

RAYNE CATHOLIC ELEMENTARY SCHOOL



Keeping God and Family in Education Since 1891

HANDBOOK FOR PARENTS AND STUDENTS for the 2021 - 2022 Academic Year

Accredited by

State of Louisiana Board of Education

Catholic Diocese of Lafayette

AdvancED Certification

North Central Association Commission on Accreditation and School Improvement (NCA CASI)

Southern Association of Colleges and Schools Council, Accreditation and School Improvement (SACS CASI)

Northwest Accreditation Commission (NWAC)

Member of

National Catholic Educational Association

Association for Supervision and Curriculum Development

Rayne Chamber of Commerce

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 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

Rayne Catholic Elementary and Schools of the Diocese of Lafayette do not discriminate on the basis of race, sex or national origin in accepting applications of school personnel and students as well as in the administration of education policies, of scholarship and loan programs, and of athletic and extra-curricular programs. Private schools which have been traditionally segregated by sex are not in violation of this Diocesan Policy.

Rayne Catholic Elementary School Parent Cooperation Statement

An integral part of the educational philosophy of Rayne Catholic Elementary School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Rayne Catholic Elementary School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Rayne Catholic Elementary School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals.

Rayne Catholic Elementary School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that

- (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or
- (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

Diocesan Policy, Effective April, 2012

Parent Signatures: _____

Date: _____



Rayne Catholic Elementary

407 S. Polk Street ~ Rayne, LA 70578
www.raynecatholic.org
Office (337) 334-5657~ Fax (337) 334-3301

Rev. Brent Smith, Pastor
Alicia W. Ardoin, Principal

August 2021

Welcome to the Rayne Catholic Elementary School family. We are extremely happy that you have entrusted your child(ren) to our care.

As parents in the educational process at Rayne Catholic Elementary, we ask parents:

- To set rules, times, and limits so that your child:
- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes class assignments on time;
- Has all needed materials and is prepared to learn.
- To actively participate in school activities such as Parent-Teacher Conferences,
- Home & School meetings and activities, and fund-raising.
- To see that the student pays for damage to school books or property due to carelessness or neglect.
- To notify the office if the child will be absent from school.
- To notify the school with a note when the student returns to school after being absent or tardy.
- To notify the school office about changes in address or important phone contact numbers.
- To meet all financial obligations to the school, in a timely and responsible manner.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To promptly complete and return to school any requested information.
- To read school notes, check RenWeb, and check the school page on the website (www.raynecatholic.org) for updated information on a regular basis and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers and staff with respect and courtesy when discussing student problems.
- To treat other students and families with respect and courtesy.

We pray together for a successful, blessed, and spirit filled year.

Together in Christ,

Alicia W. Ardoin
Principal

Fr. Brent Smith
Pastor/Chancellor

School Contact Information

Address: 407 South Polk Street
 Rayne, LA 70578
 Offices: 334-5657
 334-5658
 334-2002
 Fax: 334-3301
 Website: www.raynecatholic.org
 Facebook: raynecatholicelementary@rctigers
 Cafeteria: 334-3247

Rev. Brent Smith	Pastor/Chancellor	337-334-2193 bsmith@diolaf.org
Rev. Benjamin Pitre		337-334-2193 bpitre@diolaf.org
Alicia W. Ardoin	Principal	Ext. 118 aardoin@raynecatholic.org
Brenda Benoit	Curriculum Director	Ext. 117 bbenoit@raynecatholic.org
Donna Melancon	Development Director	Ext. 112 dmelancon@raynecatholic.org
Lauren Broussard	Spiritual Director Librarian	Ext. 105 lbroussard@raynecatholic.org
Matt Gossen	Athletic Director	Ext. 108 mgossen@raynecatholic.org
Stace Simon	Secretary/Registrar	Ext. 101 ssimon@raynecatholic.org
Rachel Daigle	Financial Director, CPA	Ext. 119 rdaigle@raynecatholic.org
Ky Bergeron	Benefits Director Safe Environment Director	Ext. 107 kbergeron@raynecatholic.org
Randee Vasseur	EXCEL (After School Care)	rvasseur@raynecatholic.org
Marlene Royer	Cafeteria	Ext. 114 rayne@fns-dol.org

FACULTY

Arceneaux, Stefanie	Pre-K Instructor	sarceneaux@raynecatholic.org
Boudreaux, Judith	1 st Grade Instructor	jboudreaux@raynecatholic.org
Broussard, Lauren	4 th and 5 th Science/SS Instructor Librarian	lbroussard@raynecatholic.org
Broussard, Pam	1 st – 8 th Grades Religion Instructor	pbroussard@raynecatholic.org
Casanova, Analie	4 th and 5 th Grade Math Instructor	acasanova@raynecatholic.org
Doucet, Leah	Para-Professional	ldoucet@raynecatholic.org
Gossen, Matt	6 th – 8 th PE Instructor	mgossen@raynecatholic.org
Hains, Ann	Reading Lab Instructor; Title I	ahains@raynecatholic.org
Istre, Rachel	4 th and 5 th Grade ELA Instructor	ristre@raynecatholic.org
Johnson, Elizabeth	Kindergarten Instructor	ejohnson@raynecatholic.org
Kaamil, Kim	3 rd Grade Instructor	kkaamil@raynecatholic.org
Moody, Kelli	2 nd Grade Instructor	kmoody@raynecatholic.org
Murrell, Kathryn	6 th – 8 th Grades Math Instructor	kmurrell@raynecatholic.org
Nugent, Dana	6 th – 8 th Grades ELA Instructor	dnugent@raynecatholic.org
Prevost, Jessica	Math Lab Instructor; Title I	jprevost@raynecatholic.org
Robert, Traci	6 th – 8 th Grades Science/SS Instructor	trobert@raynecatholic.org
Theunissen, Elizabeth	Para-Professional	etheunissen@raynecatholic.org
Vasseur, Randee	Pre-K – 5 th Grade PE Instructor EXCEL Coordinator	rvasseur@raynecatholic.org
SBLC Coordinator	provided by Acadia Parish School Board	
Resource Teacher	provided by Acadia Parish School Board	
Speech Teacher	provided by Acadia Parish School Board	

ADVISORY COUNCIL FOR THE 2019-2020 SCHOOL YEAR

The Advisory Council is to provide expertise and advice to the pastor and principal 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: Reverend Brent Smith

Officers: President: Al Cramer (St. Leo, elected by parishioners)
Vice President/Parliamentarian: Jordan Woods (St. Joseph, elected member at large)
Secretary:

Parish Representatives:	Ben Lormand	(St. Joseph, appointed by parish priest)
	Leslie Gagliano	(St. Joseph, appointed by parish priest)
	George Faust	(St. Joseph, elected by parishioners)
	Corey Futch	(St. Joseph, elected by parishioners)
	Kathryn Hormel	(St. Joseph, elected by parishioners)
	No acting member	(Our Mother of Mercy, appointed by parish priest)
	Ataria Gibson	(Our Mother of Mercy, elected by parishioners)
	Andrew Meche	(St. Leo, appointed by parish priest)
	No acting member	(Assumption, appointed by parish priest)
	No acting member	(Assumption, elected by parishioners)
	No acting member	(St. Theresa, appointed by parish priest)
	Jenika Hoffpauir	(St. Theresa, elected by parishioners)
	Lindsey Granger	(St. Joseph, elected member at large)
	Jordan Woods	(St. Joseph, elected member at large)

Ex-officio Members: Principal: Alicia Ardoin
Home and School President: Lindsey Granger/Ellen Simon

Advisory Council meetings are held on every third Tuesday of the month. Ten meetings are scheduled for the following school year.

MISSION

The mission of Rayne Catholic is to form a family of leaders and learners who know, love and serve God.

VISION

Our students will learn together, work together and pray together in answering the call to a faith-filled life of service.

We believe in God and we believe. . . .

- that each person is created in the image and likeness of God
- that each child is a precious gift and sacred responsibility
- in the goodness, dignity and worth of each person
- that Jesus Christ is our model and our teacher
- in celebrating and witnessing our faith
- in transforming the world through Catholic education
- that Catholic education includes spiritual growth and fulfillment
- that learning is a lifelong journey
- that all can learn and develop their gifts
- in building Gospel-centered communities for service to one another
- that all have rights, roles and responsibilities for which they are accountable
- that Catholic education is a shared responsibility in which parents have a primary role

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. We also provide quality instruction and educational resources to insure the academic growth of the students. We strive to focus on the total development of the child: spiritual, intellectual, emotional, social, and physical.

As a Catholic school, we embrace the responsibility of the formation of young women and men toward adult maturity and active membership in the church and society. Rayne Catholic Elementary challenges and encourages our community to maintain respect in all relationships by encountering Jesus Christ in everyone we meet and in everything we do. We promote the importance of academic learning, the value of service, the spirit of justice and charity, and the opportunity to learn through experiences. Although religious instruction is important, we believe that a relationship with Jesus Christ is best fostered through living the Gospels, the Sacraments, the Ten Commandments, as well as all the teachings of the Catholic Church.

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, we open each member to the experience of God's unconditional love and empower individuals to live out their God-given purpose and reach their God-given potential.

The Pillars of the Rayne Catholic Philosophy

1. **The Gospels:** "...religious instruction in schools sows the dynamic seed of the Gospel and seeks to" keep in touch with the other elements of the student's knowledge and education; thus the Gospel will impregnate the mentality of the students in the field of their learning, and the harmonization of their culture will be achieved in the light of faith."...It is necessary, therefore, that religious instruction in schools appear as a scholastic discipline with the same systematic demands and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness with which other disciplines present their knowledge." (*From the General Directory for Catechesis 73*)

"All of the learning outcomes in the Program of Studies contain a religious dimension. It is the right, responsibility and privilege of educators in Catholic schools to bring to consciousness the divine presence that resides in what is learned." *Permeation: Living Eucharist in the Learning Community, 2002*

2. **5 Stages of Social Justice:** All students are involved in social justice activities. Our goal is to encourage students to move through the 5 stages of: 1. Collections; 2. Direct Service; 3. Service for Empowerment; 4. Reflection and Analysis; 5. Advocacy for Structural Change. ALL students have the potential to initiate change.

The Rayne Catholic Elementary Mascot

Rayne Catholic's mascot is the Tiger. The tiger is careful and crafty and suspicious in a good way. He is careful to avoid pitfalls and traps. He is rarely taken by surprise.

The Patron Saints of Rayne Catholic Elementary

St. Joseph: Our school began as a parish school for the Roman Catholic Parish of St. Joseph's in Rayne Louisiana and was named St. Joseph High School (1st through 12th grades) before merging with the other Acadia Parish High Schools and forming present day Notre Dame High School of Acadia Parish.

Our Lady of Mt. Carmel: Since our school was established by the Sisters of Mt. Carmel we forever remember the works of the Order as well as our beloved Virgin Mary who forever intercedes for us.

St. Katherine Drexel: St. Katherine Drexel and her order established Our Mother of Mercy School in Rayne and with the merging of our two schools we still remember the heritage of both schools.

OBJECTIVES AND GOALS

A. Spiritual Development

1. Objectives

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

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

2. Goals

- a. 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. Develop a Christ-centered relationship for the students through daily classroom prayer (vocal and meditative), school liturgies and Para liturgies, sacramental preparation, and classroom discussion.
- c. Offer Christian experiences through activities, such as: Service Clubs, 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; living and experiencing the sacraments.
- d. Teach doctrine in a structured religion program and help students live Christian values.
- e. Offer personal guidance and counseling, lead group discussions on moral values, and offer the opportunity to receive the Sacrament of Reconciliation periodically.
- f. Nurture our own spiritual life through faculty liturgies, days of recollection, and sharing of the Spirit and mutual support in our personal lives.

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, and 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, fire drills, and inviting guest speakers on health 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.

Core Values of Rayne Catholic's Objectives and Goals. . . .

1. Respect
We are called to value each person, and to treat one another with compassion
2. Honesty
Be noble of mind and heart, generous in forgiving
3. Loyalty
We strive towards loyalty to the vision, mission, goals, and fundamental purpose of our church
4. Fairness
We seek unity without uniformity, symmetry without sameness, and diversity without divisiveness
5. Personal & Communal Growth
In Rayne Catholic Elementary, we are an organization of people, committed to the growth of the whole person.

What should a Rayne Catholic Student look like?

