deaf education program staffed by the School Sisters of Notre Dame became a part of Holy Savior School. Because of declining enrollment, the seventh grade was discontinued in 1983.

In 1986 Ms. Rhea Dill was appointed principal. During her tenure the school opened a Louisiana licensed full or part-time Nursery School. The seventh grade was added again in the 1998-1999 school year. That same year the Diocese of Houma-Thibodaux approved expansion to include eighth grade for the 2000-2001 school year. At the close of the 1999-2000 school year Ms. Rhea Dill retired and Mr. Gerard Rodrigue, Jr. was appointed principal for the 2000-2001 school year. Mr. Rodrigue was principal from 2000-2006. Mrs. Marie Annette Parfait was appointed principal in 2006. Ms. Parfait was principal from 2006-2011. Mr. Blaine Degruise was appointed principal for the 2011-2012 school year and the 2012-2013 school year. Mrs. Tricia Thibodaux was appointed principal for the 2013-2014 school year and is still acting principal.

Holy Savior Catholic School currently includes a nursery one program through fifth grade with a State approved curriculum and certified teachers. The educational program contains daily religious instruction, a strong emphasis on Language Arts and Math, and many other excellent curricular and co-curricular offerings. The Holy Savior Community looks to the future with hope and anticipates that Central Lafourche families will continue to avail themselves of the privileged opportunity of "The Holy Savior School Experience."

DEAR PARENTS/GUARDIANS:

The 2020-2021 Holy Savior Handbook of Policies has been prepared for your information. You and your child/children are asked to read the entire handbook carefully to become familiar with the policies and procedures of the school.

All rules and regulations in this handbook have been established for the progress and safety of our students. Violations of rules and regulations will be subject to disciplinary measures as designated.

The administration has the authority to use discretion in making decisions regarding unforeseen circumstances. The final decision regarding school policies is left to the discretion of the Administration.

ADMISSIONS POLICY

Holy Savior does not discriminate on the basis of race, religion, color, creed, sex, disabilities, or national origin in its education program, activities, or employment practices.

The education of your child is a partnership between the school and parents, who are the first educators of your child. If that partnership is broken in the opinion of the administration, the school reserves the right to ask the parent to withdraw their child. Tuition reimbursement will be issued according to the Late Tuition Policy.

ORDER OF ADMISSIONS

1. All students currently enrolled in Holy Savior.
2. Siblings of students currently enrolled in Holy Savior.
3. Catholic students registered in Holy Savior Parish.
4. Catholic students registered in other Church parishes.
5. Non-Catholic students.

Registration is conducted annually.

ADMISSION

Nursery, Pre-K Program, and Kindergarten

Eligibility Requirements:

Nursery 1: Child must be 1 year old by September 30th. Any child turning one prior to September 30th can enter the program on the first day of school. Any child turning one on October 1st or later may enter the 1 year old program on their birthday (not prior).

Nursery 2: Child must be 2 years old by September 30th. Any child turning two prior to September 30th can enter the program on the first day of school. Any child turning two on October 1st or later may enter the 2 year old program on their birthday (not prior).

Pre-K 3: Child must be 3 years old by September 30th to enter the program. This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

Pre-K 4: Child must be 4 years old by September 30th to enter the program. This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

Kindergarten: Child must be 5 years old by September 30th to enter the program. This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

All Pre-K 3 and 4 students must be potty trained.

The following documentation must be presented for admission of any student in Nursery through 5th grade:

- a. *Birth certificate*
- b. *Baptismal certificate (Catholics)*
- c. *Proof of immunization*

Immunization Requirements:

Students entering school should be in compliance with immunization requirements according to Title 51 of the Public Health Sanitary Code 17:170 Sec E of the Louisiana Health Department guidelines. If you do not allow your child to receive immunizations, you must complete the Statement of Exemption, which can be requested through the school office.

- d. *Copy of Social Security Card*
- e. *Registration form and all applicable fees*

Transfer Students

New students must present all of the above information to enter the school. Parents must request that the child's records be forwarded to Holy Savior. The student's cumulative folder and health records should be sent to Holy Savior Catholic School by the school from which the child transferred. The cumulative folder should include report cards and standardized tests of all previous grades (for students in grades K-5th). Admission will be final only after the principal reviews all records. Transfer students will be on a 30 day probation period.

ATTENDANCE

ABSENCES

Instructional time is of vital importance, therefore prompt and regular attendance at school is essential to your child's success in their classwork. Arriving at school on time is ultimately a parental responsibility. Every effort should be made to have your child arrive before the tardy bell (8:32) rings. In order to be promoted to the next grade, elementary students shall be in attendance a minimum of 160 days a school year as prescribed by the Louisiana Department of Education. Exceptions may be made only in the event of extended severe illness as verified by a physician and at the discretion of the principal. In the latter case, documentation of reasons for absences must be presented. Therefore, parents should monitor their child's school attendance very closely. A doctor's excuse should be obtained anytime a child is absent and taken to the doctor.

Absences/Medical problems should be explained in written notice by parents and/or doctor when the student returns to school. Doctor/Dental appointments should be made as to not conflict with school hours.

Excused – The student is absent for a justifiable reason such as illness or death/serious illness in the immediate family. There are two types of excused absences:

Exempted and Excused – Illness documented by a doctor

Non- Exempted and Excused – Illness documented by a parent's note (counts against the minimum attendance requirement)

For other specific reasons, an excuse from the principal must be secured in advance by submitting a **written request** signed by the parent/guardian. The student is responsible for making up all work and tests missed. Excused absences may be granted to students who must go out of town to attend funerals, weddings, or graduations of members of the student's immediate family (mother, father, brother, sister). Absences for other out-of-town travel will not be granted except under **extreme circumstances** and must be approved by the principal in advance. A written request from the parent must be submitted at least one week prior to event. **No tests will be given prior to a known unexcused absence, such as out of town travel.**

School Related – The student is absent due to a school related activity and is not counted as absent, but is responsible for the work missed.

Unexcused (counts against the state's minimum attendance requirement) – If a student is absent from school for an unjustifiable reason or matter of convenience such as a family trip, vacation, or outing, the absence is unexcused. The student will have the opportunity to make up graded work for 100% of the grade earned. **The student is responsible for all subject matter missed and assignments must be handed in and tests must be taken on the day they return to school.** Failure to make up work and

tests on the day of return may result in a grade of "0". Parents are encouraged to plan trips during school-scheduled vacations and are discouraged from extending these trips beyond scheduled school holidays. Excessive unexcused absences are subject to additional consequences.

