

# RAYNE CATHOLIC ELEMENTARY SCHOOL

*Keeping God and Family in Education Since 1891*



**A CATHOLIC school of EDUCATION and FORMATION**

## **HANDBOOK FOR PARENTS AND STUDENTS**

*Accredited by*

State of Louisiana Board of Education  
Catholic Diocese of Lafayette

*Member of*

National Catholic Educational Association  
Association for Supervision and Curriculum Development  
Rayne Chamber of Commerce

# **PARENT – STUDENT HANDBOOK 2011-2012**

**RAYNE CATHOLIC ELEMENTARY SCHOOL  
407 South Polk Street  
Rayne, LA 70578**

**Rev. William Ruskoski, Pastor**

**Fred Menard, Principal**

**Aileen Prevost, Administrative Assistant: Curriculum  
Kristina Lavernege, Administrative Assistant: Religion  
Paul Simon, Administrative Assistant: Discipline**

**Donna Melancon, Development**

## **Right to Amend**

Rayne Catholic Elementary School and/or the Administration with the permission of the pastor retain the right to amend and/or waive any consequence stated in this handbook for just cause. Parents will be given notification of changes made; usually by a posting on the school website.

*In accordance with Brumfield v. Dodd, Rayne Catholic Elementary School admits students of any race, color, national and ethnic origin in all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin, or disability – which can be met with reasonable accommodations –, in administration of its admission policies, educational policies, tuition assistance programs, athletic and other school administered programs.*

# *Please* **DEFINE YOUR PURPOSE!**

**Why do I choose to send my children here?**

**Rayne Catholic's Purpose is to provide a**

- 1. Spiritual Atmosphere in which God is always present and at the center of every activity, with an**
- 2. Academically challenging curriculum with higher educational standards, and a**
- 3. Safe Environment which is structured in discipline and accountability.**

**The school and the parent/guardian role is a working partnership. If, in the opinion of the pastor and the school's administration, this partnership is broken, parents/guardians will be required to withdraw their student(s) from the school.**

# Parental Agreement

It is understood, given that this is a parochial school owned and operated by the St. Joseph Roman Catholic Church Parish in the Diocese of Lafayette, Louisiana, in accordance with the rulings of the United States Supreme Court, that all parents, students, employees, and on-campus guests have relinquished, and are not entitled to, any rights granted by the United States Constitution.

Parents and students agree to be governed by the handbook and to support school policies, procedures, regulations, rules and personnel. The Parent-Student Handbook is part of the contract existing between the school and the parents/students. **By signing the contractual 'Registration' document, parents/guardians have agreed to abide by all policies stated in this handbook.**

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## **Forward to Parents:**

Thank you for choosing Rayne Catholic Elementary for your child's education. We at Rayne Catholic believe that Catholic education is the unifying force that builds and develops a whole person, spiritually, intellectually, morally, and socially. We base this on the premise that each individual is of supreme worth and dignity.

The success of our educational endeavors is dependent upon participation by parents, students, faculty, staff, and members of the community. We consider ourselves a family who works and prays together, who contributes the unique gifts and talents given to each of us by God, to provide for each child's growth and development. Throughout the academic year each of us will be called upon to participate in school activities. We invite all parents to accept the challenge of moving a very good education system beyond greatness to excellence.

The faculty and staff of Rayne Catholic are committed to the educational excellence of each child. We function as a family of Christ. Our commitment is to prepare children to accept the differences of one another, to realize that life is precious and to provide experiences in the educational processes that will bring out the best in each child.

This handbook is prepared especially for parents. It provides a fundamental guide for a quality education. It will familiarize you with the policies guiding the school, but most importantly it will enable you to assist and support your child in his/her educational endeavors. Please review the contents carefully.

Please take the time to carefully read and discuss this handbook as a family. If you have any questions please call the school office for clarification of policies. The Diocesan Handbook of Policies is available in the Principal's office for further clarification.

## **The Faculty and Staff of Rayne Catholic Elementary**

***“I have called you by name,  
and you are mine.  
Because you are precious in my eyes  
and glorious and because I Love You.  
Fear not, for I am with you.”***  
*Isaiah 43:1-5*

Rayne Catholic Elementary School students and parents must conform to all the regulations and expectations which are devised for the welfare of the whole student body. ATTENDANCE AT RAYNE CATHOLIC ELEMENTARY SCHOOL IMPLIES A WILLINGNESS TO COMPLY WITH ALL RULES AND EXPECTATIONS SET FORTH IN THIS HANDBOOK.

# ORGANIZATION AND ADMINISTRATION

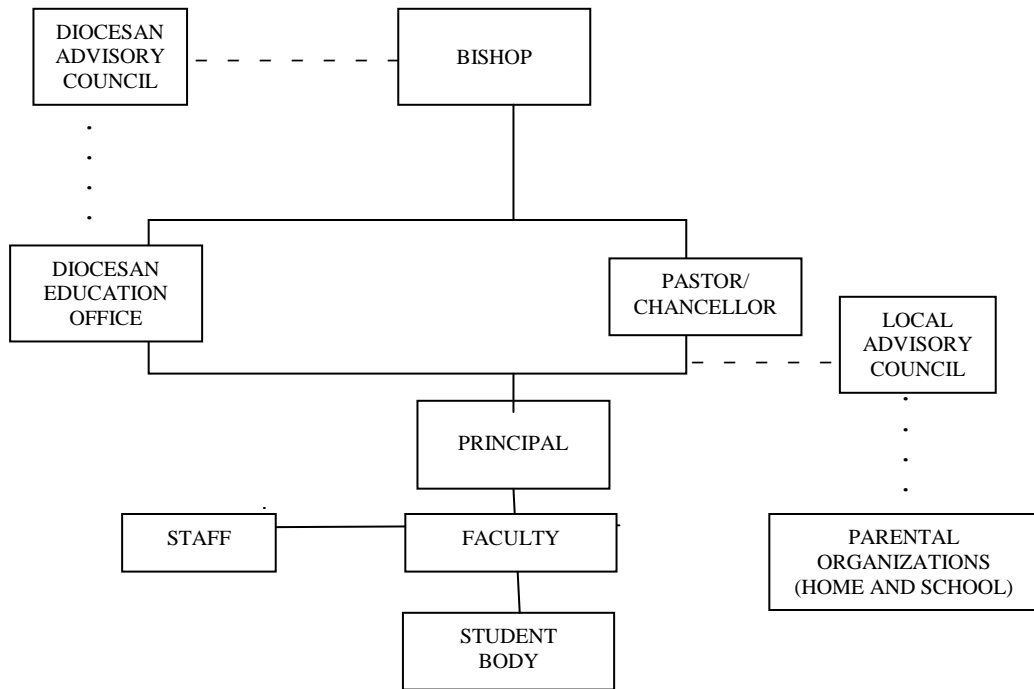
Rayne Catholic Elementary is a Catholic School in the Diocese of Lafayette. Diocesan policies state:

1. The Bishop is the Chief Administrator of all schools in the Diocese of Lafayette.
2. The Diocesan Advisory Council serves in an advisory capacity to the Bishop.
3. The Pastor or the Chancellor appointed by the Bishop by virtue of Canon Law is the responsible authority for the local school. By virtue of his office, it is the responsibility of the pastor to ratify or not to ratify all policies which regulate the administration of the school according to diocesan policy and the norms of Canon Law. It shall also be the responsibility of the pastor to work in close collaboration with the principal and the school and to seek the advice of the local school board as appropriate.

The Rayne Catholic Elementary Advisory Council serves to advise the pastor/chancellor and operates within the parameters of the policies approved by the Bishop. The primary functions of the Advisory Council is to develop a budget to provide for the school's financial and physical well being and growth; to implement a development program incorporating a long-range plan which includes active, positive public relations and marketing of the school; and to formulate broad policies for the school.

**The Principal is the educational leader in the Catholic school and is responsible for implementing diocesan and local school policies.**

**Diocesan School System**



Directive Authority \_\_\_\_\_  
 Advisory -----  
 Communication .....

## **HISTORY of RAYNE CATHOLIC ELEMENTARY SCHOOL**

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Father Joseph Antonio, a pious priest of St. Joseph Parish in Rayne, Louisiana, had a dream to bring the sisters of Mt. Carmel to this tiny settlement. Bon Pere Antonio, as he was referred to, did not live to see his dream fulfilled. He died of a stroke on August 15, 1891 and the Sisters of Mt. Carmel arrived on December 16, of that same year. His work was the “planting of the seed that yielded a hundredfold”- Catholic Education in Rayne.

Hardships were many for the Sisters’ home was incomplete when they arrived. The Archbishop of New Orleans stipulated that the Sisters receive and own the property on which the convent was built. The sum of \$531.00 was paid to the St. Charles College in Grand Coteau, Louisiana, for the property with the understanding that the sisters give gratuitous education to the children whose parents were too poor to pay tuition.

The school opened on February 8, 1892 and in May of the same year the convent housed a class where boarding was afforded young girls. In 1899, Father Blasé Branche, the then pastor of St. Joseph Parish, supervised a plan to move the old church to the field south of the present Rayne Catholic School for a boy’s school that was nicknamed “Little Heaven.”

From its foundation in 1891 to 1929, Mt. Carmel Academy was a private school centered in the Rayne Catholic Elementary block. The two-story convent school housed both the sisters and the boarders with classrooms upstairs and downstairs. Mother Superior Camille Mouton guided the ever-growing institution from 1909 to 1917 serving as superintendent.

In 1929 the fourth pastor of St. Joseph Parish, Father Hubert Lerschen, directed his leadership to his greatest interest in education knowing that a well-established school was a “tower of Parochial strength.” His first step was to seek accreditation from the State of Louisiana. The new parochial school evolved and was named St. Joseph High School using five sisters of Mt. Carmel as the staff. The first year would handle up to and including the 8th grade and one grade level per year would be added if enrollment were justified. With only 11 grades in secondary schooling at that time, a standard graduation was projected for the year 1933.

The new decade of the 1940’s opened with more change. Lay teachers were added along with a band director. Also added was the six-man football team coached by Fathers L.C. Habetz and Ignatius Martin. The school also had a boxing team that competed against Cathedral High and Landry Memorial.

By 1941, the school and parish celebrated the 50th anniversary celebration of the arrival of the Sisters of Mt. Carmel. That year the graduating class included 23 students. The Governor of Louisiana addressed the graduates. A stirring message of patriotism was delivered in which he reviewed the great need for religion and an abiding faith in the democratic way of life as the most effective weapon with which the great nation could face the uncertain future that lies ahead.

After the war years in 1948, St. Joseph High School received the news from the State Department of Education announcing the addition of a 12<sup>th</sup> year to the curriculum. Only the graduating class of 1948 was not dismayed with the news because they had completed their 11<sup>th</sup> and final year.

In the early 1950’s Father Lerschen, who was now a Monsignor, began to plan the construction of a new St. Joseph High School. In January 1957, the final plans of Grimbball-Amerongen were submitted to the Bishop and the contract was awarded to Gossen Construction Company of Lafayette, the owner being a former parishioner and mayor, Joseph Gossen. By December 5, 1957,

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results of Monsignor's effort were seen on the front page of the local newspaper. The "Grand day of Celebration for the Dedication of the Modernistic, St. Joseph High School" was enjoyed by the faculty, students, and parishioners of the parish.

By the mid 1960's it was realized that times were changing. Monsignor had retired and fewer sisters were teaching. Times were difficult for parochial high schools, so consolidation was the talk of things to come. In November a quote from the local newspaper stated: "The proposed Notre Dame High School, serving 8 Catholic parishes in Acadia will open temporarily next fall on the St. Michael High School Campus." Pastor Emery Labbe' and members of the Lay Committee, as well as the students and faculty of St. Joseph High School played a large part in the transition that took place. In the spring of 1967 the last graduating class of "old St. Joe High" made its plans for a graduation that would always be remembered.

As the decade of the 1970's dawned on the small Catholic school, there was to be another powerful change. When the 1971-1972 school session opened, St. Joseph Elementary and Our Mother of Mercy, both elementary Catholic schools of Rayne, sought to meet the social challenges of the times by pairing and coming together as one school. The local work began in the spring and by the opening of the 1971-1972 school year a newly named school, Rayne Catholic Elementary, opened with two campuses: grades 1 through 3 and 6 through 8 were housed at St. Joseph Hall and grades 4 and 5 at Mercy Hall. On Wednesday, September 1, 1971 the newly formed Rayne Catholic Elementary opened for class at both campuses with 462 students in attendance.

Throughout the decades of the 1970's, 1980's and early 1990's the small school has always been able to come through as a shining light whether it faced it a falling student enrollment, or the rising cost of educating a student. Today, there are no longer two campuses, and the Religious are no longer at the helm, steering the guiding path of the school. In 1994, the first lay principal, Dr. Sherry Cormier, was appointed. Mr. Blaine Castille was appointed the second lay principal in 2002. Mr. Fred Menard , the first graduate of Rayne Catholic to become principal of RCE, was named principal in 2007. Through their dedication, professionalism, and high expectations of providing quality Catholic education, registration continues to soar and a very well maintained campus are still the order of the day.

Over one hundred years of zeal for the love of God, the love of life and community, as well as the best of Catholic education at Rayne Catholic Elementary are not enough. Many local, civic and church leaders of the parish of Acadia and the church parish of St. Joseph who themselves attended as students here, look forward to the same quality of Catholic education for their children and grandchildren who are students today and will be in the future.



***“Unless the Lord build the house,  
they labor in vain who build it.”***

*Psalm 127*

## **MISSION**

Rayne Catholic Elementary School is a community of faith steeped in the traditions established by the sisters of Mount Carmel which exists to provide a quality Catholic education by creating a Christ-centered atmosphere which nurtures the spiritual, intellectual, emotional, social, and physical aspects of the individual.

## **STATEMENT OF PHILOSOPHY**

Rayne Catholic Elementary is a community of faith, which embraces the sacraments of the Catholic Church and promotes learning. Rayne Catholic fosters a sense of community and provides for a safe and nurturing school environment. It also provides quality instructions and educational resources to insure the academic growth of the students. It strives to focus on the total development of the child: spiritual, intellectual, emotional, social, and physical.

Rayne Catholic Elementary challenges and encourages its community to maintain respect in all relationships by encountering Jesus Christ in everyone they meet. It also promotes the importance of academic learning, the value of service, the spirit of justice and charity, and the opportunity to learn from experiences. As a Catholic school, it embraces the responsibility of the formation of young women and men toward adult maturity and active membership in the church and society.

As a Eucharistic community, Rayne Catholic Elementary strengthens the Christian way of life by teaching and promoting prayer and worship as part of everyday life. In addition, it opens each member to the experience of God's unconditional love and empowers individuals to live out their God-given purpose.

### **Objectives and Goals:**

#### **A. Spiritual Development**

##### **1. Objectives**

We believe that in helping our students develop spiritually we must try to:

- a. Deepen their love of God and others;
- b. Guide them in forming a Catholic Christian conscience;
- c. Instill Christian awareness of the global community;
- d. Assist them in acquiring a genuine knowledge of their Catholic faith;
- e. Be examples of true Christian living;
- f. Cooperate with parents in forming Christian character in their children.

##### **2. Goals**

- a. Develop a prayer life with the students through daily classroom prayer (vocal and meditative), school liturgies and Para liturgies, sacramental preparation, and classroom discussion.
- b. Offer Christian service through such activities as: Service Club, Thanksgiving food collections and Christmas gifts to the needy, personal prayer and financial sacrifice for the missions, cooperation among members of the school community when help is needed, visiting and entertaining the sick and aged.
- c. Teach doctrine in a structured religion program and help students internalize Christian values.
- d. Offer personal guidance and counseling, lead group discussions on moral values, and offer the opportunity to receive the Sacrament of Reconciliation periodically.
- e. Nurture our own spiritual life through faculty liturgies, days of recollection, and sharing of the Spirit and mutual support in our personal lives.
- f. Communicate with the parents through Home and School Association meetings, personal conferences, written and verbal reports on classroom learning, inviting participation in school liturgical programs and other school activities.

## **B. Intellectual Development**

### **1. Objectives:**

We are striving to:

- a. Develop our students to their full academic potential;
- b. Provide a foundation for future learning, and;
- c. Provide a qualified staff.

### **2. Goals**

- a. Teach basic academic skills of reading, writing, verbal and self-expression, logical and creative thinking, with emphasis placed not only on what to learn, but more importantly, on how to learn.
- b. Provide a high academic curriculum through use of contemporary texts, methods, and supplementary materials.
- c. Encourage staff self-improvement through attendance at classes and workshops, seminars, faculty meetings, reading and sharing of professional literature.
- d. Create a disciplined environment conducive to learning.
- e. Provide opportunities in the total school community to discuss and understand the school philosophy through yearly in-service, parent handbook, Home and School meetings, and religion class discussions.

## **C. EMOTIONAL DEVELOPMENT**

### **1. Objectives:**

We believe our role as educators is to:

- a. Help students attain an acceptance of themselves and enable them to achieve self respect, self-discipline, and confidence in themselves as contributing members of society;
- b. Guide students toward awareness and acceptance of their strengths and weaknesses;
- c. Foster awareness in students of their responsibilities toward themselves and others.

### **2. Goals:**

- a. Provide an atmosphere of encouragement free from destructive criticism.
- b. Set attainable goals through which students can experience success.
- c. Clearly define behavior guidelines.
- d. Enable students to work in certain areas at their own pace.
- e. Encourage students to develop their own talents.
- f. Strive for continuous personal growth and development as Christian persons and educators.

## **D. SOCIAL DEVELOPMENT**

### **1. Objectives:**

In helping our students to develop socially, we seek to:

- a. Instill in the students an awareness of their own unique roles in all communities of which they are members;
- b. Develop social beings that are able to communicate and relate to the world in which they live;
- c. Foster a spirit of cooperation and mutual respect of persons and property;
- d. Motivate students to develop the qualities of good leadership and citizenship.

### **2. Goals:**

- a. Provide opportunities for student interaction through such activities as classroom activities and discussions, playground activities, team sports, election of class representatives, clubs, involvement in civic and community activities wherever

possible, and become an active participant in the community through service projects.

- b. Insure cultural growth by such things as : fairs, field trips, art exhibits and museums, speech and drama experiences, and classroom activities.
- c. Live the social principles.

## **E. PHYSICAL DEVELOPMENT**

### **1. Objectives:**

We see that our students' physical needs are met by:

- a. Providing for the physical development and fitness of each student;
- b. Helping students to recognize and accept their physical strengths and limitations.

### **2. Goals:**

- a. Allowing each child to achieve success and promoting good sportsmanship by physical education classes, team sports, supervised play periods;
- b. Serving nutritious meals daily in our cafeteria;
- c. Promoting good health by providing hearing and eye screening tests;
- d. Encouraging health and safety practices within the home, school, and community by circulating safety booklets, scheduling fire drills, and inviting guests speakers on health-related topics;
- e. Maintaining up-to-date health records on each child;
- f. Providing short, necessary physical activities and restroom breaks during the day;
- g. Instilling habits of cleanliness, neatness, and good health.

## SCHOOL CONTACTS

Administrative Office..... 334-5657  
 ..... 334-5658  
 ..... 334-2002

Administrative Secretary Mrs. Stace Simon  
 Secretary Mrs. Jeannie Johnson  
 Secretary Mrs. Barbara Privat  
 Principal.....Mr. Fred Menard  
 Curriculum.....Mrs. Aileen Prevost  
 Development.....Mrs. Donna Melancon  
 Discipline.....Mr. Paul Simon  
 Religion.....Mrs. Kristina Lavergne  
 Resource .....Mrs. Cindy Habetz

School Fax..... 334-3301  
 Athletics/Gym ..... 334-3794 Athletic Director, Mr. Fred Menard  
 Cafeteria ..... 334-3247 Mrs. Marlene Royer, Manager  
 Financial Office..... 334-5658 Mrs. Annette Castille, Fiscal Officer

### **Web Addresses —**

School..... [raynecatholic.org](http://raynecatholic.org)  
 Principal ..... [fredmenard@bellsouth.net](mailto:fredmenard@bellsouth.net)  
 Faculty ..... can be found on the school web page (email: first initial last name@raynecatholic.org)

## IMPORTANT DATES

The success of our endeavors is dependent upon participation by parents, students, faculty, staff, and members of the community. We consider ourselves a family who works and prays together. We want you to know your presence on campus is greatly desired and appreciated. **Here are a few dates you may want to note on your calendar:**

Aug. 15, Monday	Opening Mass; 8:15am in Church
Aug. 31, Wednesday	Handbook Forms / Prince and Princess Contest Forms Due
Sept. 6, Tuesday	RCE Prince/Princess Contest (2 <sup>nd</sup> Grade)
Sept. 13, Tuesday	K through 4 <sup>th</sup> grade Student Lead Parent Conferences
Oct. 30, Sunday	Student Council Halloween Carnival
Nov. 8, Tuesday	Children's Book Day
Nov. 18, Friday	Grandparent's Day in Church
Nov. 19, Saturday	Rayne Catholic Auction at The Crossing
Dec. 6, Tuesday	RCE Science Fair
Dec. 7, Wednesday	RCE Social Studies Fair
Dec. 19, Monday	K / 8 <sup>th</sup> Grade Christmas Program in Church
Jan. 11, Wednesday	Home & School Mtg. / Report Cards in Church
Jan. 27, Friday	RCE Religion Fair
Jan. 28, Saturday	RCE Dinner Dance at Rayne Civic Center
Jan. 31, Tuesday	RCE Blood Drive
Feb. 1, Wednesday	Godparent's Day Mass in Church
Feb. 2, Thursday	Faith Rally
Feb. 3, Friday	Locks of Love
Feb. 5, Week of	In-House Registration Week
Mar. 1, Thursday	RCE Dr. Seuss Day
Mar. 4, Week of	RCE Book Fair Week
Mar. 31, Saturday	RCE Movie Night on the RCE Field
Apr. 5, Thursday	Passion Play in Church followed by our Family Picnic
Apr. 18, Wednesday	SAT Testing begins
Apr. 22, Sunday	RCE Crawfish Boil
May 11, Thursday	RCE Academic Pep Rally / Fun Day
May 17, Thursday	Passing of the Candle / Buddy Good-Bye / Awards Program / 8 <sup>th</sup> Grade Graduation
May 21, Monday	Pre-K and Kindergarten Certificate Ceremonies
May 24, Thursday	Awards Day for grades 1 through 7

### **Parent Days**

*All Parent Days begin at  
11:30am*

September 2	2 <sup>nd</sup> Grade
September 23	3 <sup>rd</sup> Grade
October 7	4 <sup>th</sup> Grade
November 4	1 <sup>st</sup> Grade
December 2	Pre-Kindergarten
January 13	Kindergarten
February 10	5 <sup>th</sup> Grade
March 2	6 <sup>th</sup> Grade
April 27	7 <sup>th</sup> Grade
May 16	8 <sup>th</sup> Grade

Front of School

5 Mrs. D. Habetz (3 <sup>rd</sup> Grade A)	4 Mrs. Hatley (2 <sup>nd</sup> Grade B)	3 Mrs. J. Boudreaux (2 <sup>nd</sup> Grade A)	2 Mrs. Smith (1 <sup>st</sup> Grade B)	1 Mrs. Murrell (1 <sup>st</sup> Grade A)
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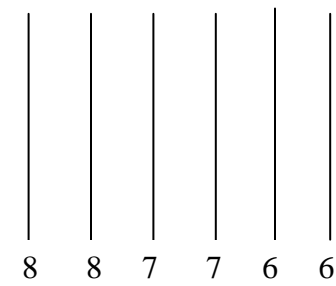
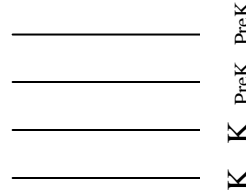
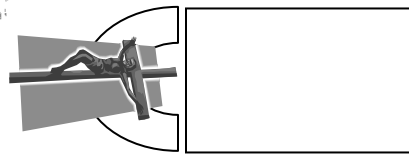
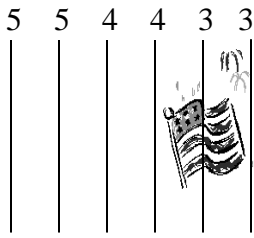
6 Mrs. Jennings (3 <sup>rd</sup> Grade B)
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7 Mrs. Forman (4 <sup>th</sup> Grade A)
--

8 Ms. Kaamil (4 <sup>th</sup> Grade B)
---

9 Mrs. Hains <b>Reading Lab</b>
--

10 Mrs. Guidry <b>Computer Lab</b>
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Lobby	Mrs. Melançon
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Office	Mrs. Lavergne
	Mr. Menard

Mrs. Prevost	Teacher Work Room
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11 Mrs. Nugent (5 <sup>th</sup> B HR)	12 Mrs. L. Boudreaux (5 <sup>th</sup> A HR)
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<b>Bathrooms</b>
Janitor's Storage

**GYM**

Mr. Simon
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**CAFÉ**

18 Miss E. Habetz (Pre K A)	19 Mrs. Miller (Pre K B)
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16 Mrs. Courville (Kindergarten A)	17 Mrs. Doucet (Kindergarten B)
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**Teacher/Staff Garden**

**Convent**  
1<sup>st</sup> Floor

CMJ Offices	Ms. Chatelain <b>Library</b>
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RCE School Chapel	<b>P.E. Lab</b> Ms. Berzas Mrs. Gilbert
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<b>Book Room</b>	Sports Locker Room and Equipment
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13 8-B HR Mrs. Touchet (Social Studies)
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14 8-A HR Mrs. Menard (Religion)
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15 Mrs. C. Habetz Mrs. Clemente (Art / French)
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Resource C. Habetz	Resource Mrs. Justice
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21 6-B HR Mrs. Hoskin (Reading)
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23 <b>Computer Lab</b> Mrs. Boutin
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25 7-A HR Mrs. R. Istre (English)
---

Girls' Restroom
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20 6-A HR Ms. Herpin (Math)
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22 7-B HR Mrs. Lambousy (Science)
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24 <b>Science Lab</b>
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Boys' Restroom
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<b>Teacher's Lounge</b>	Mrs. Castille
	office
	File Room
	Sick Room
	Uniforms

**Rayne Catholic School Map**

## Advisory Council

The Advisory Council is to provide expertise and advice to the pastor in accordance with the Canon Law of the Roman Catholic Church, the Synodal Law of the Diocese of Lafayette and the Regulations and Policies for Catholic Schools of the Diocese of Lafayette.

The primary functions of the Advisory Council are to develop a budget to provide for the school's financial and physical well-being and growth; to implement development program incorporating a long-range plan and including active, positive public relations and marketing of the school; and to formulate broad policies for the school.

