

Cathedral-Carmel School

“Christ Centered Students”

Where Excellence in Catholic Education is a Tradition



PARENT & STUDENT POLICY HANDBOOK

Fr. Chester Arceneaux, *Pastor*

Kay B. Aillet, *Principal*

Gregory P. Dubois, *Vice-Principal*

Jill Spikes, *Religion Administrator*

Chris Menard, *Curriculum Coordinator*

848 St. John St.

Lafayette, Louisiana 70501

(337) 235-5577 Fax (337) 261-9493

TABLE OF CONTENTS

Handbook Contract	4
Religious Program	6
Faculty and Staff	7
Safe Environment / Student Attendance / Tardies / Check-outs	9
Uniform Guidelines	10
Tuition and Fee Information / Grants.	11
Academic Information	
(Grading, Progress Reports, Exams, Homework)	12
Promotion/ Retention Policy	14
Special Services / Programs	15
Extra-Curricular Activities	16
School-wide Discipline Plan / Conduct	18
Bullying/ Harassment Policy	21
Electronic Devices	22
Diocese of Lafayette – Threats of Violence Policy	22
Substance Abuse Policy	23
Technology Information	24
Health and Emergency Information	26
Emergency School Closure	27
CCS Organizations	
(Foundation & Development, Alumni Association, PBA)	27
Transportation	
(Morning Drop-off / Afternoon Pick-up)	29
Cafeteria Information	30
Communication Tools	30
Guidelines for Addressing Concerns	31
Advisory Council Appeals Process	31

Dear Parents,

It is our pleasure to welcome you and your family to Cathedral-Carmel School. In choosing Cathedral-Carmel, you have become part of a faith-filled community where excellence in Catholic education has been a tradition for over 160 years. Cathedral-Carmel School is a co-educational elementary school, grades Pre-K through 8, operated by the Roman Catholic Parish of St. John the Evangelist of the Diocese of Lafayette, Louisiana.

Our school is a fiscal entity supported primarily by tuition, our Cathedral-Carmel Parent Booster Association, and the Cathedral-Carmel Foundation. The pastor of the parish shares his responsibility for the school with a board elected by the parents of Cathedral-Carmel School.

This handbook contains information about our school's policies, procedures, faculty and staff. It has been compiled to inform you of the philosophy and goals of Cathedral-Carmel School in an effort to support positive communication between the home and school. By acquainting you with these policies, we hope to afford you a better understanding and appreciation of your child/children's school life. When a child is accepted into Cathedral-Carmel School by the administration, has paid all required fees, and is placed on the active roll at Cathedral-Carmel School, the agreement between the school and the parents concerning the school's guidelines and the policies contained in this handbook become legally and morally binding. The school administration and school board reserve the right to revise and interpret these policies as necessary.

We ask that you read this handbook carefully and keep it in a convenient place where you can refer to it as necessary. Please sign and return the attached "*Handbook Contract*," which establishes that you have read and accepted the policies included in this handbook.

If you have any questions or concerns, please feel free to contact the school office. We stand ready to assist you since the school and the home are the two most powerful forces that shape the future of our students.

Yours in Christ,

Kay B. Aillet, *Principal*

Gregory P. Dubois, *Vice-Principal*

**CATHEDRAL-CARMEL SCHOOL
PARENT/STUDENT HANDBOOK CONTRACT**

**The CCS Parent-Student Handbook can be viewed online at www.cathedralcarmel.com.
The administration reserves the right to amend this handbook. Parents will be given prompt notice.*

Please complete the blanks below and return to your child's homeroom teacher by the end of the first week of school.

Parent's Email Address: _____

Name of Student

Homeroom Teacher

We have reviewed the Cathedral-Carmel HANDBOOK together with our child(ren) and understand and acknowledge that this handbook is our contract with Cathedral-Carmel School, and we agree to be governed by it. We understand and acknowledge that the school administration and school board reserve the right to revise and interpret these policies as necessary.

Parent/Guardian Signature

Date

This handbook is a guide for parents, students, and faculty of Cathedral-Carmel School, Lafayette, Louisiana. All guidelines, rules, and policies contained herein are subject to change at any time by the governing bodies of the school. Parents will be notified of significant changes should any occur.

***Cathedral-Carmel School does not discriminate against
race, gender, or national origin.***

CATHEDRAL – CARMEL SCHOOL
“CHRIST CENTERED STUDENTS”

MISSION STATEMENT

The Mission of Cathedral-Carmel School is to teach our students Catholic values in an environment of academic excellence. We are motivated by our founders, St. John Baptist de la Salle, who calls us to “*teach minds and touch hearts,*” and Mother Therese Chevrel, who calls us to “*Love one another... Uphold one another.*”

VISION STATEMENT

Choosing to accept the challenge to change, to collaborate and to cooperate so that our Cathedral-Carmel community is one of care, concern, and compassion focused on Christ!

MORNING PRAYER

Let us remember that we are in the Holy Presence of God – God watches over us.
In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

Father in heaven, we come to You thankful for all You have given us. We thank You for our Cathedral-Carmel School Community, our faculty and staff, our students, our parents, our supporters and friends.

Each day You give Yourself to us. We now gather in Your name, and we give ourselves back to You and ask for Your blessing and protection.

Be with us today. Pray in us, speak through us, act in us, and through us. May we all reflect the values You taught us. Help us to see You in each other and in all the events of today.

We ask this in Your name and in the name of Mary, our Mother. Our Lady of Mt. Carmel, pray for us. St. John Baptist de la Salle, pray for us. St. John the Evangelist, pray for us. Live Jesus in our hearts forever.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

AFTERNOON PRAYER

Let us remember that we are in the Holy Presence of God – God watches over us.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

May Christ support us all the day long 'til the shadows lengthen, the evening comes, the busy world is hushed, the fever of life is over, and our work is done.

Then in His mercy, may He give us a safe lodging, a holy rest, and peace at the last.

Our Lady of Mt. Carmel, pray for us. St. John Baptist de la Salle, pray for us.

St. John the Evangelist, pray for us. Live Jesus in our hearts forever.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

RELIGIOUS EDUCATION AND SACRAMENTAL LIFE

The sacraments have been defined as the meeting places between the action of God and the response of people – encounters between an individual and God, which require a response. Parents who have bestowed life to their children and are the *primary religious educators*, ideally should serve as Christian role models to their children and lead them to the Sacraments.

Cathedral-Carmel School places special emphasis on our religious education program. Students will receive a grade in religion, based upon the content of the course, as is the case in all academic subjects. All students, including non-Catholic students, are expected to participate in our religion education program, along with active participation in our liturgical celebrations throughout the year.

Cathedral-Carmel School upholds the following policy:

- ❖ The school will inform the pastors of the names of their parishioners enrolled in Cathedral-Carmel School.
- ❖ It is not the school's responsibility to educate the students about the Sacraments of First Penance and First Eucharist. According to Diocesan policy, the parish Church, rather than the school, is the appropriate place for preparation and celebration of the Sacraments.
- ❖ It is the parents' responsibility to contact their own Church parish for sacramental preparation and reception for their children.
- ❖ The students' pastor, not the school's administration, has the final decision regarding eligibility for the Sacraments.