Half-day Absences/Early Check Out – The student is considered absent one half-day if the student misses more than two hours. By the same token, the student must be present for at least two hours to get half-day attendance.

Tardiness is defined as arriving late, checking out early, or leaving during the day and returning within two hours. Leaving longer than two hours will be marked as ½ day absent.

Perfect Attendance – **There will be no perfect attendance award this year.**

Extra-Curricular Activities and Absences – Students who miss a full day of school will not be allowed to participate in any extra-curricular activities the day of the absence.

TARDINESS

The school day begins at 8:30 a.m., and all students should be in their classroom at this time. Students arriving after 8:32 a.m. are considered tardy and **must be signed in by the parent in the office** with the reason for tardiness being explained/or a written note from parents with an explanation. **Three unexcused tardies will result in detention.**

SCHOOL HOURS

Nursery and Pre-K hours are 8:30 a.m. through 3:15 p.m.

Kindergarten through Fifth Grade hours are 8:30 a.m. through 3:30 p.m.

No student can be on campus prior to 8:00 a.m. unless they are attending morning care.

MORNING & AFTER SCHOOL PROGRAMS

MORNING CARE / AFTERCARE FEES

Morning and Aftercare fees are set by the budget committee. These fees will be determined annually and will be communicated annually through registration as well as posted on the school's plus portals page. **Fees will be collected each month.** If you need special arrangements, you must speak with the principal.

MORNING CARE

Morning care is provided from 6:30 a.m. until 8:00 a.m. Breakfast is not included in the morning care billing. If your child eats breakfast, the amount of \$2.00 will be deducted from their lunch account. **Payment is expected each month in the payment envelopes provided by the school. You may send a lump sum and charges will be deducted from your bill. If payment is not made by the following week of attending, students will not be allowed to attend until full payment is made.**

AFTERCARE

After school care is provided to students at a daily rate until 5:30 p.m. each day. Students are provided with light snacks and independent homework time is designated as part of the afternoon schedule. **Payment is expected each month in the payment envelopes provided by the school. You may send a lump sum and charges will be deducted from your bill. If payment is not made by the following week of attending, students will not be allowed to attend until full payment is made.** If fees become 30 days past due, report cards, progress reports, test papers, and access to Plus Portal will be held until full payment is received. *** Parents who do not pick their child up by 5:30 will be assessed a \$1 per minute per child for every minute passed 5:30.**

FINANCES

TUITION

Tuition rates are fixed each year by the school board. If you feel that you are unable to meet tuition costs or it causes a hardship to your family, tuition reduction application forms can be obtained through the school office upon request at time of registration. An anonymous committee reviews all

applications and the information is kept in strict confidence. Tuition assistance is only available to parents of students in kindergarten through 5th grade.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

Tuition payment plans allow families to finance tuition through a bank plan chosen by the Diocese of Houma-Thibodaux. The total amount of tuition may be paid directly to the school if a payment plan is not needed. An explanation of the agreement can be received through the school office.

Late tuition policy:

If a tuition loan is more than *10 days late*, an email will be sent by the principal as a reminder that the loan is late. *If a loan is 30 days delinquent*, parents will be notified by a letter that the delinquent balance must be paid in full. *Arrangements for payment in full must be made within 7 days*. Failure to comply may result in the child being dropped from the school enrollment. Loans that become 30 days delinquent will result in report cards, progress reports, test papers, and access to Plus Portal held until a payment is received to clear the late balance. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for any debts through the date the child is officially dropped from the school enrollment. A child will not be allowed to receive a report card at mid-year if all outstanding bills have not been paid. A child will not be re-admitted for the spring semester if all outstanding bills have not been paid at that time. A student will not be allowed to participate in the end-of-the-year awards' program if the school is owed money for any unpaid bills. A child will not be accepted for the upcoming year if tuition and any outstanding bills are not paid.

Partial refunds on tuition are payable as follows after school begins:

Weeks 1-4	75%
Weeks 5-9	50%
Weeks 10-13	20%
After 13 weeks	0%

Registration, Book, Facility, Supply, Technology and Band/Music fees are non-refundable. The out-of-parish fee is treated as tuition. Refunds are payable within thirty (30) days after withdrawal.

REGISTRATION FEES

A registration fee is payable at the time of registration to insure a place for the student the following year. This fee is non-refundable and cannot be financed.

BOOK FEES

There is a book fee charged to supplement the cost of textbooks and workbooks each year. This fee is added to the total amount of tuition and can be financed. This fee is non-refundable.

FACILITY FEES

In an effort to be good stewards of preserving and maintaining our school facilities, a facility fee is collected annually from each student during the registration period as part of the applicable registration fees. This fee is non-refundable.

TECHNOLOGY FEES

In an effort to maintain and remain up to date with the latest technology, a technology fee is used to assist in the cost of paying for monthly diocesan technology expenses. This fee is added to the total amount of tuition and can be financed. This fee is non-refundable.

BAND/MUSIC FEES

There is a band/music fee charged to supplement the cost of supplies, sheet music, etc. This fee is for students in kindergarten through fifth. This fee is added to the total amount of tuition and can be financed. This fee is non-refundable.

CAFETERIA AND LUNCH FEES

Lunch fees will be collected by one of two payment options. The total fee is either collected at once or can be divided into two equal installments. Information on the amount of money due annually can be found at **www.schoolcafe.org**. The username and password information can be obtained from the Cafeteria Manager.

If a student wishes to purchase extra food, **it must be paid for at the time of service**. If your child is absent on any day, you can request a refund form through the cafeteria to complete at the end of the school year to have a refund mailed to you. Otherwise, the balance will automatically roll over into the student's account for the next school year.

Any parent interested in applying for free or reduced lunch should contact Mrs. Stacy Dupre, Cafeteria Manager. Parents are responsible for lunch costs until they have been approved for free or reduced lunch.

Breakfast is optional, but available to all students at an added cost. Breakfast is also available to students who attend the morning care program. All students must participate in the lunch program except for those considered to have serious health problems and have been ordered by a physician to have meals brought to school. A student who requires special meals must have a doctor complete the meal modification form. The form can be found on the school's plus portal page. Under no circumstances will a student choose not to eat meals served in the cafeteria for any other reason.

The cafeteria cannot take loose change at any time.