Pastor: Saint Joseph, Rayne ..... Reverend William Ruskoski

### Officers:

President: Jason Abshire ('13, term 2, St. Leo, elected)  
Vice President: Pat Bordes, II ('14, term 2, St. Joseph elected)  
Secretary: Tessa Himel (non-voting member, appointed)

### Parish Representatives:

Charles Hazlett ('12, term 1, Assumption, appointed)  
Kristi Hunter ('12, term 1, Our Mother of Mercy, elected)  
Andre' Landaiche ('12, term 1, St. Joseph, elected)  
Ben Lormand ('12, term 1, St. Joseph, appointed)  
Angie Bourgeois ('13, term 1, St. Joseph, elected)  
Charlie Cantrell ('13, term 1, St. Joseph, elected)  
Latanya Evans ('13, term 2, Our Mother of Mercy, appointed)  
Velma Faul ('14, term 1, Assumption, elected)  
Amy Gossen ('14, term 2, St. Joseph, appointed)  
Bryon Ronkartz ('14, term 2, St. Leo, appointed)

### Ex-officio Members:

Athletic Director: Fred Menard  
Curriculum Coordinator: Aileen Prevost  
Development Directory: Donna Melancon  
Discipline: Paul Simon  
Financial Officer: Annette Castille  
Home and School President: Tony Olinger  
Principal: Fred Menard  
Religion Administrator: Kristina Lavergne

### Meeting Dates:

Tentatively scheduled for the 4<sup>th</sup> Tuesday of most months.  
No Meeting during December (*only Finance Committee Meeting*)  
No Meeting during March (*in observance of Lent*)  
No Meeting during June (*summer*)

## **PASTOR**

Ruskoski, Rev. William     Master of Divinity, Notre Dame Seminary     (37 yrs experience, 8 at RCE)

## **ADMINISTRATION**

Menard, Fred     M.Ed. McNeese State University  
Principal and Athletics     (21 yrs experience, 4 at RCE, [RCE Alumni](#))

Prevost, Aileen     B.A. University of Louisiana, Lafayette  
Curriculum and Co-Curricular     (30 yrs experience, 30 at RCE)

Lavergne, Kristina     B.S. University of Louisiana, Lafayette  
Religion and Image     (9 yrs experience, 9 at RCE, [RCE Alumni](#))

Simon, Paul     B.S. Upper Iowa University, Fayetteville, Iowa  
Discipline and Technology     (0 yrs experience, 0 at RCE)

Melancon, Donna  
Development and Public Relations     (15 yrs experience, 2 at RCE)

## **FACULTY**

Berzas, Brooke     B.A. Ashford University  
Physical Education: K through 4<sup>th</sup> Grade     (4 yrs experience, 1 at RCE)

Boudreaux, Judy     B.A. University of Louisiana, Lafayette  
2<sup>nd</sup> Grade Teacher (2-A homeroom)     (33 yrs experience, 2 at RCE)

Boudreaux, Lirda     B.A. University of Louisiana, Lafayette  
5<sup>th</sup> grade: Science, Math, Math/Writing Lab, Applications (5-A homeroom)     (32 yrs experience, 3 at RCE)

Boutin, Elise     B.A. University of Louisiana, Lafayette  
Upper Grade Math and Writing Labs, 6<sup>th</sup> Grade Technology     (1 yr experience, 0 at RCE)

Broussard, Pam     Religion Certified through Diocese of Lafayette  
Campus Ministry, 5<sup>th</sup> Grade Religion, 8<sup>th</sup> Grade Religion, Reading Coach     (23 yrs experience, 23 at RCE)

Champagne, Paige     B.A. University of Louisiana, Lafayette  
Reading Coach: 1<sup>st</sup>-4<sup>th</sup> Grades     (0 yrs experience, 0 at RCE)

Chatelain, Sharon     M.Ed. McNeese State University  
Librarian     (38 yrs experience, 16 at RCE)

Clemente', Heather Bartlett     B.A. University of William and Mary  
8<sup>th</sup> Grade French, Reading Coach     (2 yrs experience, 2 at RCE)

Courville, Erica     B.S. McNeese State University, Lake Charles  
Kindergarten Teacher (K-A homeroom)     (1 yrs experience, 0 at RCE)

Doucet, Margaret     B.S. Louisiana State University  
Kindergarten Teacher (K-B homeroom)     (32 yrs experience, 21 at RCE, [RCE Alumni](#))

Forman, Monica     B.A. University of Louisiana, Lafayette  
4<sup>th</sup> grade: Social Studies, Science, Religion (4-A homeroom)     (4 yrs experience, 4 at RCE)

Gilbert, Margaret     Para-Professional Certified (Physical Education)  
Facilities Coordinator, 5<sup>th</sup> through 8<sup>th</sup> Grade P.E.     (17 yrs experience, 17 at RCE, [RCE Alumni](#))

Guidry, Ellen     Para-Professional Certified (Computer Specialized)  
Computer/Art Lab; Pre-K - 4<sup>th</sup> grades, 5<sup>th</sup>-Keyboarding / Applications     (17 yrs experience, 3 at RCE)

Habetz, Cindy     B.A. University of Louisiana, Lafayette  
Resource: all grades, 7<sup>th</sup> Grade Art     (13 yrs experience, 3 at RCE)

Habetz, Deanna     B.S. University of Louisiana, Lafayette  
3<sup>rd</sup> Grade Teacher (3-A homeroom)     (10yrs experience, 3 at RCE, [RCE Alumni](#))

Habetz, Ellen     B.A. Southeastern Louisiana University  
Pre-Kindergarten Teacher (PreK-A homeroom)     (1 yrs experience, 1 at RCE)

Hains, Ann     B.A. Southeastern Louisiana University  
Reading Lab: Kindergarten through 3<sup>rd</sup> Grade     (9 yrs experience, 7 at RCE, [RCE Alumni](#))

Hatley, Lauren	B.A. University of Louisiana, Lafayette	
2 <sup>nd</sup> Grade Teacher (2-B homeroom)		(1 yr experience, 0 at RCE)
Hebert, Kim		
Kindergarten Para-professional		(5 yrs experience, 5 at RCE)
Herpin, Jennifer	B.A. University of Louisiana, Lafayette	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Math (6-A homeroom)		(1 yr experience, 1 at RCE)
Hoskin, Marguerite	M.Ed. Louisiana State University	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Reading (6-B homeroom)		(37 yrs experience, 4 at RCE)
Istre, Rachel	B.A. University of Louisiana-Lafayette	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade English (7-A homeroom)		(4 yrs experience, 2 at RCE)
Jennings, Bernadette	B.S. University of Louisiana, Lafayette	
3 <sup>rd</sup> Grade Teacher (3-B homeroom)		(23 yrs experience, 2 at RCE)
Judice, Crystal		
Resource		(1 yr experience, 1 at RCE)
Kaamil, Kim	B.S. University of Louisiana, Lafayette	
4 <sup>th</sup> grade: Language Arts, Reading, Math (4-B homeroom)		(7 yrs experience, 6 at RCE, <u>RCE Alumni</u> )
Lambousy, Sharon	B.A. University of Louisiana, Lafayette	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Science (7-B homeroom)		(22 yrs experience, 8 at RCE, <u>RCE Alumni</u> )
LeBlanc, Josette	Para-Professional Certified (Reading Specialized)	
Reading Coach: 1 <sup>st</sup> -4 <sup>th</sup> Grades; Behavior Clinic, EXCEL homework		(9 yrs experience, 3 at RCE)
Menard, Dawn	B.A. University of Louisiana, Lafayette	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Religion (8-A homeroom)		(12 yrs experience, 4 at RCE)
Miller, Amanda	B.S. University of Louisiana, Lafayette	
Pre-Kindergarten Teacher (PreK-B homeroom)		(12 yrs experience, 12 at RCE)
Murrell, Kathryn Alleman	B.A. University of Louisiana, Lafayette	
1 <sup>st</sup> Grade Teacher (1-A homeroom)		(2 yrs experience, 2 at RCE, <u>RCE Alumni</u> )
Nugent, Dana	B.A. McNeese State University	
5 <sup>th</sup> grade: Language Arts, Reading, Social Studies (5-B homeroom)		(3 yrs experience, 3 at RCE)
Smith, Amy	B.A. McNeese State University	
1 <sup>st</sup> Grade Teacher (1-B homeroom)		(13 yrs experience, 3 at RCE, <u>RCE Alumni</u> )
Theunissen, Elizabeth	A.S. Louisiana State University at Eunice	
Kindergarten Para-professional		(1 yr experience, 1 at RCE)
Touchet, Barbara	B.A. University of Louisiana, Lafayette	
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Social Studies (8-B homeroom)		(33 yrs experience, 25 at RCE)
Speech Therapist (provided by Acadia Parish School Board): Nikki Sonnier		
Piano (individual contract): Carita Vargas		

**32 Degreed Teachers with a total of 407 years experience (13 year average)**  
**7 Para-Professionals with a total of 98 years experience (12 year average)**

## STAFF

Administrative Secretary	Stace Simon	(13 yrs experience, 3 at RCE)
Office Assistant	Jeannie Johnson	(24 yrs experience, 18 at RCE)
Office Assistant	Barbara Privat	(9 yrs experience, 9 at RCE)
Fiscal Officer	Annette Castille	(20 yrs experience, 4 at RCE)
Custodian	Riley Domingue	(7 yrs experience, 7 at RCE)

## Cafeteria (operated by the Diocese of Lafayette)

Manager: Marlene Royer      Technicians: Yvonne Guidry, Mona Lopez, Tracey Morris

## Pre-School Regular Bell Schedule

### Pre-Kindergarten Schedule

8:00	Assembly
8:06	Home Room
8:13 – 9:43	Instruction
9:43 – 9:53	Independent Sustained Reading
10:05 – 10:30	Lunch
10:33 – 11:18	P.E. or Computer Lab or Library
11:18 – 12:48	Instruction
12:48 – 2:18	Nap Time
2:20 – 3:15	Snack / Instruction / Play Time

### Kindergarten Schedule

8:00	Assembly
8:06	Home Room
8:13 – 9:43	Instruction
9:43 – 9:53	Independent Sustained Reading
9:53 – 10:13	Instruction
10:15 – 10:35	Lunch
11:03 – 11:43	P.E. or Art /Computer or Library
11:43 – 12:11	Recess
12:15 – 12:45	Instruction
12:45 – 1:45	Nap Time
1:45 – 3:15	Snack / Instruction Time

## Lower Grades Regular Bell Schedule

### 1<sup>st</sup> Grade Schedule

8:00	Assembly
8:06	Home Room
8:13 – 8:58	Math
8:58 – 9:43	ELA
9:43 – 9:53	Independent Sustained Reading
9:53 – 10:38	Reading (Gender)
10:38 – 10:58	Lunch
10:58 – 11:43	Instruction
11:43 – 12:11	Recess
12:15 – 1:00	P.E. or Art /Computer or Library (Gender)
1:00 – 1:45	Math Lab / Writing Lab
1:45 – 2:30	Religion
2:30 – 3:15	Social Living

### 2<sup>nd</sup> Grade Schedule

8:00	Assembly
8:06	Home Room
8:13 – 8:58	Reading (Gender)
8:58 – 9:43	ELA
9:43 – 9:53	Independent Sustained Reading
9:45 – 10:30	Instruction
10:38 – 10:58	Lunch
10:58 – 11:43	Instruction
11:43 – 12:11	Recess
12:15 – 1:00	Instruction
1:00 – 1:45	P.E. or Art /Computer or Library (Gender)
1:45 – 2:30	Math Lab (A) / Instruction (B)
2:30 – 3:15	Math Lab (B) / Instruction (A)

### 3<sup>rd</sup> Grade Schedule

8:00	Assembly
8:06	Home Room
8:13 – 8:58	Instruction
8:58 – 9:43	Reading (Gender)
9:43 – 9:53	Independent Sustained Reading
9:53 – 11:23	Instruction
11:23 – 11:43	Lunch
11:43 – 12:11	Recess
12:15 – 1:00	Instruction
1:00 – 1:45	Math Lab (A) / Instruction (B)
1:45 – 2:30	Math Lab (B) / Instruction (A)
2:30 – 3:15	P.E. or Art /Computer or Library (Gender)

### 4<sup>th</sup> Grade Schedule

8:00	Assembly
8:06	Home Room
8:13 – 8:58	A Class: Religion    B Class: Math
8:58 – 9:43	A Class: Math    B Class: Religion
9:43 – 9:53	Independent Sustained Reading
9:53 – 10:38	A Class: English    B Class: S.S.
10:30 – 11:15	Boys: Reading    Girls: Science
11:23 – 11:43	Lunch
11:43 – 12:11	Recess
12:15 – 1:00	Boys: Science    Girls: Reading
1:00 – 1:45	A Class: S.S.    B Class: English
1:45 – 2:30	P.E. or Art /Computer or Library (Gender)
2:30 – 3:15	Math Lab / Writing Lab

## Upper Grades Regular Bell Schedule

### 5<sup>th</sup> through 8<sup>th</sup> Grade Schedule

8:00	Assembly
8:06	Home Room
8:13 – 8:58	1 <sup>st</sup> Period
8:59 – 9:43	2 <sup>nd</sup> Period
9:43 – 9:53	Independent Sustained Reading
9:53 – 9:58	Locker Break
10:00 – 10:45	3 <sup>rd</sup> Period
10:46 – 11:31	4 <sup>th</sup> Period
11:32 – 12:17	5 <sup>th</sup> Period
12:18 – 12:48	Lunch / Recess
12:53 – 1:38	6 <sup>th</sup> Period
1:39 – 2:24	7 <sup>th</sup> Period
2:24 – 2:29	Locker Break
2:30 – 3:15	8 <sup>th</sup> Period

# **SCHOOL OFFICE PROCEDURES**

## 1. SCHOOL OFFICE HOURS

The office hours for the official school business are from:

- 7:30am to 3:30pm, Monday through Friday in August through May (exceptions: posted school holidays).
- 8:00am to 12:00pm, Tuesday, Wednesday and Thursday during the 1<sup>st</sup> three weeks of June.
- 8:00am to 12:00pm, Tuesday, Wednesday and Thursday during the last two weeks of July.

## 2. VISITORS

Rayne Catholic Elementary School is a **CLOSED CAMPUS**. ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVING ON CAMPUS. *Please see "Campus Safety" Section.*

Once a student arrives, he / she cannot leave without proper permission from the administration.

All Visitors, including parents, must sign-in and out with the school's office upon entering and leaving campus.

Students cannot have visitors and/or outside deliveries during the school day.

**It is understood, in accordance with the rulings of the United States Supreme Court, that all parents, students, employees, and on-campus guests have relinquished, and are not entitled to, any rights granted by the United States Constitution.**

## 3. ASSIGNMENT REQUEST POLICIES

- All homework/assignments are posted on RenWeb by 3:30pm Monday through Thursday.
- Parents may come to school to acquire student's books from his/her locker or desk after 2:30pm.
- **PLEASE DO NOT CALL THE OFFICE FOR ASSIGNMENTS!**

## 4. DISTRIBUTION OF PRINTED MATERIAL AND/OR PETITIONS

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the administration. Freedom of speech is a Constitutional Right which each parent, student and guest gives-up while on campus or in a RCE uniform.

## 5. PARENT – STUDENT HANDBOOK

Parents agree to be governed by the handbook and to support school policies, procedures, regulations, rules and personnel. The Parent-Student Handbook is part of the contract existing between the school and the parents/students. By signing the contractual 'Registration' document, parents/guardians have agreed to abide by all policies stated in this handbook.

## 6. MESSAGES, DELIVERIES AND TELEPHONE USAGE

- The school should not be the ordinary means of communicating with your student. However, messages considered urgent by the parents will be communicated to the student at an appropriate time.
- A phone will be available in the school's office for necessary phone calls to parents/guardians. Phone calls should be brief. Courtesy is expected.
- **Students are not allowed to receive gifts, flowers, balloons, etc. at school.**

## 7. POSTERS / SIGNS

No decorations, flyers or posters of any type are to be put on any part of the building without permission of the administration.

## 8. CHANGE OF STREET ADDRESS, EMAIL ADDRESS and/or PHONE NUMBER

Such a change is to be reported to the office as soon as possible.

## 9. LOST AND FOUND

Losses should be reported in writing promptly to the office. Articles that are found should be taken to the office. Lost items that are not claimed within a reasonable time will be given to the needy. Rayne Catholic Elementary, and its employees, are not responsible for student's personal items.

## 10. USE OF GROUNDS AND FACILITIES

Any group wishing to use the facilities at Rayne Catholic Elementary School must contact the principal. Rayne Catholic Elementary is not a publicly owned. The campus is owned by St. Joseph Roman Catholic Church and the Diocese of Lafayette.

John Bunyan once said,

*"If my life is fruitless, it doesn't matter who praises me, and if my life is fruitful, it doesn't matter who criticizes me."*

## ADMISSIONS

Rayne Catholic Elementary School is an open admission Catholic school. Rayne Catholic Elementary School is in compliance with Title IX of the Civil Rights Act of 1964 and admits male and female students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic, or religious basis in administration of the school's education policies, financial assistance programs, athletics, or any other school administered program. The school makes a sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment. The school seeks to serve all students who want the benefits of a quality Catholic education.

Students at Rayne Catholic Elementary School must follow the academic and discipline policies of the school. Serious disregard for the various policies will result in probationary status for the student and/or possible expulsion. Rayne Catholic Elementary School pledges to work closely with our students and their parents in the enforcement of school regulations, and students and parents are urged to review carefully these policies. Students and parents are required to abide by all policies in the school handbook.

Admission will be denied to applicants only when their needs cannot be properly served at Rayne Catholic Elementary School. This may occur when class size does not allow for proper placement of a student, when there is need for highly specialized counseling and treatment, or when a student's discipline record indicates a disruptive pattern.

Students expelled from another school for illegal drugs or weapons violations will not be admitted to Rayne Catholic Elementary School. Other refusals will be at the discretion of the administration.

### Registration for Current R.C. E. Students

Registration for students currently enrolled at Rayne Catholic for the coming fall term is traditionally held during the first week of February.

### Application for Admissions for New Students

Applicants may pick-up applications for admissions at the school's office. Registration for new students is traditionally Saturday following the week of registration for students currently enrolled at R.C.E.

In the event that enrollment must be limited, the following criteria will be used to determine the order in which students are accepted to Rayne Catholic Elementary School.

- Children presently enrolled and in good standing academically, behaviorally and financially
- Siblings of students currently enrolled at Rayne Catholic
- Children of Faculty/Staff of Rayne Catholic Elementary School
- Children of Rayne Catholic (or St. Joseph High School) alumni
- Children of parishioners in ownership parishes
- Children of parents who are alumni of any Catholic school
- Children of parishioners in non-ownership parishes, based upon order of registration

The Admissions Committee will administer the registration process. They may deny admission to any student they feel would not meet certain specific criteria. Previous Rayne Catholic student dismissed for discipline problems may be re-admitted the following year on a probationary status if recommended by the principal.

**Note: A child entering Rayne Catholic Elementary School must meet the age requirement as stipulated in the State Department of Education Bulletin 741.**

## **NEW STUDENTS**

New Students must complete the following process:

1. Apply for admissions and release records from previous school(s), if applicable.
2. School must obtain all academic and disciplinary records for review, if applicable.
3. Parent and Student interview with the schools selection committee.
4. Pay all registration fees

Once student is accepted, all new students (Pre-Kindergarten through 8<sup>th</sup> grade) must adhere to a 90 day probationary period. During these 90 days the school will evaluate the student needs. Only after the 90 day probationary period is completed will the student be accepted. (If the school determines that it can not meet the needs of the student, the family will be refunded the registration fee.)

## **TRANSFER STUDENTS**

Rayne Catholic Elementary requires that the administration:

- receive and review all previous school(s) records for student
- interview with the parents and student by school's selection committee

Students seeking enrollment in Rayne Catholic after the school year begins must:

- adhere to the New Student 90 day probationary period
- complete all registration forms
- pay all registration fees (if student is not accepted, school will refund the registration fee)
- meet all eligibility requirements set forth by RCE, the Diocese of Lafayette and the State of Louisiana

**Students transferring from non-accredited schools must adhere to the Home School Policy.**

It is State Law, Diocesan Policy and Rayne Catholic Policy: Rayne Catholic can not accept any student that has been expelled from any other school for one year.

## **HOME SCHOOLED STUDENTS:**

Standardized testing is required prior to registration of students who have been home schooled. Home schooled students who wish to register at Rayne Catholic Elementary must produce current results of the SAT Test and show grade proficiency and/or contact the Acadia Parish Test Coordinator at 783-5808 to schedule testing. Once parents have received test results, the parents and student must met with the administration to determine grade placement. If deemed necessary by the administration, Rayne Catholic Elementary may administer an in-house placement test. Upon notification of acceptance, requirements of new student registration apply.

## **WITHDRAWAL POLICY**

When a student withdraws from Rayne Catholic Elementary School all debts must be cleared before the student(s) records will be transferred.

# **FINANCES**

## **Tuition:**

- The Rayne Catholic Elementary School Board sets tuition rates. Rates will vary depending on one's religious affiliation. There is a set rate for students who are Catholic. There is another rate for students who are non Catholic.
- The faculty of the school is hired for one year and students' programs are planned for the year on that basis. The enrollment of a student indicates that his parents understand that all school expenses and commitments were made with the assumption that the student will remain in the school for the entire year.
- The Advisory Board reserves the right to adjust tuition if necessary to meet unforeseen emergencies. Parents will be given adequate notice if such an adjustment becomes necessary.
- Subsidy is requested from the Catholic support and non-support parishes. If for any reason the parish chooses not to pay this subsidy then it becomes the obligation of the parents.
- A family bona-fide membership in a church parish will be determined by the pastor of the parish.
- The total cost of education per child exceeds the tuition. Perhaps some parents are able and willing to pay this total cost. If so, this excess funding will be placed in a fund that will assist those who are less able to pay full tuition.
- Families experiencing financial difficulty may apply for reduction in tuition by securing the proper forms from the school office. Tuition assistance is given on an annual basis.
- Rayne Catholic Elementary students who are receiving tuition assistance are obliged to follow and adhere to the rules, regulations and policies of Rayne Catholic Elementary School and the Rayne Catholic School Board. Any such student causing serious or persistent disciplinary problems at Rayne Catholic will lose the tuition assistance allocation for the school year in question. This determination rests with the administration of Rayne Catholic Elementary School following review by the Rayne Catholic Elementary School Board.

## **Pre-Kindergarten**

\$3,290.00 per student

There are no discounts for Pre-Kindergarten students

Subsidy: Member of St. Joseph Parish = \$50 per student

Non-Member of St. Joseph Parish = \$75.00 per student

*Families whose church parish does not pay the subsidy will assume responsibility for payment.*

## **GRADES Kindergarten – 8<sup>th</sup> Grade**

1 student	\$ 3,240.00
2 students	\$ 5,897.00
3 students	\$ 8,457.00
4 or more students	\$10,887.00

Subsidy: Member of St. Joseph Parish = \$50 per student

Non-Member of St. Joseph Parish = \$75.00 per student

*Families whose church parish does not pay the subsidy will assume responsibility for payment.*

## **Tuition Payment Options:**

Tuition payment envelopes are mailed home during the month of June.

Rayne Catholic Elementary School offers the following options for tuition payment:

1. Payment in full at the beginning of the school year
2. Monthly payments over a 10, 11 or 12-month period, beginning in JUNE

Note: New families are required to choose the 10 month option.

**Capital Improvement Fee:**

\$160.00 per family

Payable before July 31, 2011

*A 6% monthly interest fee will be charged beginning on August 10, 2011*

**Fees/Dues: all fees/dues are non-refundable**

Tuition *includes* the following: Technology fee (\$50) per family, Educational Material fee (\$100) per family, and Classroom Supply Fee (\$50) per student.

**Other Fees/Dues:**

Athletics: \$35 per student (1 fee covers all sports for one year)

Buddy Program (Kindergarten and 8<sup>th</sup> grade only): \$20 per student – this includes t-shirt and all activities

Club Dues: Dues are set in August.

**Cafeteria Rates:**

Payable on the 1<sup>st</sup> of each month

**Pre-K - 8<sup>th</sup>** = \$1.80 per day / 8 monthly payments of \$36 + 1 month of \$32.40 / \$320.40 for year

Guest/Parent = \$3.25 per lunch

The cost of lunch is determined by the Diocesan Food Service Office in August.

Payable by the 10<sup>th</sup> of each month

Lunches must be paid in advance; may pay the total amount at once, or by the month.

Lunch money envelopes are sent home.

If paying by check, please make check to **Rayne Catholic Elementary Cafeteria.**

Please **DO NOT** include lunch and tuition monies on the same check.

*Please see the “Student Services” section of this handbook for more details.*

**EXTENDED DAY**

**Excel: Education for Extra-Curricula Learning**

The Excel program begins at 3:00 p.m. and ends at 5:30 p.m. Students participating in the Excel program will be supervised by the Excel supervisor and aide. The first hour will be spent doing homework; the second hour will be devoted to structured play, free time, etc. A daily snack will be offered.

The registration fee for the EXCEL program is \$10.00 per child and is non-refundable. Registration for EXCEL will take place in August. Fee for the Excel program may be charged weekly, daily, or monthly. A monthly part-time rate is available for those who pick-up daily before 4:15. A daily drop-in rate is also available. Please contact the school office for more information.

**EXCEL (after-care) Program**

\$10.00 per child registration fee payable in August

	Daily Rate	Monthly Rate	Part-Time Rate (pick-up before 4:15)
1 child	\$ 7.00	\$ 90.00	\$ 55.00
2 children	\$12.00	\$162.00	\$ 99.00
3 children	\$15.00	\$216.00	\$132.00
4 children	\$16.00	\$252.00	\$154.00

Payable on the 1<sup>st</sup> of each month

## Delinquent Tuition Policy:

1. Monthly tuition payments are **due in full** on the first school day of each month and are past due after the tenth (10) day of each month. Payments not received by the tenth (10<sup>th</sup>) day of each month are considered **delinquent**.
2. Once delinquent, after 10<sup>th</sup> of month, a notice will be sent indicating:
  - a. all electronic services will be cancelled until the account is current.
  - b. registration papers for the next school year will be denied until account is current.
  - c. families may be subject to losing current status due to delinquent tuition and not receiving registration paper. . .
    - i. will relinquish their ‘spot’ in the class list
    - ii. must follow “new family” registration procedures
3. Once an account is two (2) payments delinquent, after 10<sup>th</sup> of second month:
  - a. A letter will be sent to the parents notifying them that they must contact the principal within one week with a written plan of action. The written response must include their plan of payment and the dates of payments. The principal will inform the parents of the date, time and location of the next Advisory Committee Meeting which the parents **MUST** attend.
  - b. The parents will meet with a committee of the Advisory Council, the Principal and the Pastor during the afore mention meeting. The parents will then present the plan to the Committee. The Committee, along with the parents, will set an action plan to which the parents must adhere. **Once plan is deviated, we will move to #4 below.**
  - c. Continuation of #2 above until the account is current.
  - d. Student(s) will not be allowed to participate in any extra-curricular activities until parents meet with the Advisory Committee and agree to an action plan.
  - e. **If the twelve (12) month plan is being used and family is 2 payments delinquent by the 1<sup>st</sup> day of the school year, the child will not be allowed to start school.**
4. Once an account is three (3) payments delinquent, after the 10<sup>th</sup> of the third month, and such account has not been resolved:
  - a. Parents/guardians will be called and notified that their student(s) will be immediately dropped from Rayne Catholic enrollment. **Students are NOT allowed to attend classes.**
  - b. Families must follow “new family” registration process to re-enter Rayne Catholic.
    - i. At the discretion of the principal, advisory council and pastor, families that were delinquent throughout the school year may not be allowed to reenter.
    - ii. If allowed to reenter, after payment of all fees and new family registration, the principal, advisory council and pastor may require pre-payment of tuition.
    - iii. If family is delinquent at any time thereafter, the family may be immediately dropped from enrollment.
5. **ALL ACCOUNTS (which include tuition, fees, excel, cafeteria, etc.) SHOULD BE CURRENT BY THE END OF THE SCHOOL DAY ON MAY 1<sup>ST</sup>.**  
If accounts are not current by 3:30 on May 1<sup>st</sup>:
  - i. Student(s) will not be allowed to take test, turn-in projects, turn-in homework which will result in grades of ‘0’. Students may be allowed to complete missed work once the accounts are current. Students will not be promoted without taking final exams.
  - ii. Student(s) will not be allowed to participate in any extra-curricular activities until accounts are current.
6. **ACCOUNTS NOT PAID IN FULL BY MAY 10<sup>th</sup>: STUDENT(S) WILL NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL ACCOUNTS ARE CURRENT** which will result in grades of ‘0’. Students may be allowed to complete missed work once the accounts are current. Students will not be promoted without taking final exams.
7. It is Diocesan and Rayne Catholic Policy that all transcripts and records of students transferring to other schools will be withheld until all money owed the school is paid in full (tuition, lunch, excel, library, supplies, fundraiser monies, picture money, etc.).

# General Financial Breakdown:

## Income:

Tuition + Fees + EXCEL +Subsidies	=	80% of Total Income
Fundraising + Donations	=	15% of Total Income
State Funding	=	<u>5%</u> of Total Income
		100%

## Expense:

Salaries + Benefits	=	80% of Total Expenses
Instructional	=	7% of Total Expenses
Utilities	=	4% of Total Expenses
Plant (does not included new wing)	=	3% of Total Expenses
Fundraising	=	3% of Total Expenses
Extra-Curricular	=	2% of Total Expenses
Office/Development	=	<u>1%</u> of Total Expenses
		100%

**PLEASE NOTE HOW IMPORTANT  
FUNDRAISING IS TO OUR ANNUAL  
BUDGET!**

## New Wing

\$160 per family fee is separate from the general budget –  
at 278 families equals \$44,480 per year

The total of this fee is deferred and used to pay the note which is  
approximately \$3,700 per month (equals to \$44,400 per year).

## **ATTENDANCE**

We are bound by State Law, BULLETIN 741 NON- PUBLIC SCHOOLS, regarding attendance.....In order to be eligible to receive grades, elementary students must be present a minimum of 80 days per semester (which is equal to 89%) to receive credit for the course. This means if a student has 21 absences (**excused or unexcused**) in a class within a school year he/she will not receive credit in that course. Students entering Rayne Catholic during the school year "carry" absences from the previous school with them to Rayne Catholic.

6.055.05 "Exceptions to the attendance policy can be made only in the event of extended personal illness, verified by a physician and/or at the discretion of the principal."

*This means, according to Louisiana State Law, it does not matter if the absence is excused or unexcused. The student must be present, at school, for 89% of the 178 school days to receive credit. The principal has the option to wave "extended illness, verified by a physician" in the case of three (3) or more consecutive days.*

When a child is ill he/she should not be in school. Parents should realize however, that schoolwork continues even though the child is absent. Moreover, excessive absences for any reason hinder a child's progress in school and his/her general emotional growth.

**For Lower Grades: Students are considered one half day absent if they arrive after 9:30 a.m. or if they leave before eating lunch. Students are also considered absent one half day if the leave the school before 1:30 p.m.**

**For Upper Grades: Attendance is handled each class period for each subject. Students must be present for more than half the class (23 minutes of a 45 minute class period) to receive credit for that class period. Attendance will be taken each class period and attendance will affect each period/subject accordingly.**

**For a child to earn a Perfect Attendance award, he/she must be in school everyday from the first bell (8:00am) until the dismissal bell (3:00pm). No sign-ins, no sign-outs, no tardies -- Regardless of emergencies or medical appointments.**

### 1. ARRIVAL

Gates are locked until 7:00 a.m. and students are not allowed on campus before 7:00 a.m.

The regular school day begins at 8:00 a.m. and ends at 3:10 p.m.

Once entered, students **may not** leave the school grounds until the dismissal bell.

Students arriving between 7:00 a.m. and 7:20 a.m. must report to the cafeteria for supervision. Duty teachers arrive at 7:20 a.m. and will supervise students accordingly.

**Good Weather:** Once a student arrives at school, he/she must report to the quadrangle (before 7:20 a.m. report to cafeteria) where duty teacher(s) will supervise students. Students must stay in his/her designated area according to gender and grade. Ball playing and running is not permitted in the quad before school.

**Rainy/very cold weather:** Students report to the gym (before 7:20 a.m. report to the cafeteria) where duty teacher(s) will supervise students. Students must stay in his/her designated area according to homeroom and grade. Teachers will inform students when they are to report to their home rooms.

## 2. ABSENCES

*PARENTS/GUARDIANS* are responsible for calling or emailing the school to notify the school's office of an absence on the day of the absence. The contact should be made between 7:30 and 9:30 AM. In the absence of a phone call from the parent it is assumed the absence is unexcused.

**When a child is absent for any reason, parents are to take steps to see that any schoolwork missed is made up as soon as possible. It is the responsibility of the student and parent to get missed assignments. All assignments/homework will be posted on RenWeb by 3:30pm each school day – PLEASE DO NOT CALL THE OFFICE FOR WORK! Parents may retrieve student's books/supplies from lockers/desk after 2:30pm.**

Excused absences simply mean that the student is allowed to make-up work missed under the following conditions:

- Illness or hospitalization of the student (with doctor's note)
- Death or serious illness in the student's family (with parent/guardian note)
- Unavoidable emergencies (with detailed parent/guardian note)
- Parent approved trip . . . Parents are to come to the administration at least FIVE SCHOOL DAYS PRIOR to the trip. **Students must obtain, complete and return a "Request to Miss Class" form from the Office. The form requires that teachers and parents sign the form.** The administration may choose not to excuse such trips if the student(s) are in academic trouble or do not meet the minimum standards set by the school, which are stated in this handbook under the STUDENT ACTIVITIES PHILOSOPHY.
- School sponsored trips (including athletic events) . . . If the student does not maintain the minimum standard or a higher standard set by the school, which are stated in this handbook under the STUDENT ACTIVITIES PHILOSOPHY, they will not be eligible to attend the school sponsored trip. **Students must obtain, complete and return a "Request to Miss Class" form from the Office. The form requires that teachers, parents, sponsor, and/or coach sign the form.** School Sponsored events/trips do not count as an absence and considered instructional time.
- **The administration reserves the right to determine what is or is not an "excused absence".**

Unexcused absences mean that the student is **NOT** allowed to make-up work missed. (The administration reserves the right to determine what is or is not an "excused absence".) Students receive a '0' on all unexcused work.

**Note: Unexcused absences may be subject to disciplinary action under the 'Leaving Campus / Cutting Class' discipline policy.**

**Teachers will post a grade of "0" for each assignment missed (homework, test, projects, etc.) for an excused or unexcused absence. The grade will be changed after the assignment is completed under the following conditions:**

1. Absence is EXCUSED
2. Students missing only one day of school are expected to have all work and take all test upon returning to school.
3. Students are granted one day for each day's absence in making up work, with a maximum of three (3) school days to make up all missed work. If a student should miss more than three successive school days, the student has three days to contact each teacher and make all necessary arrangements to complete his/her work.

However, assignments made PRIOR TO the absence or tests announced PRIOR TO the absence must be made up IMMEDIATELY upon a student's return, and long-range projects are due on the assigned date regardless of absence on the due date.

Late Assignments may be collected for a grade at the teacher's discretion. However, points will be deducted for each day the assignment is late.

3. "CHECKING IN" of school after the school day has begun

Lower Grades: TARDY is defined as a student signing-in before 9:30 a.m. (missing less than 20% of the school day). Students are considered one half day absent if they arrive after 9:30 a.m. (missing less than 20% of the school day). Parent's must sign-in students (they will not be admitted in class without parent signature).