Leaders for Life – Centered on Christ

1. SELF-RESPECT – Includes self-confidence and adaptability
2. FAITH-FILLED – Having a personal relationship with God; being an example which leads others to Christ; being aware of and developing their God-given gifts for the greater glory
3. MOTIVATION – Self-directed interest in learning; intrinsic motivation rather than extrinsic
4. RESPONSIBLE CITIZENSHIP – Includes a concern for others and global awareness
5. COGNITIVE SKILLS – Lower to higher levels of thinking including creativity
6. PROCESS SKILLS – Problem solving, decision making, communication, personal relations

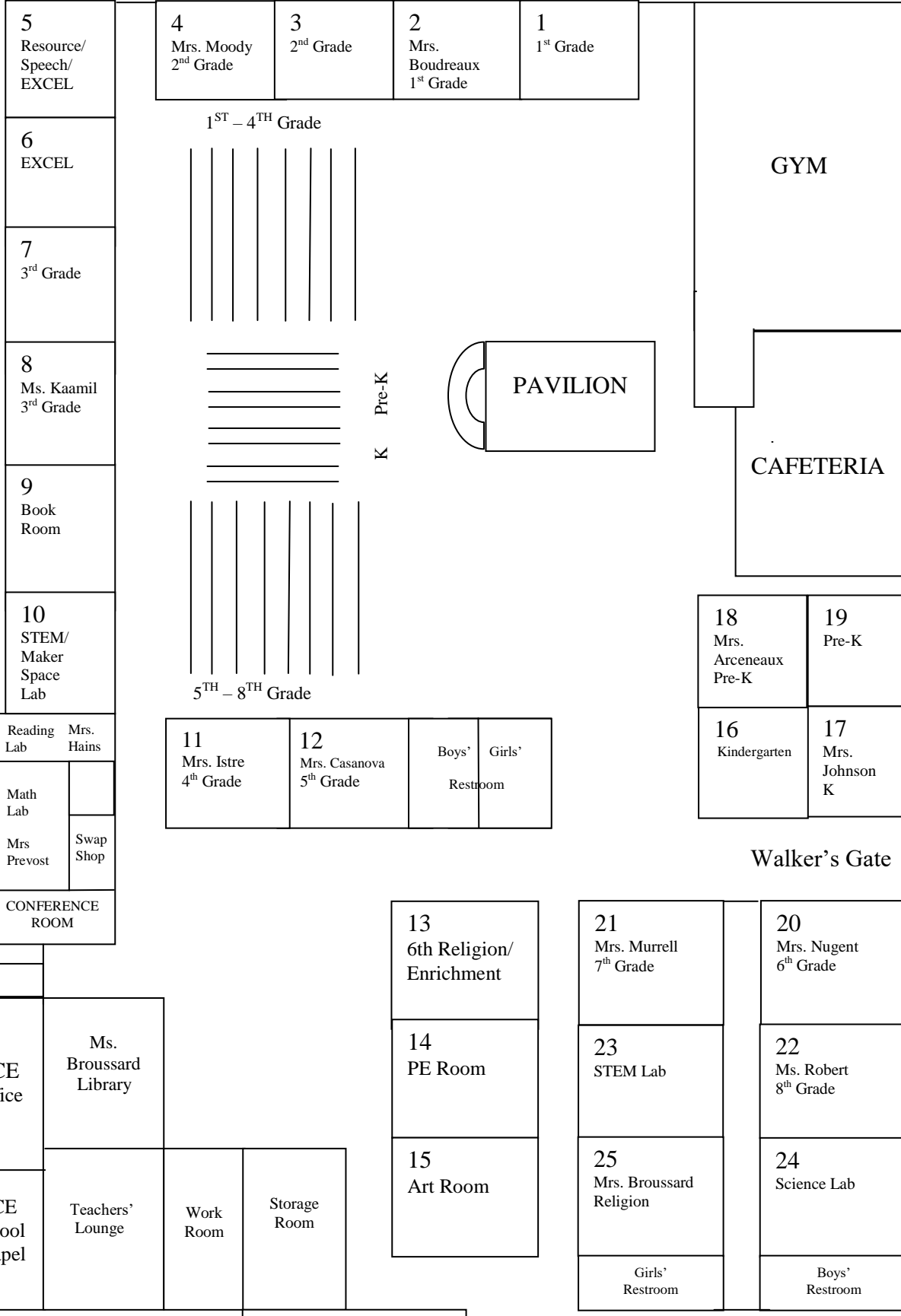
RAYNE CATHOLIC SCHOOL MAP

EXCEL Pick-Up

Preschool Pick-Up Gate

Front of School

A - G Pick-Up Gate



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).
- Summer office hours will be posted.

2. VISITORS

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVING ON CAMPUS, including parents, and must sign-in and out with the school's office upon entering and leaving campus through the **RAPTOR System**.

3. ASSIGNMENT REQUEST POLICIES

- All homework/assignments are posted on RenWeb by 3:30pm Monday through Friday.
- Parents may come to school to acquire student's books from the front office after 2:30 pm.
- **PLEASE DO NOT CALL THE OFFICE FOR ASSIGNMENTS!**
- Students will not be allowed to call for assignments/projects/homework during the school day.

4. FAMILY HANDBOOK

Parents agree to comply with the policies and procedures as is presented in the handbook. By signing the contractual "Parent Cooperation Statement" document, parents/guardians have agreed to abide by all policies stated in this handbook.

5. MESSAGES, DELIVERIES AND TELEPHONE USAGE

- A phone is available in the school's office for necessary phone calls to parents/guardians. Phone calls should be brief. If change in pick-up is needed, please call the front office prior to 2:30 pm.
- **Students are not allowed to receive gifts, flowers, balloons, etc. at school.**

6. INVITATIONS to off-campus parties may be distributed ONLY if the ENTIRE CLASS is invited.

7. PARTIES

Permission must be requested from the administration prior to any class or club party.

8. 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.

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

Such a change is to be reported to the office as soon as possible so that we can maintain accurate information.

10. LOST AND FOUND

Lost items will be placed in the swap shop. 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.

11. USE OF GROUNDS AND FACILITIES

Any group wishing to use the facilities at Rayne Catholic Elementary School must contact the principal.

12. DISTRIBUTION OF PRINTED MATERIALS AND/OR PETITIONS

Any distribution of material must be approved and authorized by the Administration. This includes but not limited to shirts, outerwear, signs, stickers, etc.

ADMISSIONS

Admission to Rayne Catholic Elementary school is contingent upon:

1. the family's desire for a special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school).
2. the child's fulfillment of the age requirements
3. the school's ability to meet the student's educational needs. Determination of this ability is based upon:
 - a. the student's performance in another educational setting;
 - b. successful completion of the previous grade level;
 - c. successful completion of the entrance evaluation process.
The decision to admit a child is made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any.
4. the parent's willingness to accept the financial responsibilities of attending the school.
5. students transferring from a public or private school may be accepted into catholic school after a thorough inquiry regarding the motivation for the requestor admission.

Students at Rayne Catholic Elementary School must follow the academic and discipline policies of the school. 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 expelled from another school for any reason will not be admitted to Rayne Catholic Elementary School.

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 month of February.

Application for Admissions for New Students

Applicants may pick-up applications for admissions at the school's office.

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

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.
3. Parent and Student interview with the school's admissions committee.
4. Pay all registration fees

Once student is accepted, all new students (Pre-Kindergarten through 8th 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 cannot meet the needs of the student, the family will be refunded the registration fee.)

NON-CATHOLIC STUDENTS

All students, regardless of religious affiliation are required to attend Religion Class and complete all required course work. Non-Catholic students must attend all school religious services (including Mass) and be respectful towards all Catholic Traditions including kneeling when appropriate.

Please see "Note" under Admissions.

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 admissions 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.

8th grade students will only be accepted under extraordinary circumstances and also must be aware they may NOT be eligible for certain academic awards and academic services.

It is State Law, Diocesan Policy and Rayne Catholic Policy: Rayne Catholic cannot accept any student for one year that has been expelled from any other school. All the Catholic Schools in the Diocese of Lafayette support the public school assessment program. Students who transfer from the public system without passing the LEAP Test or PARC Test or the EXIT Exam will not be promoted to the next grade.

HOME SCHOOLED STUDENTS

Home schooled students who wish to register at Rayne Catholic Elementary must produce current results of the standardized test and show grade proficiency. A Placement Test will be scheduled with Acadia Parish School Board at time of registration. Once test results are received, the parent and student must meet with 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, requirement of new student registration apply.

WITHDRAWAL POLICY

Please contact the RCE office when requesting withdrawal of a student. Only the parent/legal guardian who registers the student(s) may withdraw the student(s) from school unless a legal documentation of extenuating circumstances is provided.

At the time of withdrawal, students must return all textbooks, library books, and other school owned items. Any such items not returned, and any other school-related expenses (such as lunch charges) or other debts must be paid in full at the time of withdrawal. The school will withhold grades, reports and the transfer of transcripts until restitution is made for lost or damaged textbooks and/or materials and all debts are settled. All withdrawal forms must be signed by a parent/legal guardian before the withdrawal process is considered official.

FINANCES

Registration fees, fee schedules, and tuition information is available on our school website under the admissions tab or a copy can be picked up from our school office.

EXTENDED DAY

EXCEL: Education for Extra-Curricular Learning

The EXCEL program begins at 3:30 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 portion will be spent doing homework; the second portion will be devoted to structured play, free time, etc. A daily snack will be offered.

Excel Registration paperwork will be emailed home at the beginning of the school year.

<u>EXCEL (after-care) Program</u>			
\$15.00 per child registration fee (non-refundable)			
	Daily	Full Time	Part-Time
1 child	\$ 8.00	\$100.00	\$ 60.00
2 children	\$14.00	\$180.00	\$108.00
3 children	\$19.00	\$240.00	\$144.00
4 children	\$22.00	\$280.00	\$168.00

Daily-charged for the number of days of Excel attendance during the month-pick up time: by 5:30 p.m.

Full Time-charged a flat rate, may attend any number of days during the month-pick up time: by 5:30 p.m.

Part Time-charged a flat rate, may attend any number of days during the month-pick up time: by 4:30 p.m.

A late charge of \$1.00 per minute will be charged for sign out times later than the above stated pick up times.

Delinquent Tuition Policy:

Tuition Due Date and Delinquent Status: Monthly tuition payments are **due in full** on the first school day of each month and are past due after the 15th day of each month. Payments not received by the 10th day of each month are considered **delinquent**.

One Month Delinquent: An account is one month delinquent after the 15th of month.

Registration papers for the next school year will be denied until the account is current.

Required action by RCE:

- a. Send a notification to the parents indicating the delinquent status of the account.
- b. Send a notification to Administrative Secretary of the ineligibility to register.

Required action by Parent: Make a payment to clear the account balance.

Two Months Delinquent: An account is two months delinquent after the 15th of the second month.

1. Student(s) will not be eligible for extra-curricular activities.
2. The parental Renweb account access will be blocked.
3. The report card will be withheld.

Required action by RCE:

- a. Send a notification to the parents indicating the delinquent status of the account.
- b. Send a notification to RCE club sponsors/coaches indicating that student(s) are not eligible for extra-curricular activities.

Required action by the parent:

- a. **Make payment to clear the account balance or submit a written plan of action, which should include specific dates of expected payments and payment amounts to clear the account balance. The written plan will be reviewed by the Advisory Council Committee. The parent will be notified of the plan acceptance, modification, or denial.**
- b. **ANY DEVIATION IN PAYMENT DATE OR AMOUNT FROM AN APPROVED PLAN WILL RESULT IN NULLIFICATION OF THE PLAN. IF A DEVIATION OCCURS, THE ACCOUNT WILL BE HANDLED IN WHATEVER STATE OF DELINQUENCY THE ACCOUNT IS IN AT THE TIME OF THE DEVIATION. NO NEW PLAN WILL BE ACCEPTED FOR THE ACCOUNT ONCE A DEVIATION OCCURS.**
- c. **If a written plan is approved, RenWeb access and extra-curricular activities eligibility will be restored as long as the written plan payment dates and amounts are met. However, the report card will be withheld until the status of the account is current or one month delinquent.**

Three Months Delinquent: An account is three months delinquent after the 15th of the third month.