CATHEDRAL- CARMEL FACULTY AND STAFF (2010 – 2011)

Principal	Kay B. Aillet	
Vice-Principal	Greg Dubois	
Religion Administrator	Jill Spikes	
Curriculum Coordinator	Chris Menard	
Counselors	Cara Toups (Grades PreK - 4)	
	Katie Mottram (Grades 5 – 8)	
Foundation/Development	Sarah Hyde	
Special Events	Jane DeBlieux	
Computer Lab/Technology	Ginger Chauvin	
Technology Instructor	Donna Ware	
Nurse	Marla Davis	
Business Office Manager	Donna Forman	
Business Office Assistant	Gretchen Stutes	
Admissions Director	Donna Boullion	
Receptionist	Kim Carbo	
Librarian	Erin Soignier	
Library Assistant	Beth Boyd	
Copy Room/Safe Environment	Rachelle Trahan	
Prayer Nun/ Art Assistant	Sr. Teresa Margaret Toups	
	<u><i>Teacher</i></u>	<u><i>Teacher/Tutor</i></u>
Pre-Kindergarten	Suzanne Breaux	Laura Bixenman
	Meghan Trahan	Sandra Cox
	Melanie Stokes	Kelly Dozier
	Rita LeBlanc	Jan Haydell
Kindergarten	Mary Favalaro	Diane Prejean
	Stephanie Mahtook	Jett Angelle
	Michelle Guidry	Kelly Hempen
First Grade	Kristin Balhoff	Lisa Breaux
	Margaret Furman	Jodi Mitchell
	Marie Voorhies	Angie Cox
Second Grade	Brandi Lancon	
	Karen Domingue	
	Alyssa Hebert	
Third Grade	Melanie Marse	
	Bill Doucet	
	Sue Nichols	
Fourth Grade	Rebecca Dubois	
	Myra Malagarie	
	Dawn Frederick	

Fifth Grade	Nanette Lewis	
	Debbie Landry	
	Jennifer Vidrine	
Sixth Grade	Nicole Helo	
	Marguerite Sonnier	
	Teena Romero	
Seventh/Eighth	Crystal Miciotto (Math)	
	Paul Millett (Social Studies)	
	Brigitte Quebedeaux (English/Language Arts)	
	Brandie Domangue (English/Language Arts)	
	Sue Nomey (Religion)	
	Annelle Keller (Science)	
REC	Trudie Lassiegne	Mary Barton (teacher/tutor)
		Jolene Dominique (teacher/tutor)
TLC	Judy Cortese	
	Michelle Duhon	
Study Skills Instructor	Julie Evans	
CHECK	Christine Dubois	
French / CHECK-plus	Zeina Mikhael	
Algebra I	Pat Fugler	
Speech Therapist	Catherine Macicek	
Music	Debra Gay	
Band	Jody Kovarik	
Art	Lynda Judice	
Physical Education	Nanette Cook	
	Thad Gauthreaux	
	Colleen Conque	
Athletic Directors	Rebecca Marler (girls)	
	Thad Gautreaux (boys)	
	Donna Boullion (boys)	
Maintenance/Custodial Staff	Gerard Leger, Maintenance Supervisor	
	Harold Allen	
	Donald Griffin	
	Bonnie Leday	
	Laura Gautreaux	
	Gladys Clark	
Cafeteria Staff	Loretta Morton, Manager	
	Ruby Boyance, Clerk	Holly Richard
	Irene Chavis	Theresa Pickney
	Debbie Plouet	Justina Frances
	Sabrina Ardoin	Linda Clemons
	Pat Brisco	

SAFE ENVIRONMENT TRAINING

Bishop Michael Jarrell and the Diocese of Lafayette have mandated that all employees and volunteers participate in an in-service program, *"A Safe Environment for the Protection of Children and Young People."* This includes anyone who has contact with our CCS students including, but not limited to, parents, grandparents, or other relatives who assist with cafeteria duty, chaperoning field trips, or any other CCS function throughout the school year. A list of training dates for initial training and the one-hour continuing education training will be issued during the school year. Please check the RenWeb calendar or call the Business Office for more information.

STUDENT ATTENDANCE

A student must be present at school a minimum of 160 days to be considered for promotion, regardless of his/her academic performance, as per LA State Bulletin 741. Exceptions can be made in the event of extended personal illness as verified by a physician, or extenuating circumstances as approved by the administration. Students attending school-sponsored events off campus will be considered present at school.

- ❖ A note from the parent/guardian is required after each absence explaining the reason for the absence.
- ❖ A doctor's excuse is required for a student returning after any contagious illness or if the student has been absent three or more consecutive days.

STUDENT TARDIES

To ensure the effective operation of Cathedral-Carmel School, it is imperative that our students be on campus and in their respective classrooms on time. School begins promptly at 7:55 a.m. A student is considered tardy if he/she arrives after the 7:55 bell. Excused tardies will be allowed only for medical reasons accompanied by a doctor's excuse. Students who are tardy must report to the office with a parent to receive a "tardy" slip before they report to their classroom.

Upon a student's 5th unexcused tardy, parents will be notified in writing by the administration. Upon the 10th unexcused tardy, parents will be given a second notice in writing, and a meeting will then be scheduled with the student's parents and the administration to discuss habitual tardiness. Habitual tardiness is in violation of the *Compulsory Attendance Law*. Further violations of the tardy policy may result in additional action as deemed necessary by the administration.

STUDENT CHECK-OUT POLICY

- ❖ Students may not leave the campus without the permission of a parent and the administration.
- ❖ **Students will not be allowed to check out after 2:30 p.m.**
- ❖ If the parent knows the child will be leaving school prior to the end of the school day, a note must be sent to the homeroom teacher that states the time of check-out and reason for leaving.

- ❖ All students leaving school before dismissal are required to sign out in the office with a parent before leaving and upon returning to campus. Parents are not allowed to go to the classrooms during school hours without signing in at the office and obtaining permission.
- ❖ If a student misses more than half of the school day, he/she cannot participate in any extra-curricular activities that day.
- ❖ If parents wish to check out their child after a field trip, they must report to the teacher and sign the teacher's class roster indicating that they are taking the student with them. Parents will not be allowed to check out another student, other than their own, from a field trip.