Upper Grades: TARDY is defined as a student signing in before 50% of the class period is completed. Parent's must sign-in students (they will not be admitted in class without parent signature). **If student misses more than half of the class, the student is considered absent for that class.**

- Student must immediately report to the school office with a parent/guardian. **We will speak with a parent or guardian before a student will be allowed to leave or enter school.**
- Student must obtain a 'admit slip' form from the school's office.
- Student must get teacher's signatures (of those classes missed) and promptly return the slip to the school's office. (Incomplete forms will result in the "Cutting Class" Policy.)  
**Note: Student must take all tests and turn-in all projects or make arrangements with the teacher before entering next class. Incomplete forms and failure to take test and turn-in assignments will result in the "Cutting Class" Policy.**
- Student then receives a 'permission slip' form from the school's office to enter class.

4. "CHECKING OUT" of school before the school day has ended

Lower Grades: Students are also considered absent one half day if the leave the school before 1:30 p.m. (missing less than 20% of the school day). Parent's must sign-out students (they will not be allowed to leave class without parent signature).

Upper Grades: Parent's must sign-out students (they will not be allowed to leave class without parent signature). If student misses more than half of the class, the student is considered absent for that class.

**STUDENTS WILL NOT BE ALLOWED TO CHECK-OUT AFTER 2:50  
(OR 20 MINUTES BEFORE FINAL BELL).**

- Parent/Guardian must come to or call the school's office and speak with an administrator or the school's secretary to check-out the student. **We will speak with a parent or guardian before a student will be allowed to leave or enter school.**
- Student must obtain a 'permission slip' form from the school's office to leave campus.
- Student must get teacher's signatures (of all remaining classes) and return the slip to the school's office. (Incomplete forms will result in the "Cutting Class" Policy.)  
**Note: Student must take all tests and turn-in all projects or make arrangements with the teacher before leaving campus. Incomplete forms and failure to take test and turn-in assignments will result in the "Cutting Class" Policy.**
- Student must sign out at the school's office upon leaving campus.

#### DOCTOR APPOINTMENTS:

It is understandable that at times, there may be some emergency that necessitates making doctor/dentist appointments during school hours. However, parents are strongly encouraged to arrange these for after school hours, or on days off. Taking your child(ren) out of school at times other than the regular dismissal time, not only presents a disruption in your child's school routine, but in the regular school routine as well.

#### 4. DISMISSAL

**BUS:** At dismissal time the bus students report to the bus tunnel to wait for their buses. Students must obey the Acadia Parish bus regulations or parents will be responsible for transportation.

**WALKERS:** Students who are walkers, leave using the A-G gate, H-Z gate.

**BIKERS:** Walk bikes to the gate next to the Sister's home, near the staff room, and walk their bike across the street.

**CAR RIDERS:** Students who are picked up by car are to meet their rides at the area assigned: -last names **A-G** use gate area on Parkerson Street -last names **H-Z** use gate area on Polk Street.

## **SEE DIAGRAM ON NEXT PAGE**

#### **IMPORTANT DROP-OFF AND PICK-UP INFORMATION:**

The **SCHOOL BUSES** need **PERRODIN STREET** for all drop offs and pick-ups. Cars, etc. that bring children or pick them up at school are **NOT TO USE PERRODIN STREET**, nor should they park on the school side of that street for any reason between 7:20 a.m. and 3:30 p.m. on school days. Please observe these directives; otherwise the Acadia Parish buses that we use will not be able to consider the safety of all children as their first priority.

**For the sake of less congestion:** Children who are dropped off or picked up by car should use the Parkerson St. gate (last names A-G) and the Polk St. area (last names H-Z).

#### **STUDENTS ARE NOT TO BE DROPPED OFF IN FRONT OF SCHOOL OFFICE.**

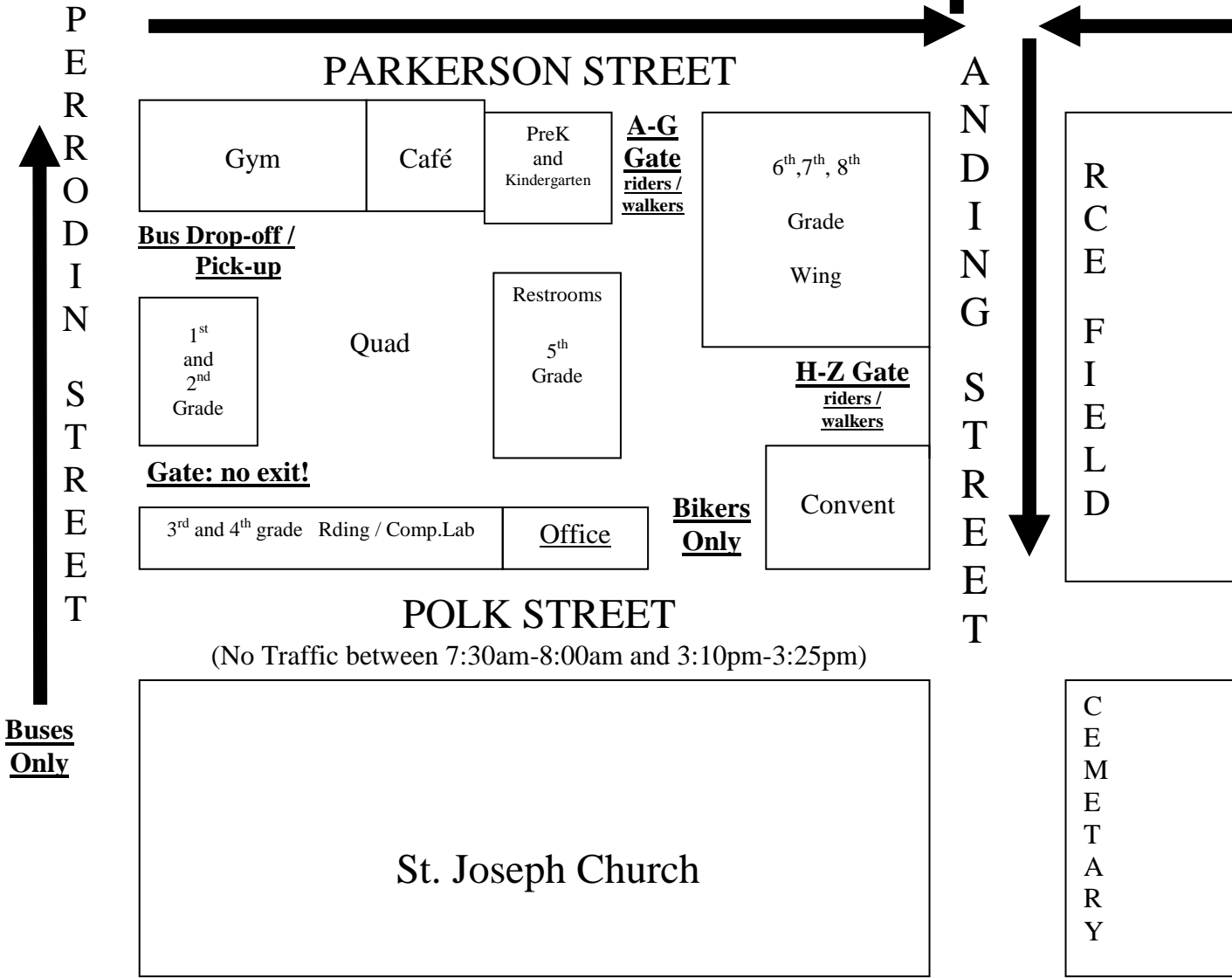
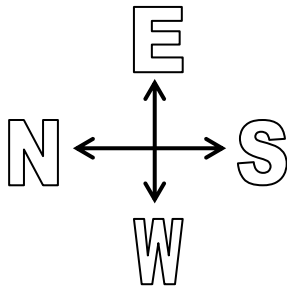
Any student that walks home and lives west of Polk St. will exit at the H-Z gate on Polk Street. The duty teachers will escort the students across the street. Any student that walks home and lives east of Polk St. must go to the A-G gate on Parkerson Street. The teacher on duty will cross the students at that gate.

**The entire PERRODIN STREET area is a SCHOOL BUS AREA.  
No one is to be walking on the street or sidewalks of Perrodin St.**

We count on your cooperation in these transportation matters for the safety of all, especially your children. Thank you in advance.

**NOTE:** If at some time, you arrange to have someone other than your regular driver (e.g. grandpa, grandma, aunt, or older brother, etc.) drop off or pick up your child(ren), PLEASE tell them not to use the PERRODIN STREET area, but rather to use PARKERSON STREET or POLK STREET areas.

**STUDENTS NOT PICKED UP BY 3:30pm WILL BE SENT TO EXCEL AND BE CHARGED FOR THEIR ATTENDANCE. STUDENTS ARE NOT ALLOWED TO BE ON CAMPUS UNATTENDED, THIS INCLUDES WAITING FOR TUTORING.**



Although we can not stop parents from parking on nearby streets and walking to pick-up their children, we **STRONGLY ENCOURAGE** you to follow the school procedure for pick-up for the **SAFETY OF ALL OUR CHILDREN** and not just the convenience of your schedule – we are all on a time schedule and appointments to keep, but surely the lives of our children are valued more than a few minutes of your time!

5. PARTICIPATION IN AFTER SCHOOL ACTIVITIES

School activities are defined as: athletic, class field trip, or school sponsored extracurricular events.

To be able to participate in after school activities:

- student must be in attendance a minimum of 50% of the school day that the activity is planned
- student must meet Academic Requirements set forth in handbook and/or club, etc.
- student must meet Behavioral Requirements set forth in handbook and/or club, etc.

Unusual or extraordinary circumstances may be appealed to the **Administration only**.

If the student does not maintain the minimum standard or a higher standard set by the school, which are stated in this handbook under the STUDENT ACTIVITIES PHILOSOPHY, they will not be eligible to attend the school sponsored trip.

6. ATTENDANCE AT SCHOOL LITURGIES

All students are required to attend the regular weekly liturgy and/or other liturgical celebrations. **Absolutely no excuses for missing Mass will be accepted! Please do not schedule appointments during this time.**

7. SCHOOL CLOSURES

In the event that inclement weather forces the closing of Acadia Parish schools, Rayne Catholic may also close. Announcement of school closure will be made on KSIG radio, Crowley, and KLFY T.V., Lafayette. Unscheduled closing days will be made up as required by the Diocesan Office of Catholic Schools.

**Early (emergency) closing during the school day:** We will follow Acadia Parish public school procedures. Parents who come to pick up their children for an early (emergency) closing are required to come to the school office. The office will send for your child(ren). Parents are not to report to their child's classroom at any time during an emergency closing. Since it is mandatory that the office have a written record of the time your child was released from school, this can easily and orderly be done when parents report to the office to request the release of their children.

Any child who is not picked up when there is an early unscheduled school closing will be taken care of at school until the parents arrive.

# **RELIGIOUS FORMATION**

## **Philosophy**

*“Teach them to carry out everything I have commanded you. And know that I am with you always, until the end of the world. Mt. 28:20*

The seeds of faith, lovingly planted by our God, are primarily nurtured by the parents of the children entrusted to our care. Our task is to complement the role of the parents while creating a holy environment for the students to continue to grow in the image and likeness of our God. Our task is to teach as Jesus did. This process is accomplished through five interrelated aspects.

- ❖ **Religious Studies:** Students need to know Jesus, to understand His message and to appreciate the role of the Catholic Church. A body of content exists regarding Jesus and the Catholic Church that students should know. This is presented to students in a developmental manner as laid out in the Rayne Catholic Religion Curriculum Guides provided to all religion teachers. Through parables, stories and examples, students deepen their Catholic knowledge. We use the Sacred Scriptures, diocesan-approved texts (PreK & Kindergarten use the Image of God Series and 1-8<sup>th</sup> grades use the Sadlier Book Series) and approved supplemental materials when appropriate.
- ❖ **Integration of Values:** In Religion class, students learn the principles of their religion. In all other classes, the applications of these principles to daily living become evident. Teachers focus on this application of Christian values through their questions and discussions with the students. Because of this integration of values in all lessons, all teachers are involved in the religious formation process.
- ❖ **Liturgy and Prayer:** In prayer, especially reflective prayer, children and adults listen and speak to Jesus. The knowledge of Jesus gained in the religious studies class enables people to have a deeper relationship with Jesus, which leads to the desire to celebrate his gifts with us. We emphasize the need for adequate preparation and active participation of the students in the celebration of these liturgies. These expressions of worship are community activities that call for everyone to play an active part. The readings, the prayers, the Eucharist and the liturgical ministries of service inform and move the participants to a deeper formation.
- ❖ **Challenge:** Religious formation directs how people interact with one another. The religious education process challenges students to live their faith. Christians bear witness to Jesus. Therefore, throughout the year and in all classes, teachers make reference to the Christian life and challenge students to respond in a way reflective of Jesus.
- ❖ **Modeling:** Students need to see others living the Christian message. While the example of students is affirming, the example of teachers is educational. Students see that religion has relevance to adults in their daily activities. The special environment in our Catholic school comes from all the members modeling the Christian life. We as educators ask you as parents to model Jesus at home as well.
- ❖ **Service:** Jesus modeled service at the Last Supper when he washed the feet of the apostles; St. James tells us that “faith without good works is dead.” Therefore the concept of service is *taught* as an essential part of our living faith, is *practiced* throughout the school year, and is *assigned* as homework.

In conclusion, we believe that religious education encompasses the total process of education in a Catholic school. We are grateful for the opportunity to aid Jesus in the building the faith and lives of our students.

## **Family Obligation**

Since our task is to complement the faith and the example given by the parents, we encourage each family to:

1. Attend mass regularly on weekends and holy days
2. Pray with their children
3. Inquire about religion lessons taught in the classroom
4. Actively participate with your children in stewardship/service projects

In this way, we will be working hand-in-hand to model Jesus’ example for our children.

### **Sacramental Preparation**

Since the school follows diocesan guidelines, parents should realize that it is their responsibility to find out what they and their children will need to know and do in order to receive the sacraments of Reconciliation and Eucharist.

The sacraments of Eucharist and Reconciliation are studied in grades 1 through 8. Thus, the children learn more about the sacraments each year as they grow in ability to understand in greater depth the mystery of the sacraments and their importance in their life.

Each grade (1-8) has the opportunity to prepare for at least one school mass during the school year. Grades 2 through 8 are provided with the opportunity to receive the Sacrament of Reconciliation during the course of each school year.

### **Required Religious Activities**

Service to others and our community has always been an integral part of our religion program. Students, grades Pre-K through 8, are required to participate in our *Spiritual Acts of Stewardship*. By using the stewardship model of time, talent and treasure, we feel the program will teach the children that “stewardship” is a way of life and not just once a nine weeks.

The component of **Time** will focus on having our students spend time in pray with Jesus.

**Talent** will focus on having the students use their talents to give service to others.

**Treasure** will focus on having the students give up a portion of their available money or anything of value to them for Jesus.

Stewardship is time and effort freely given to home, community or church that provides help and joy to someone in need. This requirement (our lived religion) is to be recorded on the given *Stewardship* sheet, signed by the parents and turned in as specified by the teacher. Portions of the *Stewardship* sheet are to be completed by the student. The gospel reflections and *Stewardship* sheet will count as 50 points of the religion grade for each nine week period. *Stewardship* sheets must be completed in their entirety and turned in by the due date to receive full credit.

#### **Requirements for Grades Pre-K through 2<sup>nd</sup>:**

1. One hour of Time, Talent and Treasure Stewardship hours.

#### **Requirements for Grades 3<sup>rd</sup> through 8<sup>th</sup>:**

1. Two hours of Time, Talent and Treasure Stewardship hours.
2. As Catholics, we are taught the importance of keeping holy the Lord’s Day. Regular attendance at mass on weekends is a Church law. Therefore students (grades 3-8) are required to fill out the *Gospel Reflections* side of the *Spiritual Acts Of Stewardship* sheet each quarter. Non-Catholics are required to do the assignment as well as using the scripture studies in their church.

### **Day of Recollection**

Each year students in grades 5, 6, 7, and 8 are provided the opportunity to participate in a day of recollection. This day gives the students a chance to leave their regular activities behind and spend a day getting to know God and themselves in a new dimension. **This day is a required activity. Students absent on this day must make-up this activity to successfully complete their religion course.**

# CURRICULUM

Curriculum is referred to and defined as a prescribed course of studies, which students must fulfill in order to pass a certain level of education. A curriculum, or its entire sum of lessons and teachings, is designed to improve national testing scores or help students learn the basics. At Rayne Catholic Elementary curriculum can be perceived as a connective link between teachers and students, organized in such a way to achieve goals previously set by the teacher, the learning organization or by the curriculum coordinator.

Christian Doctrine is a vital part of our curriculum and is an integrated component of the daily activity of our classrooms and school. The teaching of compassion, courage, honesty, perseverance, respect, responsibility, self-discipline and teamwork are an essential part of classroom management and ongoing curriculum units.

## COURSES OF STUDY

### **Pre-School:**

#### **Pre-Kindergarten:**

Religion (Who Is God?)  
Language Arts  
Math  
Social Living Skills  
Physical Education / Computer / Library

#### **Kindergarten:**

Religion (Image of God)  
Language Arts  
Math  
Social Living Skills  
Physical Education / Art / Computer / Library

### **Lower Grades:**

#### **1<sup>st</sup> Grade:**

Art / Computer (semester)  
English  
Math  
Library (45 mins. weekly)  
Physical Education  
Reading  
2<sup>nd</sup> Semester:  
Reading Buddies  
Religion (God Loves Us)  
Social Living  
Math/Reading/Writing Labs

#### **2<sup>nd</sup> Grade:**

Art / Computer (semester)  
English  
Math  
Library (45 mins. weekly)  
Physical Education  
Reading  
with Accelerated Reader  
Religion (Eucharist/Reconciliation)  
Science (1 semester)  
Social Studies (1 semester)  
Math/Reading/Writing Labs

#### **3<sup>rd</sup> Grade:**

Art / Computer (semester)  
English  
Math  
Library (45 mins. weekly)  
Physical Education  
Reading  
with Accelerated Reader  
Religion (Who is the Church?)  
Science (1 semester)  
Social Studies (1 semester)  
Math/Reading/Writing Labs

#### **4<sup>th</sup> Grade:**

Art / Computer (semester)  
English  
Math  
Library (45 mins. weekly)  
Physical Education  
Reading  
with Accelerated Reader  
Religion (Commandments)  
Science  
Social Studies (States/Region)  
Math/Reading/Writing Labs

### **Upper Grades:**

#### **5<sup>th</sup> Grade:**

English  
Math  
Physical Education  
Reading (Library & AR)  
Religion (Sacraments)  
Social Studies (Early U.S.)  
Science (General Intro.)  
Math /Writing Labs  
Electives:  
Study Skills (1<sup>st</sup> semester)  
Keyboarding (2<sup>nd</sup> semester)

#### **6<sup>th</sup> Grade:**

English  
Math  
Physical Education  
Reading (Library & AR)  
Religion (Old Testament)  
Social Studies (World History)  
Science (General Science)  
Math /Writing Labs  
Elective:  
Technology (Office Package)

#### **7<sup>th</sup> Grade:**

English  
Math  
Physical Education  
Reading (Library & AR)  
Religion (New Testament)  
Social Studies (American History)  
Science (Ecology & Physical)  
Math /Writing Labs  
Elective:  
Art

#### **8<sup>th</sup> Grade:**

English  
Math (Pre-Algebra)  
Physical Education  
Reading (Library & AR)  
Religion (Ministry/History)  
Social Studies (LA. History)  
Science (Physical & Biology)  
Math /Writing Labs  
Elective:  
French

7<sup>th</sup> and 8<sup>th</sup> Grade Technology will be applied in CORE subjects:

- 1<sup>st</sup> Quarter: MicroSoft EXCEL in Math
- 2<sup>nd</sup> Quarter: MicroSoft WORD in English/Reading (Research)
- 3<sup>rd</sup> Quarter: MicroSoft PUBLISHER in 7<sup>th</sup> grade Social Studies  
MicroSoft POWERPOINT in 8<sup>th</sup> grade Religion
- 4<sup>th</sup> Quarter: MicroSoft ACCESS in Science

**Independent Sustained Reading:** Everyone (students, faculty, staff) will have 10 minutes of independent reading during regular scheduled days. Those not reading during this time will face consequences.

## GENDER CLASS:

The gender-separate format can boost grades and test scores for BOTH girls and boys. However, that improvement doesn't happen automatically. Just putting girls in one room and boys in another is no guarantee of success. As with anything else in education, adequate preparation in proven, evidence-based strategies is key.

We now have good evidence that single-sex classrooms CAN break down gender stereotypes, particularly when teachers have appropriate professional development. Girls in single-sex educational settings are more likely to take classes in math, science, and information technology. Boys in single-gender classrooms -- led by teachers with training in how to lead such classrooms -- are much more likely to pursue interests in reading, English, art, and foreign languages. Both girls and boys have more freedom to explore their own interests and abilities than in the coed classroom.

Studies indicate that:

Boys in coed classes: 37% scored proficient, while boys in single-sex classes: 86% scored proficient.

Girls in coed classes: 59% scored proficient, while girls in single-sex classes: 75% scored proficient.

It is a fact that school climates and structures are conducive to female students. Most girls don't feel comfortable in math, science and technology classes, while most boys don't feel comfortable in reading and language classes. Both girls and boys feel a certain amount of pressure from the opposite sex when answering questions, asking questions, being labeled the 'smart one', etc. We all know, and research has proven, that men and women think, hear, speak, and act differently. These differences start even before birth. It is common knowledge that boys and girls can look at the same problem or situation and see two totally different things; neither of which is the right or wrong way. The fact is that gender differences impact boys' and girls' learning and emotions.

A few of our goals are to:

1. improve and promote an environment conducive to bringing out the best in each student.
2. provide the best possible education to each student.
3. create an environment in which each child can freely express themselves.
4. help promote student's interest and individual differences.
5. take away the stereotypes and pressures which hold us from trying and accepting new areas/ideas.
6. help students focus on educational material rather than social pressures.
7. create lessons specific to gender interest and knowledge.

The single-sex classroom. . .

- Allows for nontraditional teaching techniques and structures that are well suited aspects of male-female learning differences
- Allows for classes in which the learners are more similar to one another in their stage of physical, mental, and emotional development
- Eliminates certain distractions from the classroom (such as boy-girl flirtation, sexual tensions, gender-based competition), thus increasing concentration and focus
- Allows girls not to worry about king comments in the classroom that boy will ridicule (and vice versa), so that self-esteem can be driven more by performance and less by what members of the opposite sex think and say
- Encourages girls to openly discuss personal issues with which they may be struggling, thus facilitating an earlier, more successful handling of those issues
- Creates a comfortable environment for learning, in which girls don't feel the need to worry about how they look or what they wear, and boys feel greater freedom to "be themselves" without posturing and playing to girls' attentions

- Helps boys learn self-management through working together, helping each other, and finding safety in being in classes with others who instinctively understand them
- Allows for candid conversations in the classroom (where girls and boys can ask questions and discuss topics they might avoid in a coed setting), thereby creating unique teachable moments for character, leadership, goal setting, girl talk, and boy talk
- Increase boys' willingness to try new things—especially in the arts (performing skits, sharing poetry, and so on)—that they might not be as willing to try in front of girls
- Allows girls to receive more attention, explore broader interests, increase self-confidence and participation, and renew interest in more spatially oriented subjects such as math, science, and technology
- Provides a greater opportunity to help boys with literacy by including more boy-friendly materials
- Enables teachers to create experiences that specifically support boys and girls through creative, gender-specific instructional practices

Rayne Catholic offers the following “Single Sex” Classes:

Pre Kindergarten: 45 minutes per day – Physical Education, Library, Computer

Kindergarten: 45 minutes per day – Physical Education, Library, Computer/Art

1<sup>st</sup> Grade: 90 minutes per day – Reading & Electives: Physical Education, Library, Computer/Art

2<sup>nd</sup> Grade: 90 minutes per day – Reading & Electives: Physical Education, Library, Computer/Art

3<sup>rd</sup> Grade: 90 minutes per day – Reading & Electives: Physical Education, Library, Computer/Art

4<sup>th</sup> Grade: 135 minutes per day – Reading, Science & Electives: Physical Education, Library, Computer/Art

5<sup>th</sup> Grade: Half day - 4 of 8 classes – Math, Reading, Religion, Physical Education

6<sup>th</sup> Grade: Full day - 8 of 8 classes – All Subjects

7<sup>th</sup> Grade: Full day - 8 of 8 classes – All Subjects

8<sup>th</sup> Grade: Half day - 5 of 8 classes – Science, Math, Reading, English, Physical Education

## STUDENT TEXTBOOKS:

Below is a listing of student textbooks used at Rayne Catholic Elementary School. Rayne Catholic has a seven year rotation of textbook adoption with each curriculum adopting new books every seven years. Should parents wish to purchase a set to keep at home, a list of textbooks with company information may be obtained through the school office.

<u>Subject</u>	<u>Publisher</u>	<u>Grades</u>
<b>English</b>	Units of Study	K-1
	Shurley English	2-8
<b>Handwriting</b>	Handwriting Without Tears	Pre-K and K
	Zaner Bloser	1, 2, 3
<b>Math</b>	Harcourt	K-5
	Holt	6
	Holt, Rinehart & Winston	7, 8
<b>Reading</b>	Harcourt/Houghton, Mifflin	K-5
	McDouggell, Littell	6-8
<b>Religion</b>	Ignatius Press	Pre-K and K
	Sadlier	1-8
<b>Science</b>	Units of Study	PreK, K, 1, 2, 3
	Pearson, Prentice Hall	4-8
<b>Social Studies</b>	Social Living Units	PreK, K, 1, 2
	Houghton Mifflin	3-5
	Glencoe	6-7
	Claimont Press	8

All texts are non-consumable and are not to be written in because they are property of either Rayne Catholic Elementary or Louisiana State. Students are to carry their books and supplies in some type of book sack or bag. **Lost or damaged textbooks must be paid for by the student/parent.** MOST TEXTBOOKS ARE AVAILABLE ON-LINE or CD

## CLASS ROSTERS

Classes will be divided equally, fairly, and consistently. The class list is determined by the following criteria, which is fair and consistent for every student:

1. SAT Scores – highest to lowest (those grades which are applicable) – each class has the same average score
2. Retentions – policy states that retained students do not have same teacher
3. Academic grades – report cards / teacher assessment – each class has the same average
4. Disciplinary conduct – office files / teacher assessment
5. Ratio of girls and boys
6. Legitimate Request (example: special services, disabilities, siblings, etc.)

## ACCELERATED READER

**Accelerated Reader** (AR) is a daily progress monitoring software assessment in wide use by primary and secondary schools for monitoring the practice of reading, and it is created by Renaissance Learning, Inc. There are three steps to using Accelerated Reader. First, students choose and read a fiction or non-fiction book or textbook. Teachers monitor reading including guided, paired, literature-based, and textbook reading. Second, students take a quiz. Teachers can create their own quizzes for those not available in

Accelerated Reader. Third, the teacher receives information that is intended to assist, motivate reading, monitor progress, and target instruction. Reports regarding reading level and comprehension skills are available through the software.

Rayne Catholic utilizes the accelerated reading program beginning with an introduction during the second quarter of the school year during first grade through grade eight. Student’s Reading teacher, in cooperation with each student, should develop an individual reading goal based on each student’s achievement and test scores. Student’s test scores will be reflected in their Reading grade each nine week period.

**Procedure for Lower Grades:**

Student’s Reading Levels are determined by using his/her latest DIBELS Test Score and Lexile Score from the previous SAT Test to find the level at which the student can be most successfully challenged. Teacher and administrative input may also be used to set each student’s goal. Once the level is determined, the student is given a book range of levels – example: the student’s level is 2.0 reading level, the student is required to read between this range: 2.0, 2.1, 2.2, 2.3, and 2.4 books. Each student will be given a “book mark” with appropriate levels and directions.

Students must read a minimum of three books per level before moving up a book level with the teacher’s permission. Students must have at least an 80% average on all tests for the 1<sup>st</sup> quarter (82%-2<sup>nd</sup>, 84%-3<sup>rd</sup>, 86%-4<sup>th</sup>). If student is scoring less than required percentile on tests, teacher may require student to read more books on this level.

Once at a grade level above, students must read every book at that level before moving up a book level. Students should not go a grade and a half above their current grade level; example: a 2<sup>nd</sup> graders should not read above a 3.5 book. (for content purposes) It is the desire of the RCE program that students should read all grade level books before moving up a level. Children will only be in 2<sup>nd</sup> grade once and may never again be able to read 2<sup>nd</sup> grade literature, therefore it is the intent for every student to experience all the literature on their grade level while applicable.

Once a student has successfully completed each level (example: 2.0 book) the student will not be allowed to go back to successfully completed level. Reading Levels will be reviewed and subject to change after each DIBELS test with teacher and administrative recommendation.

**Suggested Minimal 9 Week’s Goals by Grade Level:**

	<b><u>1<sup>st</sup> Quarter</u></b>	<b><u>2<sup>nd</sup> Quarter</u></b>	<b><u>3<sup>rd</sup> Quarter</u></b>	<b><u>4<sup>th</sup> Quarter</u></b>	<b><u>Percentage of Reading Grade</u></b>
1 <sup>st</sup> Grade	-----	2 points	4 points	5 points	= averaged into grade
	-----	80% test avg.	82% test avg.	84% test avg.	= averaged into grade
2 <sup>nd</sup> Grade	5 points	6 points	7 points	8 points	= 5% of 9 week grade
	80% test avg.	82% test avg.	84% test avg.	86% test avg.	= 5% of 9 week grade
3 <sup>rd</sup> Grade	7 points	8 points	9 points	10 points	= 5% of 9 week grade.
	80% test avg.	82% test avg.	84% test avg.	86% test avg.	= 5% of 9 week grade
4 <sup>th</sup> Grade	9 points	10 points	11 points	12 points	= 5% of 9 week grade
	80% test avg.	82% test avg.	84% test avg.	86% test avg.	= 5% of 9 week grade

These are minimum guide lines; the teachers along with the administration may determine to raise or lower individual requirements based on individual student’s performance. **It is the intent of this program for each student to have his or her own individual goal.**

**Procedure for Upper Grades:**

Student’s Reading Levels are determined by his/her Lexile Score from the previous SAT Test at which the student can be most successfully challenged. Once the level is determined, the student is given a minimum book range. For 5<sup>th</sup> grade the minimum grade level is 4.0 and for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades the minimum level is 5.0. Tests below student’s level will be blocked. THE GOAL IS FOR EACH CHILD TO BE

READING AT THEIR GRADE LEVEL and for each student to earn a minimum score of 80% on each AR test. The teacher does reserve the right to require individual students to raise their minimum range based on performance.