If payment is not received by the date (last school day of the month) stated on the delinquent notification, the student(s) will be immediately dropped from Rayne Catholic enrollment. **Students are NOT allowed to attend classes.**

Required action by RCE: Send a notification to the parents indicating the delinquent status of the account.

Required action by Parent: Make payment to clear the account balance by the date stated on the delinquent notification.

**** ALL ACCOUNTS MUST BE CLEARED BY THE END OF THE SCHOOL DAY ON MAY 15TH.****

The term "all accounts" includes tuition, fees, excel, subsidy, cafeteria, textbooks, and any money owed to RCE.

If all accounts are not cleared by this date:

- a. Student(s) will not be allowed to return to school until accounts are cleared. Students may be allowed to complete missed work once the accounts are current.
- b. Any payments made after May 15th must be cash, money order, or credit card.
- c. Students will not be allowed to participate in any promotional ceremonies.
- d. 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.

Cafeteria

(The Cafeteria is run by the Diocese of Lafayette)

Pre-K - 8th Students = \$2.40 per day / \$432.00 for the year (180 days)

School Staff = \$5.25 per day

Visitors = \$6.25 per day

Extras: Milk = .50 / 6 oz. Juice = .50 / Bottle Water = \$1.00

The cost of lunch is determined by the Diocesan Food Service Office in August and subject to change.

Payable by the 10th 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.

NEW online payment website, www.myschoolbucks.com where new accounts must be created. Refer to cover of student envelope for manager email address to obtain you child's unique student number (this is not the POS number).

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

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

ATTENDANCE

In accordance with Louisiana 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 to receive credit for the course". This means if a student has 18 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. "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."

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 the school before 1:30 p.m. Students are considered absent ALL day if they are present for less than half a school day (3.5 hours).

For Upper Grades: Attendance is handled each class period for each subject. Students must be present for more than half the class (22 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 every day from the first bell (8:00am) until the dismissal bell (3:15pm). No sign-ins, no sign-outs (including field trips), no tardies, regardless of emergencies or medical appointments.

1. ARRIVAL

Gates are locked until 7:20 a.m. and students are not allowed on campus before 7:20 a.m.

The regular school day begins at 8:00 a.m. and ends at 3:15 p.m.

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

Students with special circumstances and prior approval from the administration arriving between 7:00 a.m. and 7:20 a.m. must be dropped off in front of school by the front gate and report to the cafeteria for supervision. Duty teachers arrive at 7:20 a.m. and will supervise students accordingly.

Once a student arrives at school, he/she must report to the assigned area for their grade level (before 7:20 a.m. report to cafeteria) where duty teacher(s) will supervise students.

In case of rainy or 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.

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 3:30 pm each school day – PLEASE DO NOT CALL THE OFFICE FOR HOMEWORK! Parents may retrieve student's books/supplies from lockers after 2:30pm.

Excused absence simply means that the administration will determine if a student is allowed to make-up work missed under the following conditions:

- 1) Illness or hospitalization of the student (with doctor's note)
- 2) Death or serious illness in the student's family (with parent/guardian note)
- 3) Unavoidable emergencies (with detailed parent/guardian note)
- 4) School sponsored trips (including athletic events)

Unexcused absences mean that the student is allowed to make-up work missed. It is the student's responsibility to approach the teacher and obtain the necessary make-up work. If a student does not make up the work within a three day period, they will receive a '0' on all work not completed.

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 tests 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.

UPPER GRADES: 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. Assignments/Projects may be collected later at the teacher's discretion; however, points will be deducted for each day the assignment is late.

LOWER GRADES: Assignments/test may be collected/taken at the teacher's discretion. However, points will be deducted for each day the assignment is late.

3. "CHECKING IN AND OUT" during the school day

Lower Grades: Tardy is defined as a student signs in before 9:30 am and/or signs out after 1:30 pm. Students are considered one half day absent if they arrive or leave anytime between that. **Parents are required to come in and to the office and sign student in or out.**

Upper Grades: Signing in after the bell will be considered absent in homeroom. Any time a student signs in/out during the school day the absence will be marked for class periods missed 50% or more. **Parents are required to come into the school office and sign their student in/out of school.** **If a student misses more than half of a class period, the student is considered absent for that class.**

1. Student must obtain an "admit" or "sign-out" slip from the school office.

2. 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).
3. **Students must take all tests and turn in all projects or make arrangements with the teacher when entering or leaving campus. Incomplete forms and failure to take test and turn in assignments will result in the "cutting class" policy.**
4. Please make sure you bring your driver's licence when arriving on campus so the office can scan your ID in. Once your ID has been scanned, you will not be required to bring your license again.

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.

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
- weekend/holiday activities refer back to the last school day
- 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**.

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 will also close. Announcement of school closure will be made on local radio and local television stations. 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.

DISMISSAL

RCE School Policy states that students can leave the campus one of 3 ways.

1. By school bus.
2. By vehicle pick-up at the designated gates.
3. Walking or Bike riding to their home from the designated gate; with written parental permission with the destined HOME address listed

A – G Gate - Vehicle Line-up

1. Who goes to A – G Gate: all students' last names that begin with A – G will dismiss from this gate.
2. Vehicles are not allowed to line up along Hwy 90 or next to Doug Ashy for afternoon pickup.
3. All vehicles must travel on East South First Street from South Arenas Street and turn onto South Parkerson.
4. All vehicles that are backed up are to park on East South First and not on South Cunningham St.

H – Z Gate - Vehicle Line-up

1. Who goes to 5th – 8th Gate: all students' last names that begin with H – Z will dismiss from this gate.
2. Vehicles are to line up along Parkerson Street facing North.
3. All vehicles must travel on North on Parkerson Street and turn Left onto Anding.
4. Do NOT block any private drive ways along Parkerson Street.

Pre-K and K Gate - Vehicle Line-up

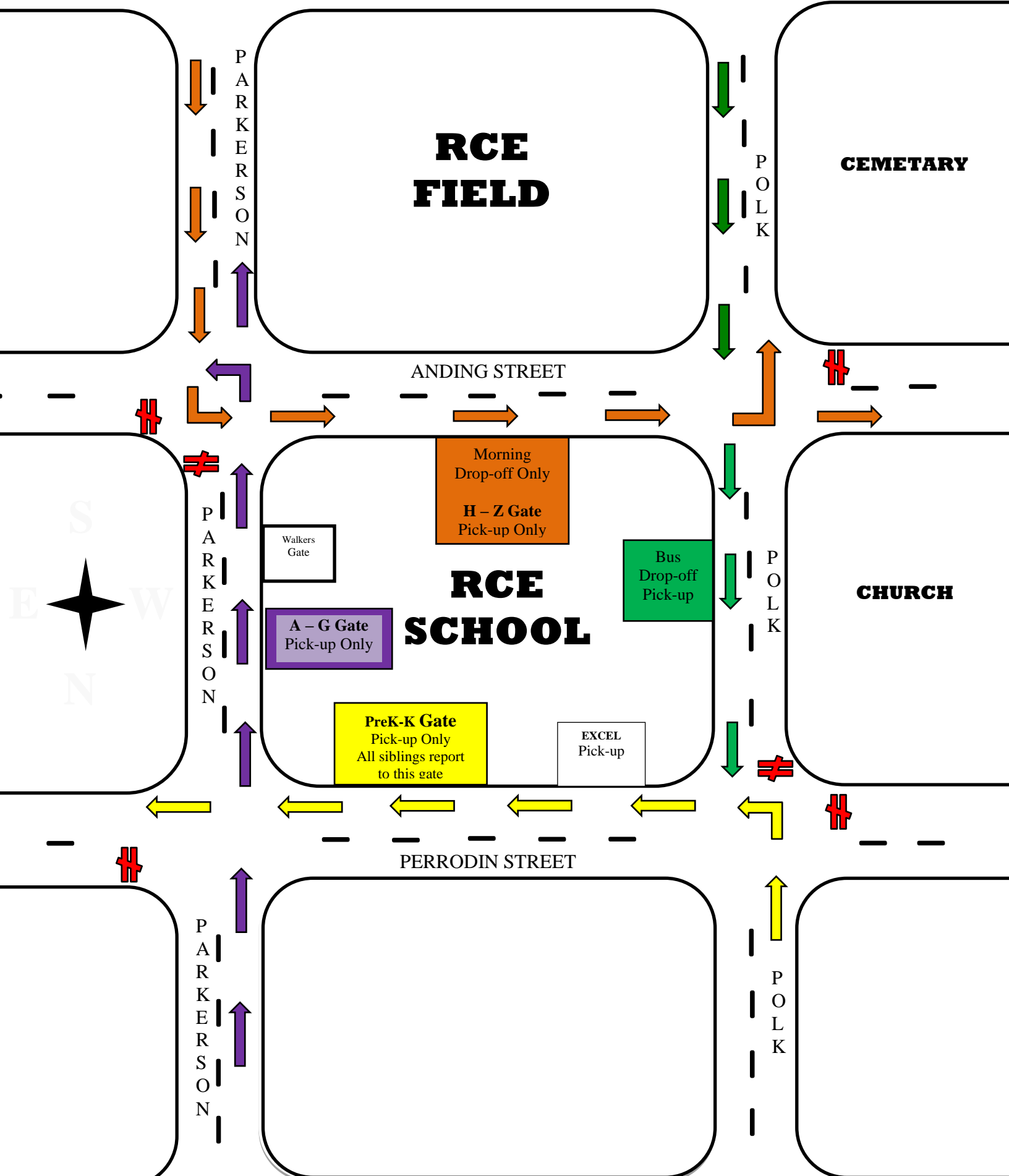
1. Who goes to Pre-School Gate: all Pre-K and K students and their siblings
2. Vehicles are to line up along Perrodin Street facing East.

Bus Gate - Bus Line-up

1. Who goes to Bus Gate: all students riding the Acadia Parish School Bus
2. Buses line up in front of school along Polk Street facing North
3. Please note that Acadia Parish School Buses do not run for Rayne Catholic:
 - a. when Public Schools are closed;
 - b. certain Wednesdays when Public Schools dismiss early
 - c. when Rayne Catholic dismisses early

NOTE: Students not picked up at their respective gates by 3:30 p.m. will report immediately to Excel After-School Care and parents will be charged accordingly.

Car Line Automobile Restraint Safety – Due to the wide variety of automobile child restraint systems and corresponding weight/height requirements, installation/use specifications, and other safety issues, it is the policy of Rayne Catholic Elementary that responsibility for ensuring that a student being picked up from school is properly and safely restrained in the vehicle shall be left to the party picking up the student. School personnel involvement in the student loading process shall be limited to helping a student into the vehicle, if help is needed.



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.

Assessment

The assessment of students will be done on a weekly basis. 7th-8th grade will be given a mid-term and final exam.

Curriculum

Bible: New American Bible

Text Book/ Supplement Book: Faith and Life Series published by Ignatius Press

Curriculum covers each:

Scripture: God’s Word Speaking to Us

Doctrine: Know and Understand the Basic Teachings of the Catholic Church

Sacraments and Worship: Centrality and Importance in our lives

Morality and Social Justice: Role of faith community and universal Catholic Church

Christian Faith and Practice: Responsibility of Stewardship

Day of Recollection/Retreat

Each year students in 8th grade 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. These days are a required activity. Students absent on this day must make-up this activity.

8th Theme: “Leadership and Stewardship” (August)

8th Theme: “In the World, but not of the World” (End of year)

Devotions - Monthly

1st Week of month: 1st Friday Benediction

2nd Week of month: Rosary

3rd Week of month: Chaplet

4th Week of month: Adoration

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; As Catholics, we are taught the importance of keeping holy the Lord’s Day. Regular attendance at mass on weekends is a Church law.
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.

Field Study Trips

Each year students in grades 5 through 8 are provided the opportunity to participate in a day off campus to experience our Catholic Faith in different venues.

5th St. John Cathedral/Museum in Lafayette; Diocese of Lafayette

6th St. Martinville, St. Martin DeTours Church

7th Seminary/Abbey in Covington

8th Seelos Center, St. Louis Cathedral, Notre Dame Seminary

Lenten Activities

All Grades: Way of the Cross (weekly)

Holy Week: Activity/Study in religion classes (from Jesus' triumphant entry into Jerusalem until His Passion)

Weekly School Liturgy

Grades 2nd – 8th will sponsor liturgies during school year

Sacramental Preparation

It is Diocesan Policy that the Sacraments of First Reconciliation and First Communion be made through the Church Parish and NOT the school.