MEAL PRICES:

Payment Plan for the [2020-2021](#) School Year

Cost: Breakfast \$2.00 Reduced Breakfast \$.30 Lunch \$3.00 Reduced \$.40				
Grade	Days	Payment Option #1 (Full Payment) Due before August 14th	Payment Option #2 (2 Payments) Due before August 14th & December 1st	
			Payment 1	Payment 2
3 Day Nursery (M,W, F)	104	\$312.00	\$156.00	\$156.00
3 Day Nursery (T, W, Th)	102	\$306.00	\$153.00	\$153.00
5 Day Nursery	173	\$519.00	\$259.50	\$259.50
Kindergarten	172	\$516.00	\$258.00	\$258.00
1 st through 5 th Grade	174	\$522.00	\$261.00	\$261.00

COLLECTIONS / FUND RAISERS

Collections/Sales of any type must have the consent of the Administration. Money should not be brought to school for any purpose other than to purchase extra food, milk, or juice. Students may bring money to school for snack sales and charitable programs.

PARENT ORGANIZATIONS

SCHOOL BOARD

The School Board is consultative in nature and operates in the policy-making process by formulating, adapting, but never enacting policy. The Board is not responsible for the general operation of the school facility. That is the role of the school administration. Members of the Council are the pastor of Holy Savior Parish, the Principal of Holy Savior School, parents (no more than 40% of membership), Alums/Parents of Alums, Community Leaders, Educators, and Parishioners.

PARENT-TEACHER CLUB

The Parent-Teacher Club is open to all parents and faculty members of Holy Savior Catholic School. The officers consist of president, vice-president, secretary, and treasurer. The primary purpose of the club is to encourage and develop a cooperative relationship between home and school. The club plans, organizes, and implements projects and activities which benefit both the school and student body. The Holy Savior PTC does provide (annually) a financial contribution to the school's general fund. Meeting dates and times are announced via the monthly calendars, newsletters and email.

SAFE ENVIRONMENT TRAINING

Volunteers who work with or have regular contact with the children at school at any time, even if they volunteer just once a year or attend their child's class field trip, must be trained through the Diocesan Safe Environment Program. Those who attend school masses, other religious events, or the Mardi Gras parade do not have to be certified. However, those planning to assist in the classroom, serve as a chaperone for any school function, including Fall Fun Day, field trip, youth rallies or volunteer on the campus **working with the students in any way**, must be certified through the Safe Environment program. Parents should contact the school office if you are interested in receiving instructions on how to complete the process.

DRESS CODE REGULATIONS

GENERAL INFORMATION:

By enrolling in Holy Savior Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents/guardian to bring proper attire. The administration is the official interpreter of uniform/dress guidelines. Anything that distracts from the learning environment or is not keeping with the intentions of these regulations is prohibited. Parents/Guardian should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

Uniform Regulations

All clothing should be modest. Clothing should not be too tight, short or revealing. Articles of clothing should be clean, neat, and properly mended. The only authorized decoration on any article of clothing is the official Holy Savior school emblem. **All articles of removable clothing should be labeled with the child's full name.**

Jewelry

Jewelry should be kept simple. Girls and boys may wear a wrist watch (no beeping sounds) and only small thin chains of gold, silver or a single strand leather/rope cord with a cross/religious medal. Rings, bracelets, chokers, or any type of wristband may not be worn.

Small earrings in gold, silver or pearl (white) may be worn by girls and must not protrude below the lobe of the ear. Studded earrings should not be larger than a pencil eraser in size. Only one earring may be worn in each earlobe. Body piercing in any other form is in violation of dress code. Teachers may confiscate any non-uniform jewelry. Confiscated jewelry will be turned in to the office.

Hair

Hair style should be a traditional, well-blended cut in its natural color. Boys' hair must be cut clean around the ears, above the top of the eyebrows when combed, and at least one inch above the collar. No strange or bizarre cuts are allowed including partially shaved heads, bowl-type, or undercuts. Girls and boys must wear their hair as to not obstruct vision. Generally, this means hair should be above the top of the eyebrows or pulled away from the face. Girls may wear ribbons, scrunchies, bows, ties, or headbands of white, red, navy blue, maroon, or regulation plaid. Barrettes, clips, and other hair accessories must be navy blue, white, brown, silver or gold. Uncovered pony tail holders can be navy blue, white, brown, maroon or the child's natural hair color. Students are not allowed to wear extra hairpieces or extensions. Haircuts/hairstyles/hair accessories are subject to the approval of the school's administration.

Makeup/Fingernails/Tattoos

Makeup, lipstick, lip-gloss, fingernail polish, artificial fingernails, and tattoos are considered to be in violation of the standard dress code.

Basic Uniform

Please note that Jake's and School Time have been given a copy of our dress code regulations and can assist you in purchasing uniforms.

Masks

Masks are required for all students in third through fifth grade. Face shields are not allowed.

BOYS

Shirts: White uniform soft brushed or pique knit (with or without ribbed sleeve) with the Holy Savior logo on the left chest, short or long sleeve. Shirts must be tucked into pants at all times.

Pants: Must be regulation long or short navy uniform pants with belt loops. Pants must be worn at the waist. Uniform shorts may not be shorter than three inches above the knee when kneeling.

Belts: A navy belt (elastic, web or leather) must be worn at all times and must be the type that fits through the belt loops.

Socks: Solid white calf-crew socks (free of logos or decorations) must be worn properly with regulation school uniform. Socks should not be rolled or stuffed into the shoe. Ankle/tennis/no-show socks are not allowed on regulation dress days. Ankle/tennis/no show socks can be worn only on dress down days.

Shoes: Solid black tie, low quarter shoe. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. Nursery, Pre-K, Kindergarten, and 1st grade students are allowed to wear black shoes with Velcro fasteners.

GIRLS

Blouses: White oxford cloth button-down collar blouses (rounded collars are not acceptable) with the Holy Savior logo on top band of left pocket of short or long sleeve are to be worn tucked into the skirts, shorts, pants, or jumpers. Solid white undershirts are allowed under the uniform shirt.

Skirts/Jumpers/Shorts

- Kn-3rd Grade: Uniform plaid jumper or plaid shorts are allowed.
- 4th – 5th Grade: Uniform plaid pleated skirt or plaid shorts (skirt or shorts must be worn at the waist).
- The length of the above uniforms must not be shorter than 2 inches above the knee.
- Jumpers with removed bibs **are** allowed.

Shorts: Solid navy knit shorts must be worn under skirts. Shorts **may not** be worn to school masses.

Long Pants: Navy long pants shall be made of polyester/cotton blend (no leggings). If pants have belt loops, a navy belt must be worn.

Socks: Solid white, crew/knee length socks (free of logos or decorations) must be worn properly. Socks should not be rolled or stuffed into a shoe. Ankle/tennis/no-show socks are not allowed. Ankle/tennis/no show socks can be worn only on dress down days. **School socks must be worn over tights/leggings.**

Kn-3rd Grade: Only white tights/leggings may be worn.