Suggested Minimal 9 Week's Goals by Grade Level:

	<u>1<sup>st</sup> Quarter</u>	<u>2<sup>nd</sup> Quarter</u>	<u>3<sup>rd</sup> Quarter</u>	<u>4<sup>th</sup> Quarter</u>	<u>Percentage of Reading Grade</u>
5 <sup>th</sup> Grade	11 points 80% test avg.	12 points 80% test avg.	13 points 83% test avg.	14 points 83% test avg.	= 10% of 9 week grade = 10% of 9 week grade
6 <sup>th</sup> Grade	13 points 80% test avg.	14 points 80% test avg.	15 points 83% test avg.	16 points 83% test avg.	= 10% of 9 week grade = 10% of 9 week grade
7 <sup>th</sup> Grade	15 points 80% test avg.	16 points 80% test avg.	17 points 83% test avg.	18 points 83% test avg.	= 10% of 9 week grade = 10% of 9 week grade
8 <sup>th</sup> Grade	17 points 80% test avg.	18 points 80% test avg.	19 points 83% test avg.	20 points 83% test avg.	= 10% of 9 week grade = 10% of 9 week grade

These are minimum guide lines; the teachers along with the administration may determine to raise or lower individual requirements based on individual student's performance. **It is the intent of this program for each student to have his or her own individual goal.**

**TESTING (A/R Test):**

All A/R test are taken on an RCE computer; Test can only be given by the Student's ELA Teacher or Reading Coach; student may get permission from their ELA Teacher to take test with the school's Librarian and/or Computer Lab Teacher. This is to ensure consistency, fairness and confidentiality.

**A/R Rewards:**

Each quarter students are rewarded for achieving their AR goal.

'GOALIE' . . . . is a student who reaches 100% of their point goal and 100% of their comprehension goal

These students are allowed to wear free shoes, socks and any RCE t-shirt for an entire week.

'STAR' reader. . . . is a student who reaches 150% of their point goal and 100% of their comprehension goal

These students are allowed to wear free shoes, socks and any RCE t-shirt for an entire week and receive 2 free homework passes to be used in any class.

'SUPER STAR'. . . . is a student who reaches 200% of their point goal and 100% of their comprehension goal

These students are allowed to wear free shoes, socks and any RCE t-shirt for an entire week, receive 2 free homework passes to be used in any class and receives 1 free quiz pass to be used in any class (at teacher's discretion).

**AR online address for parents:**

Website for parents to check student's progress in A.R.

<https://hosted236.renlearn.com/209908/HomeConnect/login.aspx>

Parents can set this site to send emails each time their students take a test.

Parents received a letter at the beginning of the year with your child's user name – usually first initial + first 4 letters of last name

Parents can use [www.arbookfind.com](http://www.arbookfind.com) to help your child to find book titles in his/her level.

## HOME LEARNING

Home study is a necessary part of each student's educational program. Each student is expected to spend some study time in addition to scheduled class instruction to achieve satisfactory work.

**Proverbs 22:6 "Train up a child in the way he should go: and when he is old he will not depart."  
Whatever is important to parents now will be important to their children. We do not receive concerns about sports, dance, piano, or karate practices being too long or having too many games?  
The primary role of the school is to provide a quality environment in which a student is challenged to receive the best possible education.**

Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

"If you're failing to plan, you're planning to fail." There are a number of ways in which parents can help with assignments. Parents can arrange a regular time and place for their child to study, free from interruptions and distractions such as the television where homework is done only during the commercials. Parents can encourage their child to extend interests aroused in the classroom through hobbies, collections, pleasure reading, and family trips to interesting places. Parents can check to see that all work is completed and that all books and materials (pencils, papers, pen, etc.) are brought to school daily.

As a guide to home study, the following is suggested for the average student: *10 minutes per grade level*  
grades 1,2,3---10 minutes to 30 minutes daily  
grades 4,5,6---40 minutes to 1 hour daily  
grades 7,8 --- 1 hour to 1 1/2 hrs. daily

This does not include normal study time. Students should study each night for test beginning at least a week in advance.

It is understood that not all students work at the same level or same speed. Homework is assigned by the teacher with the average student in mind. Students who may be behind or work slower may spend more time than the average student.

Homework also teaches a child responsibility and accountability. Accountability wears many hats and is not only found on the teacher's desk. If there is to be true education, everyone involved must wear it (parents, students and teachers). "It takes a village to raise a child."

Ordinarily homework and home study assignments are given Mondays through Thursdays, unless it is a long-range assignment.

## ASSIGNMENT REQUEST POLICIES

- All homework/assignments are posted on RenWeb by 3:30pm Monday through Thursday.
- Parents may come to school to acquire student's books from his/her locker or desk.
- **PLEASE DO NOT CALL THE OFFICE FOR ASSIGNMENTS!**

## GRADING POLICY:

1. Student's graded work will be recorded in roll books as raw scores. At the end of each nine weeks, scores will be averaged and converted to percentage scores to determine the student's grade. Raw scores and grade averages resulting with .5 will be rounded up to the next whole number.

**Note:** Grade Point Averages (GPA) are NOT rounded up

2. The grading scale is as follows:

100 – 94 A      93 - 86 B      85 - 78 C      77 - 70 D      69 – 0 F

E = Excellent      S = Satisfactory      N = Needs Improvement      U = Unsatisfactory

3. A minimum of 8 grades will be recorded in grade book for each 9 week period.

4. Mid-nine weeks grades (Progress Report) are to reflect a minimum of three (3) substantial grades.

5. Nine weeks grades are to reflect tests and/or quizzes. Graded class assignments, projects, homework/participation and other activities assigned by the teacher may be included.
6. Tests that hold a value of 100 points must have a minimum of 20 questions.
7. In classes where homework is assigned, homework is to be part of the 9 weeks grade, however, it is to count for no more than 20% of the overall grade. **Teachers should strive to meet the following suggested percentages: 60% Tests and quizzes, 20% homework, and 20% projects.**
8. Academic grades and conduct grades are to be recorded as separate grades.
9. Report cards will display:
  - Pre-School: Symbols (examples: E, S, N, or U)
  - 1<sup>st</sup> through 8<sup>th</sup> grades: both the number average and letter grade. (example: 94 A)
10. Student's year end grades will be determined by:
  - Lower Grades: averaging the grades earned in each of the 4 nine weeks.
  - Upper Grades: averaging the two semester grades

**Please take note of the policy concerning work when student is absent:**

**Teachers MUST post a grade of "0" for each assignment missed (homework, test, projects, etc.).**

**The grade will be changed after the assignment is completed under the following conditions:**

**Students missing only one day of school are expected to have all work and take all test upon returning to school.**

**Students are granted one day for each day's absence in making up work, with a maximum of three (3) school days to make up all missed work. If a student should miss more than three successive school days, the student has three days to contact each teacher and make all necessary arrangements to complete his/her work.**

**However, assignments made PRIOR TO the absence or tests announced PRIOR TO the absence must be made up IMMEDIATELY upon a student's return, and long-range projects are due on the assigned date regardless of absence on the due date.**

**Late Assignments may be collected for a grade at the teacher's discretion. However, points will be deducted for each day the assignment is late.**

**EXTRA POINTS/CREDIT**

It is against school policy to "give" extra points/credit. NO BONUS work or EXTRA POINTS will be given for non-academic purposes or offered to some students and not to others in class.

Student's grades **must** reflect their knowledge and/or skill level in the particular subject area. Extra points/credit gives a false measurement of student achievement.

Teachers may offer "bonus" questions/problems on test/projects where every student has an equal opportunity to earn these points with regards to their academic knowledge or skill. Under no circumstance can "bonus or extra points/credit" be given to some students and not others or for non-academic activities/projects/assignments/request.

It is also against School and Diocesan policy for any student to have more than 100% as a final grade.

**EXAMINATIONS:** All 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are required to take a written mid-term and final exam (only exception is P.E.). A mid-term exam will be given to each 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student on a designated day and time. The exam will be a cumulative effort of the previous two grading periods. The same is true of the final exam at the end of the year.

Upper Grade Students who received **zero violations** (signatures and/or checks) are allowed to choose one mid-term or final exam in which they will be exempt. The student will receive an exam grade of the

quarter averages (1<sup>st</sup> semester: 1<sup>st</sup>+2<sup>nd</sup> quarter average / 2<sup>nd</sup> semester: 3<sup>rd</sup>+4<sup>th</sup> quarter average). Students can not choose the same exam for the mid-term and final.

Upper Grade Students who meet or surpass the **School's Grade Level SAT Goal Score** in a particular subject area. If a student has more than two exemptions using their SAT Scores, that student can NOT use their 0 violation exemption. The student using their SAT exemption will receive an exam grade of 96.

Student may NOT use any exemption for Religion. All students must take their religion exam.

### 6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE GRADING POLICY

Students can not have more than two (2) major tests in one day. Teachers sign-up on a calendar far in advance to ensure fairness to all students; however, minor tests, quizzes and projects are not a factor.

Each student's grade will be calculated in the following manner:

- 1<sup>st</sup> 9 weeks (45%) + 2<sup>nd</sup> 9 weeks (45%) + Mid-Term Exam (10%) = 1<sup>st</sup> semester grade;
- 3<sup>rd</sup> 9 weeks (45%) + 4<sup>th</sup> 9 weeks (45%) + Final Exam (10%) = 2<sup>nd</sup> semester grade;
- 1<sup>st</sup> semester grade (50%) + 2<sup>nd</sup> semester grade (50%) = Final Grade

**FAILURES:** Failure concern notices will be mailed with the 3<sup>rd</sup> Quarter Progress Report, 3<sup>rd</sup> Quarter Progress Report and the 4<sup>th</sup> Quarter Progress Report. These will be sent to any parent whose student is in ANY danger of failing a subject for the year. Copies of the failure notice will be provided to the principal.

**RETENTION, "HOLDING BACK":** Parents who wish to 'voluntarily' hold their child back to repeat a grade must do so with the prior approval of the administration. Since the education of our students is a partnership between the parent and the school, the parent and the administration should meet to discuss the desire, necessity, and benefits of 'holding back' a student.

*It is Louisiana High School Athletic Association Policy that any student repeating 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade will loose one year of eligibility with the LHSAA during his or her high school athletic career.*

### **REPORT CARDS:**

Report cards are given out four times a year. If a student is deficient in any subject area or in conduct, that child's teacher(s) will advise the parents/guardians. These notices will be sent home at regular intervals.

**Progress reports will be sent home electronically every 4 1/2 weeks; report cards will be either mailed, emailed, or picked-up by the parent every 9 weeks.**

### **HONOR ROLL / PRINCIPAL'S LIST:**

Rayne Catholic Elementary students in grades 1 through 8 are recognized for academic achievement each quarter by means of the Honor Roll/Principal's List.

1. Students with all A's will receive the Principal's award certificate and
2. Students with A's, B's, and S's will receive an Honor Roll certificate at the end of each academic year.

**NOTE:** Principal/Honor Roll certificates will be distributed during the end of the year awards program.

### **PROMOTION POLICIES:**

#### **(Pre-Kindergarten and Kindergarten)**

RCE and State Promotion Standards can be obtained from the teacher or school office.

### (Primary Grades 1-4)

- A. Repeat grades if: "F" average in reading; or "F" average in any two (2) of the following: Math, English;
- B. Promotion granted conditionally if there is a "F" average in any one (1) of the following: Math, English.

#### Conditional promotion requirement:

- 1. (if offered) attend approved summer school for that subject and obtain a passing grade.
  - 2. (if summer school is not offered) attended 40 hours of class/tutoring by a certified teacher for the required amount of hours and receive a passing grade (student may be subject to taking a grade equivalent test) – teacher and required hours must be pre-approved by Rayne Catholic Administration. Must be completed by the 1<sup>st</sup> of August. If not completed to the satisfaction of the administration, the student will be retained.
- C. If student fails Religion, Science and/or Social Studies: student must complete a Rayne Catholic Packet for the failed subject(s) and return the completed packet to the school office by the 1<sup>st</sup> of August. If the packet is not returned on time and/or not completed to the satisfaction of the administration, the student will be retained.
  - D. **Attendance:** We are bound by State Law, BULLETIN 741 NON- PUBLIC SCHOOLS, regarding attendance.....In order to be eligible to receive grades, elementary students must be present a minimum of 80 days per semester (which is equal to 89%) to receive credit for the course. This means if a student has 21 absences (**excused or unexcused**) in a class within a school year he/she will not receive credit in that course. Students entering Rayne Catholic during the school year "carry" absences from the previous school with them to Rayne Catholic. ***This means, according to Louisiana State Law, it does not matter if the absence is excused or unexcused. The student must be present, at school, for 89% of the 178 school days to receive credit. The principal has the option to wave “extended illness, verified by a physician” in the case of three (3) or more consecutive days.***

**Note:** At Rayne Catholic Elementary any student who fails a subject for the second half of the year will receive an **F** yearly average for that subject, no matter what grade he/she achieved during the first semester. When the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks are averaged together, the student must have a 70 D to pass that class for the year.

### (Grades 5-8)

- A. Repeat grade if: "F" average in any two (2) of the following subjects: Math, English, Reading, Science, Social studies;
- B. Promotion granted conditionally if there is "F" average in any one (1) of the following: Math, English, Reading, Science, Social Studies;

#### Conditional promotion requirement:

- 1. (if offered) attend approved summer school for that subject and obtain a passing grade.
  - 2. (if summer school is not offered) attended 40 hours of class/tutoring by a certified teacher for the required amount of hours and receive a passing grade (student may be subject to taking a grade equivalent test) – teacher and required hours must be pre-approved by Rayne Catholic Administration. Must be completed by the 1<sup>st</sup> of August. If not completed to the satisfaction of the administration, the student will be retained.
- C. If student fails Religion: student must complete a Rayne Catholic Packet for the failed subject(s) and return the completed packet to the school office by the 1<sup>st</sup> of August. If the packet is not returned on time and/or not completed to the satisfaction of the administration, the student will be retained.
  - D. **Attendance:** We are bound by State Law, BULLETIN 741 NON- PUBLIC SCHOOLS, regarding attendance.....In order to be eligible to receive grades, elementary students must be

present a minimum of 80 days per semester (which is equal to 89%) to receive credit for the course. This means if a student has 21 absences (**excused or unexcused**) in a class within a school year he/she will not receive credit in that course. Students entering Rayne Catholic during the school year "carry" absences from the previous school with them to Rayne Catholic. *This means, according to Louisiana State Law, it does not matter if the absence is excused or unexcused. The student must be present, at school, for 89% of the 178 school days to receive credit. The principal has the option to wave "extended illness, verified by a physician" in the case of three (3) or more consecutive days.*

\*8<sup>th</sup> grade students may be required to attend summer school or another school rather than be retained at Rayne Catholic.

**Note:** At Rayne Catholic Elementary any student who fails a subject for the second half of the year will receive an **F** yearly average for that subject, no matter what grade he/she achieved during the first semester. The 2<sup>nd</sup> semester grade must be at least a 70 D to pass that class for the year.

### ACADEMIC HELP

Whenever a student begins to experience academic difficulty in a specific course, he/she should contact his/her teacher immediately to request extra help. Teachers may also request, with a 24 hours notice, that certain students report to the teacher for extra help either before school, at lunch, or after school. Such a request takes precedence over all other activities.

Our EXCEL Program does offer homework help. After snack, all EXCEL students are divided into group according to grade level and two of the RCE teachers help students with their homework.

Upper Grade Tutoring. . .will be offered ONE or TWO days a week from 3:15 until 4:15 in Room 14. These session are free of charge and will be staffed by RCE teachers and RCE students offering peer tutoring as a form of stewardship. (This program may not run every academic year.)

**It is against school policy, diocesan policy and state law for a teacher to accept additional money during the grading period for academic help/tutoring from a student which receives an academic grade from said teacher.**

### TESTING PROGRAMS

SAT Testing: Standardized achievement tests are administered in the spring in grades 1 through 8. Results are sent home to all parents during the month of May. The standard of excellence in achievement testing for over 80 years. The Stanford 10 (SAT 10) multiple-choice assessment will help educators find out what students know and are able to do. This technically excellent instrument provides the valid and reliable tool needed for objective measurement of achievement. Administrators will obtain reliable data to evaluate progress toward meeting the challenges set forth by the No Child Left Behind Act and national and state standards and high expectations. Teachers will identify and help children who are at risk of being left behind. Parents will understand what their children know and can do and how they can help.

DIBELS Testing: DIBELS tests are administered three times a year (Fall, Winter, Spring) in grades K through 4. Results are sent home to all parents. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills.

## **QUALITY in Education Program at Rayne Catholic**

Performance Excellence Criteria of the Malcolm Baldrige National Quality Program for Education

Malcolm Baldrige is . . .

- A "no excuses" approach to teaching ALL students
- A focus on continuous improvement
- A framework for performance excellence
- A combining of management techniques proven successful in the business world with best practices from education
- A design model effectively linked to both increased student performance and increased student, parent, faculty and staff satisfaction.

“Quality” theory is based on the simple, self-evident premise that every system is perfectly designed to deliver the results it produces. **School leaders and teachers must learn to recognize the impact the design of a system has on the results it achieves.**

“Quality Education” is defined in terms of a Mission Statement, Strategic Objectives, Exit Outcomes, and Character Education Goals. If people are not clear about what is important, they have no context for making the minute decisions they make every day. No context means no consistency, and no consistency means diffused energy.

### **Student Data Folders / Binders**

*The purpose of a data folder / binder is to provide a way for students to manage important information about their learning as a foundation for continuous improvement.*

#### **Includes:**

- Personal goals and measures
- Drivers / Distracters
- Bar chart or run chart for monitoring personal progress toward goals
- Personal action plan for improvement
  - What am I going to do?/Why am I doing it?/Who’s going to help me?/How will I know if I am successful?
- Classroom mission statement
- Classroom goals and measures
- Class performance levels in key areas
- School mission statement
- School goals

### **Quality Classrooms look like. . .**

- The classroom mission statement
- Classroom goals and measures
- Data indicating class progress towards classroom goals
- Plus/Delta charts
- Action plans for the day
- Chairs/desks/tables arranged to support collaborative work in achieving classroom goals
- The school mission and the school goals
- Grade-level/course standards in kid-friendly language
- Flow chart(s) of key classroom process(es) such as morning routine, homework, lab
- The teacher talking to students about what’s important
- The students talking to the teacher about how we can work together to achieve what’s important
- Students talking to the teacher about their personal goals and action plans
- Students asking their teacher for assistance in achieving their personal goals
- Students talking to students about class and personal goals and strategies for achieving them
- Students talking about the classroom learning system, the class mission, goals and measures
- Student-led conferences with parents to share progress toward learning goals
- A sense of learning community
- Shared accountability toward achieving class and personal goals
- Excitement about learning
- Respect for different talents, competencies, and perspectives
- A willingness to collect and analyze data to improve the learning system
- A commitment to continual improvement

## COMMUNICATION

The GOLDEN RULE: *"Treat others as you would want them to treat you."* Also remember the old cliché, *"Honesty is the best policy"*. It is better to ask questions or voice concerns directly to those directly involved rather than to spread "untruths" of which we have no facts. Please do not harass faculty and staff concerning matters of which they are not involved. Remember: "People who know don't talk and those who talk don't know."

### COMMUNICATION WITH PARENTS:

Parents are offered the opportunity to conduct school business through phone calls, e-mail, and conferences during regular school hours. **Please allow teachers 48 hours to return your call or email.** Some teachers may be on duty and will need extra time to return such calls or e-mails.

**The primary communication with parents/guardians is through email. It is imperative that each family have access to the internet and have a working email address on file with the office.**

### RESOLVING INTERNAL PROBLEMS:

Rayne Catholic Staff is committed to helping students grow academically and spiritually. **It is RCE policy to resolve conflict at the lowest possible level.** Should a parent have an issue or concern regarding their child, that parent should **first** contact the faculty member involved. If a resolution is not received then the parent should contact an administrator.

### PARENT-TEACHER CONFERENCES:

Conferences can be scheduled at the request of the parents, teachers or administrators. Communication is crucial for identifying potential problems and developing a strategy to address the problem. Conferences should be held in the proper order: (1) Consultation with the teacher and principal; (2) Consultation with the teacher and parent; (3) Consultation with the teacher, parent, and principal.

### WEEKLY COMMUNICATIONS:

Weekly school information will be emailed via our "Tiger Pause".

### NEWSLETTER:

The Rayne Catholic Elementary School will send home our annual newsletter, "Eye of the Tiger". The newsletter contains school calendar and pertinent information that parents should know regarding school related matters. The newsletter also features R.C.E. events and promotes student's activities.

### RAYNE CATHOLIC WEBSITE:

The Rayne Catholic Elementary School website is designed to provide school information to the general public. Parents are welcome to visit the website. The school's website does have several educational links as well as access to student grades.

### RECORDS

Request for records must be directed to the school's office. Records will be sent on request of the parent/guardian. Transfer of credit is an official transaction between schools. An official transcript from another school will not be accepted directly from a student or parent/guardian. **IMPORTANT: Rayne Catholic Elementary School adheres to the Buckley Amendment.**

### NONCUSTODIAL PARENT

Rayne Catholic Elementary School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Rayne Catholic Elementary School will provide the non-custodial parent with access to the unofficial academic records and to other school related information regarding the student. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Let each of us set the best example for our children, especially in the ways of living an honest, faith filled life of moral character!

## **HEALTH AND WELLNESS**

No child will be dismissed for illness without contact and permission of the parent or the emergency contact person. Parents will be contacted to pick up students who have a temperature of 100° or higher. Parents or emergency contact person must pick up children with temperatures of 100° or higher. Any exceptions to this policy must be approved by the administration. **Student cannot return to school until he or she is SYMPTOM FREE for 24 hours.**

### **Injuries and/or Illness during school time**

**Injuries:** When a student is injured at school, he/she is referred to the office personnel on duty at that time. First aid is administered for minor injuries and nosebleeds, but if the injury is considered serious or the extent of injury cannot be determined, the parent is called and advised of the injury. If a parent or responsible party cannot be reached, the school makes the decision for professional emergency medical treatment.

**Illness:** When a staff member determines that a student is ill, he/she is referred to the school office. The office staff contacts parents or responsible persons (listed on emergency card) to come to school to pick up the student.

**Medication:** The importance of daily school attendance is stressed; however, no child should report to school if his temperature is elevated, if he/she has an unexplained rash, or if he/she exhibits any obvious sign of illness.

### **Health Records**

All students are to have in the school files their records attesting to immunization from contagious diseases as prescribed by civil law. Failure to comply with this immunization policy may result in your child being asked to leave the campus in the event of a contagious disease outbreak as determined by state health officials.

### **Home Bound**

If any student in a Catholic School requires the services of a home bound tutor because of illness or other physical needs, the student will withdraw from Rayne Catholic Elementary School and enroll in the Public School System, at least for the duration of the home tutoring need, in order to be eligible for these services.

### **Hypersensitive Student Registry**

Section 3389 of Act 237 states that each school shall maintain a hypersensitive student registry. Parents must submit to the principal a written statement stating that the student is hypersensitive to pesticides. The statement must include written verification by a licensed physician.

### **Lice**

Upon return to school, a student determined to have lice, or nits (eggs) must have a statement signed by the physician stating that he or she has been treated and is free of any signs of lice or nits.

### **Pink Eye**

A student determined to have conjunctivitis (pink eye) must be seen by a physician before returning to school.

## **Medication on Campus**

Students are not allowed to possess prescription or nonprescription medicines including eye drops, cough drops, chapstick, and/or throat spray without a signed waiver form on file in the school's office.

### **It is the LAW:**

Any student requiring over-the-counter medication (Tylenol, aspirin, cough syrup, etc.) during school hours must comply with the following procedure:

A release form signed by the student's physician must be on file in the school business office clearly indicating which over-the-counter medications the student may take or written orders from the physician for a specific medication to be taken during a specific time period.

PLEASE COMPLETE AND RETURN THE

## **ADMINISTRATION OF MEDICATION FORM**

AND THE

## **MEDICAL ALERT NOTIFICATION FORM**

AT THE BACK OF THE HANDBOOK

Prescribed medication will be administered by the office staff under the following conditions:

1. The parent obtains the proper forms (Administration of Medication Form and Request for School Personnel to Administer Medication Form) from the RCE front office (also in Handbook).
2. A licensed physician, nurse practitioner or dentist has ordered the medication and completed the Administration of Medication Form.
3. The medication is in a container that meets acceptable pharmacy standards.
4. All medication and authorization forms must be given to the office by the parent. Any change in medication must be put in writing and submitted to the office.

## **DEVELOPMENT PROGRAM**

As a private, Catholic, Elementary school, Rayne Catholic Elementary School receives no funds from the Diocese of Lafayette but operates on tuition, donated services and gifts from benefactors.

Although tuition is the primary source of funding for the daily operation of Rayne Catholic, it is the financial support of alumni, present and former parents and grandparents, and other friends of Rayne Catholic, that strengthens Rayne Catholic Elementary School for today's students and those yet to come.

### **INVESTMENT OPPORTUNITIES**

#### Endowment Funds:

The Endowment was established for the purpose of assisting Rayne Catholic financially with the task of educating students. Many gifts to the fund are made in honor of special occasions or to memorialize a loved one.

#### The Teacher Benefit Fund II:

This fund was established with the expressed purpose of providing increased salaries and benefits.

- 10% Stewardship tax on all fundraisers at or for Rayne Catholic
- 100% of the annual "Bowl-A-Thon" proceeds
- 100% of the annual Coke "Truck Load" sale

#### The Memorial Fund (The "Giving Tree" Fund):

One way to contribute to Rayne Catholic Elementary School is through the Memorial Fund which accepts gifts of any amount given in memory of a deceased person or in honor of a living person. This fund directly impacts students in need of financial assistance. Interest only is used each year.

#### The "Coach Everett" Memorial Fund:

This fund was established to remember the life of Coach Everett with the expressed purpose of providing funds for gym improvements.

#### Planned Giving:

A planned Gift is one which is legally established during the donor's lifetime with the principal benefits generally not accruing to the school until a designated future date. These gifts include bequests, life insurance, charitable gift annuities, real estate and charitable trusts.

#### Specific Department or Program Gifts:

Gifts are given to a specific department or program to provide materials requested by faculty. These include cash and in-kind-gifts.

#### Matching Gifts:

Donations of employees or participating retirees may qualify to be matched by their employer if the company has a matching gifts program. To determine if the program includes gifts to non-public schools, check with your employer or the Human Resources Department in your company.

#### Financial Assistance:

These funds, usually established by a family, pay tribute to a person and are designed according to the specifications of the donor(s).

### **SOLICITATION and DONATION POLICIES —**

**Rationale:** It is the responsibility of the Development Office to coordinate all fund raising efforts. So that efficient records may be maintained and donors properly acknowledged, a policy for solicitation is necessary. Prior to any fundraising transactions, all persons and organizations who solicit in the name of Rayne Catholic Elementary School must complete fund-raising project proposals. The administration will present proposals to the School Board which reserves the right to limit or refuse a proposed solicitation.

**Policy:** The Rayne Catholic Elementary School Solicitation Policy is as follows:

1. No individual or business is to be solicited without the concurrence of the Development Office.

2. Solicited funds must be targeted to a specific project or event that has received the prior approval of the School Board.
3. Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the administration and such permission is granted.
4. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
5. All donors should receive a written acknowledgement for their contribution within fifteen (15) days of receipt. A copy of the letter should be filed in the Development Office on the day that it is mailed.
6. In order to maintain a permanent record of donor history, the following information must be given to the Development Office:
  - a. Name of donor
  - b. Amount of Donation (if applicable indicate type of in-kind donation or item donated)
  - c. Project or campaign to which the donation was made
  - d. Date of the Donation
  - e. Solicitor's name
7. In-kind donations, or gifts of property which might incur additional expenses must receive School Board approval and permission.

#### **PUBLICATION POLICIES —**

**Rationale:** All publications and documents produced in the name of Rayne Catholic Elementary School are an extension of our school and a part of the overall marketing plan. Those who see them make judgments about the school whether consciously or unconsciously. In order to ensure that the school's mission, philosophy, and image are properly communicated, it is the responsibility of the Development Office to review all publications and documents prior to publication. The Administrator and the School Board reserve the right to amend or refuse any document, publication or program which does not reinforce the quality, stability and viability of the school.

#### Media Releases

All press releases and news articles must be approved by the Principal prior to their release.

#### Publications

Prior to publication, all letters, yearbooks, newspapers, literary books, sports programs, or any other document produced in the name of Rayne Catholic must be approved by the administration. This includes the printing of Rayne Catholic Elementary School on any t-shirt or other items.

#### Web Site

Only student clubs and organizations may provide their own web page to be posted on the Rayne Catholic official school web site. Moderator/directors must get the approval of the technology coordinator BEFORE assigning a representative of the club/organization to a web page project. The page will then be submitted for approval by both the Technology Coordinator and Principal before posted.

No individual, department, club, etc. may post a web site on Rayne Catholic outside the official school Web Site.

#### Public Announcements

No one may act or speak as an official representative of Rayne Catholic Elementary School without prior consent of the Principal or the Chancellor.

All media inquiries regarding Rayne Catholic must be directed to the Principal or the Chancellor. The exception to this is an inquiry directed to a faculty member responsible for an official school event; that faculty member may respond to the media about that event only.

#### Distribution of Printed Materials

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the administration.

# STUDENT SERVICES

## LIBRARY

Library services include the teaching of information literacy skills, assistance in locating reading material, and assistance in locating information for classroom and personal use. Students have access to magazine collections and career materials which support the curriculum. The library is staffed by one full-time librarian and parent volunteers.

## LUNCH PROGRAM

Rayne Catholic Elementary School's School Nutrition Program is run by the Diocese of Lafayette and is computerized. Each student enrolled will be given a food service identification (ID) number to memorize.

Prior to, or on the first day of school, students who plan to eat in the cafeteria should establish a food service account and prepay money into the account.

The costs of lunches are listed in the "Financial" Section of this Handbook.

Lunches must be paid in advance; you may pay the total amount at once, or you may pay by the month. Lunch money envelopes are sent home. If you pay by check, please make your check to **Rayne Catholic Elementary Cafeteria**. Please **DO NOT** include lunch and tuition monies on the same check.

It is important for students and parents to understand that students who "borrow" another student's cafeteria ID number will be disciplined the same as for stealing money from another student. It does not matter if the student has permission from the other student since the ID numbers are used to generate monthly federal claims for reimbursement on approved free or reduced price meals. With computerization no student can tell when another receives federally subsidized meals.

**Federal Regulations prevent any student from bringing food or drink of any kind (including water) onto the campus. If a special diet is medically necessary, physician's documentation must be on file in the office and the student is required to eat the meal in the cafeteria.**

## PUPIL APPRAISAL / RESOURCE

In accordance with Section 504 of the Rehabilitation Act of 1973, Rayne Catholic will utilize Individual Special Needs Committee (ISNC) and the Special Education Pupil Appraisal services of the Acadia Parish School Board, as necessary, in the process of identifying, evaluating and accommodating individual student needs. It is important that all parties involved (ISNC, teachers, parents and students) cooperate throughout the process.

## SPEECH THERAPY:

Students classified as "speech impaired" are eligible for services through the Acadia Parish School Board. Contact the Rayne Catholic Elementary office for information and eligibility requirements.

## READING LAB:

Reading Lab will be open to students in grades K through 3, who through assessment qualify for remediation and/or reinforcement.

The Bible tells us. . . .