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 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.

Sacrament of Holy Eucharist

All students have the opportunity to attend Mass each week. Grades 3-8 are provided the opportunity to receive the Sacrament of Holy Eucharist at each school liturgy throughout the school year.

Sacrament of Reconciliation

The sacrament of Reconciliation will be offered monthly and during Advent and Lent to grades 3-8. However, students may request to receive this sacrament as often as needed.

Stewardship Projects

Service to others and our community has always been an integral part of our religion program. Students, grades Pre-K through 8, will 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.

Spiritual and Corporal Works of Mercy

These works will be exhibited throughout the school year with various activities among the grade levels.

Religious Education Across the Curriculum

In the pursuit of developing every aspect of each student and infusing religion in all aspects of the school environment, Rayne Catholic strives to bring 'Faith – Family – Formation.'

CURRICULUM

Courses of Study

Pre-Kindergarten:

Religion
Language Arts
Math
Social Living Skills
Physical Education
Library

Kindergarten:

Religion
Language Arts
Math
Social Living Skills
Physical Education
Library

1st Grade:

Religion
English
Reading
Spelling
Writing
Handwriting
Math
Social Living
(Science & Social Studies)
Art
Physical Education
Library

2nd Grade:

Religion
English
Reading
Spelling
Writing
Handwriting
Math
Social Living
(Science & Social Studies)
Art
Physical Education
Library
STEM Lab

3rd Grade:

Religion
English
Reading
Spelling
Writing
Handwriting
Math
Social Living
(Science & Social Studies)
Art
Physical Education
Library
STEM Lab

4th Grade:

Religion
English
Reading
Spelling
Writing
Handwriting
Math
Science
Social Studies
Art
Physical Education
Library
STEM Lab

5th Grade:

Religion
English
Writing
Reading
Spelling
Math
Science
Social Studies (Early U.S.)
Art
Physical Education
Library
STEM Lab

6th Grade:

Religion
English
Writing
Reading
Math
Science
Social Studies (World History)
Physical Education
Music
Art
Enrichment Class

7th Grade:

Religion
English
Writing
Reading
Math
Science
Social Studies (American History)
Physical Education
Music
Art
Enrichment Class

8th Grade:

Religion
English
Writing
Reading
Math
Science
Social Studies (LA.)
Physical Education
Music
Art
Enrichment Class

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>
English	McGraw Hill	K
	Shurley English	1 – 8
Math	Pearson – EnVision Math	K - 8
Reading	McGraw Hill – Wonders	Pre-K – 5
	Novel Studies	6-8
Religion	Holy Bible	Pre-K – 8
	New American Bible	
	Revised Faith and Life	Pre-K – 8
	Series Ignatius Press	
Science	Mystery Science	K-5
	Pearson Elevate	4-8
Social Studies	Unit Studies	Pre-K – 3
	Pearson My World	4 – 5
	McGraw-Hill Education	6 – 7
	Claimont Press	8
Writing	IEW	K – 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.

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.

Accelerated Reader (STAR)

The STAR test is designed to help find the reading level that students will most likely be successful reading and comprehending. Students start by taking the STAR test on the computer. Depending on student responses, the test will adjust itself to find the best reading level for the student. After the test, the program will suggest a reading level or range for the student. The test should be given at least once a quarter to track student progress over the year.

Procedure for 1st, 2nd and 3rd Grades

Student's Reading Levels are determined by the STAR Reading Program or by using his/her latest DIBELS Test Score 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 "bookmark" 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 85% average on all tests. 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 2nd 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 2nd grade once and may never again be able to read 2nd 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

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Percentage of Reading Grade</u>
1 st Grade	----- -----	3 points 85% test avg.	4 points 85% test avg.	5 points 85% test avg.	= averaged into grade = averaged into grade
2 nd Grade	5 points 85% test avg.	6 points 85% test avg.	7 points 85% test avg.	8 points 85% test avg.	= 5% of 9 week grade = 5% of 9 week grade
3 rd Grade	7 points 85% test avg.	8 points 85% test avg.	9 points 85% test avg.	10 points 85% test avg.	= 5% of 9 week grade. = 5% of 9 week grade

These are minimum guidelines; 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 4th, 5th, 6th, 7th, and 8th Grades

For 4th, 5th and 6th grades the minimum levels will be determined by the STAR Test, ACT and the teacher evaluation. **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 85% on each AR test. The teacher does reserve the right to require individual students to raise their minimum range based on performance. The 7th grade students levels will be determined by the teacher and previous year's level.

4 th Grade	9 points	10 points	11 points	12 points	= 10% of 9 week grade
	85% test avg.	85% test avg.	85% test avg.	85% test avg.	= 10% of 9 week grade
5 th Grade	11 points	12 points	13 points	14 points	= 10% of 9 week grade
	85% test avg.	85% test avg.	85% test avg.	85% test avg.	= 10% of 9 week grade
6 th Grade	13 points	14 points	15 points	16 points	= 10% of 9 week grade
	85% test avg.	85% test avg.	85% test avg.	85% test avg.	= 10% of 9 week grade
7 th Grade	15 points	16 points	17 points	18 points	= 10% of 9 week grade
	85% test avg.	85% test avg.	85% test avg.	85% test avg.	= 10% of 9 week grade
8 th Grade	17 points	18 points	19 points	20 points	= 10% of 9 week grade
	85% test avg.	85% test avg.	85% test avg.	85% test avg.	= 10% of 9 week grade

These are minimum guidelines; 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 must be taken on an RCE computer between the hours of 7:45–3:30; 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 Administrator. This is to ensure consistency, fairness and confidentiality.

Students may not take more than two AR tests in one day.

Students must take an AR test on the NOVEL that their grade level has studied. This is NOT an option.

Test will NOT be deleted due to a failing score!

A/R Rewards---It is the teacher's responsibility to inform the Librarian and Curriculum Director via email when a students reaches the appropriate AR level.

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 on designated day.

'Level 1' . . . is a student who reaches **50 total points and an average of 85% on their comprehension**

These students are given a designated 'bag' from the principal. The student is allowed to fill the bag with his/her snacks of choice for one day. The student is allowed to bring the bag with him/her to each class throughout the day. Students are NOT allowed to share with other students at any time on campus; doing so will void the student's privilege for the remainder of the school year.

'Level 2' . . . is a student who reaches **100 total points and an average of 85% on their comprehension**

These students are given a designated 'bag' from the principal. The student is allowed to fill the bag with his/her snacks of choice as well as free dress for one day. The student is allowed to bring the bag with him/her to each class throughout the day. Students are NOT allowed to share with other

students at any time on campus; doing so will void the student's privilege for the remainder of the school year.

'Level 3' . . . is a student who reaches **150 total points and an average of 85% on their comprehension**

These students are given a designated 'bag' from the principal. The student is allowed to fill the bag with his/her snacks of choice, free dress, and free lunch for one day. The student is allowed to bring the bag with him/her to each class throughout the day. Students are NOT allowed to share with other students at any time on campus; doing so will void the student's privilege for the remainder of the school year.

'Level 4' . . . is a student who reaches **250 total points and an average of 85% on their comprehension**

Awards will be determined at the discretion of the committee

'Level 5' . . . is a student who reaches **400 total points and an average of 85% on their comprehension**

Awards will be determined at the discretion of the committee

'Level 6' . . . is a student who reaches **500 total points and an average of 85% on their comprehension**

Awards will be determined at the discretion of the committee

Final AR rewards will be determined May 13, 2022 so as to include 8th grade in the school-wide rewards before they graduate. Students in grades 1-7 will continue to read and take tests until May 23, 2022 for meeting their goals.

AR online address for parents

A Home Connect letter with the URL of the website and login information is sent home with the students at the beginning of the school year.

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

<https://global-zone53.renaissance-go.com/studentprogress/homeworkconnect?+=209908>

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 to help your child to find book titles in his/her level.

ACADEMIC FAIRS / PROJECTS

Social Studies Fair (7th Grade)

The purpose of the Social Studies Fair is to provide students with the opportunity to enhance their learning and understanding of Social Studies. Students in 7th Grade are required to complete all requirements for the RCE Social Studies Fair each academic year. Each project consists of two basic parts: a written report, and a physical display. Students will receive separate grades in Social Studies (for content of the project) and English (for the research paper). Students will be given an information packet containing the guidelines and suggestions for constructing a project.

Science Fair (8th Grade)

The purpose of the Science Fair is to provide students with the opportunity to enhance their learning and understanding of Science. Students in Grade 8 are required to complete all requirements for the RCE Science Fair held in December of each academic year. Each project consists of two basic parts: a written report, and a physical display. Students will receive separate grades in Science (for content of the project) and English (for the research paper). Students will be given an information packet containing the guidelines and suggestions for constructing a project.

ASSIGNMENT REQUEST POLICIES

- All homework/assignments are posted on RenWeb by 3:30 pm 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!

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.

HOME BOUND/HOME SCHOOLING

Diocesan Policy 3016

The Catholic School Superintendents in the State of Louisiana and the Louisiana Department of Education agree to the following stipulations:

1. 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 the Catholic 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.
2. If parents/guardians choose to home school a child, the child shall be withdrawn from the rolls of the Catholic school and the parents/guardians shall notify the Civil Parish School System in order that the state law regarding school attendance is observed. The parents are required to follow the state regulations concerning curriculum.
3. If a child from a home school program wishes to enroll in a Catholic school, the school administration has the right to require a testing program to aid with grade placement. The final decision regarding grade placement is reserved to the school administration.

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 hour 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 groups according to grade level and two teachers help students with their homework.

Upper Grade Tutoring will be offered ONE or TWO days a week from 7:20 am to 8:00 am. 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.)

GRADING POLICY

1. At the end of each nine weeks, scores will be averaged and converted to percentage scores to determine the student’s grade.

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 7 grades will be recorded in grade book for each 9 week period. Grades are to be posted in Renweb within 5 working days after the test is given.
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. 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.

RCE strives to meet the following:

70% Tests and quizzes

30% homework and projects.

7. Academic grades and conduct grades are to be recorded as separate grades.
8. Report cards will display:
 - Pre-School: Symbols (examples: E, S, N, or U)
 - 1st through 8th grades: both the number average and letter grade. (example: 94 A)
9. 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

6TH, 7TH AND 8TH GRADE TESTING POLICY

Students cannot have more than THREE (3) major tests in one day. Teachers will follow an even/odd test schedule.

EXTRA POINTS/CREDIT

It is against school policy to "give" extra points/credit.

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.

EXAMINATIONS

All 6th, 7th and 8th grade students are required to take a written mid-term and final exam (only exceptions are Electives, Labs, and P.E. with permission from the administration). A mid-term exam will be given to each 6th, 7th and 8th 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.

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

1st 9 weeks (45%) + 2nd 9 weeks (45%) + Mid-Term Exam (10%) = 1st semester grade;

3rd 9 weeks (45%) + 4th 9 weeks (45%) + Final Exam (10%) = 2nd semester grade;

1st semester grade (50%) + 2nd semester grade (50%) = Final Grade

Criteria for Mid-term and Final Exam Exemptions (8th Grade ONLY)

1. Benchmark in a subject for ACT AND an A or B in that Subject.
 - This means that a student may be exempt from math, reading, and science IF they scored benchmark on the standardized test and have an A or B in the subject.
2. No discipline marks allows a student to choose one subject to be exempt from IF they have an A or B in the subject they choose.
3. Students who have met their AR goals for each nine weeks and have an A or B in reading are exempt from the ELA final.

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 emailed to parents 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 at the end of each academic year. (All A's across the board – including Conduct)
2. Students with A's, B's, and S's will receive an Honor Roll certificate at the end of each academic year. (All A's and B's across the board – including Conduct)

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

AWARDS

Transfer and home school students may not be eligible for some awards. Some awards require students to have been attending RCE from 1st grade. Also, if complete records are not given to RCE, some awards will not be possible to calculate (example: GPA).

PROMOTION POLICIES

(Pre-Kindergarten and Kindergarten)

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

(Primary Grades 1-5)

- A. Repeat grade 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: English, Math, Religion, Science, Social Studies, Spelling;
- C. **Attendance:** see below (Grades 5-8); also refer to Attendance Section in Handbook

(Grades 6-8)

- 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: English, Math, Reading, Science, Social Studies, (Spelling – 5th grade only);
- C. **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 18 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 180 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.