4th-5th Grade: White, gray or black tights/leggings may be worn.

Shoes: Solid black tie, low quarter shoes. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. Nursery, Kindergarten, and 1st Grade students are allowed to wear shoes with Velcro fasteners.

Cold Weather Regulations

Garments worn in the building must be of the following:

- Navy blue cardigan or v-neck (sweater or vest) with Holy Savior patch is allowed.
- Navy blue or gray sweatshirt with Holy Savior embroidered branding is allowed. Sweatshirts must be ordered from the school.
- Navy blue windbreaker with Holy Savior patch (lightweight) is allowed.
- Navy blue lined hooded jacket with Holy Savior patch (heavyweight) is allowed.
- Jackets must have zippers down the front. No button down front jackets are allowed.
- Sweatpants are not allowed.
- Navy blue fleece jacket with large Holy Savior patch is allowed. This jacket can only be purchased through Jake's and School Time. It must have the large school logo on the top left and the manufacturer label must be "A+". Students will not be able to wear any other brand of fleece jackets to school.
- **Heavy Coats:** Heavy coats for extremely cold weather may be worn outside only and may be any color (preferably a solid color). A school jacket, sweater, or sweatshirt should be worn under the heavy coat. Blue jean (denim) coats, athletic or starter jackets, military-style (camouflage) jackets, quilted vests and sleeveless jackets are prohibited. Logos on coats must be small and inconspicuous.

DRESS DOWN DAY/SPIRIT DAY GUIDELINES

1. No open shoes, platform shoes, sandals, Crocs, or hard sole/cowboy boots can be worn. Shoes must be closed toed.
2. Socks must be worn.
3. Usual rules for makeup and jewelry apply. Headbands and accessories should not be distracting to others.
4. When designated, school spirit shirts, holiday-related, DARE shirts or theme-related shirts/sweatshirts may be worn. Other shirts are allowed but must not advertise drugs, alcohol, tobacco, or inappropriate/offensive subject matter. No sleeveless shirts or spaghetti straps are allowed.
5. Jeans, slacks, capris, wind pants, uniform shorts, or walking-type shorts (at or below the knee) are allowed. Jeans/pants must not be tight-fitting or too baggy. If a skirt is worn, it must conform to regular uniform skirt length.
6. No leggings are allowed to be worn as pants. Active wear is allowed as long as the shirt worn is not too tight and is long enough to be considered appropriate.
7. Clothing must completely cover the student's torso. **No skin should be seen between the shirt and pants when the arms are raised or when seated.**
8. On designated SPIRIT DAYS only spirit shirts that are purchased through the school are permitted. Spirit Shirts do not include club or extra-curricular shirts.
 - Final interpretation of dress code rests with the school's administration.
 - Students who do not comply with the guidelines will be asked to call home for appropriate attire.

Schoolbags should be appropriate to the grade level and the size of the student. When choosing a schoolbag, be sure your child can carry it. No oversized bags are allowed in the lower grades. Backpacks should be worn over both shoulders and high on the back.

LOST ARTICLES

Because articles of clothing are almost identical, **sweaters, jackets, sweatshirts, coats, etc. should be clearly marked with the student's full name** in order to facilitate claims. Unclaimed items may be given to a charitable organization or to the P.T.C. Uniform Program at the end of the school year.

ACADEMICS

GRADING SYSTEM:

Grade	Value	Designation
A	94-100	Outstanding
B	86-93	Above Average
C	78-85	Average
D	70-77	Below Average
F	69 – below	Unsatisfactory, Failing

S		Satisfactory
NI		Needs Improvement
U		Unsatisfactory

GRADING:

Reports cards are issued each nine-week period. Letter grades are used to designate progress. Report cards are to be signed by parents and returned promptly. Progress Report Forms are issued four times per year. (Each nine weeks for grades 1-5). Parent-Teacher conferences can be scheduled as needed by contacting the school office.

METHOD OF OBTAINING NINE WEEK GRADES:

Kindergarten

Kindergarten students will be evaluated in all areas listed on the report card with symbols indicating levels of accomplishments.

Grades 1 through 5

- Major subjects in Grades 1 through 3 include reading, language, and mathematics. Major subjects in Grades 4 and 5 include reading, language, mathematics, social studies, and science.
- All subjects shall be assigned the letter grades A, B, C, D and F, except Band/Music, Computers, P.E./Health, Library Skills, Penmanship and Art which shall be graded S (satisfactory), NI (needs improvement), or U (unsatisfactory).
- A subject for which the letter grade S, NI, or U is assigned shall not be considered for promotion.
- Weaknesses in conduct and effort shall be reported to parents.
- A student who fails reading in Grades 1 and 2 will be retained.
- A student in grades 1-5 who fails two or more major subjects will be retained.
- A student in grades 1-5 who fails one major and two or more minor subjects will be retained.

Grades 1 through 3

- At least six (6) independent grades (including, but not limited to, teacher made tests, student projects, story retellings, performance assessments, end of chapter tests, section tests, portfolio

assessments, quizzes, homework, etc.) in each subject during each nine weeks period shall account for 100% of the grade for that period.

b. Band/Music, Computers, Art, P.E/Health, Penmanship and Library Skills are excluded and shall be awarded S, NI, or U grades as determined by the teacher.

Grades 4 and 5

a. At least eight (8) independent grades (including, but not limited to, teacher made tests, student projects, performance assessments, writing assignments, end of chapter tests, section/unit tests, portfolio assessments, quizzes, and homework) shall account for 100% of the grade for that period.

b. Band/Music, Computers, Art, P.E/Health, Penmanship and Library Skills are excluded and shall be awarded S, NI, or U grades as determined by the teacher.

AVERAGE GRADES FOR THE SCHOOL YEAR (GRADES 1 THROUGH 5):

The average grade for the school year shall be computed by averaging the numerical percentages from each of the four nine weeks.

SCHOLASTIC AWARDS

Scholastic awards are presented to students who excel academically at the end of the school year.

Pastor's Award: Perfect 4.0 in all subject areas for all 4 nine weeks.

Principal's Award: Final cumulative GPA of Perfect 4.0 in all subjects.

Honor Roll Award: Final cumulative GPA of 3.50 -3.99 in all subjects.

Certificate of Achievement: Final cumulative GPA of 3.0 – 3.49 in all subjects.