*"Be sure to do what you should, for then you will enjoy the personal satisfaction of having done your work well, and you won't need to compare yourself to anyone else." Satan will try to steal the joy of service from you in a couple of ways: by tempting you to compare your ministry with others, and **by tempting you to conform your ministry to the expectations of others.** You will find that people who do not understand your shape of ministry will criticize you and try to get you to conform to what they think you should be doing. St. Paul tells us to ignore them.*

## **UNIFORM REQUIREMENTS and POLICIES (2011-12)**

The Rayne Catholic Elementary School uniform is to be worn everyday except on special dress days which are predetermined and listed on the school's calendar. Students will be refused admittance to class if they report out of uniform. Clean, neat and attractive uniforms are a discerning mark of a Rayne Catholic student. Students should be immediately recognizable as a member of our school community. The uniform not only includes the items that should be worn, but the manner in which they are worn. The uniform serves as a reminder to all that we are Christians and that we are models for others and should hold a sense of pride and unity for all students.

"Uniform", by definition, means consistent, standardized, homogeneous, identical, unvarying, and equal. The RCE uniform is representative of the traditions of the Sisters of Mount Carmel who founded our school several years ago. It is one purpose of our uniform that no student "stand-out" over another, that all students are equal, and representative of the discipline, character, and modesty of a Catholic school student.

**If at any time during the school year, any part of the school uniform is worn and/or unappealing, the administration will require the items(s) to be replaced.**

### **Requirements for Girls:**

- Shirt: 1. Solid white uniform oxford blouse with the RCE crest on the left chest;  
2. Solid white knit shirt with the RCE crest on the left chest;  
-short or long sleeves; shirts must be tucked into skirt with waist band visible.  
3. Solid white uniform "overblouse/overshirt" (ribbed/banded sleeves and bottom with the RCE crest on the left chest; this shirt need not be tucked into skirt
- Undershirt: 1. Solid white short/long sleeve undershirt (*no writings or designs*)  
2. Solid white turtleneck (*no writings or designs*)
- Skirt: RCE brown plaid, box pleated skirt;  
-no shorter than 3 inches above the floor when kneeling; skirts must be hemmed.  
***NOTE: Skirts must be worn on Mass days.***
- Jumper: RCE brown plaid, box pleated jumper
- Walking Short: RCE brown plaid walking shorts;  
-no shorter than 3 inches above the floor when kneeling (no longer than 1 inch below).  
***NOTE: Skirts must be worn on Mass days.***
- Long Pant: Solid dark brown cotton pants may be worn on extremely cold days  
-no faded pants, jeans, corduroy, hip-huggers, or cargo pant; pants must be hemmed.
- Belt: Solid dark brown or black belt with long pants when long pants are worn.  
-1 inch to 1 ½ inches in width; with small brass or silver small buckle.
- Tights: For school purposes tights are defined as a snug, thick cotton or cotton blend garment covering the body from the waist down, including feet.  
Solid white, black or dark brown;  
-Socks need not be worn with tights.  
Stockings (sheer nylon) and leggings (without feet) are prohibited
- Socks: 1. Solid white 'crew' socks with or without RCE Logo (*crew socks are casual ribbed socks reaching mid-way between the ankle and the knee*)  
2. Official RCE white, brown or black athletic sock; available at local business locations.
- Shoes: 1. The White Saddle Oxford with Black saddle lace-up shoe;  
Velcro closures will be allowed for Pre-K through 1<sup>st</sup> grade;  
saddle oxford is a style that many shoe companies' manufacture  
2. The Solid White, Brown, Black Keds"type" leather/canvas lace-up shoe;  
Velcro closures will be allowed for Pre-K through 1<sup>st</sup> grade  
*Please write student's name inside of shoes (since all students have same shoe)*



### **Requirements for Boys:**

- Shirt: 1. Solid white uniform oxford with the RCE crest on the left chest;  
2. Solid white knit shirt with the RCE crest on the left chest;  
-short or long sleeves; shirt must be tucked into pants with belt visible.

Undershirt: 1. Solid white short/long sleeve undershirt (*no writings or designs*)  
2. Solid white turtleneck (*no writings or designs*)  
Long Pant: Solid dark brown cotton pants;  
**NOTE: Long pants must be worn on Mass days in October through March.**  
-no faded pants, jean, corduroy, hip-huggers, or cargo pants allowed; pants must be hemmed.

Walking Short: Solid dark brown shorts; shorts must be hemmed.  
-no shorter than 3 inches above the floor when kneeling (no longer than 1 inch below).  
**NOTE: Long pants must be worn on Mass days in November through March.**

Belt: Solid dark brown or black belt  
-1 inch to 1 ½ inches in width; with small brass or silver small buckle.

Socks: 1. Solid white ‘crew’ socks with or without RCE logo (*crew socks are casual ribbed socks reaching mid-way between the ankle and the knee*)  
2. Official RCE white, brown or black athletic sock; available at local business locations.

Shoes: 1. A Solid Dark Brown leather oxford lace-up shoe; Velcro closures will be allowed for Pre-K through 1<sup>st</sup> grade; oxford is a style that many shoe companies’ manufacture



2. A Solid Dark Brown leather Sperry “type” top-sider lace-up shoe; Velcro closures will be allowed for Pre-K through 1<sup>st</sup> grade

*Please write student’s name inside of shoes (since all students have same shoe)*



***Student not adhering to the previous may be asked to remove the inappropriate part of the uniform, call home for the correct uniform and/or adhere to the appropriate violation and consequence.***

**Outerwear Policies for ALL students:** (the official school shirt must be worn under all outerwear)

Scarf/gloves: Students may wear one scarf/pair of winter gloves in cold weather as long as it is appropriate for a catholic school environment and not distracting in color or shape.

Sweater: Solid white, black or dark brown, pullover or button down front; v-neck or round (plain with no designs); may have the RCE crest/logo.

Sweatshirt: For school purposes a sweatshirt is defined as a long sleeved collarless pullover with banding around waist and wrist made of cotton/cotton blend; sweatshirts are **not to have**, collars, zippers, buttons, or any other ornamentation.

Boys: Solid white, black or dark brown for boys with or without RCE crest/logo

Girls: Solid white, black or dark brown for girls with or without RCE crest/logo

Note: the old “ash” athletic sweatshirts are ‘grandfathered’

Jacket: For school purposes a jacket is defined as any article of outerwear, lined or unlined, with a zip or button front which extends to the waist or hip.

1. Solid white, black or dark brown (cotton/cotton blend) full zip or button front with no writing, design or logo; may have the RCE crest/logo.

2. Solid white, black or dark brown fleece full or quarter zip front jacket with no writing, design or logo; may have the RCE crest/logo.

Coat: Solid white, black or dark brown coat with no writing, design or logo; may have the RCE crest/logo. Inside lining should be a comparable soft color.

**Camouflage sweaters, jackets, coats are NOT allowed.**

***Student not adhering to the previous must immediately remove the outerwear and adhere to the appropriate violation and consequence.***

### **Grooming Requirements/Policies:**

**Hair for girls:** Hair should be well groomed and off the face. Layered hair, shaving or carving into the natural hairline, excessively dyed or bleached hair, and the like are not acceptable.

**Hair for boys:** A student's hair must be of moderate length in the front, back, top, and sides.

- Hair must not extend below the eyebrows when straightened.
- Hair must not extend below the top of the ears.
- Hair may not touch the shirt collar in the back.
- Hair should never be held in place with the aid of the ears.
- Adding gel type substances to hair to disguise the length will not be allowed.

Hair must be clean and neat at all times. Layered hair, shaving or carving in the natural hairline, excessively dyed, bleached, or tinted hair, and the like are not acceptable.

Boys must be clean shaven.

Excessive styles of sideburns are prohibited and sideburns will not exceed the earlobe.

***Student not adhering to the previous may be sent home until the policy is met and adhere to the appropriate violation and consequence.***

### **Jewelry Policies for all students:**

**Hair bows:** Solid white, brown, orange, black (or any combination), RCE plaid, or colors of the current RCE Spirit shirt – Articles in hair, such as feathers, are not allowed.

**Necklaces:** Multiple necklaces/bracelets are not allowed. A student may wear one gold or silver necklace with a religious medal or symbol that is representative of a Catholic-Christian retreat or camp experience. Students may also wear a scapular.

**Bracelets:** Students may wear one bracelet with a religious medal or symbol that is representative of a Catholic-Christian retreat or camp experience.

**Watches:** Students may wear one watch as long as it is appropriate for a catholic school environment and not distracting in color or shape.

**Earrings:** **Girls** may wear one set of earrings, multiple sets are not allowed.

**Boys** may not wear earrings at any time at school or at school functions.

**Rings:** Student may wear one ring with a religious symbol that is representative of a Catholic-Christian retreat or camp experience.

**Body piercing:** With the exception of earrings, body piercing is totally unacceptable.

**Other:** Chain wallets, large belt buckles, hats, or sweatbands are not permitted.

**Makeup:** Makeup and Nail Polish is not allowed.

***Student not adhering to the previous must immediately remove the items and adhere to the appropriate violation and consequence.***

### **Health and Physical Education Uniform Requirements:**

**PreK - 4th graders:** are not required to “dress-out”; students may wear school uniform and/or bring tennis shoes; girls may take off skirts and wear regulation length shorts.

**5th - 8th graders:** **solid** black shorts with a 6” inseam and PE logo and athletic gray tee shirt with PE logo. Sold only at Bayou Silk Screens. Students must have walking or running shoes. Socks must be regulation length (at least 1 inch above the top of the ankle bone). Sweats are permitted in cold weather.

***Student not adhering to the previous will be subject to a deduction in grade for that class.***

### Spirit Day Policies for all students:

2011-2012 Spirit Shirts may be worn most **Fridays** (no charge) with regulation skirts, shorts, or pants.

-The Rayne Catholic Official Spirit shirt purchased from Rayne Catholic or Bayou Silk Screening

Shirts must be neatly tucked into pants or skirts.

**Outerwear and Jewelry Policies are still in affect during Spirit Day unless otherwise stated in Tiger Pause.**

***Student not adhering to the previous may be detained until they are in the official school uniform and/or adhere to the appropriate violation and consequence.***

### “Buddy T-Shirt” Policies for Kindergarten and 8<sup>th</sup> grade students:

2011-2012 “Buddy T-Shirts may be worn on **specific days** when the buddies have activities together or attend Mass together (there is no charge) with regulation skirts, shorts, or pants.

-Each Kindergarten and 8<sup>th</sup> grade student will be asked to bring in \$20 in August. This includes a “Buddy t-shirt as well as the cost for all buddy activities throughout the year.

Shirts must be neatly tucked into pants or skirts.

**Outerwear and Jewelry Policies are still in affect unless otherwise stated in Tiger Pause.**

### Club Day Policies for all students:

Club day attire may be worn on **DESIGNATED CLUB DAYS ONLY**;

Club Day attire is defined as: -A Rayne Catholic Official Organization shirt or sweatshirt;

All Club attire must: -be pre-approved by the administration;

-be purchased from the school or an organization affiliated with the school.

Shirts must be neatly tucked into pants or skirts.

**Outerwear and Jewelry Policies are still in affect during Club Day unless otherwise stated in Tiger Pause.**

***Student not adhering to the previous may be detained until they are in the official school uniform and/or adhere to the appropriate violation and consequence.***

### Jeans Day Policies for all students:

Jeans: Jeans days will be designated during the school year; Usually the first Friday of the month:

-on these days students have the option of paying money to wear jeans;

-jeans must be blue; jeans must be hemmed; jeans may not have holes

-no shorts or caprices

-students must wear the uniform shirt, or blouse, or approved spirit shirt.

Shoes: Students may wear closed toe shoes with socks; (no sandals or flip-flops)

Belt: Students are not required to wear a belt with jeans.

Shirts must be neatly tucked into jeans.

**Outerwear and Jewelry Policies are still in affect during Jean Day unless otherwise stated in Tiger Pause.**

***Students not adhering to the previous or who do not pay the fee may be detained until they are able to pay or change into the school uniform and/or adhere to the appropriate violation and consequence.***

### Theme Day Policies for all students:

Theme days are those days designated as special dress-up days which correspond to a pre-approved theme.

Students are expected to: dress according to the theme; dress modestly and in ‘good taste’; follow all guidelines which will be announced prior to the day.

***Student not adhering to the previous may be detained until they are in the official school uniform and/or adhere to the appropriate violation and consequence.***

### Retreats/Field Study Policies for all students:

For the safety of all, Students will be required to dress alike and distinctively as a RCE student. Students will usually dress in the current year's Spirit Shirt and blue jeans unless otherwise stated.

Shirts must be neatly tucked into jeans.

**Outerwear and Jewelry Policies are still in affect during Retreats/Field Study days.**

***Student not adhering to the previous may be detained until they are in the official school uniform and/or adhere to the appropriate violation and consequence.***

**NOTE: The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events. In general, clothing and personal grooming should be such as to suggest the serious minded Christian student. Students should wear the school uniform properly and proudly at all times.**

### Dress Code for Eighth Grade Promotion Mass:

#### Requirements for Girls

1. White Sunday best dress: 2 1/2 inches above the knee or longer.
2. Dress must **not** be sleeveless, low cut in front or back, have revealing shoulders.
3. White Dress Shoes

#### Requirements for Boys

1. White dress shirt
2. Khaki Slacks (no jeans)
3. Dress Shoes
4. Dress belt and must be secured in belt loops
5. Ties are required.
6. Sport jackets are optional.

#### **General Appearance for all students:**

1. Students should be clean and neatly dressed, and dressed properly; no fads, including shoes; no rolled shirts; no rolled pants; long pants must cover ankles; shoes laced properly.
2. Clothes should fit.
3. Hair should be neatly arranged; conventional hair styles and cuts only; fad hairstyles, distracting hairstyles, and **hair coloring** are **not** permitted.
4. Hair ribbons/decor must be appropriate for church setting.
5. No make-up, nail polish, or jewelry permitted, with this one exception: those female students with pierced ears may wear one pair of earrings that fit flat against the ear, no loops.
6. Students may wear a wristwatch and may wear a religious medal.

#### **The following uniform vendors handle all or some of Rayne Catholic uniform products.**

Bayou Silk Screen in Rayne 334-3585

Brothers in Lafayette 984-7749

Crowley Sewing Center 788-2248

Greenwood Shoes in Lafayette 235-3746 / 984-7001

School Time in Lafayette 232-4922

Young Fashions in Lafayette 988-3600

***Please bring the handbook which has a description and picture of the uniform shoe.***

***Do not rely on sales personnel to provide the correct shoe.***

Catholic Education is about  
EDUCATION and FORMATION!  
Even in 2010 the "Golden  
Rule" should still be "Golden  
Rule"!

# DISCIPLINE

## **Philosophy:**

Since there can be no character formation without training in discipline, one of the most important lessons education should teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life.

The Rayne Catholic Elementary School administration has developed, and the school board has adopted, the following rules for general student behavior. In order to promote the school's mission statement, we believe that no student has the right to interfere with a teacher's right to teach. Consequently, **no student is allowed to interfere with another student's right to learn and a teacher's right to teach.** Students are expected to display Christian values, and respect themselves as well as their neighbor.

It is neither the province nor the desire of Rayne Catholic Elementary School to prescribe what limits of freedoms parents may specify for their child's behavior. Notwithstanding, there are times and places in which the behavior of students reflects on Rayne Catholic Elementary School; example: when any part of the school uniform is worn. In all such cases, student behavior is definitely the province of Rayne Catholic Elementary School and the school's policy will be administered judiciously, firmly and fairly by the school's administration.

Our discipline code seeks to foster the values of a Christian community: kindness, courtesy, justice, respect, and cooperation.

At school, discipline policies are intended to: promote personal responsibility and self-control, provide a classroom environment conducive to learning, provide for the well-being and safety of each student and promote cooperation between teachers and parents in supporting proper behavior

The student's rights are:

- To have a teacher who is in a position to, and will, help the student limit his/her inappropriate behavior.
- To have a teacher who is in a position to, and will, provide the student with positive support for his appropriate behavior.
- To choose how to behave and know the consequences that will follow.

The teacher's rights are:

- To establish a classroom structure and routine that provides the most desirable learning environment in light of his/her needs and encourage the positive spiritual, social, educational and emotional development of the student.

The parent's rights are:

- Parents have a right to expect quality Catholic education; that their children's safety will be paramount; that they will have reasonable access to instructors and administrators; and, that they can present concerns and receive fair hearings.

The school's rights are:

- Rayne Catholic reserves the right to require a parent to withdraw their student(s) from the school.

**The following is designed to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY eventuality. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause. The administration reserves the right to also change consequences as it deems appropriate and to include consequences of lost of extra-curricular activities, co-curricular activities, athletics, and clubs.**

## **CODE OF COURTESY FOR ALL STUDENTS**

Rayne Catholic Elementary School students are expected to be polite and respectful towards others both on and off the campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. The following are guidelines students should follow in dealing with members of the Rayne Catholic community.

- Always address faculty and staff members with appropriate respect, using titles proper to their positions (Father, Coach, Miss, Mr., or Mrs.)
- "Thank You" is the expected expression of gratitude when assistance is given by adults or fellow students.
- Say "Yes, (Title)" and "No, (Title)" or "Yes Ma'am" or "No Sir" to answer a question. Do not say "What?" or "Huh?"
- Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
- Say "Excuse me" when you do not understand and want an adult to repeat something for you. Do not say "What?" or "Huh?"
- Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
- When an adult corrects you for some fault, be quiet and listen until the adult is finished talking.
- Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants, and grassy areas with respect.
- While in the classrooms and buildings, students are asked to deposit trash in the trash receptacles located in each classroom or outside. No paper or other trash should be left on the floor of a classroom at the end of a class period.

Rayne Catholic Elementary School students and parents must conform to all the regulations and expectations which are devised for the welfare of the whole student body.

**ATTENDANCE AT RAYNE CATHOLIC ELEMENTARY SCHOOL IMPLIES A WILLINGNESS TO COMPLY WITH ALL RULES AND EXPECTATIONS SET FORTH IN THIS HANDBOOK.**

# **In-Class Conduct for ALL GRADES**

Students are expected not to disturb the classroom teacher or other students in the classroom.

Since different subjects require different forms of behavior, each teacher is free to set up his or her own classroom rules and consequences that students must follow in accordance with school guidelines.

All classroom polices will be reviewed and approved by the Principal. Classroom policies will be posted in each classroom and a copy will be provided to each parent/guardian during Orientation.

All classroom policies will be modeled after, but not limited to, the following:

**Be prompt and prepared**  
**Respect authority**  
**Respect yourself and the rights of others and their property**  
**Display a concern for learning**  
**Display appropriate social skills**  
**Order and structure in the classroom setting**  
**Be honest in every aspect of student life**

Students not following classroom policies, performing their duties, disturbing the class, and/or being disrespectful or disobedient to a teacher will be subject to disciplinary action in accordance with classroom, School and Diocesan Policies.

## **Teachers and students are expected to adhere to the following procedures:**

1. Implement the classroom rules and consequences which may include one or more of the following–
  - verbally talked to or warned student
  - Lower Grades: move student’s clip / Upper Grades: sign student’s card,
  - kept student before or after class
  - contact the student’s parent(s)
2. Lower Grade: After moving the student’s clip, and the behavior continues, the instructor must send the student to the office for the following procedures to be followed.  
Upper Grade: After signing the student’s card once, and the behavior continues, the instructor must send the student to the office for the following procedures to be followed.

Note: If the student is exceptionally disrespectful, uncontrollable, and/or disruptive, the teacher does have the right to forgo the aforementioned procedure and send the student directly to the principal’s office at which time the principal reserves the right to handle the matter as he/she deems appropriate.

Upon reaching the Principal’s office the following procedures and consequences will be administered:

### 1<sup>st</sup> Offense:

1. The student is removed from class and brought to the office.
2. The student will remain in the office for a sufficient time before being allowed to return to the classroom setting.
3. A note will be sent home to the parent/guardian and must be signed and returned to the principal the next school day.
4. Lower Grades: The student will be assigned one “Recess Detention” in the office.  
Upper Grades: The student will be assigned one after school “Behavior Clinic”.

2<sup>nd</sup> Offense:

1. The student is removed from class.
2. The student must immediately call and inform the parents/guardians.
3. The student will remain in the office for the remainder of the day. This will constitute the equivalence of an In-School Suspension.
4. A note will be sent home to the parent/guardian and must be signed and returned to the principal the next school day.
5. Lower Grades: The student will be assigned two “Recess Detentions” in the office.  
Upper Grades: The student will receive the next level discipline card and the consequence associated with that level.

3<sup>rd</sup> Offense:

1. The student is removed from class.
2. The student must immediately call and inform the parents/guardians and the parents/guardians must make arrangements to immediately pick-up the child from school. This will constitute the equivalence of an Out-of-School Suspension.
3. While at school, a parent/guardian must sign a behavior plan or the student will be asked to withdraw or be expelled from school.
4. Lower Grades: The student will be assigned one after school “Behavior Clinic”.  
Upper Grades: The student will receive the next level discipline card and the consequence associated with that level.

4<sup>th</sup> Offense:

1. The student is removed from class
2. The student must immediately call and inform the parents/guardians and the parents/guardians must make arrangements to immediately pick-up the child from school. This will constitute the equivalence of an Out-of-School Suspension.
3. The student will not be allowed to return to school until the student and parent must meet with the principal and chancellor to devise a plan of action for the student’s future.
4. Student will be recommended for suspension, withdrawal or expulsion.

**Disrespectful attitude/behavior/conduct in church, in or during religious ceremonies, and/or towards the Catholic Church or its representatives will automatically result in the 4<sup>th</sup> offense of the Major Violation “Disrespect / Disobedience / Defiant” listed in this handbook.**

**The In-Class infractions are cumulative for the school year for each particular class and may become a part of their permanent disciplinary record.**

**The principal and/or chancellor of Rayne Catholic Elementary School reserves the right to forgo the above mention policies and address any situation as he/she deems appropriate.**

*Note: Parents/guardians are invited to visit and/or observe the classroom setting. The parent/guardian must make prior arrangements with the principal and the teacher for the visit.*

# Out-of-Class Conduct for ALL GRADES

A safe environment allows students to feel secure, which in turn facilitates the learning process. To create such an environment, an effective system of discipline must be implemented not only in the classroom, but throughout the campus. The following out of class behavior policy is designed to foster a sense of self-discipline, responsibility and caring in all students and create an intrinsic desire to live in a Christian manner.

All students have the obligation to represent Rayne Catholic Elementary School in a respectful manner, both in school and at school-sponsored activities. Students must remember that wherever they are they carry the reputation of the school with them. **Students who may become involved in any grave violation of discipline and/or serious public misconduct that brings discredit to this school could be subject to disciplinary action including suspension or expulsion.**

**ALL RCE STUDENTS ARE ALSO HELD ACCOUNTABLE FOR THEIR ACTIONS WHILE OFF CAMPUS, ESPECIALLY WHEN IN ANY RCE UNIFORM (school, athletic, spirit shirts, etc).**

## Minor Violations

### **Grades Pre-K – 4:**

Each lower grade's student conduct grade will be reported daily/weekly. The student's nine weeks grades will be reflective of each individual teacher's in-class rules and out-of-class school policies (please see list of "Minor Violations for ALL GRADES" on the following pages. For each "minor" infraction the lower grade student's "clip" will be moved once.

### **Grades 5 – 8:**

Each student in grades 5 through 8 will be provided an Violation Card at the beginning of each nine week period. The student's nine weeks grades will be reflective of each individual teacher's in-class rules and out-of-class school policies (please see list of "Minor Violations for ALL GRADES" on the following pages. For each "minor" infraction the upper grade student's "violation card" will be signed.

**Infractions 1 and 2** – the teacher/staff member will simply sign the card and return it to the student.

On the **3rd infractions**, the teacher will keep the card and send the card to the office and a notice will go home to inform the parents/guardians of the students discipline level. **THE STUDENT MUST GO TO THE OFFICE TO RECEIVE A TEMPORARY CARD.**

After **4th infraction**, the teacher will keep the card and send the card to the office. **THE STUDENT MUST GO TO THE OFFICE WHERE HE/SHE WILL RECEIVE A NEW CARD REPRESENTING A NEW LEVEL.** A notice revealing the appropriate consequence will be sent to the parents/guardians.

Each signature/infraction represents a lower numerical grade and each card level represents a lower letter conduct grade for that nine weeks.

### **Grades for minor violations on the behavior card:**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>
0 signature –	100 A	92 B	82 C	76 D	68 F	*20 F
1 signature –	98 A	90 B	80 C	74 D	62 F	see below
2 signatures –	96 A	88 B	78 C	70 D	new card	
3 signatures –	94 A	86 B	new card	new card		
4 signatures –	new card	new card				

**Consequences for minor violations on the behavior card:**

**Level ONE Card** is turned in to the principal at the end of the 9 week period

Grade of “A” in conduct for nine week period (see above grading scale)

Upon the 4<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

**Level TWO Card** is issued to the student

Student is assigned the next After School “Behavior Clinic”

Grade of “B” in conduct for nine week period (see above grading scale)

Upon the 8<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

**Level THREE Card** is issued to the student

Student is assigned the next “In-School Suspension”

Student can not participate in any extra-curricular activities for the next 5 days

Grade of “C” in conduct for nine week period (see above grading scale)

Upon the 11<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

**Level FOUR Card** is issued to the student

Student is assigned the next two days “In-School Suspension”

Student can not participate in any extra-curricular activities for the next 10 days

The student will not be allowed to attend any school/class field for that school term.

Grade of “D” in conduct for nine week period (see above grading scale)

Upon the 14<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

**Level FIVE Card** is issued to the student

Student is assigned the next “Out-of-School Suspension”

Student can not attend or participate in any extra-curricular activities for the next 15 days and subject to further suspensions or termination from clubs.

The student will not be allowed to attend any school/class field for that school term.

Grade of “F” in conduct for nine week period (see above grading scale)

Upon the 16<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

**Level SIX Card** is issued to the student

Student is assigned the next two days “Out-of-School Suspension”

Student can not attend or participate in any extra-curricular activities for the next 30 days and subject to further suspensions or termination from clubs.

The student will not be allowed to attend any school/class field for that school term.

Upon the 17<sup>th</sup> signature, the card is turned in to the principal by the last signing staff member

Meeting with the student, parents/guardians, principal, and chancellor.

Student will be recommended for suspension, withdrawal or expulsion.

**Any student missing their violation card must report to the office immediately and receive a ‘temporary’ card or automatically receive the next level card and the appropriate consequences.**

## **Minor Violations for ALL GRADES (and appropriate codes):**

For each “minor” infraction the lower grade student’s “clip” will be moved once.

For each “minor” infraction the upper grade student’s “violation card” will be signed.

### **Assemblies, School Masses, Pick-up areas, and Functions (AS)**

At all times students must conduct themselves appropriately and in a manner befitting Christian students. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority and furthering the mission of Rayne Catholic Elementary.

### **Cafeteria (CF)**

Students are expected to conduct themselves as Christian ladies and gentlemen and to help make the cafeteria a pleasant place by observing the following rules:

- Students must be accompanied to the cafeteria by their teacher.
- All students are to enter and exit the cafeteria quietly.
- Students are to be in single line and in number order
- Students can not cut in the service line.
- Students are not to run or shout in the cafeteria.
- Students are to sit in designated area and in number order.
- Students are to exercise good table manners.
- Students are not allowed to wear hats in cafeteria.
- Food is not to be taken out of the dining room unless permission is granted by administration.
- When students are finished eating, they are to dispose of all litter and return their trays. Students are to place chairs back into place after completing lunch.
- Students are to follow any additional rules set forth by the duty teacher.
- Federal Regulations prevent any student from bringing food or drink of any kind (including water) onto the campus. If a special diet is medically necessary, physician’s documentation must be on file in the office and the student is required to eat the meal in the cafeteria.

*Note: Parents are invited to eat in the cafeteria. Cost of a parent meal is the standard charge for teachers. The cafeteria manager can make special arrangements for students on special diets. A doctor's statement must be on file in the cafeteria for such diets.*

### **Cellular Phones (CP)**

Due to the large amount of text messaging during classes, cheating incidents using text features, inappropriate pictures being taken and posted on-line in blogs and emails, and overall disruption to the learning environment during school hours, cellular phones will be allowed under these specific conditions.

Between the hours of 8:00am and 3:10pm, cell phones can NOT be on the student’s person, in the student’s book sack, or locked in the student’s locker. Cell phones MUST be turned in the school office or to the student’s homeroom teacher during homeroom and will be returned at dismissal.

Cell phones can NOT be visible for any reason one hour before turning phones in to office or teacher and one hour after retrieving phone. This means, on a normal school day cell phones can NOT be visible from 7:00am to 8:00am and 3:10pm to 4:00pm.

RCE does have four phones and four independent lines in the front office, two phones and one independent line in the gym, one phone and one independent line in the cafeteria, one phone in the library, three phones and one independent line upstairs. RCE has more than sufficient phone service for its employees and students from 7:00am until 4:00pm.

1<sup>st</sup> Offense during the school year:

- One signature on the student's violation card.
- The student's phone will be confiscated and remain in office for 5 consecutive days.
- **The parent/guardian must retrieve the phone from the principal after 5 days.**

2<sup>nd</sup> Offense during the school year:

- Two signatures on the student's violation card.
- The student's phone will be confiscated and remain in office for 10 consecutive days.
- The student will receive an after-school detention or the consequence attached with the next card if a new card is issued.
- **The parent/guardian must retrieve the phone from the principal after 10 days.**

3<sup>rd</sup> Offense during the school year:

- Three signatures on the student's violation card.
- The student's phone will be confiscated and remain in office for 20 consecutive days.
- The student will receive an in-school suspension or the consequence attached with the next card if a new card is issued.
- **The parent/guardian must retrieve the phone from the principal after 20 days.**

4<sup>th</sup> Offense during the school year:

- Next Level violation card.
- The student's phone will be confiscated and remain in office for 40 consecutive days.
- The student will receive a two day in-school suspension or the consequence attached with the next card if a new card is issued.
- **The parent/guardian must retrieve the phone from the principal after 40 days.**

5<sup>th</sup> Offense during the school year:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration reserves the right to contact and turn the matter over to the local law enforcement agency if pictures, emails, blogs are involved; as well as adding the Acceptable Use Policy/Technology Agreement consequences to the previous stated consequences.*

### **Dress Code (DC)**

Please note the Rayne Catholic Elementary Uniform requirements and policies in this handbook.

- Students in violation of the dress code will not be allowed to attend class until the infraction is corrected. They will be detained in the office until they are in compliance with the school uniform code.

### **Electronics / Games (ED)**

Cameras (Buckley Agreement – pictures can only be taken with consent), Radios, iPods, MP3, or CD players (including those with headsets) or any type of beeper, or laser pointer are not permitted on campus during the school day. Lap top and palm computers must be approved by the administration and teacher of the class.

Students are also prohibited from bring and using any “gaming” devices, including playing cards.

- The student's item(s) will be confiscated.
- **The parent/guardian must retrieve the device from the principal.**

### **Entering Class Room (EC)**

All students must be in appropriate lines before entering class. Girls must be in a single line next to the classroom wall or the right of the teacher; while the boys must be in a single line on the outside or the left of the teacher. Boys must always let the girls enter first.

Students can not enter class room until instructed by the teacher. Students must enter class in an orderly, quiet manner.

### **Food / Drink / Gum Chewing (FDG)**

Food or Drink is not permitted in classrooms.

Permission must first be granted by the administration for class parties, celebrations, or anything which will involve food in the classroom.

Absolutely no outside cups or beverages will be allowed on campus during the school day.

Gum chewing and chewing of milk straws is prohibited on campus during the school day.