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 20 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) – certified teacher and required hours must be pre-approved by Rayne Catholic Administration. The RCE issued Packet must be completed by the 1st of August along with completed time log by the teacher. If not completed to the satisfaction of the administration, the student will be retained.

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

FAILURES

Failure concern notices will be mailed with the 3rd Quarter Progress Report, 3rd Quarter Report Card and the 4th 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 6th, 7th or 8th grade will lose one year of eligibility with the LHSAA during his or her high school athletic career.

TESTING PROGRAMS

ACT Aspire Testing: Standardized achievement tests are administered in the spring. ACT Aspire assesses student readiness in English, math, reading, science, and writing. Our benchmarks connect student growth from grades 3-8 and early high school in the context of college and career readiness. Results are sent home to all parents when scores are made available to the school.

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 national and state standards and high expectations. ACT Aspire will include summative assessments that measure how much students have learned over time, as well as aligned classroom-based assessments that help educators better understand students' learning needs in individual classes throughout the school year. The aligned assessments will inform teachers about students' progress toward specific learning standards, so they can better tailor their instruction and resources to help students learn.

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.

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.**

NON-CUSTODIAL 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.

COMMUNICATION

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 24 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.

Email: all staff members have an email address; usually first initial last name @raynecatholic.org

RENWEB

Rayne Catholic's School Wide Software Program is RenWeb. RenWeb is the online communication system for faculty and students. Admissions, attendance, calendar, discipline, gradebooks, homework, report cards, scheduling, transcripts and more are all integrated into this single database accessible anytime, anywhere via the Web. Each family can create their own password for security.

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.

MONTHLY COMMUNICATIONS

Monthly school information will be emailed via RenWeb. The Newsletter will be emailed together with the calendar for the month. Any changes/updates to the calendar will be emailed when necessary.

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.

HEALTH AND WELLNESS

Rayne Catholic Elementary complies with all State of Louisiana and local community ordinances for the health and safety of the students and school employees. Diocesan Policy 3002

Communicable Diseases Diocesan Policy 3003

Rayne Catholic adheres to the following guidelines directed by the State for excluding students with communicable diseases from attending school:

Exclusion Guidelines Return to School Guidelines

- Oral temperature of 100 or above Fever free for 24 hours
- Vomiting, nausea, diarrhea or severe abdominal pain
- Symptom free for 24 hours
- Marked drowsiness or malaise Symptom free
- Sore throat, acute cold or persistent cough Symptom free
- Red, inflamed or discharging eyes Written physician release
- Acute skin rashes or eruptions Written physician release
- Swollen glands around jaws, ears or neck Written physician release
- Suspected scabies or impetigo Written physician release
- **Any skin lesion in the weeping stage Covered and diagnosed as non-infectious**
- Earache Symptom free
- Pediculosis Lice free/nit free
- Other symptoms suggestive of acute illness Written physician release

In all cases, students cannot return to school if there is any discharge or open sore. For the protection of others, the school reserves the right to ask the student to remain home or to cover the infected areas until deemed appropriate by the school.

Food Allergies

With life threatening food allergies on the rise, Rayne Catholic has decided to put this policy into place to protect those students that have life threatening allergies to foods. These food allergies can cause severe, systemic, and potentially fatal allergic reactions called anaphylaxis in allergic students. The most common food allergy among our students is peanut/tree nut allergy. Peanut and tree nut allergies account for the most fatal and near fatal anaphylactic reactions. Allergic students can experience anaphylaxis if they touch, inhale or ingest even the slightest trace or residue from this food product. It will be the responsibility of the parent to notify the school and the teacher that their child has this specific allergy and the protocol that is necessary to care for their child in the event of an accidental ingestion of nut products. All medications required by the student for an allergic reaction will be kept in the office and will be administered according to the protocol provided by a physician.

To help make our classrooms fun and safe for our increasing number of nut allergic students, we have decided to make our campus a “nut free” environment.

Lunches: Our Café manager and staff will be notified that we have students in our school that are allergic to nuts and will agree not to serve unsafe foods that could cause an allergic reaction in our students (i.e. peanut butter sandwiches, cookies and other foods that contain or were processed in the presence of nuts and their oils).

Shared item: In the event, that a shared snack must be sent to school for class parties or projects, please be sure to read all labels and provide only commercially prepared nut free products. The items provided must:

1. Contain no peanuts and/or tree nuts and their oils.
2. Contain no traces of peanuts and/ or tree nuts and their oils.
3. Be manufactured in a facility or on equipment that processes peanuts and/or tree nuts and their oils.
4. Be provided in the original, unopened container.

Personal Snacks: If necessary, the parent of the allergic student will be responsible for providing a safe snack for their child to prevent them from having an allergic reaction.

Insurance

The Diocese of Lafayette and Rayne Catholic Elementary does not provide accidental coverage for students. Students are covered under the Parent/Guardian’s Insurance Policy.

Infectious Disease Policy and Procedure

It is the policy of Rayne Catholic to provide a quality Catholic education to any child who desires to attend, provided that the child does not constitute a health hazard to any RCE student or employee. Rayne Catholic follows the policies as given in the Diocesan Policy Book and State Health policies.

For the purpose of this procedure, an infectious disease will be defined as AIDS Related Complex, Hepatitis, or any other disease where there is no risk of infection during normal school activities, but where care must be taken with regard to exposure to and handling of bodily fluids. Normal childhood diseases such as chicken pox, measles, etc. are not considered as infectious diseases covered by this procedure.

First Aid

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called, at the discretion of the Principal and the teacher according to the information of the Emergency /Medical Release Form.

EMERGENCY READINESS AND RESPONSE

First Aid: First aid is always administered for two primary reasons. The first concern is to recognize and provide immediate basic support for serious life-threatening illnesses or injury. The second is to prevent infection and further

illness. First-aid is intended to make sure the student is safe and as comfortable as possible until professional medical care can be obtained. For minor wounds, the American Red Cross only recommends mild soap and water. Major wounds requiring medical attention do not need to be cleansed, but immediate medical care must be sought.

Emergency Transport of Student

In an event that a student must be transported for emergency medical care and parents cannot be contacted, the original copy of the parent's release to obtain medical care (usually on student's emergency card) and a school staff member must accompany the student and stay with the student until a parent is present.

Health Records – Diocesan Policy 3004

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

Students, who are determined by the school to have lice or nits, will be separated from the student population. Parents will be called immediately to pick-up student. The school will also check all siblings of the infected student.

A student determined to have lice, or nits (eggs), cannot return to school until they have proof of treatment (ex: doctor's note, empty treatment packages, etc.)

Upon returning to school, the parent must accompany the student to the office for inspection before the student will be allowed to return to the student population. The student will be checked daily (by school personnel) to ensure they are free of any signs of lice or nits.

All inspections will be done in the school office by one designated office personnel.

Pink Eye

A student determined to have conjunctivitis (pink eye) are required to leave campus. Parents will be called immediately. Student must be seen by a physician and have a physician's permission 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.

All medications should be given outside of school whenever possible. An example would be a medication prescribed three times per day. This medication should be given before school, after school and before bedtime for optimal coverage.

Over-the-Counter Medication will be administered by the office staff under the following conditions:

The school will ONLY supply and administer generic: Hydrocortisone Crème, Anti-biotic crème, cough drops, children's Pepto-Bismol, Children's Ibuprofen

Specific medications other than those listed above, must be purchased and administered by the parent/guardian.

(These items are not allowed to be stored on campus.)

It is the LAW:

Any student requiring over-the-counter medication 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.

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 or nurse practitioner 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.

If your child has a life threatening or potentially life threatening illness or allergy, it is your responsibility to notify the child's teacher and the school administration and provide all emergency medications for your child which includes but is not limited to inhalers, nebulized treatments, EpiPen, Glucagon, Insulin, etc. These medications must also be labeled according to the same criteria as above and be prescribed by a licensed physician.

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, fundraisers, 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.

SOLICITATION and DONATION POLICIES

Rationale: It is the responsibility of the Development Office to coordinate all fundraising 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 and Principal.
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

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 Pastor.

All media inquiries regarding Rayne Catholic must be directed to the Principal or the Pastor. 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

Diocesan Policy 3013

All elementary students are required to participate in the School Nutrition 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 and are subject to change at the discretion of the Diocese. 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.

Parents can also make payments by going to www.schoolpaymentsolutions.com to set up an account, monitor their child's lunch account and make payments.

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 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 (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.

RESOURCE

Students identified in need of resource services are eligible through the Acadia Parish School Board. The office can provide more detailed information.

MATH LAB

Math Lab will be open to students in grades 1 through 5, who through assessment qualify for remediation and/or reinforcement.

READING LAB

Reading Lab will be open to students in grades K through 5, who through assessment qualify for remediation and/or reinforcement.

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 faculty, staff, and personnel (such as coaches, substitutes, etc.) 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
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 are 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 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.

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.

SEARCH AND SEIZURE POLICY

Diocesan Policy 3012

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 forgo any rights to private domains on the campus of Rayne Catholic Elementary School and/or at any Rayne Catholic functions.

The school Principal, or another school official with permission of the school's principal, 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.

- 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.

Students with a 'D' for 'F' Conduct grade anytime during the academic year of the field trip/study can NOT attend.

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.

All parents must be Safe Environment certified in order to chaperone 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.

LOCKERS

Student lockers are owned by Rayne Catholic Elementary School. It is the student’s responsibility to keep his/her locker locked. Parents will **PROVIDE A LOCK FOR THEIR ASSIGNED LOCKER** and will follow them through their educational years at RCE. 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. 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 classroom.

GRIEVANCE / RESOLUTION PROCEDURES

DIOCESAN POLICY 1021

In seeking resolution of a grievance, the aggrieved is to follow the proper order of ascendancy; namely, teacher, principal, grievance committee of local advisory council. (Outlined below)

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. Pastor (in conjunction with the Local Advisory Council)
2. Diocesan Level:
 - a. Superintendent of Catholic Schools (in conjunction with the Diocesan Advisory Council)
 - 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 RESOLUTIONS

Local Appeal:

To file a local appeal, the aggrieved person(s) should contact the advisory council chairperson.

- a. The 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.
- b. If the school has indeed completed its action, or if the complainant is not satisfied when action is complete, the chairperson will inform the aggrieved person(s) that an appeal may be submitted to the advisory council, in writing with 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.
- c. Upon receipt of the written appeal, the chairperson will so advise the pastor/Pastor.
 1. The pastor/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 is closed at the local level. The aggrieved party may appeal that decision to the Diocesan Schools Advisory Council for review.
 2. If the pastor/Pastor believes, after consultation with the executive committee of the council, that the appeal should be referred to the local grievance committee, he will appoint, or direct the chairperson to appoint, such a committee. The committee may include council members, parents, faculty or any others that can provide a fair and impartial hearing. The committee should consist of 5 – 7 individuals and the hearing should be conducted without undue delay.
- d. At the hearing,
 1. The committee will normally meet separately with each part; however, a meeting with both parties simultaneously may be held if the committee chooses.
 2. No attorney may represent either party.
 3. 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.
 4. The committee will confer privately after all concerned have been heard and relay its recommendations to the pastor/Pastor.
 5. If, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate it may make suitable recommendations to the advisory council and to the principal.
- e. The pastor/Pastor will communicate the appeal decision directly to all concerned or they may ask the chairperson of the council 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. A copy is to be forwarded to the Superintendent of Catholic Schools.
- f. 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:

- a. 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.
- b. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan Schools Advisory Council then appoint and Ad Hoc Committee of the Diocesan Schools Advisory Council to hear the grievance.
- c. The procedure to be followed by this committee is the same as on the local level. When the hearing is completed, the superintendent will make the appropriate notification.
- d. All decisions at the diocesan level are final and the case is closed at this point.

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.

Uniform Requirements for Pre-Kindergarten and Kindergarten Students:

Female Students:

Uniform Top:

1. **White Peter Pan-Collar** short-sleeve or long-sleeve shirt is worn underneath the jumper. This shirt does not have to have the RCE crest.
2. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long-sleeve shirt may be worn with walking shorts. This shirt must have the **white/brown RCE** crest worn “over the heart”.
3. **White shirt** must be worn on Mass Days.
4. **Smock Dress** brown and white check with matching bloomers.