RELIGION

Holy Savior Catholic School exists to provide Catholic education to its students. The religious activities are the core of the total school program and attendance/participation is required of all students. Religion is taught on a daily basis. The religion program is a comprehensive religious educational experience achieved through school liturgies, Sunday liturgies, reconciliation, special activities and projects for events such as Christmas, Easter, Catholic Schools' Week, and All Saints Day. Through examples of prayer, Christian love for each other and reflection on God's importance to us, Holy Savior Catholic School students are afforded the opportunity to experience a nurturing Christian community as the foundation of their education. As parents, you are called on to act with a consciousness of Christ's presence in your family life. Since the home is the center for family life, it is of the greatest importance that parents attend mass on weekends with their children.

MAKE UP WORK

Students are responsible to make up missed work for days absent in order to ensure on-going academic success. Students are expected to complete missed work, including tests, in a reasonable period of time (3 days is recommended). This is normally left up to each individual teacher. If a child is absent, a request can be made for homework through the office no later than 10:00 a.m. and should be picked up in the office no earlier than 2:30 p.m. **Missed work and tests will not be given prior to an absence due to a family vacation or other unexcused absence.**

HOMEWORK POLICY

Homework is necessary to provide continuity of learning by reinforcing learned material, enrich the curriculum, direct study and encourage student responsibility and parent interest in the student's school progress. Homework provides additional practice away from the classroom, and is an important part of the learning process. Assignments will be posted on the school's plus portal page. Each teacher has their own homework policy for their respective classrooms.

The teacher will communicate with the parent via e-mail, phone, or a note when the student misses homework. When the student misses homework three (3) or more times a conference may be requested by the teacher. If the student continues to miss homework assignments, after school detention will be given after 6 missed assignments in a nine weeks period.

If a child is absent, a request can be made for homework through the office no later than 10:00 a.m. and should be picked up in the office no earlier than 2:30 p.m.

SPECIAL STUDENT NEEDS

Qualifying students receive accommodations within the regular classroom setting. HSCS works in collaboration with the LPSB's Pupil Appraisal Center in assessing students with special needs.

INSURANCE

If purchased by the parent, a limited student accident insurance plan provides coverage for nine school months from the time the student leaves home for school to the time he/she returns home from school and while attending all school functions. The school supplies a parent with the claim form when needed and thereby only acts as a medium and assumes no liability. This policy is intended to be supplemental in nature.

ACCIDENT / ILLNESS

Every effort is made to contact a parent or guardian when a child is involved in an accident or becomes ill at school. For this reason, it is important to keep the office notified of any changes in phone numbers including home, cell and workplace numbers. Arrangements will need to be made by the parent to pick up an ill child and sign him/her out for the day if their child becomes ill. Parents are to sign students out if they leave school at anytime during the school day prior to the dismissal bell. No student who is vomiting, running a fever, or has diarrhea can remain at school. Students need to be 24 hours free from these symptoms before returning to school.

COMMUNICATIONS

MONTHLY CALENDARS

A calendar and a newsletter are sent home at the beginning of each month via email and plus portals to notify parents and students of upcoming events, activities, or announcements. If you are unable to receive email, please notify the office at the beginning of the school year, so that you can receive a paper copy of anything sent home via the internet.

MONEY

Any money sent to school for payment of any fee or bill must be placed in a sealed envelope, clearly marked with the child's name, grade, purpose of payment (band, lunch, etc.), and teacher's name. Student whose parents owe the school fees for tuition, lunch money, before or aftercare, or library books will not receive their final report card until all accounts are cleared.

VISITORS / PARENTS

For the safety of our student body, any person entering the building should report directly to the office and should not be in the halls without a parent or visitor badge. Visitors are required to wear appropriate attire when coming to school.

MESSAGES

Only messages of extreme importance will be delivered to students during school hours. Reminder messages cannot be delivered. If parents come to school personally to deliver a message, the parent must report to the office and never directly to a classroom. Parents are asked not to bring forgotten items to school to be delivered to their child.

APPOINTMENTS / CONFERENCES

We ask that you please schedule all appointments or conferences with teachers and/or administration through the school's front office. Please try not to call administrators or teachers at their homes.

SPECIAL INFORMATION NEEDED

In order to keep emergency information current, parents are required to notify the office, in writing, of any change of address, telephone, or cell number. Any changes in parental job information should also be forwarded to the school in writing. If parents become divorced and custody of the child is part of the decree, a copy of the court decree must be secured as part of the student's file. This notification should be an official document signed by a judge.

GUARDIANSHIP

In cases where a child's parents are separated or divorced, and one parent requests that a child not be released into the custody of the other parent, the school will deny such request. Parents are reminded that until a court of competent jurisdiction awards custody to a sole parent, the school is required to treat both parents as equals.

In those cases where parents are divorced or legally separated, a child will be released only to the parent awarded legal custody of the child. **It is the responsibility of the parent who is the legal guardian to provide the school office with a certified copy of the court order granting legal custody to that parent. The custodial parent is responsible for making arrangements with the school concerning who is to pick up the child.**

TELEPHONE/ CELL PHONE POLICY FOR STUDENTS

Students are not allowed to use any telephone except those in the administration office and only with permission. Student telephone use must have approval from the office and is confined to cases of illness or emergency.

Electronic devices such as cell phones, iPods, iPads, MP3 players, radios, electronic games, or other telecommunication devices are not permitted on campus during the school day or at after school practices. If a student is found using a cell phone during school hours, it will be confiscated and a parent will need to come to school to pick up the phone from the school administrator.

PARTY INVITATIONS

Party invitations can only be distributed through the school if every child (or all the boys/all the girls) in the class is included for the party.

GENERAL RESPONSIBILITIES

Students will not be allowed to call home for any materials left at home. This includes homework, books, binders, notebooks or projects. Our goal is to help students become more organized and responsible.

SAFETY

All parents are instructed to review our Safety/Crisis Manual at the beginning of each new school year. It will be located on our website where it can be downloaded and printed easily. Parents may ask any questions regarding the policies and procedures found in the manual. If a parent is unable to print it, a request can be made to the office and one will be made available to them. The safety and well-being of our students and staff will always be our first priority when a crisis occurs.