STUDENT UNIFORM GUIDELINES

- ❖ The CCS school emblem is to be worn "over the heart" and must be placed on all shirts, blouses, and sweatshirts that are worn on campus.
- ❖ Student ID badges must be worn by all students each day and is considered a part of the school uniform. If a student does not have his/her ID, the appropriate disciplinary actions will occur. The badges are to be worn for the purpose of safety and security but are also needed for library book check-out and cafeteria payment. A student's first ID badge will be paid for through course fees, but if an ID badge is lost or damaged, there will be a \$10.00 replacement charge.
- ❖ All shoes worn as part of the uniform must be SOLID white tennis shoes or SOLID dark brown, leather shoes. No brown tennis shoes or Topsiders will be allowed. Shoestrings on tennis shoes must be white and match the shoes. Velcro shoes are allowed.
- ❖ Only solid white socks are allowed.
- ❖ Only dark brown hooded or non-hooded jackets and windbreakers will be allowed. Sweatshirts must be solid white with the Cathedral-Carmel School emblem. Sweaters must be solid dark brown or solid white.
- ❖ On Mass days (Thursdays) and special liturgical celebrations, girls are required to wear either jumpers or skirts. Boys are required to wear long pants.
- ❖ The length of the skirt must not be higher than (2) inches above the knee.
- ❖ Shorts must be dark brown uniform shorts purchased from a listed retailer and must be no more than (2) inches above the knee.
- ❖ A brown belt must be worn with all pants or shorts that have belt loops.
- ❖ Girls may wear plain white blouses with button-down front and a sport or round collar.
- ❖ Shirts must be white long or short sleeve button-down dress shirt or polo knit shirts with the Cathedral-Carmel School emblem and must be tucked in at all times.
- ❖ Undershirts must be solid white, long or short sleeve, without any type of printing, drawing, or logo.
- ❖ Girls may wear ribbons and bows in white, brown, or a combination of brown and white.
- ❖ Caps and hats are not allowed.
- ❖ Any form of make-up, as well as nail polish, false nails, or nails of excessive length are not acceptable.
- ❖ Acceptable hair length for boys is above the collar, above the ears, and above the eyebrows. Boys must be clean-shaven and may not have extremely long or short sideburns.
- ❖ Boys or girls may not have hair that has been highlighted, dyed, tinted, or bleached to the point of being a distraction. Shaving or carving into the hairline is not allowed.

- ❖ Girls may wear only one small pair of earrings. Boys are not allowed to wear earrings. Girls may also wear one necklace, one ring, and/or one bracelet. Body piercing and tattoos are not allowed.
- ❖ CCS club members may wear their club shirts with their uniform skirts, shorts, or pants on the day of their meeting. Members of Boy Scouts, Girl Scouts or other scouting organizations that meet at Cathedral-Carmel School may wear the appropriate organization uniform on the day of their meeting. On game days, CCS athletes may wear their jerseys/shirts with their uniform shorts, skirts, or pants.
- ❖ P.E. uniforms and white athletic shoes should be worn in all P.E. classes in grades 5th – 8th.
- ❖ Girls may wear brown or white leggings, tights, or stockings with their skirts or shorts. Leg warmers are not permitted.

Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Cathedral-Carmel School may be deemed unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance to the principles implicit in our existing policies.

STUDENT SPIRIT DAY / FREE DRESS DAY GUIDELINES

School sponsored spirit t-shirts, club t-shirts, or CCS athletic team t-shirts may be worn with khaki pants, jeans, or school uniform shorts or pants. Uniform school shoes or CCS crocs can be worn on days designated as *Spirit Days*.

Acceptable dress on “*Free Dress Days*” includes knee length shorts, dresses or skirts, athletic shorts (boys), T-shirts, Capri pants, or jeans. Most shoes are acceptable. Unacceptable dress includes shirts with spaghetti straps, pajamas/slippers, hats, and T-shirts with inappropriate writing or logos.

TUITION AND FEE INFORMATION

Tuition REC, Pre-K, KG, 1 st grades (9 months)	\$ 506
Tuition 2 nd – 8 th grades (9 months)	\$ 470
Grade fee (9 months per/student)	\$ 15
Maintenance fee (10 months per/family)	\$ 15
Homeroom fee 2 nd – 8 th grades (August per/student)	\$ 20
Homeroom fee REC, Prek, KG, 1 st grade (August per/student)	\$ 25
PBA dues (August per/family)	\$ 10
Yearbook (August per/family)	\$ 30
Registration fee (December per/student)	\$ 400

DELINQUENT TUITION AND FEES POLICY

Family statements will be sent only if your account is delinquent or extra-curricular fees have been posted on the account. A late fee of \$25.00 per/month will be assessed after the 15th of the month if tuition has not been paid. Any checks that are returned as NSF will be charged a \$25.00 fee. In the event any payment due to Cathedral-Carmel School is past due by thirty (30) days, the school shall have the following options:

1. Immediately require full payment of all tuition and fees due to the school.
2. Remove the student(s) from participation in extra-curricular activities.
3. Dismiss the student(s) from Cathedral-Carmel School.

If any tuition and/or fees are past due at the time of registration, students' registration will not be processed. Any additional cost of collecting tuition and fees incurred by Cathedral-Carmel School, including but not limited to attorney's fees and collection fees, shall be paid as additional tuition. *If you are unable to comply with the policies set forth, please contact the business office immediately.*

GRANTS

The Cathedral-Carmel School Foundation together with St. John the Evangelist Church provide tuition grants to parents who need assistance paying school tuition. Grants are awarded based on need and monies available at the time that the grant is reviewed. Requests for grant applications are made through the business office. Please call the school's business office for an application form. All requests for financial aid are held in strict confidence. All grant applications must be completely filled out and returned to the school no later than the first school day of May. Grant recipients will be notified no later than the first week of July about the status of their application.

STUDENT WITHDRAWALS

Students who transfer to another school during the academic term are to notify the administration in writing. The notice should also have the name and address of the student's new school. Cumulative records of students will be released after this procedure is completed and all accounts have been cleared.

REPORT CARDS

Students in grades KG – 8 will receive report cards for each nine-week period. Pre-K report cards will be distributed once at mid-term and at the end of the school year. We strongly recommend that you maintain contact with the teacher and check RenWeb to keep informed of the progress of your child/children.

GRADING SCALE

A = 94 – 100

B = 87 - 93

C = 78 - 86

D = 77 - 70

F = 69 & below

GRADING SCALE CONVERSION CHART

E (Excellent) = 94 – 100
S (Satisfactory) = 93 – 78
N (Needs Improvement) = 77 – 70
U (Unsatisfactory) = 69 & below

NINE-WEEK SESSIONS

<u>QUARTER</u>	<u>BEGINS</u>	<u>ENDS</u>	<u>REPORT CARDS</u>
1 st quarter	8/11/10	10/13/10	10/19/10
2 nd quarter	10/14/10	1/05/11	1/11/11
3 rd quarter	1/06/11	3/16/11	3/23/11
4 th quarter	3/17/11	5/26/11	5/26/11

PROGRESS REPORTS / EXAMS

Progress Reports are issued in the middle of each quarter for grades 1 – 8. The purpose of these reports is to provide information on student academic progress and conduct. Please review these reports carefully with your child/children. Progress Reports should be viewed on RenWeb. Passing grades at Progress Report time do not guarantee satisfactory performance on the report card. Students in 7th and 8th grade will have final exams in May.

HOMEWORK

An absent student will be allowed to make up work upon returning to school. It will be his/her responsibility to obtain missed assignments. Homework on weekends in grades PreK – 4th grade will not be assigned. The weekend homework assignment is to attend mass. In grades 5th – 8th, written homework is not assigned on weekends; however, studying/preparing for tests or class projects is acceptable.

Homework assignments may be obtained by:

- ❖ Checking RenWeb
- ❖ Calling another student on the day he/she is absent
- ❖ Asking the teacher for the assignments upon the student's return
(Worksheets and supplemental materials requested by the parent/guardian will be in the office by 2:30 p.m.)

It may be necessary for the parent/guardian of a student in grades five through eight to gather the books from the student's locker after getting the assignments.