Uniform Bottom:

1. **RCE Plaid Drop Waist Jumper**
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
All girls are required to wear shorts under their jumper, even when wearing tights.
***JUMPER OR SMOCK DRESS MUST BE WORN ON MASS DAYS.**
2. **RCE Plaid Walking Shorts**
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
All girls are required to wear shorts under their jumper, even when wearing tights.
3. **RCE Plaid Pants**

Shoes:

1. **White Saddle Oxford** with Black saddle lace-up shoe (these are more durable).
Velcro closures will be allowed for Pre-K through 2nd grade;
Saddle Oxford is a style that many shoe companies manufacture.
2. **Solid White or Black Keds** “type” leather/canvas lace-up shoe;
Velcro closures will be allowed for Pre-K through 2nd grade.
3. **Solid White or Black Tennis shoe** may also be worn
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.
4. **Brown Mary Jane** show leather with Velcro

Tights:

For school purposes tights are defined as a garment covering the body from the waist down, including feet and may be worn on cold weather days.

1. **Solid White or Black**
All girls are required to wear shorts under their skirt, even when wearing tights;
Stockings (sheer nylon) and leggings (without feet) are prohibited.

Male Students:

Uniform Top:

1. **Black/White Shirt** is worn daily; **brown/white RCE** school crest is to be worn “over the heart”.
2. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long sleeve shirt. Shirts must be tucked into pants and/or shorts with waist band visible.
3. **White shirt** must be worn on Mass Days.

Uniform Bottom:

1. **Solid Dark Brown** cotton long pants; pants must be worn at the waist (not the hip)
***LONG PANTS MUST BE WORN ON MASS DAYS**
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
2. **Solid Dark Brown** short pants; shorts must be hemmed and must be worn at the waist (not the hip)
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
Must touch the top of the knee or no shorter than 1 inch above the floor when kneeling.

Uniform Belt:

1. **Solid Dark Brown or Black** belt
1 inch to 1 ½ inches in width; with small brass or silver buckle.
Kindergarten through 2nd grade students may wear the ‘magnetic buckle’

Shoes:

1. **Solid Dark Brown Leather Oxford** lace-up or slip on shoe (these are more durable).
Velcro closures will be allowed for Pre-K through 2nd grade;
Oxford is a ‘dress lace up’ style that many shoe companies’ manufacture
2. **Solid Dark Brown Leather Sperry** “type” top-sider lace-up shoe or slip on;
Velcro closures will be allowed for Pre-K through 2nd grade
3. **Solid White or Black Tennis Shoe** may also be worn
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.

All Students:

Undershirt (is desirable): **Solid white or black** short/long-sleeve undershirt must match outer uniform shirt color (*no writings or designs*).

Uniform Socks: **Solid white or black ‘crew’ socks plain with no Logo.**

Uniform Requirements for 1st through 5th Grade Students:

Female Students:

Uniform Top:

1. **Black/White Shirt** is worn daily; the **brown/white RCE** school crest is to be worn “over the heart”.
2. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long-sleeve shirt with or without ribbed/banded waist band. Shirts must be tucked into skirt and/or shorts with waist band visible; banded bottoms need not be tucked
3. **White Shirt** with school crest must be worn on Mass Days.

Uniform Bottom:

1. **RCE Plaid Box Pleated Skirt** is worn daily; skirt must be worn at the waist (not the hip).
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
Girls are required to wear shorts under their skirt, even when wearing tights.
***SKIRT MUST BE WORN ON MASS DAYS**
2. **RCE Plaid Walking Shorts** are worn daily; shorts must be worn at the waist (not the hip).
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
Girls are required to wear shorts under their skirt, even when wearing tights.
3. **RCE Plaid Pants**

Shoes:

1. **White Saddle Oxford** with Black saddle lace-up shoe (these are more durable).
Saddle Oxford is a style that many shoe companies manufacture.
2. **Solid White or Black Keds** “type” leather/canvas lace-up shoe.
3. **Solid White or Black Tennis Shoe** may also be worn.
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.

Tights:

For school purposes tights are defined as a garment covering the body from the waist down, including feet and may be worn on cold weather days.

1. **Solid White or Black**
All girls are required to wear shorts under their skirt, even when wearing tights;
Stockings (sheer nylon) and leggings (without feet) are prohibited.

Male Students:

Uniform Top:

1. **Black/White Shirt** is worn daily; the **brown/white RCE** school crest is to be worn “over the heart”.
2. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long-sleeve shirt
Shirts must be tucked into pants and/or shorts with waist band visible.
3. **White Shirt** with school crest must be worn on Mass Days.

Uniform Bottom:

1. **Solid Dark Brown** cotton long pants; pants must be worn at the waist (not the hip)
***LONG PANTS MUST BE WORN ON MASS DAYS**
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
2. **Solid Dark Brown** short pants; shorts must be hemmed and must be worn at the waist (not the hip)
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
Must be hemmed and touch the top of the knee or no shorter than 1 inches above the floor when kneeling;

Uniform Belt:

1. **Solid Dark Brown or Black** belt.
1 inch to 1 ½ inches in width; with small brass or silver buckle.

Shoes:

1. **Solid Dark Brown Leather Oxford** lace-up or slip on shoe (these are more durable).
Oxford is a ‘dress lace up’ style that many shoe companies’ manufacture
2. **Solid Dark Brown Leather Sperry** “type” top-sider lace-up shoe or slip on;
3. **Solid White or Black Tennis Shoe** may also be worn.
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.

All Students:

Undershirt (is desirable): **Solid white or black** short/long-sleeve undershirt must match outer uniform shirt color (*no writings or designs*).

Uniform Socks: **Solid white or black ‘crew’ socks plain with no Logo.**

Uniform Requirements for 6th through 8th Grade Students:

Female Students:

Uniform Top:

1. **Black/White Shirt** is worn daily; **Brown RCE** school crest is to be worn “over the heart”.
2. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long-sleeve shirt with or without ribbed/banded waist band.
Shirts must be tucked into skirt, shorts, or pants with waist band visible; banded bottoms need not be tucked
3. **White Shirt with school crest must be worn on Mass Days.**

Uniform Bottom:

1. **RCE Plaid Box Pleated Skirt** is worn daily; skirt must be worn at the waist (not the hip)
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
All girls are required to wear shorts under their jumper, even when wearing tights.
***SKIRTS MUST BE WORN ON MASS DAYS**
2. **RCE Plaid Walking Shorts** is worn daily; shorts must be worn at the waist (not the hip)
Must be hemmed and touch the top of the knee or no shorter than 1 inch above the floor when kneeling;
Girls are required to wear shorts under their skirt, even when wearing tights.
4. **RCE Plaid Pants**

Shoes:

1. **White Saddle Oxford** with Black saddle lace-up shoe;
Saddle Oxford is a style that many shoe companies’ manufacture
2. **Solid White or Black Keds** “type” leather/canvas lace-up shoe;
3. **Solid White or Black Tennis Shoe** may also be worn.
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.

Tights:

For school purposes tights are defined as a garment covering the body from the waist down, including feet and may be worn on cold weather days.

1. **Solid White or Black**
All girls are required to wear shorts under their skirt, even when wearing tights;
Stockings (sheer nylon) and leggings (without feet) are prohibited.

Male Students:

Uniform Top:

5. **Black/White Shirt** is worn daily; the **brown RCE** school crest is to be worn “over the heart”.
6. **Black/White Shirt Polo** type knit/dry fit short-sleeve or long-sleeve shirt
Shirts must be tucked into pants and/or shorts with waist band visible.
7. **White Shirt with school crest must be worn on Mass Days.**

Uniform Bottom:

1. **Solid dark brown** cotton long pants; pants must be worn at the waist (not the hip)
***LONG PANTS MUST BE WORN ON MASS DAYS**
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
2. **Solid dark brown** short pants; shorts must be worn at the waist (not the hip)
No faded pants, jean, corduroy, hip-huggers, cargo pants, or sweat pant; must be hemmed.
Must be hemmed and touch the top of the knee or no shorter than 1 inches above the floor when kneeling;

Uniform Belt:

1. **Solid Dark Brown or Black** belt.
1 inch to 1 ½ inches in width; with small brass or silver buckle.

Shoes:

1. **Solid Dark Brown Leather Oxford** lace-up or slip on shoe (these are more durable).
Oxford is a ‘dress lace up’ style that many shoe companies’ manufacture
2. **Solid Dark Brown Leather Sperry** “type” top-sider lace-up shoe or slip on;
3. **Solid White or Black Tennis Shoe** may also be worn.
If a tennis shoe No Colored Logo permitted – Nike, Under Armour, etc.). Shoestrings must match the tennis shoe. There can be no ‘taping’ or defacing of shoes.

All Students:

Undershirt (is desirable): **Solid white or black** short/long-sleeve undershirt must match outer uniform shirt color (*no writings or designs*).

Uniform Socks: **Solid white or black ‘crew’ socks plain with no Logo.**

Spirit Shirts for All Students:

Students may wear Spirit Shirts on Wednesday with uniform bottoms.

“Buddy T-Shirt” Policies for Kindergarten and 8th Grade Students:

Current Year “Buddy T-Shirts” may be worn on specific days when the buddies have activities together with regulation uniform. Shirts must be neatly tucked into school uniform pants, shorts, skirts, or jumpers.

Health and Physical Education Uniform Requirements:

1st-5th graders:

- 1. 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 black shorts which are required under skirts.

6th-8th graders: Sold only at Rice City Designs.

- 1. **solid black shorts** with a 6” inseam and PE logo **and**
- 2. **athletic gray tee shirt** with PE logo **or**
- 3. **new athletic PE uniform orange t-shirt with logo. This option is optional for PE, however MUST be worn for ALL athletic practices on campus by all RCE athletes.**
- 4. Students must have **walking or running shoes**. Socks must be regulation length (at least 1 inch above the top of the ankle bone). Approved Sweats are permitted in cold weather.

Families are free to shop wherever they please.

However, the following business are informed of and equipped with the Official RCE Uniform Requirements.

Lollihops Children’s Boutique	309 S. Adams Avenue Rayne, LA 70578	(337) 427-5114
Crowley Sewing Center (A+)	2120 N. Parkerson Crowley, LA 70526	(337) 788-2248
School Time	1875 West Pinhook Road Lafayette, LA 70501	(337) 234-1248
Fashion World	3607 Ambassador Caffery Lafayette, LA 70506	(337) 991-0017
Young Fashions	2722 Kaliste SaloomRoad Lafayette, LA 70508	(337) 988-3600

Shopping elsewhere may not guarantee students will be in compliance with the RCE Policies; therefore please bring a copy of the uniform policy when shopping.

RCE also has a “Swap Shop” with gently used uniforms. Parents are encouraged to donate and take.

Outerwear Requirements for ALL Students:

NOTE: No hoods/hoodies on jackets, sweatshirts, or sweaters are allowed at school. In extreme weather conditions, administration will notify parents of any modifications to the uniform policy.

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, shape or design.

Sweater: Official **dark brown** button down “cardigan type” Sweater with small **RCE Crest on the front.**
Solid white, black or dark brown pullover or buttondown front; v-neck or round
plain with no designs; may have a **small (less than 2 inches)** ‘Nike’ check, ‘Under Armor’ logo, or the like in neutral color; may have the RCE crest. The official school shirt must be worn under all outerwear

Sweatshirt: Official Crew Neck **White/Black/Gray** RCE Sweatshirt with ‘large/full front’ **RCE Crest on the front.**
Solid white, black or dark brown for girls or boys with or without RCE crest
plain with no designs; may have a **small (less than 2 inches)** ‘Nike’ check, ‘Under Armor’ logo, or the like in neutral color; -may have the RCE crest. The official school shirt must be worn under all outerwear
Black or White Athletic Sweatshirt

Jacket: Official (school approved) RCE Jacket with the RCE Crest
Solid white, black or dark brown (cotton/cotton blend) full zip or button front
plain with no designs; may have a **small (less than 2 inches)** ‘Nike’ check, ‘Under Armor’ logo, or the like in neutral color; -may have the RCE crest
Solid white, black or dark brown fleece full or quarter zip
plain with no designs; may have a **small (less than 2 inches)** ‘Nike’ check, ‘Under Armor’ logo, or the like in neutral color; may have the RCE crest. The official school shirt must be worn under all outerwear
Cheer Jacket

Coat: **Solid white, black or dark brown** coat may be worn on extremely cold weather days
plain with no designs; may have a **small (less than 2 inches)** ‘Nike’ check, ‘Under Armor’ logo, or the like in neutral color; may have the RCE crest. Inside lining must be a comparable soft color.
****Hoods and hoodies on jackets, sweatshirts, or sweaters of any kind, and camouflage coats are NOT allowed.**

Grooming Requirements for ALL Students:

Hair for girls: Hair should be well groomed and off the face. **Layered hair, shaving or carving into the natural hairline, dyed, highlighted or bleached hair, excessive dreadlocks/weaves and the like are not acceptable.** Haircuts/styles cannot be distracting in nature.