TRANSPORTATION AND DISMISSALS

Morning Arrivals

- a. Students are not allowed on campus earlier than thirty minutes before the first bell rings. Adult supervision will not be provided prior to that time.
- b. Car riders should arrive at the Church Street approach to the school. **If you approach Church Street from La 308 and/or Main Street, please enter the carline from 8th street.**
- c. Bus riders should arrive at the School Street /horseshoe approach to the school.
- d. Students arriving for morning care can begin arriving at 6:30 a.m. Morning care will take place in the cafeteria for all students.
- e. Parents of Morning Care students should park in the cafeteria parking lot **and escort their children into the cafeteria. For safety reasons, no child shall be allowed to walk through the cafeteria parking lot by themselves to enter the cafeteria.**

The faculty parking lot should never be used as a drop-off/pick-up area*. In addition, no car traffic is allowed in the horseshoe area between the hours of 8:00-8:30 a.m. and 3:30-3:45 p.m. (unless it is raining).

****Nursery One and Two parents must park in the faculty parking lot, buzz to come in, sign in at the office, and walk their child to class.***

Afternoon Dismissals

Nursery and Pre-K student dismissal is in the horseshoe approach to the school. Kindergarten through fifth grade student dismissal is in the Church Street approach to the school. Students who are not picked up fifteen minutes after dismissal will be placed in aftercare. Please note that if you have younger siblings (Nursery 1 and 2, Pre-K 3 and 4) you can ask to have the younger siblings brought to the older siblings for carline dismissal on Church Street.

Rainy Day Dismissals

Rainy day dismissal procedures can be found on the school's Plus Portal page.

BUS REGULATIONS

Holy Savior School utilizes the Lafourche Parish School Board Transportation System in providing transportation for students to and from school. Holy Savior students must adhere to rules and regulations governing discipline policies for riders. Improper bus conduct may merit disciplinary action, including suspension of bus riding privileges. In order to use the Lafourche Parish bus transportation students must live within the Lockport School District boundaries.

SAFETY DRILLS

Safety drills include fire, tornado (severe weather), and lock-down for the safety of everyone in the school building. The various drills are explained to students and practiced at the beginning of the school year. Fire drills are practiced monthly; the other drills are practiced from time to time. The school's crisis plan can be found on the school's plus portal page.

MEDICATION

Students are not allowed to keep any type of drug, prescription or over-the-counter on their person. This includes cough drops, breath mints or strips, lip balm, hand cream, hand sanitizer and the like. Nonprescription medication will not be stored at school. If nonprescription medication is needed, parents must bring it to the office and administer it to their child at the appropriate time. Office personnel will only administer prescription medication to students after the proper paperwork has been completed. **Students who need to take long term medication at school need to have a completed 'Request for Administering Medication at School and Release from Liability' form on file in the office every new school year.** The medication must be in the original prescription bottle and properly labeled with the doctor's orders. A medication log will be maintained by the school for any prescription medication dispensed. All medication left in the office for more than a week after last dispensing date will be properly disposed of (exceptions will be made in cases of chronic illness).

SEARCH

Administration reserves the right to search accessories (bags), clothing, personal property, lockers, or desks at any time when the need arises.

SCHOOL PROPERTY

Students are expected to respect all school property including textbooks and equipment. Parents will be held responsible for any students found guilty of defacing or destroying school property. Any student who loses a textbook or workbook during the year will be required to purchase a replacement.

DISCIPLINE POLICY & PROCEDURES

The discipline policy at Holy Savior Catholic School aims to form Christian character through Gospel values. Because we are a CATHOLIC school, each child learns to grow in:

**Respect for God,
Respect for Self,
Respect for Others, and
Respect for Property**

STUDENT RESPONSIBILITIES

Students are expected to conduct themselves in a manner that will reflect credit upon themselves, their parents, and the school at all times.

All discipline is based on respect for the individual and the greater good of the school community. Catholic Schools have traditionally been known for their high standard of discipline which promotes a student's personal growth and academic success. Discipline is the orderly development and preparation of the student through directed education aimed at controlled self-discipline. **Proper discipline originates with parents as the primary educators of their children and continues in cooperation with the school to develop the appropriate attitude toward learning and respect for authority.** The Holy Savior Discipline Policy is designed to be proactive and progressive in nature and will help provide for the welfare and safety of all students enrolled. All primary attempts to correct behavioral problems will be made by the classroom teacher. If unacceptable behavior continues, more serious interventions outlined in this policy will be used.

A cooperative effort between the school, parent, and student is essential in forming students who are inspired by God, love of neighbor, love of learning, and respect for self and others. To that end, great importance must be placed on personal and mutual respect, morality, integrity, and concern for others. Students and parents should be aware that any student action, both on or off campus that has a negative impact on a school's reputation will be disciplined. ***Therefore the administration reserves the right to review and discipline any off-campus behavior that may be contrary to these values.***

ALL STUDENTS ARE EXPECTED TO:

1. Respect God, Self, Others, and Property.
2. Complete assigned classwork and homework on time-this includes reading and studying assignments.
3. Take seriously his/her responsibility to deliver messages and communications to parents.
4. Have all necessary books, supplies, assignments, band instruments, and personal items in their possession at the start of each school day. Students will not be allowed to call home for such items.
5. Have all necessary books, supplies, assignments, band instruments, and personal items in their possession at the end of the day to go home. Students will not be allowed to reenter the building after the final dismissal bell.
6. Take care of all textbooks and library books furnished by the school.
7. Use proper bathroom etiquette as described by the teacher.

8. Carry school appropriate library books to all classes (Grades 1-5). The book content should be appropriate for the student, thus providing on-task activity as necessary (comic books, catalogs, and magazines are not appropriate).
9. Write in cursive unless special accommodations are prescribed (Grades 3-5).
10. Refrain from writing on clothing or on the body at any time.
11. Refrain from taking food out of the cafeteria.

GENERAL RULES OF DISCIPLINE

1. Classroom rules and their consequences are the teacher's responsibility. The teacher's rules and consequences are explained to the students and parents, and posted in the classroom. As much as possible, disciplinary action is taken directly by the individual teacher. A student is referred to administration when it is deemed necessary.
2. Directions given to a student by any staff member including office personal, teacher aides, substitute teachers, cafeteria workers, custodial worker, duty teachers, or other supervising adults must be followed with courtesy and obedience.
3. In cases of minor offenses, the teacher will determine the necessary consequences for the student. Minor infractions can result in loss of privileges as outlined in the individual teacher's classroom policies. Parental contact will be made by the teacher if improvement is not evident.
4. Students referred to the office either for a major offense or repeated misbehavior will be written a Discipline Referral Form. This form will be sent to the principal who will determine the consequence and then forward the appropriate copies to the parent and teacher.
5. All school rules apply during morning and after care.

BEFORE School:

Students will report directly to their classrooms or in designated areas upon arrival.