SAT 10 - STANFORD ACHIEVEMENT TEST

Every spring, students in grades 1st - 8th are administered the Stanford Achievement Test. This norm-referenced test measures how well a student has performed in relation to students across the nation. The overall results may be used to make changes to the school's curriculum and to the School Improvement Plan. Individual student results indicate areas of strengths and/or weaknesses and indicate to teachers and administrators areas where students may need special attention.

CONFERENCES

Open, on-going communication with the teacher is advised. "*Parent/Teacher Conference Day*" will be scheduled during the school year so parents may meet with teachers to discuss student progress. Parents are invited at anytime during the year to schedule a conference with a teacher. Please call or email the teacher to schedule a conference.

PROMOTION AND RETENTION POLICY

Kindergarten:

- At the kindergarten level, promotion is based primarily upon the child's mastery of basic skills.
- If academic weakness occurs, the school reserves the right to have the child repeat the year in order to have more time to mature, as well as time to acquire the skills necessary for success at the next academic level.

First-Second Grades:

- In first through second grade, a student will repeat the grade if he/she fails *reading* or *math*.
- If a student fails *language or spelling*, he/she must make up the deficiency in an accredited summer school program or by private tutoring meeting all state requirements.

Third-Eighth Grades:

- In third through eighth grade, a student will repeat the grade if he or she fails *two core subjects* - math, science, reading, language, and social studies.
- If a student fails *one subject*, the student must make up the deficiency in an accredited summer school program or by private tutoring meeting all state requirements.
- If a student fails *religion*, he/she will be required to make up the work through private tutoring in the summer by a certified Catechist teacher.

The final decision for a student to be promoted to the next grade or for a student to continue at Cathedral-Carmel will be made by the administration.

CATHEDRAL-CARMEL LIBRARY

Cathedral-Carmel School has a fully equipped library which is available to all students and teachers. Students are able to use the wide variety of library materials and resources for study, reference, and enjoyment. Classroom work of the students is closely correlated with the school library, and each student learns proper use of the library and its resources. The library has a certified librarian and a full-time library assistant. The library uses a computerized card catalogue system, and students are able to check out books electronically.

ACCELERATED READER

The Accelerated Reading Program is a computerized reading software program that is utilized by students in grades 3rd - 8th. It enables teachers to manage literature-based reading by their students. Accelerated Reader's main purpose is to motivate students to read more and to become lifelong learners who love to read. The program is also designed to help teachers assess reading comprehension and to aid in diagnosis and intervention. The Accelerated Reading Program has proven to be a successful component in the language arts curriculum and is a fine example of blending technology with literature-based reading.

COUNSELING PROGRAM

The focus of the counseling program includes the enhancement of communication among all individuals in our school. The program fosters relationships as a Christian community, helps to improve academic achievement, furthers student self-discipline, and provides guidance for social and emotional growth. Staff members and/or parents can make referrals to the counselors. Students may also visit the counselors on their own. If parents refuse counseling services for the child, they must notify the school in writing.

REC PROGRAM (RESOURCES FOR EXCEPTIONAL CHILDREN)

This program is designed to service children with special needs in a self-contained classroom environment with the opportunity for inclusion throughout the day. REC students will be mainstreamed into the regular curriculum and our school community as much as possible, depending upon their cognitive ability. Our REC program is staffed with (1) certified special education teacher and (2) teacher/tutors.

THE LEARNING CENTER (TLC)

"The Learning Center" is designed to provide academic support for all students. TLC provides the least restrictive environment for meeting students' individual needs. CCS will not discriminate against any student with a disability when reasonable accommodations can be made to meet our program requirements. Students participating in the program are screened to determine their individual needs. Scheduling and placement of students in TLC is based upon

recommendation by TASK (Teachers Assessing Students' Knowledge), availability of classes, and the resources of the school.

The following are goals of TLC:

- ❖ To improve basic reading, math, and language arts skills
- ❖ To develop independent learners
- ❖ To improve study skills
- ❖ To assess personal strengths and weaknesses

CHECK / CHECK-plus Challenging Hands-on Enrichment for Creative Kids

The CHECK Program (grades 2nd – 5th) and the CHECK-plus Program (grades 6th – 8th) provide students who qualify, an opportunity to practice higher order thinking skills, problem solving, logic, and critical thinking skills through an assortment of enrichment activities. The CHECK / CHECK-plus Programs are designed to foster leadership, risk-taking, creativity, cognitive development, and self-confidence in a highly stimulating environment. Individual needs are assessed and met by utilizing a variety of learning styles in a wide range of subject areas.

TIGER CARE – AFTER SCHOOL PROGRAM

Tiger Care is our in-house, after-school care program. Participants will receive homework assistance, snacks, and recreational opportunities. Our Tiger Care Program follows the same “code of conduct” as our CCS School-wide Discipline Plan.

EXTRA-CURRICULAR ACTIVITIES

The following are the requirements for students to be eligible to participate in all extra-curricular activities:

- ❖ Grade in conduct must be 78% or higher
- ❖ Grade must be 70% or higher in any graded subject on the progress report and/or the report card
- ❖ A suspension has not been served on the day of the activity
- ❖ Overall academic average is 78 % or above

If the above requirements are not satisfied, students will be declared ineligible until the following reporting period.

A grade below 70% in any graded subject will result in the following:

- ❖ A failing grade at progress report time will result in 10 school days of ineligibility.
- ❖ A failing grade at report card time will result in ineligibility until the next progress report.

Once a student obtains verification of passing grades from the teachers, the ineligibility will be lifted. At the end of a grading period or progress report period, all coaches and/or moderators will be informed about student eligibility and/or ineligibility.

If a student is declared ineligible on two consecutive reporting periods, he/she will be restricted from extra-curricular participation for forty-five (45) school days beginning at the time of notification.

Any unacceptable behavior at Cathedral-Carmel School or when representing Cathedral-Carmel School off-campus may disqualify a student from participation in any extra-curricular activity. Final decisions will be left up to the discretion of the administration. All athletic fees are non-refundable.

Band Program

CCS offers a complete competitive band program for 5th – 8th grade students who wish to participate. To maintain a quality band program, the participation fee is \$50.00 per/student.

Athletic Programs

Jr. High students are eligible to participate in the following sports:

football (7 th /8 th grade)	cheerleading (7 th / 8 th grade)	golf (5 th - 8 th grade)
baseball (6 th - 8 th grade)	girls' softball (5 th - 8 th grade)	tennis (5 th - 8 th grade)
basketball (6 th - 8 th grade)	volleyball (6 th - 8 th grade)	track (6 th - 8 th grade)
soccer (6 th - 8 th grade)	cross-country (5 th - 8 th grade)	

Fellowship of Christian Athletes

Fellowship of Christian Athletes presents all student athletes and coaches the challenge of serving God through school athletics. The values emphasized are integrity, service, teamwork, and excellence.

Beta Club

The National Junior Beta Club is an educational organization for junior high school students in grades 6th – 8th. Membership in Beta signifies that “the student is a student of good character and mentality, creditable achievement, and commendable attitude – a student worthy of special recognition because of outstanding attainment and promise.”

Campus Ministry/ Music Ministry

Campus Ministry and Music Ministry are composed of 8th grade students who desire to assist in building the faith-filled community at Cathedral-Carmel. These students serve as role models in Christian service.

Quiz Bowl

Quiz Bowl is an academic competition that covers all subject areas. Cathedral-Carmel's team competes with other 7th and 8th grade students from schools in the Acadiana area.