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, dreadlocks/weaves and the like are not acceptable. Haircuts/styles cannot be distracting in nature.

Boys must be clean shaven.

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

Accessory/Jewelry Policies for ALL Students:

Hair bows: Only Solid white, brown, orange, black (or any combination), RCE plaid.
On Spirit Shirt days - colors of the current RCE Spirit shirt are acceptable.
**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. Smart watches are not allowed to be worn on campus (Apple Watch, Fitbit, etc.)

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.

Makeup: **Makeup and Nail Polish are NOT allowed.**

Other: Chain wallets, purses, large belt buckles, hats, or sweatbands are **NOT** permitted.
Anything considered 'distracting' from the learning environment is prohibited.

Student ID:

At RCE each student is issued an ID with a lanyard at the beginning of each school year and are required to remain on campus at all times. The ID's are collected at the end of each day and reissued every morning during assembly. If a student is checking out any time during the day the office will collect the tag and place in the homeroom teacher's box. In the event a student misplaces or loses their ID tag, please refer to the Discipline section of the handbook for policy.

DISCIPLINE

Diocesan Policy 3006

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.

Consequences:

- 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.

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.

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 policies 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 are expected to adhere to the following procedures:

1st Offense:

- Implement the classroom rules and consequences which must include 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) by phone and document all above
- 2. Lower Grade: After completing the above procedure, and the same behavior continues, the instructor must send the student to the office for the following procedures to be followed.
Upper Grade: After completing the above procedure, and the same behavior continues, the instructor must send the student to the disciplinarian for the following procedures to be followed.

2nd Offense (same behavior):

- Implement the classroom rules and consequences which must include the following–
 - contact the student’s parent(s) by phone or email via RenWeb and document

Office (Disciplinarian) is expected to adhere to the following procedures (Major Violations Only):

Upon student reaching the office the following procedures and consequences will be administered:

1st Offense:

- The student is removed from class.
- A notification will be sent home to the parent/guardian via RenWeb.
- Lower Grades: The student will be assigned two “Recess Detentions” in the office.
Upper Grades: The student will receive the appropriate consequence associated with the infraction.

2nd Offense:

- The student is removed from class.
- 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.
- While at school, a parent/guardian must sign a behavior plan or the student will be asked to withdraw or be expelled from school.
- Lower Grades: The student will be assigned one morning “detention”.
Upper Grades: The student will receive the next In-School Suspension.

3rd Offense:

- The student is removed from class
- 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.
- The student will not be allowed to return to school until the student and parent must meet with the principal and Pastor to devise a plan of action for the student’s future.
- 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 4th 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/teacher and may become a part of their permanent disciplinary record.

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.

Minor Violations for ALL GRADES

All minor violations are handled by the Faculty/Staff.

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.**

Grades Pre-K – 5:

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. **Students who receive a ‘D’ or ‘F’ in conduct on the quarterly report card will not be allowed to attend any school/class field for that school year.**

Grades 6 – 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. Each signature/infraction represents a 4 point deduction in conduct for that nine weeks.

Consequences for minor violations on the behavior card:

Violation Card is turned in to the principal at the end of the nine-week period.

Upon the **3rd-6th signatures**, the disciplinarian is notified by the last signing staff member. Student is assigned the next morning “detention”.

Upon the **7th signature**, the disciplinarian is notified by the last signing staff member. Student is assigned the next “In-School Suspension”. Athletic, club, and extra-curricular policies and consequences take effect. No activities or contests for the next **7** consecutive days. The student will not be allowed to attend any school/class field trips for that school year.

Upon the **8th signature**, the disciplinarian is notified by the last signing staff member. Student is assigned the next two days “In-School Suspension”. Athletic, club, and extra-curricular policies and consequences take effect. No activities or

contests for the next **14** consecutive days. The student will not be allowed to attend any school/class field trips for that school year.

Upon the **9th signature**, the disciplinarian is notified by the last signing staff member. Student is assigned the next “Out-of-School Suspension”. Athletic, club, and extra-curricular policies and consequences take effect. No activities or contests for the remainder of the year. The student will not be allowed to attend any school/class field trips for that school year.

Upon the **10th signature**, the disciplinarian is notified by the last signing staff member. Student is assigned the next two days “Out-of-School Suspension”. Athletic, club, and extra-curricular policies and consequences take effect. No activities or contests for the remainder of the year. The student will not be allowed to attend any school/class field trips for that school year. Meeting with the student, parents/guardians, principal, and Pastor will be required before student can return to school. 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 a detention and the appropriate consequences.
All temporary cards must be turned into the front office before the end of the school day.

Minor Violations (and appropriate codes):

Assemblies, School Liturgies, 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.

Consequences:

- 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.

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 4th offense of the Major Violation “Disrespect / Disobedience / Defiant” listed in this handbook.

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.

Consequences:

- 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.

Disruptive Behavior (DB)

Disruptive behavior is defined as any behavior deemed unacceptable by the faculty, staff and administration. (Examples can be, but not limited to, throwing objects, running in hallways, making unwanted noises, etc.)

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

- For each “minor” infraction the lower grade student’s “clip” will be moved twice.
- For each “minor” infraction the upper grade student’s “violation card” will be signed.

If behavior continues after first ‘clip’ moved and/or signature on card, student will be sent to the office for major violation/consequence of “Disrespect / Disobedience / Defiant”.

Consequences:

- Please see ““Disrespect / Disobedience / Defiant” in Major Violation section of handbook.

Dress Code (DC)

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

Consequences:

A student not adhering to the previous dress code policies is a BLATENT disregard for the School Authority and Expectations of a RCE Student;

- Lower Grade Consequence: Two (2) clip movements for each occurrence
- Upper Grade Consequence: One (1) signature on Violation Card for each occurrence

Hair violations will be treated as part of the dress code. **The first time** the student needs to address hair (under Uniform Policy) he/she will be given a ‘ticket’ to rectify hair violation within seven (7) calendar days (starts the day of issue). If the issue is not corrected within the seven (7) calendar days, students will receive the **Disrespect / Disobedience / Defiant** Violation Infraction. After the first warning, the Dress Code Policy is enforced as stated.

Note: If uniform violations (including hair) become habitual, the violation will be treated as **Disrespect / Disobedience / Defiant** Violation Infraction.

Food / Drink / Gum Chewing (FDG)

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

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

If permission is granted by the teacher for students to have food/drink in the instructional setting, there is to be absolutely no outside cups or beverages on campus during the school day. Students may have (with teacher permission) school purchased water or juice from the school’s concession and/or vending machines. This is to ensure the proper content of the package.

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).

Consequences:

- For each “minor” infraction the lower grade student’s “clip” will be moved twice.
- For each “minor” infraction the upper grade student’s “violation card” will be signed.

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.

Consequences:

- 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.

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 cannot 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 allowed in the hall or classrooms at any time without teacher supervision. 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.

morning – all students (including 6th-8th) will use the Junior High Hall (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.*

Minor Disrespect (MD)

Use of disrespectful words or attitude towards adult and/or peers. Can include cursing/ foul language, if teacher deems "minor". At teachers discretion. whether disrespect is minor or major.

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’.

Consequences:

- 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.

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.

Consequences:

- 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.

Recess, Playground (RC)

For the physical and emotional well-being of all students. . .

All students must remain in the designated areas.

Before School: from 7:00am until 7:20am – everyone in cafeteria, don’t enter Upper Hall until 7:20am
from 7:20am until 8:00am
PreK and Kindergarten – in gym
1st through 4th – quad area in front of 2nd and 4th grade rooms (Northwest & Northeast)
5th through 8th – breeze way of East wing and area in front of Library
Recess everyone in on street or field or the gym when raining

All-school owned playground equipment will be labeled. No other equipment will be allowed on campus unless approved by an administrator.

Students not in appropriate areas: Refer to “Off Limit” Areas Minor Violation.

Students participating in body-contact sports, play-fighting, rough play, kicking, tackling, karate, throwing objects, not following rules set forth by the duty teacher, etc.: Refer to “Disruptive Behavior” Minor Violation.

Rest Room (RR)

For the physical and emotional well-being of all students. . .

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 1st through 4th grade students

Junior High Wing Rest Rooms: are for 5th through 8th grade students

Students may use other restrooms ONLY UNDER THE DIRECT SUPERVISION OF THEIR TEACHER. (Examples: teacher may take their entire class to any restroom, so long as the teacher is present and monitoring/supervising directly outside the door; during recess on the field or in the quad, students may use any restroom, so long as the duty teacher is present and monitoring/supervising directly outside the door.)

Rest Rooms must be clear by 3:30 or 15 minutes after the bell.

Students not in appropriate areas: Refer to “Off Limit” Areas Minor Violation.

Students without hall pass: Refer to “Hall Pass” Minor Violation.

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.

Consequences:

- For each “minor” infraction the lower grade student’s “clip” will be moved twice.
- For each “minor” infraction the upper grade student’s “violation card” will be signed.

Technology (TC)

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

Violation Card (VC)

Upper Grade Students Only

STUDENT MUST HAVE THE SCHOOL ISSUED LANYARD AND POUCH.

It is part of the Official School Uniform.

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 properly wear his/her 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.

Temporary Identification Cards

As soon as VC is misplaced, the student must notify teacher and report to the disciplinarian for a temp tag. Temp tag must be returned at the end of the school day. Maximum of 2 consecutive days with temp tag. On the 3rd day, a student will be issued a new ID/VC at the cost of the parent/family.

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.

Please refer to the “Violation Card” explanation under the Major Violations in this handbook.

Major Violations for ALL GRADES

All major violations are handled by the Administration.

Major Violation consequences:

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.

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:

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.

All major violation infractions **are cumulative for the student’s tenure** at Rayne Catholic Elementary (grades 5th – 8th) and will become a part of their permanent disciplinary record.

Appropriate action will be taken as outlined under each violation.

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

It is unacceptable to take something that is not yours. . .including information and ideas

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:

- The teacher will submit written notification of the infraction to the administration.
- The teacher will notify the parents.
- Receive a “0” on the assignment.
- 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.); **PLAGIARISM** is considered CHEATING! and if plagiarism is determined, students will be subject to the same consequences of cheating.

1st Offense:

- Teacher will submit written notification of the infraction to the administration.
- Administration will notify parents.
- Student will receive a “0” on the assignment involved.
- Lower Grades: Student will receive the next “Recess Detention”.
- Upper Grades: Student will receive 3 signatures and the consequence attached with it.

2nd Offense:

- Teacher will submit written notification of the infraction to the administration.
- Administration will notify parents.
- Student will receive “0” on the assignment involved.
- Lower Grades: Student will receive the next morning “detention”.

Upper Grades: Student will receive 4 signatures and the consequence attached 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.

3rd Offense:

- Teacher will submit written notification of the infraction to the administration.
- Administration will notify parents.
- Student will receive “0” on the assignment involved.
- Lower Grades: Student will receive the next morning “detention”.

Upper Grades: Student will receive the next level discipline card and the consequence attached with it 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.

4th Offense:

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

Electronics (Cell Phones, Smart Watches, iPods, Cameras, etc.)

In an effort to protect our students. . . including time, courtesy and respect

Rayne Catholic recognizes that cell phones and electronic devices are a valuable tool for communication between students and parents; however these devices are disruptive to the school day and pose potential legal issues for students.

Students are **NOT allowed to have** any electronic devices in their possession **on school/church grounds at any time**. This includes, but is not limited to, Cell Phones, Smart Watches, Radios, iPods, iPads, MP3, CD players (including those with headsets), any type of beeper, laser pointer, Kindles, and the like. These items are also not allowed at Extended Day (EXCEL), athletic practices/events/games on campus, field trips, Field Day, evening/weekend meetings and events on campus, or on school buses. 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. In addition, every teacher, adult facilitator, coach, advisor, etc. has a phone available for student use and by law, responsible adults are not allowed to leave students unattended.