SCHOOL YARD RULES- NOT LIMITED TO, BUT INCLUDE:

1. Be courteous and safe at all times. Roughhousing and tackling are not allowed.
2. Students must remain in their designated play areas.
3. Students must have a teacher's permission to be in the building or to go to the office. Loitering in restrooms or hallways is not allowed.
4. The use of a hardball is prohibited, and "Nerf" balls are allowed at the teacher's discretion.
5. Balls and other toys from home are not permitted.
6. The throwing of any foreign object (sticks, rubber chips, rocks, dirt, etc.) is never permitted.
7. Ball games or use of balls will not be allowed on the sidewalk when students are not allowed to play in the grass.
8. Electronics that are used for reading are not permitted outside.

DISCIPLINE REFERRALS

A. Warning

Warnings will be issued by faculty members, substitutes, or any authority figure for a student failing to follow school rules and/or policies. Discipline Referrals are to be signed by the parent/guardian, and returned to the homeroom teacher the following school day. The third warning will result in a detention assignment. Depending on the severity of the infraction, a detention may be assigned on the first discipline infraction.

Warnings may be issued for the following:

1. Dress Code/Hair Violation (an accumulation of 4 will result in a detention assignment and is tracked per nine weeks)
2. Unexcused Tardy (an accumulation of 3 will result in a detention assignment and is tracked per nine weeks)

3. Excessive Missed Homework Assignments
4. Gum Chewing/Candy
5. Rough Play (hitting, pushing, kicking, etc.)
6. Disrespect for Self or Others (teasing, tone of voice, creating excessive distractions in class)
7. Willful Disobedience
8. Bringing inappropriate Materials/Objects to school or on the bus (electronic games, pictures, reading materials, toys, trading cards, etc.)
9. Inappropriate Use of Technology at non-designated times (computer, internet, resources, electronic devices, and cellular phones)
10. Lying
11. Any other behavior deemed inappropriate by faculty, staff, or the administration

B. Detention

There are two types of detention: recess and after school detention. Parents will receive notification of a detention assignment. Students assigned to detention must report directly to the detention area in the office at the assigned time. Transportation arrangements are the responsibility of the parent or guardian for after school detention assignments. **Students must bring the discipline form home for parent/guardian signature and return it to the homeroom teacher the following school day. Failure to return a discipline form with a parent signature will result in a recess detention until the form is returned.

After School detention may be issued for the following violations:

1. **Forgery, Cheating, and Stealing** – These are unacceptable behaviors in a Catholic elementary school. Every attempt will be made to provide age appropriate guidance toward acceptable behavior. **In cases of cheating**, the student will receive 50% of the grade earned.
2. Accumulation of three (3) Dress Code/Hair violations – per nine weeks
3. Accumulation of three (3) Unexcused Tardies – per nine weeks
4. Accumulation of six (6) missed homework assignments – per nine weeks
5. Disrespect for Authority
6. Inappropriate Language (Profanity), Gestures, Writing, Actions
7. Rude, Threatening, Harassing, Bullying Behavior toward students and/or adults
8. Defacing/Destroying School Property – Students will be required to pay for damage or replacement.
9. Leaving Classroom or School Grounds without Permission
10. Inappropriate/Unacceptable Use of Technology (computer/internet/resource)
11. Any other behavior deemed inappropriate by faculty, staff, or the administration
 - It is important to note that after two (2) after school detentions in a one (1) nine week period, the next (or 3rd) detention will result in an in-school suspension. Any further after school detention assignments within the nine weeks period may result in an in-school or out-of-school suspension.
 - Students serving detention WILL NOT be allowed to receive aftercare services the day of the detention assignment.
 - Failure to serve detention may result in an in-school suspension.

C. In-School Suspension

Suspension is considered a disciplinary measure that follows serious failure on the part of the student to comply with the rules and standards of behavior. In-School suspensions can be assigned for one or more days and will be served in school. The student is to report to the school office upon arrival to school the morning of their In-School Suspension. They will complete all class work, tests, and other assigned tasks for the day in the designated area. Prior to the In-School Suspension, parents will be required to come to school for a conference.

An in-school suspension may be issued for the following violations:

1. Vandalism – Students will be required to pay for damage or replacement.
2. Severe instances of bullying behavior toward students and or adults.
3. Inappropriate/Unacceptable Use of Technology (computer/internet/resources)
4. Any act detrimental to the well-being or safety of students/adults involved with the school
5. Severe disrespect for authority
6. Any other behavior deemed serious or inappropriate by faculty, staff, or the administration
7. The third after-school detention assignment within a nine weeks period

D. Out-Of-School Suspension

Out-of-school suspensions are reserved for the most serious offenses and may be for one or more days. In addition, the third (3rd) in-school suspension will result in an out-of-school suspension. After one (1) out-of-school suspension, any violation may result in a second (2nd) out-of-school suspension. Once a student receives a second out-of-school suspension, they are placed on probation. A mandatory conference will then be held with the student, teacher, parents, and the school administration. Students on probation may not be allowed to attend before or after care, participate in extra-curricular activities, or attend class trips. A third (3rd) out-of-school suspension will result in expulsion. If a student is suspended out-of-school, the absence is unexcused. Any tests missed as a result of an out-of-school suspension must be made up before school at 8:00 a.m. on the day the student returns.

E. Expulsion

Expulsion takes place only at the discretion of the principal in extreme cases where the student habitually violates school rules and policies or the behavior is detrimental to the safety of others and/or the reputation of the school. The criteria for the decision to take this serious disciplinary action will always be based on the good of the individual student concerned, as well as the common good of all other stakeholders in school.

COMPUTER / INTERNET USE

Computer/Internet use by all associated with Holy Savior Catholic School must be in support of education and research, and consistent with the mission and philosophy of the school. The use of the Internet is a privilege, not a right, and therefore, inappropriate use may result in cancellation of those privileges. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, , copyrighted, threatening, or obscene material, as well as inappropriate information entered at home and sent or retrieved at school. Users are expected to abide by accepted rules of network etiquette and behave in an ethical, legal manner. The use of individual email accounts, Facebook pages, Twitter accounts, chat rooms, web pages, etc. are not allowed. Internet content is filtered by software through the Internet provider to protect against access of information inappropriate to minors and our Catholic values. In addition, faculty members monitor Internet access and usage. These measures act as safeguards, but are not completely foolproof. Students must respect the privacy of other users on the school network and Internet at all times and must not attempt to access unauthorized areas. Students, parents, and all school employees will sign a Computer/Internet Use Agreement at the beginning of the school year, which is a part of the Handbook of Policies Acceptance Form.