Federal Regulations prevent any student from bringing food or drink of any kind (including water) onto the campus. If a special diet is medically necessary, physician's documentation must be on file in the office and the student is required to eat the meal in the cafeteria.

- The student must immediately dispose of the item(s).

### **Hall Pass / Hall Conduct (HP)**

Students out of class anytime during the class period will be required to have in their possession a hall pass from their teacher. This also includes students with a hall pass displaying disruptive or inappropriate behavior while out of class.

- The student must immediately return to class.

Students should always step aside for any adult or visitor.

Student Conduct in Hall, Sidewalks and/or Breezeway: 1) students must walk on the right side, 2) students can not stand in the middle of hall, sidewalk, breezeway impeding the positive flow of traffic, 3) no books, bags, equipment are to be on the floor or on top of the lockers.

Junior High Hall: students are not to use hall as a means to get to the field during lunch/recess breaks; students must use the sidewalk along the side of Room 13, 14 and 15. Students are allowed to use the Junior High Restroom during lunch/recess when on field, however, students must enter and exit the double doors facing the field, along Anding Street. Students are not allowed in the hall or classrooms at any time without teacher supervision.

After school – all students (including 6<sup>th</sup>-8<sup>th</sup>) will use the Quad Restrooms (due to supervision); the Junior High Hall and Rest Rooms must be clear by 3:30 or 20 minutes after the bell.

### **In-Class Behavior (IC)**

Students are expected not to disturb/disrupt the classroom instructor or other students in the classroom. Instructors, after giving a verbal warning, may choose to sign the student's violation card as a preventive "step/measure" before sending the student out of class or to the office. After signing the student's card once, and the behavior continues, the instructor must send the student to the office and those procedures will be followed. *Please refer to the "In-Class Behavior" section.*

### **Independent Sustained Reading (ISR)**

Students must be reading an appropriate AR Book or novel during the assigned ISR time. Students without an appropriate book, without a book, not reading, or disturbing others from reading. . .

1<sup>st</sup> Offense:

1. Student will report immediately to the cafeteria and remain there until ISR time is complete.
2. Lower Grades: Student will have their 'clip' moved to the next level or the equivalent.  
Upper Grades: Student will receive a signature on the discipline card.

2<sup>nd</sup> Offense:

1. Student will report immediately to the cafeteria and remain there until ISR time is complete.
2. Lower Grades: Student will have their 'clip' moved twice or the equivalent.  
Upper Grades: Student will receive two signatures on the discipline card.

3<sup>rd</sup> Offense:

1. Student will report immediately to the cafeteria and remain there until ISR time is complete.

2. Lower Grades: Student will receive a Recess Detention.  
Upper Grades: Student will receive a Behavior Clinic.

4<sup>th</sup> Offense:

1. Student will report immediately to the cafeteria and remain there until ISR time is complete.
2. Lower Grades: Student will receive a Behavior Clinic.  
Upper Grades: Student will receive an In-School Suspension.

5<sup>th</sup> Offense:

1. Student will report immediately to the School Office.
2. Student will receive an administrative referral.

### **Littering (LT)**

Students should respect the school campus at all times. This includes spitting, leaving books on ground or top of lockers, etc.

- The student must immediately pick-up or clean their 'litter'.

### **Locker (LK)**

Lockers must be locked when not directly in use. Lockers unattended and not locked will result in disciplinary action for the occupant of the locker.

- The locker must immediately be locked.
- Contents may be taken out of locker resulting in the student having to go to the office to collect his/her belongings.

### **Off Limit Areas (OL)**

Students should be aware of their surroundings. All students have designated areas of socializing and playing before, during and after class. During these times, students are expected to be in their assigned areas.

- The student must immediately return to their assigned area.

### **Party Invitations (PI)**

Invitations to off-campus parties may be distributed at school ONLY if the ENTIRE class is invited. Disciplinary action may result if this policy is disregarded.

### **Recess, Playground (RS)**

All students must remain in the designated play areas.

Quad:

North-West Corner: Lower Grade Boys	North-East Corner: Lower Grade Girls
South-West Corner: Upper Grade Boys	South-East Corner: Upper Grade Girls
Fenced-in Covered Area: PreK Students	

Field:

Parkerson Street Side: Boys	Polk Street Side: Girls
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Lower Grades:

Kindergarten-1<sup>st</sup> Grade in front, next to Anding Street

2<sup>nd</sup> Grade in middle

3<sup>rd</sup>-4<sup>th</sup> grades in back, next to Bernard Street

Swing Sets: Mon.-K, Tues.-1<sup>st</sup> grade, Wed.-2<sup>nd</sup> grade, Thurs.-3<sup>rd</sup> grade, Fri.-4<sup>th</sup> grade

Fenced-in Area: Pre-K Students

All-school owned playground equipment will be labeled. No other equipment will be allowed on campus unless approved by an administrator. No body-contact sports will be allowed. Play-fighting, rough play, kicking, tackling, karate, etc. are prohibited. Students not following recess/playground rules set forth by the duty teacher, displaying disruptive or inappropriate behavior.

### **Rest Room (RR)**

All students must use their appropriate rest rooms. Students must have Hall Pass during class time.

PreK/K Hall: are for the PreK and Kindergarten students

Quad Rest Rooms: are for PreK through 5<sup>th</sup> grade students

Junior High Wing Rest Rooms: are for 6<sup>th</sup> through 8<sup>th</sup> grade students

Before school – all students (including 6-8) will use the Quad Restrooms (due to supervision)

Lunch/Recess in the Quad – all students (including 6-8) will use the Quad Restrooms (due to supervision)

Lunch/Recess on the Field – all students (including K-4) will use the Jr. High Restrooms (due to supervision); students are not to use hall as a means to get to the field during lunch/recess breaks; students must use the sidewalk along the side of Room 13, 14 and 15, students must enter and exit the double doors facing the field (along Anding Street).

After school – all students (including 6-8) will use the Quad Restrooms (due to supervision); the Junior High Hall and Rest Rooms must be clear by 3:20 or 20 minutes after the bell.

### **Tardy (TD)**

A student must be on time for every class. “On time” is determined by each teacher. Students who are late for class (after the first period of the school day) will have their violation card signed.

### **Technology (TC)**

Please refer to the “Acceptable Use Policy” in this handbook.

### **Violation Card (VC) – Upper Grade Student’s Only**

The cards will be kept in the student’s homeroom. The homeroom teacher will distribute each student’s card at the beginning of the school day. Each student must wear their card the entire day. Students will return the card to their homeroom teacher at the end of each school day or when leaving campus for the day (example: checking-out early due to illness).

**Students are to keep the lanyard, plastic pouch and violation card visible and free from drawings, pictures, stickers, notes, etc.**

Any member of the RCE staff can use the card to correct the behavior of any student not in the company of their teacher. The teacher or staff member will fill out the behavior card with the appropriate behavior code, a short explanation, their initials, and the date of the violation. Codes will be on the card.

# **Major Violations for ALL GRADES**

## **Major Violation consequences:**

1. **Lower Grades:** Administrator, teacher, or staff member will NOT move the student's "clip" or equivalent, but immediately complete a 'referral form' and send it to the Principal.  
**Upper Grades:** Administrator, teacher, or staff member will NOT sign and date the student's violation card, but immediately complete a 'referral form' and send it to the Principal.
2. Appropriate action will be taken as outlined under each violation.
3. **Lower Grades:** Most major violation infractions **are NOT cumulative** and are erased at the completion of each school year. (Exception: Legal Issues such as "Threats of Violence", "Vandalism", "Drugs", and "Weapons".)  
**Upper Grades:** All major violation infractions **are cumulative for the student's tenure** at Rayne Catholic Elementary (grades 5<sup>th</sup> – 8<sup>th</sup>) and will become a part of their permanent disciplinary record.

## **ALL RCE STUDENTS ARE ALSO HELD ACCOUNTABLE FOR THEIR ACTIONS WHILE OFF CAMPUS, ESPECIALLY WHEN IN ANY RCE UNIFORM (school, athletic, spirit shirts, etc).**

The following are Major Violations and the appropriate consequences

### **Cheating**

Promoting the pursuit of intellectual excellence and the development of moral integrity are primary goals of Rayne Catholic Elementary. Cheating is an obstacle to both of these goals. With this in mind, the following consequences to academic dishonesty have been established for **minor assignments** (examples: homework, minor quizzes, etc.). Both/All students will receive:

1. The teacher will submit written notification of the infraction to the administration.
2. The teacher will notify the parents.
3. Receive a "0" on the assignment.
4. Student's discipline card will be signed twice.

The following consequences to academic dishonesty have been established for **major assignments** (examples: tests, research papers, projects, etc.):

#### 1<sup>st</sup> Offense:

1. Teacher will submit written notification of the infraction to the administration.
2. Administration will notify parents.
3. Student will receive a "0" on the assignment involved.
4. Lower Grades: Student will receive the next "Recess Detention".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card.

#### 2<sup>nd</sup> Offense:

1. Teacher will submit written notification of the infraction to the administration.
2. Administration will notify parents.
3. Student will receive "0" on the assignment involved.
4. Lower Grades: Student will receive the next after school "Behavior Clinic".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or be assigned a one day In-School-Suspension.
  - Student is not eligible for any Academic Honors at Rayne Catholic Elementary; to include membership in the Beta Club.

#### 3<sup>rd</sup> Offense:

1. Teacher will submit written notification of the infraction to the administration.
2. Administration will notify parents.

3. Student will receive “0” on the assignment involved.
4. Lower Grades: Student will receive the next after school “Behavior Clinic”.  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or be assigned a one day Out-of-School-Suspension.
  - Student’s Nine Weeks grade will not exceed 69%; if infraction occurs on the Mid-Term or Final Exam – the student receives a “0” on the exam.
  - Student is not eligible for any Academic Honors at Rayne Catholic Elementary; to include membership in the Beta Club.
  - Student is not eligible for any club or class offices and for any positions of leadership or ambassadorship-those holding positions will be removed.

4<sup>th</sup> Offense:

1. Teacher will submit written notification of the infraction to the administration.
2. Administration will notify parents.
3. Student will receive a failure (F) in the course for the year.
4. Meeting with the student, parents/guardians, principal, and chancellor.
5. Student will be recommended for suspension, withdrawal or expulsion.

**Damage to Property / Vandalism**

A student is expected to use the buildings, furnishings and equipment only for the purpose intended. Any act of vandalism against school property, the property of another school or the property of any member of the administration, faculty, staff or student body, either on or off campus is strictly prohibited.

**Damage to School Property** is defined as (1) no malice intent and (2) costs less than \$150.00.

1<sup>st</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. Lower Grades: Student will receive the next “Recess Detention”.  
Upper Grades: Student will receive a signature on the discipline card and the consequence attached with that card and/or an after school “Behavior Clinic”.

2<sup>nd</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. Lower Grades: Student will receive the next after school “Behavior Clinic”.  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day In-School suspension.

3<sup>rd</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. Lower Grades: Student will receive the next “In-School Suspension”.  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day Out-of-School suspension.

**Vandalism of School Property** is defined as (1) malice intent and/or (2) costs exceeding \$150.00.

*If damages exceed \$250, the offense will automatically be treated as a 3<sup>rd</sup> Offense.*

1<sup>st</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. Lower Grades: Student will receive the next after school “Behavior Clinic”.  
Upper Grades: Student will receive the next level discipline card and a one day Out-of-School Suspension.

2<sup>nd</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. Lower Grades: Student will receive the next "In-School Suspension".  
Upper Grades: Student will receive the next level discipline card and a two day Out-of-School Suspension.

3<sup>rd</sup> Offense:

1. A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Dishonesty**

Students who are guilty of or involved in falsification of faculty, staff or parental signatures, transcripts, letters of recommendation, or school documents, and willful lying makes student subject to corrective action.

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Disrespect / Disobedience / Defiant**

Disrespectful behavior towards any administrator, faculty, or staff member at Rayne Catholic Elementary School will not be tolerated. Any administrator, faculty or staff member of Rayne Catholic Elementary School has the authority to correct student misconduct at any time. Deliberate insubordination or insolence towards authority calls for immediate disciplinary action by the principal.

**Disrespectful attitude/behavior/conduct in church, in or during religious ceremonies, and/or towards the Catholic Church or its representatives will automatically result in the 4<sup>th</sup> offense.**

1<sup>st</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
2. Lower Grades: Student will receive the next "Recess Detention".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or an after school "Behavior Clinic".

2<sup>nd</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
2. Lower Grades: Student will receive the next after school "Behavior Clinic".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day In-School suspension.

3<sup>rd</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
2. Lower Grades: Student will receive the next "In-School Suspension".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day Out-of-School suspension.

4th Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

### **Disruptive Behavior**

Disruptive behavior is defined as any behavior deemed unacceptable by the Administration. (Examples can be, but not limited to, throwing objects, running in hallways, etc.)

The appropriate penalties for violation of this policy are as follows:

1<sup>st</sup> Offense:

1. A student who by his/her action is disruptive will be expected to apologize to any the offended parties.
2. Lower Grades: Student will receive the next "Recess Detention".  
Upper Grades: Student will receive a minimum of one (1) signature or a maximum of three (3) on the discipline card and the consequence attached with that card and/or an after school "Behavior Clinic".

2<sup>nd</sup> Offense:

1. A student who by his/her action is disruptive will be expected to apologize to any the offended parties.
2. Lower Grades: Student will receive the next after school "Behavior Clinic".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day In-School suspension.

3<sup>rd</sup> Offense:

1. A student who by his/her action is disruptive will be expected to apologize to any the offended parties.
2. Lower Grades: Student will receive the next "In-School Suspension".  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or a one day Out-of-School suspension.

4th Offense:

1. A student who by his/her action is disruptive will be expected to apologize to any the offended parties.
2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

### **Drug / Alcohol / Tobacco**

Rayne Catholic Elementary School is a Drug Free Zone. The sale, purchase, possession or consumption of drugs on the school campus is prohibited. Drugs include over-the-counter and prescription medications, anabolic steroids, alcohol and counterfeit or imitation drugs. Anyone violating this regulation, or choosing to remain in the presence of someone who is in violation, is subject to immediate disciplinary action including suspension or dismissal at the discretion of the administration.

- The sale, purchase, possession, distribution or use of any drug or like substance (including anabolic steroids, tobacco, or alcohol) at Rayne Catholic Elementary or at any school function is prohibited.
- The possession of any drug-related paraphernalia is prohibited.
- Any person having a reasonable cause to believe that a student is guilty of an infraction listed above shall immediately report such fact to the principal or any staff member.

- The administration shall investigate the circumstances of each given incident and decide whether or not to report the information to the appropriate law enforcement agency.
- Any student choosing to remain in the presence of any other student who is in violation of the above shall be subject to the same consequences and sanctions.
- School officials have the right to conduct a reasonable search of the student and the student's possessions. Additionally, the school administration reserves the right to inspect lockers at any time.
- The school administration, in cooperation with local law enforcement agencies, reserves the right to allow periodic random searches utilizing drug dogs.

1<sup>st</sup> Offense:

1. Student will receive the next level discipline card and a two day Out-of-School Suspension.
2. Parent/Guardian must send written documentation (within 7-10 days of notification of the infraction) to the school administration verifying that the student has successfully completed an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Louisiana Department of Health or the Louisiana Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor.
3. The student must also submit to weekly urine drug testing for up to five weeks or until a negative test result is produced. Parent/guardian must be present for all tests and is responsible for all expenses.
4. Parents/guardians must meet with the administration before the student will be allowed to return.

*Note: Students not adhering to stipulations #2 and #3 will be allowed to withdraw or be expelled from Rayne Catholic Elementary School.*

2<sup>nd</sup> Offense:

1. The student will be allowed to withdraw within 48 hours or be expelled from Rayne Catholic Elementary School.

*Note: Students bringing required or prescription medication to school may bring the medication to the office and immediately register same and turn same over to the possession of the school secretary. The medication will be taken and consumed by the student in the secretary's office as per the terms of the prescription. The medicine, therefore, must be properly labeled with the student's name, doctor, and dosage requirements. In addition, the student, parent, or guardian's written permission will be required before the student is permitted to consume the medication during school hours on the Rayne Catholic Elementary School campus.*

### **Fighting (Hitting) / Altercation**

**Fighting** at Rayne Catholic Elementary School is strictly prohibited and will not be tolerated. Fighting is defined as (1) physical blows being given and/or (2) hostility being displayed and/or (3) use of a weapon. (*Choking, locking-up, holding against will – considered Threats of Violence*)

After Administrative investigation and review, the student(s) deemed the aggressor(s) or instigator(s) will receive the following:

1<sup>st</sup> Offense:

Lower Grades: Student will receive the next two "Recess Detentions".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next after school "Behavior Clinic".

2<sup>nd</sup> Offense:

Lower Grades: Student will receive the next after school "Behavior Clinic".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next “In-School Suspension”.

3<sup>rd</sup> Offense:

Lower Grades: Student will receive the next “In-School Suspension”.

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next “Out-of-School Suspension”.

4<sup>th</sup> Offense:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

If the first offense of fighting is considered “minor” by the administration (example: (1) verbal disagreement (2) no hostility being displayed and/or (3) no physical blows being exchanged.), the incident will be deemed an **Altercation** and the student(s) will adhere to the following consequences:

Lower Grades: Student will receive the next two “Recess Detentions”.

Upper Grades: Student will receive a, minimum of one and a maximum of three, signature(s) on his/her discipline card and the consequence attached with the card.

### **Harassment / Bullying**

#### **Harassment / Bullying at RCE WILL NOT BE Tolerated !**

Rayne Catholic Elementary School is committed to providing a learning environment that is free from harassment and/or bullying in any form. Harassment and/or bullying of any student by any other student, teacher, or employee, is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner.

A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including dismissal or expulsion.

**Students found to have made and/or filed false and frivolous charges will also be subject to administrative referral.**

Harassment and/or bullying occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual’s race, creed, color, national origin, physical/mental disability, individual differences, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or suggestion.

Cyber Harassment: Derogatory comments and jokes; threatening words, demeaning or inflammatory remarks, and the like through text messaging, email, phone, and/or any internet medium.

All violations will result in the student receiving an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Leaving Campus / Cutting Class**

From the time students arrive until the end of the academic day, they must remain on campus. Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action. Please note that Mass, Pep Rallies and Assemblies are considered a classes.

Student must get teacher's signatures (of those classes missed) and promptly return the slip to the school's office. (Incomplete forms will result in the "Cutting Class" Policy.)

**Note: Student must take all tests and turn-in all projects or make arrangements with the teacher before entering next class. Incomplete forms and failure to take test and turn-in assignments will result in the "Cutting Class" Policy.**

• **A student who leaves campus without permission:**

1<sup>st</sup> Offense:

Lower Grades: Student will receive the next after school "Behavior Clinic".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next "In-School Suspension".

2<sup>nd</sup> Offense:

Lower Grades: Student will receive the next "In-School Suspension".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next two days "In-School Suspension".

3<sup>rd</sup> Offense:

Lower Grades: Student will receive the next "Out-of-School Suspension".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next "Out-of-School Suspension".

4<sup>th</sup> Offense:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

• **A student who "cuts class" without permission and remains on campus:**

Cutting Class is defined as:

1. Students not completing the proper 'sign-in and sign-out' procedure.

• Student must obtain a 'permission slip' form from the school's office to leave campus.

• Student must get teacher's signatures (of all remaining classes) and return the slip to the school's office. (Incomplete forms will result in the "Cutting Class" Policy.)

**Student must take all tests and turn-in all projects or make arrangements with the teacher before leaving campus. Incomplete forms and failure to take test and turn-in assignments will result in the "Cutting Class" Policy.**

2. Students not in class for an excessive amount of time.

3. Students leaving class and caught anywhere other than the appropriate destination.

1<sup>st</sup> Offense:

Lower Grades: Student will receive the next "Recess Detention".

Upper Grades: Student will receive two signatures on his/her discipline card and the consequence attached with that card and/or the next after school "Behavior Clinic".

2<sup>nd</sup> Offense:

Lower Grades: Student will receive the next after school "Behavior Clinic".

Upper Grades: Student will receive three signatures on his/her discipline card and the consequence attached with that card and/or the next "In-School Suspension".

3<sup>rd</sup> Offense:

Lower Grades: Student will receive the next "In-School Suspension".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next "Out-of-School Suspension".

4<sup>th</sup> Offense:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

### **Obscenity / Offensive Language**

The use of **obscene language (either spoken or written) or gestures** is prohibited. Possession of obscene printed or written material is prohibited. Inappropriate public displays of affection between boys and girls is prohibited. The administration will not tolerate obscene language in the classroom, on the campus, or at school functions.

1<sup>st</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.

2. Lower Grades: Student will receive the next "Recess Detention".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next after school "Behavior Clinic".

2<sup>nd</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.

2. Lower Grades: Student will receive the next after school "Behavior Clinic".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next "In-School Suspension".

3<sup>rd</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.

2. Lower Grades: Student will receive the next "In-School Suspension".

Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next "Out-of-School Suspension".

4<sup>th</sup> Offense:

1. A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.

2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

Certain language, however not obscene, may be **offensive** to others and should not be used in the Catholic school setting. If the administration deems the language not obscene yet offensive the following action will be taken:

Lower Grades: Student will receive the next "Recess Detention".

Upper Grades: Student will receive two signatures on his/her discipline card.

### **Stealing**

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action.

1<sup>st</sup> Offense:

1. A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
2. Lower Grades: Student will receive the next after school “Behavior Clinic”.  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next “In-School Suspension”.

2<sup>nd</sup> Offense:

1. A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
2. Lower Grades: Student will receive the next “In-School Suspension”.  
Upper Grades: Student will receive the next level discipline card and the consequence attached with that card and/or the next “Out-of-School Suspension”.

3<sup>rd</sup> Offense:

1. A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Technology (TC)**

Please refer to the “Acceptable Use Policy” in this handbook.

### **Threats of Violence**

Because safety in our school is of utmost importance and one of our top priorities, the Bishop has mandated the following policy.

When informed of possible violence or even threats of violence, Rayne Catholic Elementary School will take this information seriously and follow the procedures outlined by the Diocese of Lafayette (Diocesan Policy 1018) when addressing the issue. Rayne Catholic Elementary School will have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those which may be considered frivolous. Even frivolous threats can disrupt the operation of the school. (*Choking, locking-up, holding against will – considered Threats of Violence*)

The appropriate penalties for violations of these policies are as follows:

1. The school administrator will contact the appropriate civil authorities immediately and follow their directives.
2. The school administrator will contact the Superintendent of the Diocese of Lafayette.
3. If the threat or danger involves a student or students, parents/guardians will be contacted immediately.
4. If the student is on campus, he or she will be detained according to the directives of the local law enforcement agency.
5. The superintendent of Catholic Schools will be informed of the threat and the action being taken.
6. If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

The student will be allowed to withdraw within 48 hours or be expelled from Rayne Catholic Elementary School

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Violation Card (VC) – Upper Grade Students Only**

**A student who does not have their Violation Card will be sent to the Principal's office immediately.** A student must have an official Rayne Catholic Violation Card (VC) on his/her person at all times while on campus. The VC card will be attached to the school issued lanyard and always visible inside the school issued clear pouch. A student must surrender the VC on demand to any administrator, faculty, or staff member. The administrator, teacher, or staff member will sign and date the student's VC every time a student commits a minor violation while on campus.

**If the student does not present their VC to the administrator, teacher, or staff member upon request, they will be sent to the Principal's office immediately.**

- **Student will receive the next level discipline card and a one day Out-of-School Suspension or the consequence attached with that card.**

If the Violation card is lost and can not be found:

- The student must report to the office for a 'temporary' card for that day.
- The student must return the 'temporary' card at the end of each day.
  - The student's VC will be signed and dated (each day) for not having the VC.
  - The student's VC will be signed and dated if 'temp' card is not returned.
- If the student can not find the VC, a new (next level) VC will be issued.

If a student is discovered to possess more than one Violation Card:

- Results in the "Disrespect" policy consequences and is a major violation.
- The student's violation card being signed for the original violation by the original teacher.

If a student 'erases' a signature or defaces the Violation Card:

- Student will skip the next level discipline card and receive the next level a one Out-of-School Suspension.

**If the student receives a violation while having a temporary card, staff member will sign the temporary card and the office will transfer the signature to the student's violation card.**

### **Weapons**

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function.

1. Anyone violating this regulation is subject to confiscation of weapon.
2. The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

The student will be allowed to withdraw within 48 hours or be expelled from Rayne Catholic Elementary School

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

**The principal and/or pastor of Rayne Catholic Elementary School reserves the right to forgo the above mention policies and address any situation as he/she deems appropriate.**

## **EXPLANATION OF CONSEQUENCES**

**The following is designed to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY eventuality. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause.**

**The administration reserves the right to also change consequences as it deems appropriate and to include consequences of lost of extra-curricular activities, co-curricular activities, athletics, and clubs.**

### **Recess Detention**

- Detention is conducted and moderated by the Rayne Catholic staff under the supervision of the principal.
- Detention will take place during the 30 minute recess period of the next school day.
- Students must report to the office for detention.

### **After School “Behavior Clinic”**

- Clinic is conducted and moderated by the Rayne Catholic staff under the supervision of the principal.
- Clinic will be assigned the day (Monday-Thursday) following the violation.
- Clinic will take place at 3:15 until 4:00 on Monday-Thursday afternoons in a designated classroom. Students will be required to complete all work assigned by the monitor. Students will NOT be allowed to communicate with other students, do homework, make-up tests, etc.
- Students must be properly dressed in school uniform.
- Students who are more than five minutes late (arrive after 3:20) will be not be admitted and thus will constitute a missed clinic.
- Students who do not follow the rules (including communicating, sleeping, not completing work, etc.) during their assigned clinic will be assigned an In-School Suspension.

#### **Missed Behavior Clinic:**

The student will be assigned the next available clinic; if the student does not attend this clinic (no exceptions), he/she will be assigned a 1 day In-School Suspension. **This policy is cumulative for each semester.**

**AFTER SIX (6) AFTER SCHOOL “BEHAVIOR CLINICS” PER SCHOOL YEAR, THE SUBSEQUENT AFTER SCHOOL CLINIC WILL AUTOMATICALLY BECOME AN IN-SCHOOL SUSPENSIONS.**

### **Suspensions**

A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion form Rayne Catholic Elementary.

**(Suspensions are cumulative for the academic year)**

**In-School Suspension:** A student placed on in-school suspension (ISS) will be placed in a designated detention area for a specific class period or an entire school day.

- Suspension may be conducted and moderated by the Rayne Catholic teachers and staff under the supervision of the principal.
- All school rules and regulations are in effect.
- Students will be expected to complete all assigned class work and/or tests.
- Students must bring all text books and supplies needed for that day.

- Students are not allowed to talk or communicate with each other and are to remain in assigned seats.
- Students will be assigned to a ‘work detail’ upon finishing their work or after lunch – whichever is first.
- Students will not be allowed to have any contact with the general school population during that day.
- Students will be given bathroom breaks different from the normal school schedule and will eat lunch after the general population.
- Students must wear school uniform and will not be granted any privileges allowed the general population on assigned days (examples: spirit shirts, jean days, dress-up days, etc.).
- There is no academic penalty assigned to an in-school suspension; however all assigned work will be graded. (thus, any work not completed will result in a grade of “0”)
- **Students may NOT participate in after-school extra-curricular activities for 5 consecutive days for each day of the academic suspension.**

**AFTER THREE (3) IN-SCHOOL SUSPENSIONS PER SCHOOL YEAR, THE SUBSEQUENT ISS CONSEQUENCES WILL AUTOMATICALLY BECOME OUT-OF-SCHOOL SUSPENSIONS.**

If the student is expelled from the In-School Suspension center, he/she will be immediately sent home and the day will count as an Out-of-School Suspension with its academic weight.

**Out-of-School Suspension:** A student placed on out-of-school/out-of-class suspension will automatically be placed on probation.

A student placed on out-of-school/out-of-class suspension will NOT be allowed to:

1. attend school and/or individual class for the length of the suspension.
2. attend or participate in school activities during the suspension period, to include weekend if suspension is on a Friday or Monday.
3. attend co-curricular events during the suspension period, to include weekend if suspension is on a Friday or Monday.

A student placed on out-of-school/out-of-class suspension will be allowed to make up all work; however –

1<sup>st</sup> Suspension of school year:

- **student may NOT attend or participate in after-school extra-/co-curricular activities for 15 consecutive days for each day of the academic suspension.**
- a 2% decrease in the nine week grade will occur for ALL classes
- conduct grade of no higher than a “C” for the quarter of the suspension

2<sup>nd</sup> Suspensions of the school year:

- **student may NOT attend or participate in after-school extra-/co-curricular activities for 20 consecutive days for each day of the academic suspension.**
- 4% decrease in the nine week grade will occur for ALL classes
- conduct grade no higher than a “D” for the quarter of the suspension.

3<sup>rd</sup> Suspension of the school year:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

### **Discipline Committee Review**

The Principal may request a hearing by the committee on discipline as the result of a major behavior sanction.

If such a review becomes necessary, the Principal will call a Disciplinary Committee hearing. The disciplinary committee will consist of:

- Pre-determined faculty members (alternates each year)
- One representatives from the current RCE Advisory Board
- The school Administration (The Principal, Curriculum Coordinator, Religion Administrator)

After the facts of the case have been established at the hearing, the committee will forward a recommendation for disciplinary action to the Pastor. The Pastor and Principal will decide on the appropriate action to be taken.

The student and his/her parents may be present at the hearing only if invited by the Pastor.

### **Corporal Punishment**

Corporal Punishment is not permitted at Rayne Catholic Elementary School or in the Diocese of Lafayette.

Although corporal punishment, within a reasonable degree, is actually permitted as a method of discipline in the schools of Louisiana by state law, this practice stands against the very ethos of Christian behavior. Corporal punishment shall include, but is not limited to, the following actions: spanking, shaking, slapping, pinching, hair pulling, throwing at, etc.

In the event that a teacher should strike a child or use any other form of inappropriate physical restraint upon a child, the teacher shall inform the administration immediately and shall file a written explanation of the incident with the administration within twenty-four (24) hours of the incident. Students and parents/guardians should also report any such incident to the administration within the same twenty-four (24) hours.

### **Suspension During a Criminal Investigation**

If any student of a Catholic school is suspected of criminal activity, that student may, at the discretion of the chancellor or administration, be placed on suspension until an investigation has been conducted to ascertain his/her guilt or innocence. The length of the suspension shall be governed by the length of the investigation. This suspension time shall not count as part of the number of days absent when determining passing and failing according to state attendance regulations. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.

## **POSITIVE BEHAVIOR CONSEQUENCES**

### “Birthday”: (Daily)

Students are acknowledged at morning assembly and visit the principal’s office to receive a RCE cup with candy and prizes.

### “Student of the Week” for Lower Grades: (Weekly)

Each week teachers may choose one student who throughout the previous week did something extraordinary. This student modeled the attributes of our patron saints, St. Joseph and Our Lady of Mt. Carmel.

### “Caught Doing Something Good”: (Weekly)

Faculty and Staff report student’s names to office who have been “caught” doing something out-of-the-ordinary to help RCE be a better place. Student’s names are posted weekly in the “Tiger Pause”, they are acknowledged weekly at morning assembly, they visit the principal’s office to get a “Get Out of Jail Free” card, they receive a St. Joseph’s medal.