Science Olympiad

Science Olympiad is a nation-wide organization devoted to improving the quality of science education by increasing student interest in science and by providing recognition for outstanding achievement in science-related competitions.

Student Council

Student Council is composed of elected representatives in grades 5th - 8th, with 5th graders as non-voting members. The executive 8th grade board is the President, Vice-President, and Secretary/Treasurer.

Drama Club

The Drama Club is open to any student in grades 5th – 8th who is interested acting in plays and learning the fundamentals of acting. The Drama Club students meet before and after school on an as needed basis.

Just Say No Club

Just Say No Club offers opportunities for students to learn about resisting peer pressure where drugs and alcohol are concerned.

4-H Club

The 4-H Club is open to any student in grades 4th – 8th who is interested in furthering his/her education in environmental and livestock programs.

ATHLETIC PROGRAM FEES

Cathedral-Carmel School offers a complete competitive sports program for those students who wish to participate and meet the required criteria for eligibility. In our effort to maintain an extensive and quality sports program, the participation fee is \$50.00 per/student - per/sport, with the exception of football which is \$125.00 per/year. The monies collected from each student athlete will be used for equipment, uniforms, and supplementation of the coaches' pay.

SCHOOL-WIDE DISCIPLINE PLAN

Cathedral-Carmel utilizes a School-wide Discipline Plan to promote positive behavior among our students. The goal of our School-wide Discipline Plan is to create and maintain a learning environment that will assure each child the opportunity to achieve his/her potential. In order for this goal to be realized, students, teachers, parents, administrators, and other school personnel are involved. Discipline problems will be handled according to the rules and regulations of our School-wide Discipline Plan. Unacceptable behavior or disruption of the learning environment at Cathedral-Carmel may result in disciplinary actions such as detention, suspension, or expulsion as deemed necessary by the administration.

SEARCH AND SEIZURE

The administration reserves the right to search any and all students' properties such as desks, book bags, lockers, and seize any articles in violation of school policy

STUDENT CODE OF CONDUCT

General Campus Rules:

Show respect for all staff members and school property.
Avoid profane, disrespectful language or gestures.
Show respect for all CCS students.
Leave all electronic devices at home.
Report to school in proper uniform.
Line up in assigned areas and observe silence.
Respect rules about eating, drinking, and chewing gum.
Report to school with proper ID.

Playground Rules:

Leave rocks, sticks, and dirt on the ground.
Use equipment properly.
Keep hands, feet, and objects to yourself.

ELEMENTARY SCHOOL – GRADES 1st – 4th SCHOOL-WIDE DISCIPLINE PLAN

- When students are disciplined, faculty or staff members will write a pink slip and put it in the homeroom teacher's mailbox. Pink slips will be sent home on a daily basis with the Weekly Progress Report and returned to the homeroom teacher the next day in the student's folder.
- One infraction/pink slip = (-2) conduct points. Students begin each week with a 100% in conduct.
- A copy of each pink slip earned by a student will be sent home to provide opportunities for optimum communication among the school, the parent, and the student. Parent conferences are encouraged and welcomed at ALL levels. If problems continue, parents are invited to be a part of the total team -administration, counselors, teachers- that will work to develop an effective behavior management plan.
- Weekly Progress Reports will be sent home with signed papers on Communication Wednesday. These reports indicate the student's conduct grade for the week.

- An accumulation of (10) demerits per/week will result in an assignment to after-school detention.
- An accumulation of (16) demerits per/week will result in another after-school detention. Once a student has received (16) demerits in one week, an evaluation by the student's team of teachers, the counselor, and administration, or other appropriate staff members may be a necessary. A conference with the parents should be arranged at this point. Additionally, an individual behavior plan will be designed as an attempt to change the inappropriate behavior. The parents, administration, teachers, and other appropriate staff members will work together to design the individual behavior plan.
- Severe Infractions include stealing, cheating, fighting, bullying, threat of violence, weapon on campus, substance abuse, blatant disrespect. If a severe infraction occurs, the student will be sent immediately to the administration for consequences to be issued.

MIDDLE SCHOOL – GRADES 5th – 8th SCHOOL-WIDE DISCIPLINE PLAN

- When students are disciplined, faculty or staff members will write a pink slip and put it in the homeroom teacher's mailbox. Parents will be notified upon each infraction by email. Additionally, a corresponding pink slip will be sent home on that day. Parent signature will be required on the pink slip, and students should return the pink slip to the homeroom teacher the next day.
- A copy of each pink slip earned by a student will be sent home to provide opportunities for optimum communication among the school, the parent, and the student. Parent conferences are encouraged and welcomed at ALL levels. If problems continue, parents are invited to be a part of the total team - administration, counselors, and teachers - that will work to develop an effective behavior management plan.

ACCUMULATION OF DEMERITS

- An accumulation of (10) demerits will result in an assignment to after-school detention.
- An accumulation of (15) demerits will result in (2) after-school detentions. Once a student has received (15) pink slips, an evaluation by the student's team of teachers, the counselor, and administration, or other appropriate staff members may be necessary. A conference with the parents will be arranged at this point.
- An accumulation of (20) demerits will result in (3) after-school detentions. At this point, an individual behavior plan will be designed as an attempt to change the inappropriate behavior. The parents, administration, teachers, and other appropriate staff members will work together to design the individual behavior plan.

- An accumulation of (25) demerits will result in an out-of-school suspension. The suspension will last a minimum of one day and will end when a parent conference is held.
- An accumulation of (30) demerits will result in an administrative hearing.

MAJOR INFRACTIONS

Any major infraction received during a quarter could disqualify a student from school activities. The following infractions are considered major disruptions to the learning environment and will be dealt with directly by the administration and points will be deducted accordingly:

Blatant disrespect, threats of violence, weapon on campus,
substance abuse, bullying or harassment, cheating, stealing or fighting.

CHEATING

Consequences for students found to be cheating on examinations, quizzes, and/or any graded assignment are as follows:

- ❖ The student will receive a “0” on the examination or graded assignment.
- ❖ The student will receive a minimum of (6) points deducted from his/her conduct grade.
- ❖ A second instance of cheating will result in a suspension, a “0” on the examination or graded assignment, and a minimum of (6) points deducted from the conduct grade.

BULLYING/ HARASSMENT POLICY

Based on our philosophy that Catholic schools have been established to provide an environment of faith which brings all of life together within the grace and love of God, we have established an anti-bullying policy. Cathedral-Carmel School views bullying as unchristian behavior.

- It can be:
 - **Physical:** Such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly, etc.
 - **Verbal:** Such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.
 - **Indirect:** Such as excluding, being mean, tormenting, using hurtful gestures, writing hurtful comments, etc.
 - **Technological (i.e. cyber bullying):** Such as the misuse of technology including, but not limited to, teasing, intimidation, defaming, harassing, threatening, or terrorizing another student, teacher, administrator, parent, or volunteer by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website posting, including blogs and social media websites, regardless of whether such acts are committed on or off school property. Such conduct interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment.

- It is deliberate and sustained.
- It is intended to isolate, hurt, or humiliate another individual.
- It is unprovoked.