Internet Use Agreement

Acceptable Use of Technology

All electronic communications to or from **Holy Savior Catholic School** shall reflect the Christian and educational principles upon which the school and Diocese of Houma – Thibodaux, are founded. Access to the Internet is made available to students, teachers, and staff. Histories of use are monitored, filtered, and censored by the Archdiocese of New Orleans which is CIPA compliant. The goal of Internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

Unacceptable Internet use will consist of, but not be limited to the following:

- A. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyber bullying);
- B. Vandalizing, damaging disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
- C. Vandalizing, damaging, disabling, or gaining unauthorized access to district- or building –owned computer systems, files, data, or materials;
- D. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. – jump drives, disks, etc.);
- E. Engaging in any unauthorized commercial or business activity;
- F. Unauthorized online game playing;
- G. Gaining access to inappropriate sites, as deemed by administration, including but not limited to: chat rooms, instant messaging, MySpace, Facebook, Twitter, Blogs, personal email accounts, etc.;
- H. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files;
- I. Unauthorized erasing of another student's work and/or doing work for another student is strictly prohibited;
- J. Bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

Any action which compromises the school's integrity, on or off campus, will be cause for corrective measures.

Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

Inappropriate use may result in denial of access and will be dealt with according to **Holy Savior Catholic School** disciplinary policy or as deemed appropriate by administration.

The signatures in the registration packet indicate that the parties who have signed have read the terms and conditions and understand their significance.

Social Media Guidelines

Holy Savior Catholic School recognizes the rights of students, faculty, staff, and employees who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. HSCS students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use, we expect you to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action.

A Facebook account cannot be created using the school name without the written consent of the principal.

Students: Social Media Guidelines

In accordance with The Honor Code, we expect HSCS students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern

on a fellow HSCS student's social networking page or account, they should immediately contact their teacher, the principal, or another adult within the HSCS community.

1. In the online environment, students must follow The HSCS Internet Use Agreement and Code of Conduct and conduct themselves online as in School.
2. Think before you post. HSCS asks students to use discretion when posting to the internet.
3. HSCS reserves the right to request school-related images or content posted without permission to be removed from the internet. It also reserves the right to ask that derogatory comments or posts about the school or its personnel be deleted; if they are not removed the school reserves the right to take further action.
4. Do not misrepresent yourself by using someone else's identity.
5. Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
6. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
7. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
8. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
9. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
10. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
11. Cyberbullying is considered an act of harassment.
12. Use of HSCS logos or images on your personal social networking sites is prohibited.

LIBRARY LENDING REGULATIONS

GENERAL INFORMATION

All library books, magazines and pamphlets must be checked out through the library computer at the main circulation desk. The librarian will be available on Tuesdays from 8:00 a.m. to 3:00 p.m. A schedule of weekly class visits is posted both inside and outside the library, and each classroom teacher has a copy. Besides these regularly scheduled weekly visits, students in Grades K-5 may visit the library before school in the morning and at the morning and noon recess periods to research, browse, read, return and/or select new books. **The library materials can now be accessed through Destiny, the school's Automated Circulation System and may be searched from the four library computers, from the classroom computers, and from all the computers in the lab for availability and location**

PATRONS

All students enrolled in Holy Savior Catholic School, Grades K-5, have library privileges. Each student has a Patron Number.). Our Follett Circulation Plus program keeps track on the computer of all materials borrowed and returned.

LIMITS

1. **Books per student**
 - **All – Important: No student may check out more than ONE book on the same SUBJECT or in the same SERIES, or more than ONE VOLUME of an encyclopedia.**
 - **Kindergarten – 1 book from the Easy Book Room.**

- **First Grade** – 1 book from the Easy Book Room at first; then 2 or 3 books when librarian introduces other sections of the library to the children.
- **Second Grade** – 2 books from the Easy and Main Reading Rooms at first; 3 or 4 books later at the discretion of the teacher; 1 magazine after the lesson.
- **Third Grade** – 3 books (may include 1 magazine) from the Main Reading Room at the beginning; 4 books later at the discretion of the teacher.
- **Fourth Grade** – 4 books (may include 1 magazine) at the beginning of the year; 5 books later at the discretion of the teacher.
- **Fifth Grade** – 5 books (may include 2 magazines) at the beginning of the year; 6 books later at the discretion of the teacher.

2. Holds per student

- If a book is unavailable, a student may request that it be put on hold for checkout when it is returned.
- Once notified of a hold, a student must come to the library as soon as possible to check it out. Ready holds expire after **5 days**.
- Students are limited to 4 holds only.

3. Loan periods

- Books—All books are checked out for 10 school days. The date due is stamped on a date due slip at the back of the book as a reminder to students and parents. Books may be renewed three times, if necessary. **Exception:** If that book has been placed on hold, it may not be renewed.
- Magazines—Magazines are checked out for 10 school days. The date due is stamped on a date due slip at the front of magazine, and the magazine is inserted into a protective vinyl envelope, which must be returned with the magazine. Magazines may be renewed thrice.
- Temporary materials (i.e. some special magazines, like National Geographic) All are checked out for 10 school days. They are inserted into a protective vinyl envelope containing a temporary barcode and must be returned in this envelope. They may be renewed once.
- Reference materials—Some encyclopedias may be checked out but only for 5 school days. They may be renewed once. Users are encouraged to return them as soon as they have finished with

OVERDUE POLICIES

Our school library charges no fines for overdue materials. However, the following policies are followed to help get overdue books and magazines back to the library.

- A list of overdue books for each class is sent to the homeroom teacher weekly. The teacher reminds the students to return the books to the library the next school day. It is the responsibility of each student who has an overdue book to inform his parents about it, and to return it to the library as soon as possible.
- After a book is overdue for more than **ten** days, a notice will be sent to the parents to enlist their aid in helping the student to find the book and return it. If a second notice is necessary, it will be sent within two more weeks.
- If a book is not returned in two months, it will be presumed lost. A bill for the cost of the book will be sent to the parents.
- If a book is still overdue at the end of the year, our school regulation is that issuance of final report cards and/or transfer of records will not take place until the book is returned, or the book is paid for and all financial matters are cleared.

LOST OR DAMAGED MATERIALS

In the case of a lost or badly damaged book or magazine, the cost of its replacement is the responsibility of the student and his family. Please report this loss or damage to the librarian, who will find out the cost and send you a notice.

Sometimes a damaged book can be repaired, if reported and returned promptly. (Some repairable situations include torn or loose pages or spines, loose covers, and a wet book. There is no fee for minimal repairs.)

It is our policy to refund the money paid for a lost book if the book is later found and returned.