### “0” Violation Parties for Lower Grades: (Quarterly)

Each quarter, student who received zero violations (signatures and/or checks) are call from class and given a party consisting of pizza, candy, games, etc.

### “Principal’s” List: (Quarterly)

Each quarter, student who received all “A” on their report cards will be given a free dress day and one name from each class will be randomly drawn to attend lunch at a local restaurant with the principal.

### “0” Violation Exemption for Upper Grades: (Semester)

Upper Grade Students who received zero violations (signatures and/or checks) are allowed to choose one mid-term or final exam in which they will be exempt. The student will receive an exam grade of the quarter averages (1<sup>st</sup> semester: 1<sup>st</sup>+2<sup>nd</sup> quarter average / 2<sup>nd</sup> semester: 3<sup>rd</sup>+4<sup>th</sup> quarter average).

### “Most Improved”: (2<sup>nd</sup> quarter)

The top 4-6 students in each grade level who have academically improved the most are call from class and given a party consisting of pizza, candy, games, etc.

### “Paw Points” (Yearly)

Each grade may earn points throughout the year by participating in school activities such as dress days, etc. Paw Point activities are labeled on the school’s calendar. The grade with the most paw points will earn a day-off of school in May.

### “Good Behavior” (as needed)

The administration may give the school/class an extended recess for great behavior/participation.

## Rayne Catholic Elementary –Acceptable Use Policy/Technology Agreement

**Employees, Parents and Students of Rayne Catholic Elementary are prohibited, under Diocese and School Policy, to post words, pictures and/or related materials depicting/containing Rayne Catholic Elementary, its name, logos, pictures, employees, students, etc., on blogs, wikis, widgets, FaceBook, MySpace, Ning, podcasts, webinars, jpeg and gif files, wma files, compressed video conferencing (CVC), Smart Boards, SchoolTube, YouTube, TeacherTube, and the like.**

Rayne Catholic Elementary School recognizes that computers and technology are used to support learning and to enhance instruction. Technology has changed the manner in which people interact with each other and, as with other advances in society, can be utilized for the benefit or the detriment of ourselves and others. All computers are to be used in a responsible, efficient, ethical and legal manner. In order to address issues which may occur, **IT IS IMPORTANT THAT STUDENTS AND PARENTS CAREFULLY READ AND UNDERSTAND THE FOLLOWING INFORMATION:**

Rayne Catholic Elementary School provides computer access to all students currently enrolled. Students will be assigned a Username and Password. Students are responsible for securing and protecting this information. Students must login each time they access the network. Upon login, a student will have access to his or her network folder. All school work must be saved in the network folder. Students may not save programs, music files, personal graphics, games or any other information not directly related to school or class work to their network folder or any computer on campus. Students are responsible for logging off the network when they leave the computer.

Virus protection software constantly scans all computers connected to the network. If any student receives a virus warning while using a computer, he or she is obligated to inform the technology director as soon as possible. While a firewall is utilized to prevent certain sites from being accessed in order to protect students and the school from inappropriate material, NO safeguards are 100% reliable. Students are responsible for immediately reporting any irregularities (e.g. if a “pop-up” or questionable site is inadvertently accessed, the student is responsible for **IMMEDIATELY** reporting this to the teacher/staff/adult in charge—traffic **CAN and WILL** be monitored by the webmaster/technology coordinator.)

Rayne Catholic Elementary School declares the following as unethical and unacceptable behavior and cause for taking disciplinary action.

Violations to the technology policy are divided into MINOR and MAJOR and consequences are based on the severity of the violation.

### **MINOR OFFENSES:**

- Using information networks for any purpose other than school related research or to fulfill school assignments.
- Using the network for entertainment purposes such as games, chat rooms, or music unless instructed to do so by a teacher for educational purposes
- Changing the default settings on any school equipment (e.g. computer desktop settings, screensaver, internet homepage etc.)

Violation of these rules will result in the following:

Lower Grades: Student will receive the next “Recess Detention”

Upper Grades: Student’s Behavior Card will be signed with the code “Tech” (TC)

### **MAJOR OFFENSES:**

- **Posting on any website or blogging anything that is contrary to the Mission Statement of Rayne Catholic Elementary School** (e.g. Posting on any website or blog that verbally or pictorially references Rayne Catholic Elementary, its policies, administration, faculty, staff members, or its students.)

- Using information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Using information networks for illegal, inappropriate, or obscene purposes, or in support of such activities
- Intentionally disrupting information, network traffic (including pop-ups) or crashing the network (including virus) and connected systems.
- Degrading or disrupting equipment or system performance.
- Using computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining unauthorized access to the files of others or vandalizing the data of files or another user.
- Gaining or seeking to gain unauthorized access to resources or entities.
- Forging electronic mail messages, or using an account owned by another user.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Violation of these rules will result in the following:

1<sup>st</sup> Offense:

1. Administrative referral will result in one day In-School Suspension
2. Immediate removal of materials from site(s) Failure to remove in time may result in expulsion.
3. The student will make monetary retribution for all damages.
4. The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
5. The student and/or family will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

2<sup>nd</sup> Offense:

1. Administrative referral will result in one day Out-of-School Suspension.
2. Immediate removal of materials from site(s) Failure to remove in time may result in expulsion.
3. The student will make monetary retribution for all damages.
4. The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
5. The student and/or family will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

3<sup>rd</sup> Offense:

1. Administrative referral will result in a two day Out-Of-School Suspension.
2. Immediate removal of materials from site(s) Failure to remove in time may result in expulsion.
3. The student will make monetary retribution for all damages.
4. The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
5. The student and/or family will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.

**STUDENT AND PARENTS (LEGAL GUARDIANS) WILL BE HELD RESPONSIBLE FOR ANYTHING SAID/WITTEN/INFERRED/POSTED ON ANY MEDIAN. RAYNE CATHOLIC ELEMENTARY, ST. JOSEPH CHURCH AND THE DIOCESE OF LAFAYETTE OWN THE NAME AND ALL LOGOS OF THE SCHOOL.**

**\*\*\*The Administration reserves the right to treat postings which defame others, utilize profane language or are deemed severely inflammatory in nature as a Third Offense\*\*\***

*Note: The Administration always reserves the right to contact and turn the matter over to the local law enforcement agency.*

## **Internet Safety Tips for Parents**

If children use chat or e-mail, talk to them about never meeting in person with anyone they first "met" online

Talk to children about not responding to offensive or dangerous e-mail, chat, or other communications. Report any such communication to local law enforcement. Do not delete the offensive or dangerous e-mail; turn off the monitor, and contact local law enforcement

Keep the computer in the family room or another open area of your home where you can monitor what is going on.

Let children show you what they can do online, and visit their favorite sites.

Have children use child-friendly search engines when completing homework.

Here are some very helpful sites:

<http://www.askkids.com/>

<http://www.kidsclick.org/>

<http://yahooligans.yahoo.com/>

<http://www.awesomelibrary.org/>

<http://www.dibdabdoo.com/>

<http://www.educationworld.com/>

<http://www.factmonster.com/>

<http://www.family-source.com/>

<http://www.rcls.org/ksearch.htm>

<http://www.searchedu.com/>

<http://www.teach-nology.com/>

<http://www.tekmom.com/search/>

<http://www.kidfriendlysearch.com/>

Forbid your child from entering private chat rooms; block them with safety features provided by your Internet service provider or with special filtering software. Be aware that posting messages to chat rooms reveals a user's email address to others.

**Cox Communications** at <http://security.cox.net/> has a free download for Cox customers for a limited time only and it is a McAfee virus protection program that comes with parental controls, which allows you to set filters on your computer. Filters can restrict certain sites, images and even times of the day. In addition, parental control software allows you to configure controls based on the Windows user name. You can see what sites your children have accessed or attempted to access while they were online.

**LUS** has a Security suite that includes virus protection, spam filter, pop-up blocker and more.

**AT&T** offers a range of safety and control features for their devices and innovations. Parental controls are vital in safeguarding families, while tips on the latest scams and other safety issues help raise awareness. Currently, AT&T works with organizations that promote online safety education and awareness, including Enough is Enough, iKeepSafe (Internet Safety Coalition) and the Ad Council's Internet Safety Coalition. Each organization strives to educate parents and children on how to be safe on the Internet.

## How to monitor your child's internet **HISTORY**

Open Internet Explorer  
Click on Tools  
Click on Toolbars  
Click on History

To see more History that may not have been deleted

Open Internet Explorer  
Click on Tools  
Click on Internet Options  
Click on Settings  
By History click on View Files

The Continuing Education training video was from an online source at [www.netsmartz.org](http://www.netsmartz.org)

There have other helpful online videos that are age appropriate, if you would like to use this website to educate your child ages 5-17 about online safety, texting, Cyberbullying and much more.

# Internet Safety Tips for Students

## Protocol—Online Safety Rules for Young People

### Do (advisable behavior):

- Honor all rules (from your school, family, etc.) for Internet use.
- Use only non-identifying nicknames.
- On social networking sites, only "friend" people that you know in person.
- Know that anything you write or post on the Internet could be read by anyone with access to the Internet, even if such entries have been marked private. Predators often use such information to search out vulnerable young people, so it is extremely important that you use caution when interacting through social media.
- Use webcams only with people you know in person, and then do so respectfully and appropriately. It is important to know that software can be secreted onto a hard drive that gives a remote (and unauthorized) user access to your web browser and camera. If you have a webcam, consider the following safety measures:
  - If you use a laptop computer, close it when it is not being used.
  - If your camera is not integrated (USB-attached, for example), point it at a blank wall or something equally bland when not in use.
  - Place an obstruction over the webcam lens to effectively prevent the chance of spying.
- Talk honestly and openly with a trusted adult if you have a negative experience online.
- If you know of a peer who is either engaging in or experiencing negative or dangerous online behavior, tell a trusted adult immediately.
- Remember that whatever you post to the Internet is there forever... Do not post *anything* that you wouldn't want *everyone* to see—including your parents, teachers, friends, representatives from colleges, and even potential employers.

### Should Not Do (risky behavior, at best):

- Do not open a social networking or email account without the appropriate permission.
- Do not use your full name when establishing user names.
- Do not post information about your personal schedule (i.e. when you have practice, when you plan to go to the movies, when your family is going on vacation). Do not post the full names (or any identifying information) of your friends without permission.
- Do not download anything without the permission of a responsible adult.

### Never Do (dangerous behavior):

- Never engage in any harassing or bullying behaviors either in person or online.
- Never text, email, or post obscene or otherwise inappropriate pictures or graphic language.
- Never post any identifying information such as your home address, cell phone number, birthday, social security number, or school.
- Never post photographs of you or your friends that contain clearly identifiable details such as street signs, license plates on cars, home address numbers, or the name of your school (or even school mascots on clothing).
- Never alter a computer history files.
- Never physically meet anyone in person that you've communicated with only online. You could be in real danger if you actually meet "Internet friends" who are in fact strangers that you've only communicated with online.
- Do not download or plagiarize academic material.
- Never illegally download music, movies, or other media.
- Never knowingly upload viruses, trojans, spyware, etc., nor "hack" into unauthorized sites or information.

# **CAMPUS SAFETY**

## **Safe Environment**

According to Diocesan Policy “A Safe Environment for the Protection of Children and Young People” provides Rayne Catholic Elementary School with a means of monitoring more closely everyone who has direct contact with our students. The program educates the adult leaders of RCE on recognizing the signs of abuse. The following applies to anyone who has contact with students:

- A mandatory training session for all faculty, staff, and personnel who have contact with RCE students (Initial Certification 2 hour session)
- A mandatory training session for all volunteers who have contact with RCE students (e.g. volunteer coaches, cafeteria helpers, classroom helpers, etc.) (Initial Certification 2 hour session)
- A criminal background check along with fingerprinting will be conducted on all paid faculty, staff, and personnel who have contact with our children.
- A criminal background check will be conducted on volunteers who have unsupervised contact with our children.
- All volunteers who have contact with students must complete a Volunteer Profile.
- Mandatory training of ALL volunteers, faculty, staff, and personnel must be updated yearly (Re-Certification 1 hour session)

**All parents must be Safe Environment certified in order to chaperone field trips.**

As part of the ongoing mission of the safety of our children here in the Diocese of Lafayette, the following information is provided to demonstrate how to access the online rectification training-Protecting Gods’ Children Online awareness Training. Only those individuals who have completed INITIAL training are eligible for this recertification.

Important Reminder: Please review the Diocesan Code of Professional Conduct and Reporting Procedures. (These documents are located in My Diocese)

Steps to access the Protecting God’s Children Online Awareness Training:

1. Go to [www.virtus.org](http://www.virtus.org)
2. Click on “Registration” link highlighted in yellow
3. Select “Begin the registration process.”
4. Select your organization from the dropdown list – Lafayette, LA (diocese)
5. Create a username and password (using your email address as your username may assure no duplication)
6. Please provide the required contact information
7. Select your organization from the dropdown list – parish/school location (please indicate all that apply)
8. Select your primary role within the diocese. Please note: If you are a paid teacher, please select Educator
9. Go to VIRTUS Online, and enter your username and password
10. Once logged in, you will click on the green circle to begin your online training

This recertification module will take approximately one hour. If you have to close your session before you he finished, the session will start where you left of when you log back in to the site.

When you are logged in the system, you have the ability to change your account information by clicking on “Update My Account” and the ability to view the contact information for the diocese by clicking on “Contact my Coordinator.”

For further assistance, please go to [www.virtus.org](http://www.virtus.org) and click on “Help”, then click on “VIRTUS Online Help Desk” to send a message to VIRTUS, or you can call 888-847-8870.

## **Obtaining ‘outreach’ for victims**

Rayne Catholic shall follow all applicable Louisiana civil laws for reporting to public authorities when allegations and/or suspicions of abuse of a person who is a minor. If at any time someone is ‘suspicious’ that any member of the RCE family is a victim of abuse, that person should report directly to the administration. Upon the administration receiving such information, the principal shall be notified and immediately notify the pastor. The principal and pastor will then report to the Superintendent of Catholic Schools and the appropriate law enforcement or legal institution. Rayne Catholic, in conjunction with the church, shall reach out to assist every person who has been the victim of abuse as a minor.

## **Visitors/Child Custody/Visitation Rights**

No natural or adoptive parent, or other person which by law would otherwise be able to exercise parental control over such child, shall be denied access to their child including, but not limited to, the following circumstances: (1) visiting the child on campus; (2) attending school functions with the child; or (3) picking up the child after school, until the school is provided with a copy of a signed order or judgment from a court having jurisdiction over the child indicating in clear and precise language that such denial of access is authorized.

## **Campus Visitors**

Parents, grandparents and other family members are encouraged to actively participate in Rayne Catholic activities. For the safety of all our students, it is imperative that the front office be aware of their presence on campus.

All visitors and volunteers, including parents, grandparents and extended family, must check-in with the front office before proceeding to the classrooms, cafeteria, library, etc. This not only includes the main buildings/classrooms but the gymnasium and play areas as well.

Upon check-in each visitor/volunteer will be issued a visitor pass that must be worn at all times, while on the RCE campus. Visitors must also check-out with the front office when they are leaving campus.

The only exceptions to the rule are:

**Visitors attending mass** – anyone who goes directly from the parking lot to the church and does not enter any part of the school campus does not need a name badge.

**Volunteer coaches arriving for after-school practices** – any volunteer coach going directly to the gym/field and not entering any of the classrooms does not need a name badge.

**Special event organized by RCE** – guests of the event, such as Grandparents Day, do not need name badges.

## **Prohibiting Entry onto School Campus**

Students, faculty, staff, parents and visitors assume an obligation to conduct themselves in a manner compatible with Rayne Catholic Elementary School’s function as a Catholic educational institution. Therefore, a person’s continued presence on school property may be restricted provided their conduct is in violation of the following:

- Obstruction of buildings, entrances, walks, passageways, classrooms, offices, parking areas, auxiliary room (janitorial, supplies, etc.) or any other space that impedes implementation of programs and functions of the school
- Detaining, holding, intimidating, injuring, or threatening to injure or coerce by bodily harm any person lawfully upon school property
- Theft, malicious destruction, damage or injury to property
- Conduct which creates a substantial risk of injury or damage

- Other conduct which the principal deems serious enough to justify forbidding entry to the perpetrator

This policy is not intended to be, nor shall it be, used as a mechanism to circumvent procedures associated with the Code of Student Conduct.

The following school officials will be authorized to order persons to immediately leave school property and forbid their return for a specific period of time, including indefinitely:

1. Principal of Rayne Catholic Elementary School
2. Pastor

## **CAMPUS CAMERAS**

Rayne Catholic has approximately 32 cameras around the school campus which record activity 24 hours a day.

## **SEARCH AND SEIZURE POLICY**

There are no private domains at Rayne Catholic Elementary School; in order to safeguard the moral and physical welfare of the students, all spaces, including locker, desks, etc. and all property including purses, book bags, etc., are subject to inspection. Materials obtained from these inspections may be confiscated for use in disciplinary procedures.

**After signing the Registration Forms, the parents/guardians and students for go any rights to private domains on the campus of Rayne Catholic Elementary School and/or at any Rayne Catholic functions.**

The school administration, or another school official with permission of the school administration, may search students themselves, or their lockers, or the students' belongings, including, but not limited to, handbags, briefcases, book bags, etc.

## **EVENT POLICIES**

Rayne Catholic Elementary School events reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

According to the *Catechism of the Catholic Church*, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness... Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet... Teaching modesty to children and adolescents means awakening in them respect for the human person."

- Events are for Rayne Catholic Elementary School students, parents, family, and their guest only.
- **All guests are subject to all Rayne Catholic Elementary School rules, regulations and policies set forth by Rayne Catholic.**
- Rayne Catholic Elementary School students and parents are responsible for their guest's behavior and observance of school rules.

## **FIELD TRIPS/FIELD STUDIES**

Field trips/field studies are privileges afforded to students. Students who fail to meet academic or behavioral requirements can be denied participation at the discretion of the administration.

Permission slips must be signed by the parent or guardian and returned to school by the stipulated deadline in order for the student to participate in the activity. **No over-the-phone, faxed, or hand-written permissions will be accepted.** All students riding in cars must wear seat belts.

The **dress code** for field trips/field studies varies according to the type of trip and the duration of the trip. Unless notified, students are expected to wear complete uniforms. Please see section under “Dress Code.”

Parents are sometimes asked to serve as chaperones for field trips. Parent chaperones have the responsibility of supervising small groups of children. Because parent chaperones are responsible for a group of children, younger siblings are not allowed on field trips.

**Students attending field trips must return to school with the group. No check outs will be allowed on field trips without prior administrative approval. All parent chaperones must be Safe Environment certified in order to attend field trips.**

## **GIFTS**

Student exchanges of Christmas gifts, birthday gifts, Easter gifts or any other gifts on campus MUST receive prior approval from the administration.

**Invitations to off-campus parties may be distributed at school ONLY if the ENTIRE class is invited. Disciplinary action will result if this policy is disregarded.**

If any student receives a birthday delivery at school, it will be kept in the office until the end of the school day. Students who ride the bus are not allowed to bring delivered items on the bus.

## **PARTIES**

Permission must be requested from the administration prior to any class or club party. Diocesan Policy states: *No social or non-religious extra curricular activities may be scheduled during Holy Week.*

It is the responsibility of the teacher to make sure the classroom is cleaned and arranged properly. If food and/or drinks are to be served, teacher must ensure that all student allergies are correctly handled.

**Invitations to off-campus parties may be distributed at school ONLY if the ENTIRE class is invited. Disciplinary action may result if this policy is disregarded.**

## **TEACHER / STAFF GIFTS**

All money, gift certificates, etc., solicited by either individual parents/guardians or organizations for the purpose of honoring/thanking faculty and staff should be approved by the administration prior to being solicited.

Also, “class collections” initiated by parents/guardians must first be approved in writing by the administration.

## **LOCKERS**

Student lockers are owned by Rayne Catholic Elementary School. It is the student's responsibility to keep his/her locker locked. **RCE will PROVIDE A LOCK FOR THEIR ASSIGNED LOCKER.** The school is not responsible for items that are reported as missing or stolen from student lockers or from their book bags. Materials kept at school are kept at the student's risk. Students are warned that any items of value, and any sums of money larger than \$5.00 are to be placed in the school safe during the day with the student's name on it.

- Each student will be assigned a locker at the beginning of each school year.
- Lockers must be locked when not directly in use. Lockers unattended and not locked will result in disciplinary action for the occupant of the locker.
- Since locker space belongs to the school and is not the private area for the student, the administration reserves the right to inspect lockers at any time, for any reason.
- No stickers, posters, etc. are to be posted on or in the locker.
- Damage to lockers will be handled as described under the major violation section with regards to destruction of school property.
- Students are responsible for replacement/repair cost of the lock and/or locker if damaged.

## **FIRE DRILLS AND EMERGENCY EVACUATION**

Fire and emergency evacuation drills will be held monthly. PLEASE SEE SPECIAL EMERGENCY PLAN HANDBOOK located in each class room.

## **GRIEVANCE / RESOLUTION PROCEDURES**

In keeping with the Gospel values of justice and compassion, the following regulations and procedures are designed to facilitate an orderly and expedient resolution of complaints or grievances which may arise. The intention of this procedure is to facilitate a resolution of the grievance at the lowest possible administrative level and in a cooperative and conciliatory manner.

The following is the ascending order of levels at which resolutions can be reached:

1. Local Level:

- a. Teacher
- b. Administration
- c. Chancellor (in conjunction with the local school board)

2. Diocesan Level:

- a. Superintendent of Catholic Schools (in conjunction with the Diocesan School Board)
- b. Bishop

The following procedures shall be strictly adhered to when complaints are made:

### **INFORMAL RESOLUTION AT THE LOCAL LEVEL:**

When a student or parent makes a complaint to a teacher or administrator or by an employee to his/her superior, the parties involved shall personally endeavor to reach a mutually satisfactory resolution of the matter. A conference shall take place at which the problem is discussed and attempts are made to bring the conflict to a resolution. Without exception, informal attempts must be made to resolve the issue before the formal process is initiated.

### **FORMAL RESOLUTION AT THE LOCAL LEVEL:**

If a satisfactory resolution is not reached at the informal level of conflict resolution, the complainant may initiate the formal process. The following steps must take place in the order given. A formal complaint shall not be accepted if it is filed or appealed at an inappropriate level. A complaint may be withdrawn at any level. The withdrawal is indicated by the complainants' acceptance of the disposition of the complaint at the particular level of appeal. Acceptance is indicated by the complainant's signature on the official diocesan complaint form

Level I: The school administration

- A written complaint must be submitted to the administration within five (5) school days of the informal conference.
- The administration will meet with the complainant within five (5) school days of receiving the written complaint.
- The administration indicates their decision in a written statement, and shall also identify the person to whom an appeal may be directed should the complainant so desire.

Level II: Appeal to the Chancellor and Local School Board

- A written complaint must be submitted to the chancellor and school board president within five (5) school days of the administration's decision.
- The local school board president will call a meeting of the grievance committee within five (5) school days of receiving the written complaint. The chancellor and the grievance committee may ask to meet with the complainant to hear the complaint and any other information deemed appropriate.
- Written records of all meetings shall be carefully made. In addition, all materials submitted at Level I including a written statement setting forth the specific reason(s) for the dissatisfaction with the disposition of the case at Level I shall be obtained.
- The grievance committee may make a recommendation to the chancellor after the meeting with the complainant. The chancellor's decision must be communicated in writing to the complainant and the administration within five (5) school days.

Level III: Appeal to the Superintendent of Catholic Schools and the Diocesan School Board

- A written complaint must be submitted to the Superintendent within five (5) school days of the Level II disposition.

- The superintendent will review the complaint with the diocesan advisory board and the bishop.
- The superintendent will communicate the final decision to the parties involved in the grievance.

Note: In keeping with the gospel values and Christian atmosphere, at no time during this process will the circulation of petitions, signs or the like be allowed or tolerated on school grounds or at school functions. The school and the diocesan office will not acknowledge any press coverage until the matter has been completely resolved.



## **STUDENT ACTIVITIES PHILOSOPHY**

Rayne Catholic believes the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Participation in activities is a privilege which carries with it responsibility to the school, to the activity/organization, to the student body, to the community and to the individual student. Since students have the privilege of joining the school's organizations and thereby accept responsibility of familiarizing themselves with the constitution, rules, regulations of each organization of which they are a member.

Rayne Catholic's student activities are considered an integral part of the educational program providing experience that will help to develop young men and women physically, mentally, socially, and emotionally.

**Participation in these activities should complement, and not interfere with, the curriculum.** Also, academic grades and conduct grades will be used to determine if a student will be allowed to participate in extra-curricular activities.

The school reserves the right to prohibit students from taking part in extra-curricular activities until academic and/or conduct grade has improved. A student who is absent from school cannot participate in an extra-curricular event that day.

**Students missing more than 3 hours of a school day will NOT be eligible to participate in any extra-curricular, co-curricular, or athletic activities held on that day nor on the weekend should the absence occur on a Friday.**

## **Minimum 9 Week's/Semester Academic/Conduct Standards for ALL Club, Athletic, Co-Curricular and Extra-Curricular Programs at RCE:**

*Clubs, Athletics, Co-Curricular, and Extra-Curricular organizations may choose to have stronger requirements.*

\*Probationary status will be reviewed at progress report time and again at the end of each quarter.

1. **No member is allowed to miss a class in which that student has an "F" average without permission from the administration.**
2. With one (1) F on the **Progress Report:** No activities, contests for one (1) week, but the student can attend meetings and/or practices. Class must have minimum of three major grades.
3. With two (2) F's on the **Progress Report:** No activities, meetings, practices, and/or contests for one (1) week. The student cannot be with the program at any functions. Class must have minimum of three major grades.
4. With one (1) F on the **Report Card:** for 1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, final average- three (3 ½ ) week suspension (until next progress report) from participation in all program activities. No activities, meetings, practices, and/or contest. The student cannot be with the program at any functions. The student will have to show the principal that the grades have improved by the next progress report. If he/she has not improved, the suspension can be extended by the principal. Class must have minimum of eight major grades.
5. With two (2) F's on the **Report Card:** for 1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, final average- Nine (9) week suspension (until next report card) from participation in ALL activities, meetings, practices, and/or contest. The student cannot be with the program at any functions. The student will have to show the principal that the grades have improved by the next progress report. If he/she has not improved, the suspension can be extended by the principal. Class must have minimum of eight major grades.

6. Please read all **Disciplinary Consequences** in this handbook as it affect participation.  
Grade of “C” in conduct; No activities or contests for the next 5 consecutive days  
Grade of “D” in conduct; No activities or contests for the next 10 consecutive days  
Grade of “F” in conduct; No activities or contests for the next 15 consecutive days  
In-School Suspension: No activities or contests for the next 5 consecutive days; No extra-curricular activities for the next 5 consecutive days for a two day suspension  
Out-of-School Suspension: No activities or contests for the next 15 or 20 consecutive days and subject to further suspensions or termination from club.
7. Any student suspended out-of-school will not participate in activities or contests until reinstated by principal.
8. Moderator may suspend any member from an event for breaking school rules or club rules.
9. A written copy of club rules is to be given to each member each year. A written copy of club members and club rules are to be placed on file in school office. Moderator's name and phone number must be listed at bottom of club list.
10. Rules for all club members take effect August 1 of each school year. They are not carried over from the end of one year to the beginning of the next year.

#### **MEMBERSHIP:**

Students may join as many organizations as they wish. However, participation is required in whatever one joins. Therefore, it is advised that students pick and choose what they will join and be active in that which they choose.

#### **SIGN-UP:**

Most athletic teams and clubs have a cut-off date for sign-up, after this date, ‘try-outs’ and elections may be necessary. Once these have taken place, in fairness to ALL, no student is allowed to join. However, no student will be penalized for transferring from another school. Transfer Students (students transferring from another accredited school) may join the same organizations in which they held membership in good standing and meet the RCE eligibility requirements.

#### **ATTENDANCE STANDARDS:**

No student may participate in any Club, Athletic, Co-Curricular or Extra-Curricular program, contest or practice if they missed three or more hours of school on the same day the program, contest or practice is held. This includes the last school day of the week for weekend / holiday events.

### **STUDENT ACTIVITIES:**

#### **BETA**

Moderators: Mrs. Nugent, Mrs. Touchet

Officers elected during school year

National Club – National Academic Standards

This club includes membership until student leaves RCE

The purpose of the National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

The National Beta Club, a student-centered organization, continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community.

### Jr. Beta Requirements:

You must maintain an “A” or “B” in all subjects on your report card. If you make a grade of “C” or lower on your report card, you will be placed on probation for 9 weeks. If your grades do not improve, you will be dismissed from the club. Report cards will be checked at the end of each 9 week period.

You must maintain an “A” or “B” in conduct. If you make a “C” in conduct, you will be placed on probation until the next report card. If your grades do not improve, you will be dismissed from the club. If you make a “D” or “F”, you will be dismissed from the club immediately. If you are suspended for any reason, you will be dismissed from the club immediately.

Note: If you are dismissed from the club during the year, the sponsors will look at your records at the end of the year to see if you should be invited back into the club. The sponsors will look at your grades as well as your conduct.

Grades and conduct will be checked at the end of each 9 weeks.

### Dues:

Each Jr. Beta club member is required to pay a fee of \$5.00. These dues will be used to buy snacks for after school activities, meeting prizes, and any other goodies needed during the year. These fees are non-refundable. No exceptions.

## **CAMPUS MINISTRY**

Moderator: Mrs. Lavergne

Academic/Conduct Standards determined by Religion Administrator and Religion Teacher

This club includes membership during the student's 8<sup>th</sup> grade year

Campus ministry provides an assortment of activities, programs and projects which are designed to help the school's student body as well as its staff grow spiritually as individuals and as a community of faith. The program sponsors activities such as retreats, liturgical and sacramental celebrations, peer ministry, spiritual guidance, and Christian service experience. These clubs are open to all 8<sup>th</sup> grade students.

## **4-H CLUB**

Moderators: Mrs. Hains, Ms. Hatley, Mrs. Smith

Officers elected during school year

Academic/Conduct Standards determined by RCE

This club includes membership for 1 academic year with participation set by RCE Academic/Conduct Standards

The 4-H club is an active club in which students in grades four (4) through eight (8) may participate. 4-H is an extra curricular organization that focuses on making each member the best that they can be in areas of Head, Heart, Hands, and Health. Members participate in project work such as food, nutrition, clothing, child development, personal development, computers, environment, as well as livestock. Members earn the opportunity to develop leadership skills, citizenship, as well as earning recognition through numerous parish and state contests. Membership is open to all students.

Because the 4-H club's success depends on every club member doing their part, all club members must adhere to the following rules.

1. Members must attend all scheduled monthly 4-H meetings.
2. Members must assist in planning and participating in club activities (school supported projects, contests, community service projects, club socials, etc.) and programs for the year.
3. All members must turn in requested materials and project books in a timely manner. The school leaders will inform club members of dates and deadlines of projects. Any requested materials turned in after the deadline will be returned to the club member and withdrawn from consideration.

4. All members showing animals at the Acadia Parish, District and State Livestock Shows must inform their classroom teachers at least one (1) week in advance of show dates (if dates fall on a school day).
5. Any questions or activities involving the RCE 4-H club must be presented to and approved by the RCE club leaders.