Our school-wide bullying prevention program assists students in identifying bullying/harassment and provides students with the skills to deal with bullying situations. Students who participate in bullying or harassment of another individual will receive disciplinary actions such as detention, suspension, or expulsion.

AFTER-SCHOOL DETENTION / SUSPENSION

After-school detentions are held from 3:00 to 3:30 each day. Parents must make arrangements for pick-up no later than 3:30. If a student fails to attend the after-school detention, a second after-school detention will be added to the consequence. A second missed detention will result in a suspension. If the student has not been picked up by 3:30, he/she will be sent to Tiger Care.

If a student receives an out-of-school suspension, he / she is removed from the campus, and the student is responsible for all schoolwork and tests missed. If a student is suspended as a result of a severe infraction, he/she will receive a total of (10) demerits for that infraction.

CELL PHONES / IPODS / CAMERAS / EBook READERS

Cell phones, ipods, and cameras will not be allowed on campus. If it is discovered that students have these items in their possession, the administration will take disciplinary action as deemed necessary. EBook Readers will be allowed on campus for academic purposes.

PHONE CALLS HOME

In order to make students responsible for their actions, **students will not be permitted to call home** if they forget gym bags, reports, homework, class projects, field trip forms, notes for after school activities, etc. An exception will be made in cases of medical emergencies or changes in school-sponsored activities. If an item is delivered for a student by his/her parent during the school day, we cannot guarantee the time of delivery.

DIOCESE OF LAFAYETTE - THREATS OF VIOLENCE POLICY

Safety in our schools is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, school administrators should take this information seriously and follow these procedures in addressing the issue. The school should 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. This no-tolerance is to be communicated to all students and their parents/guardians.

The appropriate penalties for violation of this policy should be clearly stated. Upon a thorough investigation by the administration involving a threat or threats of violence, the parties involved in provoking incident(s) will be dealt with in accordance to the severity of the provocation.

- ❖ The school administrator is to immediately contact the appropriate civil authorities, the sheriff's office or local law enforcement agency and to follow their directives.
- ❖ If the threat or danger involves a student or students, parents/guardians are to be contacted immediately.
- ❖ If the student is on campus, he or she is to be detained in a safe place according to directives received from the local law enforcement agency.
- ❖ The Superintendent of Catholic Schools is to be informed of the threat and the action that is being taken.
- ❖ If the threat of danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

Upon each threat of violence the incident will be investigated. The parents and the pastor will be notified. A meeting with the administration, parents/guardians, and the student will be held immediately (on the same day) to discuss the incident, as well as, the potential consequences.

IMMEDIATE DANGER OF VIOLENCE OR HARM

Because each school must be sensitive to this issue, aggressive action must be taken for the protection of all individuals involved. In the event of immediate threat of bodily harm to students, faculty or staff, each school has developed procedures for the safety and protection of the students, including notification of the civil authorities, medical assistance, and evacuation procedures. Assistance in development and dissemination of these procedures may be obtained from local law enforcement agencies.

WEAPONS ON CAMPUS

R. S. 14:2 of the Third Extraordinary Session of the 1994 Louisiana Legislature creates the crime of the carrying of a dangerous weapon by a student or non-student on school property. The crime is defined as the intentional possession of any dangerous weapon by any student or non-student on a school campus, within 1,000 feet of school property, on a school bus, or at any school function. Whoever is convicted of said crime is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

SUBSTANCE ABUSE POLICY

The use, possession, or sale of tobacco products, alcohol, or drugs by students on school premises or at school-sponsored functions not on school property is prohibited.

A student who possesses, distributes, or ingests any mood-altering chemical or illegal drug on school property or at a school function is liable for immediate intervention, assessment, and follow-through according to the school's policy.

In the event that a student is referred to the administration for a first violation of the substance abuse policy, the following procedure will be employed:

- a. The student must call his/her parents and inform them of the charges and arrange transportation home.
- b. The student will be suspended. The length of suspension will be determined by the administration.
- c. The administration shall confer with the student's parents during the suspension period.
- d. The administration may require that the parents obtain a professional assessment for the student's condition and may require the student to agree to participate in follow-through treatment as deemed necessary by a healthcare professional in order to be re-admitted to school.
- e. Any student referred to the administration for a second violation of the substance abuse policy will be suspended immediately, and the administration shall convene an expulsion hearing.

TECHNOLOGY

Cathedral-Carmel has a technology-enhanced curriculum. All students have access to computers with internet access and educational appropriate software. Students from Pre-K through eighth grade have hands-on use of technology equipment. Technology model classrooms are present in the majority of classrooms (1 computer for every 5 students, a student/teacher presentation station with a large screen projector, and a network printer). Additionally, all Kindergarten – 8th grade core classrooms, as well as, some many additional classrooms have an interactive computer presentation station which includes a Promethean Board for student/teacher use. Digital cameras and scanners are also used for student projects. Cathedral-Carmel School has two technology labs and a library resource center. Equipment throughout the school has been funded by school funds, private donations, and state and federal grants.

The intent of technology at Cathedral-Carmel School is to serve as a tool for life-long learning and as a means to facilitate communications in support of research and education. All persons using computers, technology, or other electronic information resources must do so in a responsible manner. Cathedral-Carmel School retains the right to monitor all computer usage and files. Any person misusing technology, electronic information resources, or the network will be held financially responsible for any expenses incurred by Cathedral-Carmel School. Cathedral-Carmel School may also end any individual's privilege to use the internet without notice, cause, or reason.

RenWeb - RenWeb is an online comprehensive school administrative and student information system. Cathedral-Carmel uses ParentWeb, a component of RenWeb, to improve the flow of information among administrators, parents, students, and teachers. Through this program,

parents have the ability to access information such as: school handbooks, school calendar, student grades, attendance, homework, mid-progress report and quarter report cards, and billing information from the accounting department.

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

The policy of Cathedral-Carmel School is to encourage use of the technology equipment and internet to enhance learning and teaching activities. Teachers and System Administrator have the responsibility to monitor student's use of this vast resource. Students must assume the responsibility for using technology equipment and Internet resources in accordance with school guidelines. Such use shall be consistent with the philosophy, goals and objectives of Cathedral-Carmel School.

User Responsibilities:

- Users must take responsibility for their actions and words.
- Users are representatives of Cathedral-Carmel School. They must conduct themselves in accordance with the school's policies.
- Users will not give anyone else their username and password. They will not give out any personal information (real name, address, phone number, school name, parents' information, etc.) on the Internet.
- Users cannot use computers and/or Internet to harass other users, to introduce viruses, and to infiltrate protected computer systems, or use other people's accounts or passwords, or display other anti-social behavior. To reduce the risk of spreading computer viruses, users may not import files from known or reputable sources.
- Users are prohibited from using the computers and/or the Internet to access or transmit obscene, pornographic, offensive, or other with objectionable material.
- Users should access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet that may be deemed inappropriate for young people and access to this type of material for any reason is unacceptable.
- Users must adhere to copyright rules and licensing agreements when accessing materials.
- Users may not use the Internet through Cathedral-Carmel School for commercial (profit) use, political lobbying, tampering of any outside network or database, playing video-type games, participating in chat groups or in any illegal activity.
- Users are strictly prohibited from indebting the school through subscriptions or purchases made online.
- Users will be responsible for any costs, liability or damages caused by their inappropriate use of computers.
- Users' computer files may be monitored by the school administrators, system administrator, and/or teachers for compliance with this policy.
- Users' efforts to disrupt Internet services and/or computer systems by spreading computer viruses, vandalism, unauthorized entry or destruction of computer files can result in criminal prosecution under state and federal laws.

- Users who violate these guidelines will be subject, but not limited to, detention, suspension, or revocation of internet access, network privileges and computer usage. Other standard disciplinary measures may be applicable to students.

User Rights:

Users of the technology and Internet have certain rights of which all users should be aware.

- Users should have equal access to technology equipment and the Internet access, relative to educational goals. All users should be aware of the needs of others and use the Internet in a way that does not disrupt the use by others. This includes use of computer time and supplies.
- Users should be safe from unwanted or harassing messages. Such communications may be brought to the attention of the teachers or administrators who will remedy the situation.

STUDENT PHOTOGRAPHS / NAMES

CCS reserves the right to use student names and photos for publicity purposes. If the parent objects, please indicate on the *“Computer Usage and Internet Access – Publishing Permission”* form which is sent home at the beginning of the year.

HEALTH & MEDICATION INFORMATION

The State Board of Health requires each student to have on file in the school office a health card indicating proper immunization, completed and signed by a physician or the parish health unit. A first aid program is maintained at school; however, it is necessary for the school to have two people to contact in the event that parents cannot be reached. Please make sure that the parental contacts are willing to come to school to get your child/children and care for them in the event of illness. You are requested to keep the school office informed of any changes in phone numbers, emergency numbers, residence address, or email addresses.

In order to protect your child and other children at school, the following guidelines have been established for the taking of medication during school hours:

- ❖ Do not send prescription or non-prescription medicines to school with your child.
- ❖ If your child must take medicine during school hours, the parent must bring the medicine in the original container from the pharmacy to the nurse’s office, together with a “Medication Form” filled out by the attending physician.
- ❖ All medicines will be stored in a locked area at the nurse’s station.
- ❖ Epi-pens may be carried by students with proper medical documentation.

Fever or Vomiting: When a student checks out of school due to a fever or vomiting, he/she must remain home the following day and/or be fever free for 24 hours. If the nurse suspects that a child has a contagious illness, a parent will be called to pick up the child. The student must remain at home until the doctor and the school nurse have cleared the student to return to school.

Head Lice: When a case of head lice is reported, all students in that grade level are screened privately to determine if head lice are present. Parents of students at that grade level are notified in writing. Students found to be infected are sent home to receive treatment. Students will not be allowed to return to the classroom until the school nurse has cleared them.

STUDENT INSURANCE

Cathedral-Carmel does not have insurance to cover student accidents on campus. The family's health insurance is expected to provide coverage in these instances.

EMERGENCY CLOSURE OF SCHOOL

Any decision made concerning the closing of Cathedral-Carmel School is at the discretion of the administration. If Lafayette Parish schools announce closure *PRIOR* to the beginning of the day, Cathedral-Carmel will also be closed. In the event of inclement weather, Cathedral-Carmel follows decisions made for the Lafayette Parish Schools. Please check the local radio, TV stations and Cathedral-Carmel website for confirmation. In the case of other emergencies, parents will be notified by email, radio, television, and the Cathedral-Carmel website as to the procedure for dismissal.

CRISIS PLAN

To ensure the orderly and safe evacuation of school buildings in emergency situations, regular drills are necessary. Emergency evacuation routes are posted near the doors in all the rooms. All drills are to be treated seriously; no inappropriate behavior will be tolerated.

ASBESTOS INFORMATION

Our school's physical plant contains a small amount of asbestos in a non-friable (not powdery or brittle) state. The Asbestos Contact Person inspects the buildings several times a year and maintains them in a non-friable condition. A copy of the asbestos management plan required by the federal government is located in the business office. This is updated annually.

CATHEDRAL-CARMEL SCHOOL FOUNDATION and DEVELOPMENT

The mission of the Cathedral-Carmel Foundation is to support the school in its efforts to teach Catholic values in an environment of educational excellence. The Foundation seeks to build a corpus of funds to be invested for the long-range support of the school. The Foundation provides earnings from these investments for projects which fulfill the mission of Cathedral-Carmel School. The Cathedral-Carmel Foundation is a non-profit corporation whose purpose is to support the moral, social, educational, and material welfare of Cathedral-Carmel School. Specific objectives include:

1. *Establish, maintain, manage, and administer funds and distribute income to aid the school as approved by the board of directors. In practice, the pastor and principal provide guidance as to school priorities and make such requests to the board of directors.*
2. *Provide networking activities around the school among stakeholders especially alumni, faculty, and parents.*

The Development Office of the school coordinates the marketing, public relations and strategic planning efforts of the administration, Parent Booster Association, and School Board. This office also works with the Foundation to solicit contributions from all potential sources, in order to fulfill the short-term and long-term goals of Cathedral-Carmel School.

EYE OF THE TIGER PUBLICATION

The “Eye of the Tiger” is published by the Cathedral-Carmel School Foundation. This newsletter is distributed to all CCS families, faculty and staff, grandparents, alumni, and community leaders via email. This publication also contains information on selected school events, foundation updates, and alumni news.

CATHEDRAL-CARMEL ALUMNI ASSOCIATION

The Alumni Association is open to all men and women who formerly attended Cathedral, Mt. Carmel, Cathedral-Carmel High School or Cathedral-Carmel School. The mission of the Cathedral-Carmel Alumni Association is to promote fellowship among alumni, to strengthen the ties of loyalty to their alma mater, to honor the traditions of the Sisters of Mount Carmel and the De LaSalle Christian Brothers and to support the school in fostering the present and preparing for the future.

CCS PARENT BOOSTER ASSOCIATION (PBA)

The Parent Booster Association is the parent organization at CCS. The primary focus of the PBA is to foster and develop growth of spiritual, moral, academic, civic, cultural and physical activities of CCS. The organization plays an integral role in supporting activities pertaining to the welfare of the students and faculty of Cathedral-Carmel. The PBA is made up of all parents of CCS students. The organization is led by an Executive Committee and Leadership Team, but PBA membership consists of all parents. Two major fundraisers of the PBA are the *Magazine Drive* in the fall and the *\$10,000 Raffle & Auction* in the spring. PBA also hosts several smaller fundraisers including a Ladies Tennis Tournament, Spirit Stop, and Swap Shop. The PBA helps with a number of school events throughout the year.

CAMPUS VISITORS

All parents and visitors must report to the office for a “visitor’s pass.” Parents and visitors should not visit the classrooms during the school day unless an appointment has been made.

This procedure is necessary since unscheduled visits interrupt the class during valuable instructional time.

SCHOOL PARTIES

All classroom parties must be approved by the roommother and the administration. Siblings should not be checked out of class to attend parties or special programs that involve classes other than their own. Refreshments should be pre-approved by the teacher. As a reminder, we are a tree nut and peanut-free school. Private party invitations given out at school in grades Pre-K – 8th grade will be allowed only if all girls and/or all boys receive an invitation. Teachers should distribute the invitations.