**Consequences:** If a club member chooses to break a 4-H club rule or misrepresent the club in any way, the leaders will issue a warning for the first offense. Continued disregard for club rules will result in the member being removed from the club.

### PERFORMING ARTS

Moderator: Mrs. Prevost, Mrs. Forman, Mrs. R. Istre  
 Academic/Conduct Standards determined by Moderators and Administrator  
 This club includes membership for the length of each performance

Performing Arts at Rayne Catholic extends its membership to students who are interested in drama. The club presents theatrical productions each year.

### Student Council / Student Government

Moderators: Mrs. Doucet, Mrs. R. Istre  
 President: Morgan Oliver

Academic/Conduct Standards determined by RCE

Membership is for 1 academic year with participation set by the following Academic/Conduct Standards listed

Student Council is an organization consisting of elected members of the student body. The purpose of the council is to give the student body a “voice” through which to speak. The council is to represent student feelings, opinions, and interests while promoting student participation in high school activities.

#### Qualifications to Seek Student Council Office: (elected in the Spring during Student Council Week)

To seek and hold a position on the Student Council, a student must have met the following criteria:

1. Must have a minimum 2.80 GPA on the 1<sup>st</sup> Semester Grade to run for office in Spring or Final Grade to run in Fall.
2. Must have no grade lower than a “B” in conduct during the current school year.
3. Must have completed and returned all paper work by designated time.
4. Must be registered for the next year.

Other requirements are listed below under each office.

#### **President:**

1. Must be in 8<sup>th</sup> grade while in office (7<sup>th</sup> grade to seek office)
2. Must have attended R.C.E. two (2) years before election
3. Must have served on the student council for at least one (1) year

#### **Assistant President**

1. Must be in 7<sup>th</sup> grade while in office (6<sup>th</sup> grade to seek office)
2. Must have attended R.C.E. two (2) years before election
3. Must have served on the student council for at least one (1) year

#### **Treasurer:**

Must be in 7<sup>th</sup> grade while in office (6<sup>th</sup> grade to seek office)

#### **Secretary:**

Must be in 8<sup>th</sup> grade while in office ( 7<sup>th</sup> grade to seek office)

#### **Chaplain:**

Must be in 7<sup>th</sup> or 8<sup>th</sup> grade while in office (6<sup>th</sup> or 7<sup>th</sup> to seek office)

#### **Commissioner of Publicity:**

Must be in 7<sup>th</sup> grade or 8<sup>th</sup> grade while in office (6<sup>th</sup> or 7<sup>th</sup> to seek office) – may be appointed by administration

**Historian:**

Must be in 7<sup>th</sup> grade or 8<sup>th</sup> grade while in office (6<sup>th</sup> or 7<sup>th</sup> to seek office) – may be appointed by administration

**Class Representative: (*elected in August*)**

One representative and one alternate from each homeroom class will be elected in grades 4 through 8.

**REQUIREMENTS AND DUTIES TO MAINTAIN Student Council or Class Office Position:**

1. The student must maintain a 2.8 grade point average quarterly with no grade lower than a “C” on the report card (Quarter, Semester or Final) and no grade lower than a “B” in conduct. Any student failing to do so will be placed on probation for the following quarter. Failure to increase the GPA to a 2.8 during this quarter will result in removal from the elected/appointed position. (*1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, final average will be used*)
2. Any student receiving an in-school-suspension during a school year will be placed on probation for the remainder of the school year in which the ISS was received. A second ISS within the same school year will result in removal from the elected/appointed position.
3. Any student receiving an out-of-school suspension during the school year will be placed on probation for the remainder of the school year. A second OSS within the same school year will result in immediate removal from the elected/appointed position.
4. Class Officers must plan and conduct all class meetings and work with and support class sponsors.
5. Student Council Representatives must attend all meetings and assist with all Student Council activities and projects.
6. All elected students must set a good example both on and off campus for other students.

**CAMPAIGN REGULATIONS:**

1. All students running for an elected position must turn in completed parental consent and desired office choice the Friday before Student Council Week. Failure to do so will result in disqualification.
2. All students running for an elected position must turn in a copy of their speech and/or skit to the student council sponsor by the Monday of Student Council Week. Failure to follow this direction will result in the student being unable to present their speech.
3. The campaign will be conducted three predetermined days of Student Council Week.
4. Student’s campaign expenses should not exceed \$25.
5. NO food/candy/gum/noise makers may be handed out as part of the campaign.
6. Student’s must prepare a minimum of 2 large posters/banners and handouts for their class only.
7. Posters may be placed on walls in designated areas only using appropriate material, excluding any area in front of school that is visible to passersby.
8. NO CHALK!! NO PAINTING ON WINDOWS!!!
9. Students must conduct a clean and ethical campaign. Any campaign materials deemed offensive or inappropriate by the Student Council and/or administration will be removed and discarded. Students may be subject to disciplinary action.
10. Campaign speeches will be delivered during a special meeting/assembly. Voting will immediately follow.
11. Results will be emailed to the candidates the night of the elections and announced to the student body the following day. A run-off election will be conducted the next day, if necessary.
12. All campaign materials must be properly disposed of by the end of the school day of the election. Failure to do this will result in the ‘Damage to School Property’ consequences stated in this handbook.

# ATHLETICS

Athletic Director: Mr. Menard

Academic/Conduct Standards determined by RCE

Membership is for 1 season (no season last longer than ONE 9 week period) with participation set by the Minimum Academic/Conduct Standards set forth in this handbook – standards refer to the last report card / progress report (*1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, final average will be used*)

It is a privilege to participate in the Rayne Catholic Elementary Athletic Program. Working with each student's academic program, Rayne Catholic's Department of Athletics seeks to make the Rayne Catholic student a well-rounded individual. Any student wishing to join or try out for a team must be in good academic and disciplinary standing.

The athletic department will be headed by the athletic director (A.D.). This person, in turn, reports directly to the Principal. The school Principal has final authority regarding any athletic program decisions. It is the responsibility of the A.D. to educate coaches, staff, student-athletes and parents on the mission statement and philosophy of the athletic program so that it may be fulfilled. **All decisions regarding any aspect of the athletic program must go through the A.D. and be approved by the school principal and the pastor.** All coaches will be required to be well-versed in the philosophy and mission statement of the program. It is the responsibility of the A.D. to provide these educational opportunities for the coaches.

## *Athletic Mission Statement*

As a product and natural extension of the academic program, the RCE athletic program adheres to the basic tenets of the school's philosophy. Guided by this philosophy, the athletic program's mission is:

1. To provide an avenue outside of the regular school day in which to teach Catholic values and promote the Gospel message.
2. To provide witness to student athletes on Catholic values and the Gospel message.
3. To enhance the academic, social and spiritual development of our students.
4. To foster an attitude of participation, sportsmanship and self-discipline in every student/athlete.
5. To promote social, physical and emotional fitness among every student/athlete.
6. To teach student/athletes how to deal with success and adversity in a Christian manner.

## *Philosophy*

Just as the school's mission includes leading students to see the relevance of the Gospel in their daily lives, so it is with the athletic program. In fact, athletics provide a wonderful vehicle in which to extend this mission. Because it is a reflection of real life, athletics provide a controlled environment in which effective role models can help mold students into responsible Christians. The mission of the athletic program, therefore, requires a staff that emphasizes spiritual and emotional growth as a primary goal and competition and winning as a secondary one. To this end, it is the responsibility of the school administration and the athletic staff to fully understand and study the values we desire to instill in the student athletes.

In the Declaration on Christian Education derived from Vatican II, it clearly states that parents are "the first school of social virtues which every society needs." Consequently, we believe that while it is the responsibility of the administration and the athletic staff to be a Christian witness to student athletes, it is ultimately the parents that must instill and maintain the ideals to which the RCE athletic program seeks to promote. Therefore, we call upon all parents to model a Christian attitude at all athletic events.

We believe a student's physical well being cannot be compromised in order to provide a well-balanced athletic program. Any sport, taken in the proper perspective, can fulfill the mission statement of the RCE athletic program. Large discrepancies can be found in the physical abilities and size of pre-teen and

teenage students. Therefore, it is prudent to provide sports that offer the greatest degree of spiritual and emotional growth while simultaneously limiting the chances of physical injury to the student athlete. This being said, part of the athletic program's mission is to ultimately provide a variety of sports which will accommodate a large number of students regardless of athletic ability or gender.

**Rayne Catholic Elementary has established a reputation for providing students with every opportunity for academic success and spiritual growth. As an extension of the classroom, the athletic program's ultimate goal is to enhance these areas. The athletic program's success will not be gauged by the number of wins and losses, but by the number of lessons learned, hearts touched and opportunities granted to student athletes.**

### SPORTSMANSHIP POLICIES

Sportsmanship is that quality of honor that desires always to be courteous, fair and respectful. Sportsmanship is evidenced by the conduct of players, spectators, coaches, parents, and school authorities.

Rayne Catholic Elementary School aspires to develop and maintain that very highest standards of sportsmanship. Administrators, coaches, teachers, participants, parents, and all fans must contribute to this endeavor. The community's high levels of expectations of Rayne Catholic magnify our errors. When we fall short of our high standards, we must do all we can to correct the situation and prevent any further such occurrences. The following guidelines may prove helpful in our quest to become a school known for its outstanding sportsmanship.

#### Sportsmanship Includes:

1. Being loyal to superiors in making athletics fit into the general school program.
2. Being loyal to coaches and fellow participants.
3. Insistence upon high scholarship and enforcement of all rules of eligibility.
4. Fair, unprejudiced relationship with participants.
5. Teaching athletes to win by use of legitimate means only.
6. Counteracting unfounded rumors of questionable practices by opponents.
7. Discouragement of gambling, profanity and obscene language at all times.

### COACHES

**Head Coaches of each team will be decided upon by the Administration – NOT *first come, first serve*. Assistant Coaches will be determined by the Head Coach and Athletic Director.**

### SPORTS

**It is the intention of the athletic department to provide a wide-range of sports for both genders. The number of programs and the pace of growth will be determined by student needs and interests, participation, economics, logistics and staffing concerns.**

## TEAMS and grade levels

### Volleyball, Basketball, Baseball, and Softball:

RCE will field teams in each individual grade (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>) if enough students sign-up and are eligible. Minimum number of students= 10. If the minimum number of students is not met, RCE will combine teams (5<sup>th</sup> and 6<sup>th</sup> grade together, 7<sup>th</sup> and 8<sup>th</sup> grade together). Lower grade will be combined with higher grade and tryouts will be held if necessary.

### Football:

Football will combine 5<sup>th</sup> and 6<sup>th</sup> to form a team and 7<sup>th</sup> and 8<sup>th</sup> grade for another team with no cuts.

### Track/ Cross Country:

Track will combine 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade together with no cuts. Some students may compete for “no points” if there is a large number of students participating.

### Cheerleading:

Grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>

Membership is for 1 academic year with participation set by the following Academic/Conduct Standards listed

This school spirit team includes the Cheerleaders and Mascots. Their purpose is to provide and promote school spirit.

To seek and hold the position Cheerleader, a student must have met the following criteria:

1. Must have a minimum 2.80 GPA on the 1<sup>st</sup> Semester Grade and/or Final Grade on the report card.
2. Must have no grade lower than a “B” in conduct at any time during the current school year.
3. Must have completed and returned all paper work by designated time.
4. Must be registered at RCE for the next school year.

### REQUIREMENTS AND DUTIES/RULES TO MAINTAIN Cheerleader Position:

1. Adhere to the Minimum Academic/Conduct Standards set forth in this handbook.
2. Cheerleaders will cheer during both **HOME** and **AWAY** football games and designated basketball games.
3. Members are expected to conduct themselves in a way that is positive to R.C.E. and its philosophy.
4. Members are subject to the authority of the sponsors, administrators, and other adults who are assisting in any activity.
5. Once on squad, members are expected to adhere to the guidelines listed in the R.C.E. Handbook concerning academic/conduct requirements for extracurricular activities.
6. Members are expected to be properly uniformed at all home football games:
  - a. UNIFORM: shell, skirt, bloomers, socks, shoes, and pom poms
  - b. HAIR: neatly styled and out of face
  - c. HAIR RIBBONS: only solid orange, black, or white
  - d. NO make-up, nail polish, or jewelry
7. Members are expected to be **prompt** for all practices, games, or activities involving R.C.E. cheerleaders. Report to sponsors one half hour before games begin. Parental written excuse for absence is required.

**Consequences:** A demerit system will be used if a cheerleader chooses to disobey any of the above requirements. **Earning three (3) demerits will result in being excluded from participating in either a pep rally or a game.** Any further demerits earned will require an immediate parent/sponsor conference with the possibility of suspension or dismissal from the squad. (See guidelines for student behavior Parent/Student Handbook.)

In the event that more than 18 girls seek the position of cheerleader, a “try-out” staffed by independent

judges not affiliated with RCE may be held. Students will be notified of tryout dates. Tryouts will be conducted by impartial judges.

**EXTRA:**

Cheerleaders will be required to attend practices held during the summer months. These practices will prepare the girls for Cheerleading Camp (mandatory) and any other camps the squad may attend during the summer months.

A uniform fee will also be required. The girls need to purchase a shell, skirt, bloomers, socks, shoes, and two (2) camp outfits. This will be ordered before the end of the school year.

## **Athletic Fees and Funding**

### ***Funding Entities***

The RCE athletic program is self-sufficient. Recurring funding will come from the following sources: athletic fees, concession sales, ticket sales, and Athletic Club Fundraisers. Funding, with the approval of the administration, may also come from fundraisers or school funds. All athletic funds and expenditures are administered as approved by the Principal and/or Pastor.

### ***Athletic Fees***

Each athlete is required to pay a fee in order to participate in athletics. These funds will be used to pay for uniforms, league fees and other necessities. Students playing sports must pay a \$35 fee.

### ***Student Eligibility***

Every student must have on file:

1. A current **approved physical** by a licensed physician
2. The **student's signature** on the Athletic Honor Code.
3. **All parent/guardian and student athlete's signatures** on the Athletic Handbook Contract stating the parent/guardians agrees to and will abide by all rules, regulations, policies and consequences set forth in the RCE Athletic Handbook.
4. **Proof of Insurance**
5. **Payment** of the athletic fee (\$35).

**Student athletes can NOT participate in any contest without the completion of all five forms.**

### ***Academic and Disciplinary Standards***

All athletic teams will adhere to the MINIMUM ACADEMIC/CONDUCT rules and standards set forth in this handbook.

### ***Conduct Standards***

Playing sports is a privilege, not a right. All student athletes must adhere to the student code of conduct at any practice or athletic event. Any student-athlete whose privileges are revoked for on campus disciplinary problems may not participate in athletics for the time frame set forth in the student handbook. Privileges may be revoked for excessive major infractions.

Coaches may set rules and standards of conduct within the parameters of the school code of conduct. Any major discipline problems at athletic events or practices should be referred to the Principal. The administration reserves the right to suspend or remove athletic privileges from any student-athlete for infractions deemed not in keeping with the athletic mission statement. All student-athletes should observe the following athletic discipline policies:

1. Observe all school rules set forth in the student code of conduct at all athletic events

and practices. These rules are enforceable at all times the student is at a school sanctioned event or under the supervision of a coach or faculty member.

2. Dress in the proper game or practice uniform at all times. No street clothes may be worn.
3. Practice good sportsmanship toward coaches, peers, opposing teams and referees at all times.
4. Be a role model. Student-athletes are ambassadors for RCE. The conduct and attitude of student-athletes reflect upon the school.

### ***Attendance Standards***

No student may participate in an athletic contest or practice if they missed three or more hours of school on the same day the contest or practice is held.

## **Policies for Coaches and Students**

**Head Coaches of each team will be decided upon by the Administration – NOT *first come, first serve*. Assistant Coaches will be determined by the Head Coach and Athletic Director.**

### ***Coaching Conduct and Etiquette***

In order to truly fulfill the mission of the athletic program, coaches must be of strong moral character. Coaches must:

- be a Christian role-model at all times (on and off the court/field/track).
- uplift each athlete.
- demand each athlete's best effort.
- help mold each athlete into a responsible Christian and Catholic when applicable.
- come to know and care about each athlete.
- dress appropriately for all athletic events.
- be familiar with and enforce school codes of conduct.
- be familiar with the Parent/Student Handbook and the Athletic Handbook.

Coaches may not:

- become physical with any athlete.
- address athletes in a derogatory manner.
- use profanity or vulgar language.
- demean athletes.
- The use of any form of tobacco or alcohol while in the presence of student/athletes is strictly forbidden.

**It is recognized and appreciated that most, if not all coaches, are volunteers. However, it must be recognized that every coach/volunteer/employee represents Rayne Catholic Elementary and the Catholic Church and must conduct his/her program in accordance with the teachings of both. Being a volunteer does not give anyone the right to be above polices set forth by Rayne Catholic Elementary and the Catholic Church. Rayne Catholic Elementary is any extension of the Catholic Church whose mission, among many, is to build community in a positive, Christian way.**

***Coaches and volunteers can be removed from their capacity if it is deemed that their words, actions or policies are incompatible with the goals of the program or the mission of the school.***

### ***Team Moderators***

Effective communication between parents, students, coaches, faculty, and staff is imperative to ensure that the athletic policies are followed. Any question, concern, complaint should be addressed in accordance

with the organizational flowchart in this handbook. RCE particularly encourages active parent-coach communication. If necessary, the Pastor, Principal, or Athletic Director will assign a team moderator to ensure that all facets of the athletic mission statement are being fulfilled. The moderator will attend at least one practice per week in a strictly observational capacity. The moderator will also attend regularly scheduled games and events. The moderator will report back to the Athletic Director with all observations.

### ***Coaches meetings***

All coaches are required to attend the following meetings as needed:

1. Sport/Staff meeting once a year (set by Athletic Director).
2. Safe Environment training meeting
3. Any necessary league or athletic board meetings.
4. Each coach must host a Coach/Parent/Athlete meeting at the beginning of each sporting season.

### ***Tryouts***

It is the feelings of Rayne Catholic, the Church, and the administration that young student athletes not be put in a position of being “cut” from any athletic team due to ‘tryouts’. However, it is recognized that tryouts may become necessary under certain “special” conditions. In this case, tryouts may take place if deemed necessary by the A.D. No coach may have tryouts without first getting permission from the A.D. and principal. In the event tryouts are necessary, the following protocol will be followed by coaches:

1. Gain permission for tryouts from AD and the principal.
2. Set length of time for tryouts and clearly communicate procedures to parents and students.
3. Announce tryouts at least two weeks prior to the event.
4. Results will be made via email before publicly announced.

*Under no circumstances may athletic tryout results be posted through any type of written or electronic media.*

### ***Games/Practices***

Any team event must be approved by the A.D. including games, practices, scrimmages and any other formal gathering. **No such event may take place on Sunday per diocesan policy.** In addition, no such events will be held on recognized Church holidays (including Good Friday through Easter Sunday). Nor will any such events be held on the day before or the day of Thanksgiving.

**Optional practices are not allowed on Sundays!**

All practices for which RCE has the necessary facilities will be held on campus. No students will be allowed to remain on campus past 8:30 p.m. for practices. **All practices will be no longer than 2 hours.**

**No athletes are to be on campus without a coach. If a student is caught on campus without a coach, the administration reserves the right to suspend the athlete from practices and/or games.**

No athletic team will be allowed to play in more than two scheduled games per week, unless involved in a tournament.

**Athletes are to arrive no earlier than 1 hour before game time, at which time, warm up will begin. Coaches may request additional time. The request must be approved by the A.D.**

All athletes should dress modestly for practice, similar to the P.E. uniform. No make-up, extra jewelry, etc. is allowed during practice or at games.

**Coaches have the discretion on playing time. It is understood that every student athlete may not get the same amount of playing time. Playing time is not a “right-of-passage.” However, every coach will strive to make playing time as equal as possible. Coaches will substitute as often as possible,**

especially when it is obvious that the game is won or lost. It is also noted that student safety and the safety of other students will, and must, be considered in dealing with 'playing' time. Especially in the sports of Football and Baseball/Softball, students who are not physically ready for these situations, can not only cause injury to themselves, but other as well. Coaches **MUST** consider each student's ability before placing a student in such situations.

### ***Injuries/Accidents***

All injuries due to accidents should be reported on the school accident form if it occurred on campus or during the time frame of a regularly scheduled athletic event. Coaches are responsible for filling out these forms and turning them in to the A.D. immediately. If an injury or medical condition occurs that appears extremely serious or life-threatening, the attending coach should call for an ambulance and inform the A.D. and principal as soon as possible.

Injuries that occur over time or in the normal course of practice or a game (i.e. pulled muscles) do not need to be reported. If in doubt, the coach should fill out a form.

### ***Travel***

Travel is restricted to areas an hour away or less unless necessary to fulfill a league game. When traveling to games, athletes must ride with parents or a chaperone approved by the parent. Faculty members of RCE **may not** give rides to students to or from games or practices unless it is their own child. **All drivers must attend Safe Environment training and there must be a minimum of two adults in every vehicle with students.**

## **Coaching Responsibilities**

### ***Supervision of Students***

The head coach is responsible for the supervision of student-athletes during games, tournaments and practice. Coaches must stay with students after athletic events and practices until every student has been picked up. All coaches must complete safe environment training prior to the beginning of their respective seasons. ***All coaches must have a written set of policies and rules. These should be approved by the A.D. and the principal then distributed to the student-athletes. A copy of these rules and policies will be kept on file with the A.D.***

### ***Locker Room***

Coaches should have a system in place to monitor locker room activity. Student-athletes should be given a short time limit to prepare for practice or games. At the end of the time limit the coach should make a quick check of the locker room.

### ***Games and Practice***

Coaches are responsible for monitoring athletes as soon as they arrive for games or practice. Coaches should arrive before students and not leave until every student has left. Coaches should ensure proper dress code is enforced at all times.

### ***Tournaments***

Coaches should monitor athletes at all times during tournaments, especially when not participating in a game. Students must report to the coach if they leave the tournament.

### ***Facility Lock-up***

Coaches using the gymnasium will be issued a key to the back door. It is the sole responsibility of the coach to lock up after games and practice. Keys must be turned in at the end of the season.

***Ordering and Purchasing Equipment***

All ordering and purchasing will be handled by the A.D. and Principal.

*Any clothing using the RCE name or mascot, such as t-shirts, must be approved by the A.D and the administration.*

***Pick-up and Turn-In of Equipment***

The A.D. is responsible for keeping an inventory of athletic equipment. Uniforms purchased by the athletic department should be issued at the beginning of the season and picked up no later than two school days after the last game of the season. An inventory of all other athletic equipment purchased by the athletic department should be made at the beginning of the season and again at the end of the season. This inventory should be turned in to the A.D. no later than two days after the last athletic event of the season.

## **Parent/Guardian Athletic Honor Code**

Children listen to and exhibit behaviors similar to their primary care takers. If every effort is made on the part of the coaches and parents to be Christian role models to the children in their care, then these children will learn the great gift God has provided them and use these gifts to not only become a better athlete, but a better Christian.

### **I therefore agree that:**

1. I will remember that children participate to have fun and that the game is for youth, not adults.
2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event
4. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
5. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
6. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
7. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
8. I will emphasize to my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
9. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
10. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game, and will take time to speak with coaches at an agreed upon time and place.
11. I will refrain from coaching my child or other players during games and practices unless I am an official coach.
12. I agree to follow the chain of command when I feel that there are problems:  
1.) Coach, 2.) Athletic Director, 3.) Principal, 4.) Pastor
13. **I will work my assigned shift that appears on the work schedule. If I fail to work or send another adult to work in my place, I will pay the \$25 assessment fee.**

# **SPECIAL EVENTS**

## **ACADEMIC PEP RALLY**

Chairpersons: Mr. Menard, Mrs. Murrell, Mrs. Hatley

Group: Student Council

## **ACCELERATED READER (AR)**

Chairperson: Mrs. LeBlanc and Mrs. K. Nugent

Lower grades: Ms. Kaamil

Upper grades: Mrs. Hoskin

## **AUCTION** (School Fundraiser)

Chairperson: Mrs. Melancon

Group: Home and School

## **AWARDS DAY**

Chairperson: Mrs. Prevost

Lower grades: Mrs. Jennings

Upper grades: Mrs. Gilbert

## **BIRTHDAY CLUB**

Chairpersons: Mrs. Murrell, Mrs. Smith

Group: 1<sup>st</sup> Grade

## **BOOK FAIR**

Chairperson: Mrs. Chatelain

## **BOWL-A-THON** (Teacher Benefit Fundraiser)

Chairperson: Mrs. Melancon

Group: Home and School

## **BUDDY PROGRAM**

Chairpersons: Mrs. Doucet & Mrs. Courville

Mrs. Menard & Mrs. Touchet

## **CATHOLIC SCHOOLS WEEK**

Chairpersons: Mr. Menard

Mrs. J. Boudreaux, Mrs. Lambousy

Group: 7<sup>th</sup> Grade

## **"CAUGHT DOING SOMETHING GOOD"**

Chairpersons: Miss E. Habetz

Mrs. Courville

## **CHOIR**

Chairpersons: Ms. Kaamil

Ms. Herpin

## **CHRISTMAS PROGRAM**

Chairperson: Mrs. Lavergne

Groups: 8<sup>th</sup> Grade & Kindergarten

## **CONDUCT PARTY**

Chairperson: Mr. Simon

Ms. Berzas and Mrs. Gilbert

## **CRAWFISH BOIL** (Text Book Fundraiser)

Chairperson: Mrs. Melancon

Group: Home and School

## **DIBELS TEST**

Chairpersons: Mrs. Hains

Mrs. LeBlanc, Mrs. K. Nugent

## **DINNER DANCE** (Desk Fundraiser)

Chairperson: Mrs. Melancon

Group: Home and School

## **DR. SEUSS WEEK**

Chairpersons: Mrs. E. Habetz, Mrs. Miller, Mrs. Theunissen

Group: Pre-Kindergarten

## **DRINK MACHINE**

Chairperson: Mrs. Gilbert, Mrs. Berzas

## **FAMILY MOVIE NIGHT**

Chairperson: Mrs. Judice, Mrs. Hebert

Group: Home and School

## **LIBRARY WEEK**

Chairperson: Mrs. Chatelain

## **LOCKS OF LOVE**

Chairperson: Mrs. Bartlett-Clemente

Group: Angel Network

## **MANDATED SERVICES**

Chairperson: Mrs. Lavergne, Mrs. Johnson

## **PASSION PLAY**

Chairpersons: Mrs. Lavergne

Group: Campus Ministry

## **PENNIES FROM HEAVEN**

Chairpersons: Mrs. Lavergne

Group: Angel Network

## **RECYLCE CABIN**

Chairpersons: Ms. Berzas

Group: 4<sup>th</sup> Grade

## **RED RIBBON WEEK**

Chairpersons: Mrs. D. Habetz, Mrs. Jennings

Group: 3<sup>rd</sup> Grade

## **RELIGION FAIR**

Chairpersons: Mrs. Menard, Mrs. Broussard

Group: Campus Ministry

## **RICE FESTIVAL PARADE**

Chairpersons: Mrs. C. Habetz, Ms. Judice, Mrs. Miller

Group: 2<sup>nd</sup> Grade

## **SAFE ENVIRONMENT**

Chairpersons: Ms. Georgette Richard

Mrs. Privat

## **St. Francis of Assisi – BLESSING OF PETS**

Chairpersons: Mrs. Forman

Group: 4-H Club

## **SAT TESTING WEEK**

Chairpersons: Mrs. Prevost, Mrs. Boutin

Group: Jr. BETA

## **SCIENCE FAIR**

Chairpersons: Mrs. Lambousy, Mrs. L. Boudreaux

Group: 6<sup>th</sup> Grade

## **SLBC**

Chairperson: Mrs. C. Habetz

Committee: Mrs. L. Boudreaux, Mrs. Hains

## **SOCIAL STUDIES FAIR**

Chairpersons: Mrs. Touchet, Mrs. Nugent

Group: 5<sup>th</sup> Grade

## **SPELLING BEE TEAM**

Chairperson: Mrs. Hoskin

## **SPRING FEVER DAY**

Chairperson: Mrs. Doucet, Mrs. R. Istre

Group: Student Council

## **YOUNG AUTHORS CONTEST**

Chairperson: Ms. Chatelain

## **PARENT ORGANIZATIONS**

Parental involvement through parent organizations is the foundation for the success of Rayne Catholic Elementary School. The dedication and support offered by the Rayne Catholic parents have been intricate parts of the school's growth. All parents are strongly encouraged to become members of the parent organizations.

### **School Board**

The Rayne Catholic Elementary School Board serves to advise the pastor/chancellor and operates within the parameters of the policies approved by the Bishop. The primary functions of the School Board are to develop a budget to provide for the school's financial and physical well being and growth; to implement a development program incorporating a long-range plan which includes active, positive public relations and marketing of the school; and to formulate broad policies for the school.

### **Home and School Parent Association**

The purpose of the Rayne Catholic Home & School Parent-Teacher Association is to promote parental involvement within the school and to provide financial aid to various areas of the school. Activities of Home & School offer opportunities for every parent to become involved with teachers by sharing responsibilities that make our school a great educational institution.

Home and School meetings will be scheduled as needed. All parents are urged to attend these meetings. Should the need arise to change a scheduled meeting, parents will be notified in advance.

#### **Home and School Officers:**

Fr. Bill Ruskoski.....	Pastor	Tony Olinger.....	President
Fr. Richard Wagner.....	Pastor	Josette Venable.....	1 <sup>st</sup> Vice President
Fr. Kevin Bordelon.....	Pastor	Cheryl Comeaux.....	2 <sup>nd</sup> Vice President
Mr. Fred Menard.....	Principal	Angie Satchell.....	Treasurer
		Rachelle Hazlett.....	Secretary

### **The R.C.E. Angel Network**

The R.C.E. Angel Network was form by a group of Rayne Catholic Elementary parents. This program is instrumental in supporting the faculty/staff, students, civil community and church parishes. The Angel Network program is the first of its kind in the Diocese of Lafayette and perhaps the first in the nation. Members provide activities for students, faculty and staff that enables them to reach out to others who are in need. The emblem is an angel drawing created by Brook Guidry, a former student of R.C.E. To find out more about this program or to join with other parents in this Christian endeavor please call the school office for more information.

#### **Angel Network Mission Statement**

*From the desire to unite students, faculty, staff, and parents, the Angel Network of Rayne Catholic Elementary stands together as a team radiating the light of Christ to each other and those around us. It is the hope that the efforts put forth by the Angel Network that Rayne Catholic Elementary will become a true reflection of God's infinite love and shine forth that love to others.*

**Implemented in December 2000**

### **Room Mothers**

The Rayne Catholic Elementary Room Mothers assist the teachers in any way they can. At the beginning of the school year forms will be sent home asking for volunteers. Please return form indicating your voluntary choices.

### **Athletic Club**

The purpose of the Athletic Club is to aid and support athletics at Rayne Catholic. As a result of the efforts of this club, Rayne Catholic is able to offer a wide range of extra-curricular activities for boys and girls. The Athletic Handbook is available in the school's office.

2011 - 2012

# School Calendar

August





September

October

October



November











February

March

March





May