TRANSPORTATION

The Lafayette Parish School Board Transportation Department provides bus service for our students; therefore, students may ride only assigned buses. In the morning Lafayette Parish requires students to be at the bus stops at least ten (10) minutes before scheduled arrival of the buses. Only in an emergency will a child be allowed to ride an unassigned bus. Students needing to ride a different bus home or to school are required to have a note signed and dated by a parent, submitted to the front office for approval by the administration and presented to the bus driver. Parents must be aware that, even with a note, the bus driver may refuse admission on the bus because of overcrowding.

Students who do not ride a bus must be picked up by 3:15 p.m. near the exit door of the gym on Versailles Street. Students who walk home or to a parent's office must not leave school before the 2:55 p.m. bell and must have written permission on file in the office. All students who do not ride a bus remain in the gym until parents arrive. Students not picked up by 3:15 p.m. are assigned to Tiger Care.

DROP-OFF / PICK-UP PROCEDURES

MORNING DROP-OFF

Bus students will begin arriving at 7:15 a.m. Car riders may be dropped off beginning at 7:15 a.m. using the Versailles Street entrance only. All students are to report to the gym upon arriving at school. If tardy, parents must accompany students to the front office for a tardy slip. Parents will not be allowed to drop off students in the church parking lot. The drop-off procedure calls for cars to approach the campus from University Avenue and drop off students between the cafeteria and the Pre-kindergarten area. Since this will likely be a congested area, parents are not to park on the campus side of Versailles Street between the gym and Parkside Drive.

AFTERNOON PICK-UP

Dismissal begins at 2:55 p.m. Car-riders may be picked up between 2:55 and 3:15. If your child is not picked up by 3:15, he/she will report to Tiger Care, and you will be charged a \$15.00 per/day fee.

Parents should post signs in the windshields of their vehicles with the names of their children. These color-coded signs will be provided by CCS on the first day of school. Use of these signs will assist the duty teachers in getting the students to their cars quickly.

If your child is a car rider, you should line up on Versailles Street entering from University Avenue and facing St. John Street. The Lafayette Department of Parking and Transit will not allow any parking on Parkside Drive. Parents should not enter the parent pick-up line on Parkside Drive. Additionally, if you are visiting throughout the day and park on the church side of the school, please adhere to the newly implemented Fire Zone/No Parking area.

CAFETERIA

- ❖ All students are required to participate in the School Nutrition Program.
- ❖ Each student will be required to pay for meals. No refunds will be given unless a student withdraws from school. Checks should be made payable to: Food and Nutrition
- ❖ If a child has a food allergy please inform the cafeteria:
 - a. If prescribed by a physician, the cafeteria staff will prepare special meals for those students on special diets;
 - b. If the cafeteria cannot meet the needs of the special diet, special arrangements can be made through the cafeteria manager and the school nurse.
 - c. The school nurse must approve any special diet.
- ❖ Applications for federally subsidized free or reduced price lunches for students are distributed yearly. Parents are responsible for filing an application for each child according to instructions and deadlines on the form. The Food and Nutrition Office may authorize the non-payment of cafeteria fees if the circumstance in a particular case warrants.
- ❖ Adult lunch meal price is \$3.25.

CCS COMMUNICATION

RenWeb: RenWeb is the web-based school management software that Cathedral-Carmel uses to manage the flow of information. This totally integrated database allows for up-to-date communication between administration, staff, parents, and students. Through the use of the secure password protected ParentsWeb feature, the school shares valuable information such as calendar information, announcements, newsletters, lesson plans, homework, grades, attendance, and accounting information.

Website: Our school website (www.cathedralcarmel.com) is a vital source of information for prospective parents, as well as our existing school community. Along with a comprehensive overview of our academic and spiritual curriculum and athletic events, the website also provides a link to our RenWeb database. All school calendar activities can be viewed under the RenWeb calendar.

Communication Wednesday: Every Wednesday, parents are encouraged to check their children's backpacks for important school-related information, test papers, flyers, etc. "Tiger Beat," which is a weekly calendar of upcoming school-related events, is emailed weekly to all parents and is also posted on the RenWeb database.

GUIDELINES FOR ADDRESSING CONCERNS

If there is a concern with a teacher or a teacher's policy:

- ❖ Discuss the concern directly with the teacher as soon as possible.
- ❖ If a resolution is not obtained between the parent and the teacher, the parent or the teacher should then discuss the concern with the administration.

ADVISORY COUNCIL APPEAL PROCESS

General

When the parent of a student at Cathedral-Carmel School believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, a local appeal may be made to the Cathedral-Carmel Advisory Council. If, after the issue is reviewed by the school board, the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan Schools Advisory Council.

Local Appeal

To file a local appeal, the complainant should contact the Cathedral-Carmel Advisory Council President.

1. The selected chairperson will obtain whatever details necessary and discuss the matter with the principal. If the school's administration has not, in fact, been consulted or has not completed action, the individual(s) concerned will be referred to the school and the chairperson will take no further action at that time.
2. If the school has completed its actions, then immediately thereafter the chairperson will put the complainant on notice in writing of its findings and decisions and that an appeal may be submitted to the Advisory Council. The complainant must submit an appeal to the Advisory Council within a five (5) working day period. The written appeal should briefly provide details and specifically cite the rule, regulation or policy that is involved

in this situation. The Advisory Council will have ten (10) working days to submit an answer to the complainant.

3. Upon receipt of the written appeal the chairperson will so advise the pastor.
 - The pastor will consult with the executive committee of the council. If it is decided that the appeal does not merit a formal review, the complainant will be informed of that fact and the case will be closed at the local level. The complainant may appeal that decision to the Diocesan Schools Advisory Council for review.
 - If the pastor believes, after consultation with the executive committee of the board, that the appeal should be referred to a local grievance committee, he will appoint or direct the chairperson to appoint such a committee. The committee may include board members, parents, faculty or any other person that can provide a fair and impartial hearing. The committee should consist of 5 individuals, and the hearing should be conducted without undue delay.
4. At the hearing,
 - The committee will normally meet separately with each party; however, a meeting with both parties simultaneously may be held if the committee chooses.
 - The committee must understand that its review is to focus only on whether or not a rule, regulation, or policy was violated, misapplied or misrepresented.
 - The committee will confer privately after all concerned parties have been heard and relay its recommendations to the pastor.
 - If, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate, it may take suitable recommendations to the Advisory Council and to the Principal.
5. The pastor will communicate the appeal decision directly to all concerned, or he may ask the chairperson of the board to do so. Notification should be in writing and should be made within five (5) working days after receipt of the report of the committee.
6. Either party may appeal the local decision to the Diocesan Schools Advisory Council should a review at that level be desired. The appeal should be made in writing to the Superintendent of Catholic Schools within five (5) working days after receipt of the result of the local appeal.

Diocesan Appeal

1. Upon receipt of a proper request for diocesan review, the superintendent, after consultation with the president of the Diocesan Schools Advisory Council, will decide whether or not to conduct a formal hearing. The superintendent will inform all concerned as appropriate.
2. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan Schools Advisory Council then appoint an Ad Hoc Committee of the Diocesan Schools Advisory Council to hear the grievance.
3. The procedure to be followed by this committee is the same as on the local level. When the hearing is complete, the superintendent will make the appropriate notification.
4. All decisions at the diocesan level are final, and the case is closed at this point.