Events that take place off of school/church grounds (such as, athletic games and practices), the minor is under the responsibility of his/her parent/guardian at the conclusion of said event. *Exceptions: School or Academic sponsored Field Trips, Retreats, Academic Events (such as, but not limited to Science Fair, et.).* However, please read the School and Diocesan Acceptable Use Policy with regards to posting of pictures and text on the internet through Facebook, Twitter, Insta-gram, text messaging, and the like.

*Laptops, iPads or palm computers may be used for class projects that are pre-approved by the administration and the teacher of the particular class. However, these devices must be given to that particular teacher before 8:00am and kept in that particular class room for the duration of the school day and may be retrieved after 3:15. After 3:15pm, students must keep this electronic device concealed in his/her book sack while on campus. Any inappropriate behavior is detected with said device or any post or pictures appear on the internet, students will be subject to the Acceptable Use Policy.

*On **Field studies/trips**, ‘disposable’ cameras may be allowed but pictures are NOT to be posted on any electronic medium. *According to the Federal Buckley Agreement – pictures can only be taken and/or posted of a minor with the*

parent/guardian's consent. Again, please read the School and Diocesan Acceptable Use Policy with regards to posting of pictures and text on the internet through Facebook, Twitter, Insta-gram, snapchat, and the like.

Major Offense Penalties are as follows. . . .

1st Offense:

- The student's phone will be confiscated and remain in the office until a parent picks it up.
- The student will receive a One day In-School Suspension (see In-School Suspension consequences)

2nd Offense:

- The student's phone will be confiscated and remain in the office for 10 consecutive days or until the student withdraws.
- The student will receive a One day Out-of-School Suspension (see Out-of-School Suspension consequences)
- The student will then receive an Administrative Referral which could result in withdrawal or expulsion.

3rd Offense:

- The student will automatically be expelled from Rayne Catholic. Expulsion in the State of Louisiana means the student cannot attend another public or private school in the State for one calendar year of the expulsion (exception: he/she may attend the Parish Alternative School, Detention Center or Military School).

Rayne Catholic has experienced GRAVE issues with students having these electronic devices on campus and at school functions. These devices are really 'mini computers' and allow access to the vast uncensored world of the internet. Students have been subject to humiliating post, bullying and threats. **There can be legal ramifications associated with the mature choices one makes with these devices.**

Rayne Catholic also takes concern of anyone who deliberately conceals contraband objects. Rayne Catholic will conduct periodic searches, be it book sacks, gym bags, pocket, or persons, to protect our students. Concealing objects may also be considered 'Dishonesty' and the Dishonesty consequences may be added to the previous stated consequences.

According to the Federal Buckley Agreement – pictures can only be taken and/or posted of a minor with the parent/guardian's consent.

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

Please see the RCE SEARCH AND SEIZURE POLICY in this Handbook.

Damage to Property / Vandalism

It is unacceptable to take something that is not yours. . .including property

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

1st 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 3 signatures on the discipline card and the consequence attached with it and/or an morning "detention".

2nd 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 morning "detention".

Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or a one day In-School suspension.

3rd 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 9 signatures and the consequence attached with it and/or a one day Out-of-School suspension.

Vandalism of 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 3rd Offense.

1st 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 morning "detention".

Upper Grades: Student will receive 9 signatures and a one day Out-of-School Suspension.

2nd 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 10 signatures and a two day Out-of-School Suspension.

3rd 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

It is unacceptable to take something that is not yours. . .including character and integrity

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.

Deceit – minor infraction

If the first offense is considered "minor", students adhere to the following consequences:

Consequences:

- For each "minor" infraction the lower grade student's "clip" will be moved twice.
- For each "minor" infraction the upper grade student's "violation card" will be signed twice.

Disrespect / Disobedience / Defiant

It is unacceptable to take something that is not yours. . .including respect and kindness

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 4th offense.

1st 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 two "Recess Detentions".
Upper Grades: Student will receive 3 signatures and the consequence attached with it and/or an morning "detention".

2nd 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 morning "detention".
Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or a one day In-School suspension.

3rd 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 9 signatures and the consequence attached with it 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.

Drug / Alcohol / Tobacco

It is unacceptable to take something that is not yours. . .including health

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, alcohol, juul, vapes) 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.

1st Offense:

1. Student will receive 10 signatures 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.

2nd 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.

Please see the RCE SEARCH AND SEIZURE POLICY in this Handbook.

Fighting (Hitting) / Altercation

It is unacceptable to take something that is not yours. . .physical wellness

Any time one students 'puts his/her hands on another student' is considered a "Threat of Violence" and that procedure shall be followed.

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; aggressive physical contact between students of 4 years or more age difference will automatically result in a 'threat of violence' for the older student.*)

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

1st Offense:

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

Upper Grades: Student will receive 3 signatures and the consequence attached with it and/or the next morning "detention".

2nd Offense:

Lower Grades: Student will receive the next morning "detention".

Upper Grades: Student will receive 7 and the consequence attached with it and/or the next "In-School Suspension".

3rd Offense:

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

Upper Grades: Student will receive 9 signatures and the consequence attached with it and/or the next "Out-of-School Suspension".

4th 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 “Recess Detentions”.

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

Harassment / Bullying / Hazing

It is unacceptable to take something that is not yours. . .including dignity and emotional dignity

Diocesan Policy 3018

Policy Statement

The intent of this policy is to support our Catholic schools’ commitment to provide a safe learning environment of all students. As we are all created in God’s image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written “So always treat others as you would like them to treat you; that is the Law and the Prophets.” (Mt 7,12). In this way, we build up the Body of Christ within our Catholic Schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic Schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Definition of Bullying

Bullying is a deliberate and malicious **pattern of behavior** having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment, to substantially interfere with a student’s performance in school, or to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writing, electronic transmission, social media post, sharing of photographs/video or physical acts. Bullying (**pattern of behavior**) may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- **Racial, Gender Bias or Sexual Orientation** comments, slurs and/or remarks;
- Disability comments;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

Definition of Cyber-bullying

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

Definition of Hazing

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admissions to, affliction with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. “Consent” of the victim

shall not be recognized as a defense to the school's prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervision school-sponsored functions should report alleged violations of the policy to the principal/designee.

Investigation

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

Documentation

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the schools' student records of both the perpetrator(s) and the victim(s).

Notification

Parents/guardians of the perpetrator(s) and victim(s) are to be notified by the principal/designee.

False Accusation

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation

Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action.

Due to the sensitive nature and the seriousness of these situations, Rayne Catholic Elementary will adhere to the following procedures:

Procedure for Harassment / Bullying / Hazing

- All reports must be made to the school's counselor and/or principal.
- The school's counselor, who is trained and educated in these matters, will conduct interviews and investigate the report.
- Upon findings, the counselor, principal and pastor will meet to discuss the incident.
- After the meeting of counselor, principal and pastor it will be determined if the incident is accurate as defined above. If determined to be a 'harassment and/or bullying' case, parents of all involved will be notified immediately by the counselor and/or principal.
- The matter will then be turned over to the Disciplinarian for the appropriate consequences as stated below.

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.

Certain language and/or actions, however not deemed ‘Harassment’, may be **‘mistreatment’** of others and should not be used in the Catholic school setting. If the administration deems the language or actions not harassment 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.

1st Offense:

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

Upper Grades: Student will receive 3 signatures and the consequence attached with it and/or the next morning “detention”.

2nd Offense:

Lower Grades: Student will receive the next morning “detention”.

Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or the next “In-School Suspension”.

3rd Offense:

With the third offense, a pattern of Harassment/Bullying has formed and will result in the major consequence of Harassment/Bullying and will result in withdrawal or expulsion.

Prevention/Education

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- Prohibit all forms of student bullying and hazing;
- Provide adequate supervision to minimize the risk of bullying and hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and hazing prevention programs to educate students;
- Incorporate bullying and hazing prevention lessons into the school’s curriculum.

Leaving Campus / Cutting Class

It is unacceptable to take something that is not yours. . .including time

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:

1st Offense:

Lower Grades: Student will receive the next morning “detention”.

Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or the next “In-School Suspension”.

2nd Offense:

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

Upper Grades: Student will receive 8 signatures and the consequence attached with it and/or the next two days “In-School Suspension”.

3rd Offense:

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

Upper Grades: Student will receive 9 signatures and the consequence attached with it and/or the next “Out-of-School Suspension”.

4th 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.

1st Offense:

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

Upper Grades: Student will receive 3 signatures on his/her discipline card and the consequence attached with it and/or the next morning “detention”.

2nd Offense:

Lower Grades: Student will receive the next morning “detention”.

Upper Grades: Student will receive 7 signatures on his/her discipline card and the consequence attached with it and/or the next “In-School Suspension”.

3rd Offense:

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

Upper Grades: Student will receive 9 signatures and the consequence attached with it and/or the next “Out-of-School Suspension”.

4th Offense:

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

Obscenity / Offensive Language

It is unacceptable to take something that is not yours. . .including innocence

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. If the obscenity is deemed severe by the administration, the administration reserves the right to go straight to Level 3.

1st 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 two “Recess Detention”.

Upper Grades: Student will receive 3 signatures and the consequence attached with it and/or the next morning “detention”.

2nd 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 morning “detention”.

Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or the next “In-School Suspension”.

3rd 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 9 signatures and the consequence attached with it and/or the next "Out-of-School Suspension".

4th Offense:

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- 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.

Property

A student caught going through, searching, hiding, etc., another's property will be

Lower Grades: Student will receive the next "Recess Detention"

Upper Grades: Student will receive two signatures on his/her discipline card.

Stealing

It is unacceptable to take something that is not yours. . .including all items

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action.

1st 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 morning "detention".
Upper Grades: Student will receive 7 signatures and the consequence attached with it and/or the next "In-School Suspension".

2nd 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 9 signatures and the consequence attached with it and/or the next "Out-of-School Suspension".

3rd 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.

Please see the RCE SEARCH AND SEIZURE POLICY in this Handbook.

Technology (TC)

Please refer to the "Acceptable Use Policy" in this handbook.

Threats of Violence

It is unacceptable to take something that is not yours. . .including safety and security

Because safety in our school is of utmost importance and one of our top priorities, the Bishop has mandated the following policy.

Any time one student ‘puts his/her hands on another student’ is considered a “Threat of Violence” and that procedure shall be followed.

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; aggressive physical contact between students of 4 years or more age difference will automatically result in a ‘threat of violence’ for the older student.*)

Due to the sensitive nature and the seriousness of these situations, Rayne Catholic Elementary will adhere the following procedures:

Procedure for Threats of Violence

- All reports must be made to the school’s counselor and/or principal.
- The school’s counselor, who is trained and educated in these matters, will conduct interviews and investigate the report.
- Upon findings, the counselor, principal and pastor will meet to discuss incident.
- After the meeting of counselor, principal and pastor it will be determined if the incident is accurate as defined above. If determined to be a ‘threat of violence’ case, parents of all involved will be notified immediately by the counselor and/or principal.
- At this point the Diocese Policy 1018 (bulleted below) supersedes any Rayne Catholic Policy.
 - The school administrator will contact the appropriate civil authorities immediately and follow their directives.
 - The school administrator will contact the Superintendent of the Diocese of Lafayette.
 - If the threat or danger involves a student or students, parents/guardians will be contacted immediately.
 - If the student is on campus, he or she will be detained according to the directives of the local law enforcement agency.
 - The superintendent of Catholic Schools will be informed of the threat and the action being taken.
 - If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.
- The matter may then be turned over to the Disciplinarian for the appropriate consequences as stated below.

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

The student may 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 immediately to the School Office. 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. The VC is part of the student’s uniform and is his/her responsibility. 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 school office immediately.

- **Student will receive a one day Out-of-School Suspension or the consequence attached with it.**

If a student does not have his/her Violation Card or it is lost and cannot be found:

- The student must report to the School Office for a ‘temporary’ card for that day. Temporary Cards are valid for one day only and must be returned at the end of each day.
- The student must return the ‘temporary’ card at the end of each day.
 - The student’s VC will be signed and dated twice each day the student is issued a temporary violation card. After two consecutive days of temporary card, the student’s VC will be assumed lost and the student will be issued a new violation card and the original VC is no longer valid even if found and returned. Students will receive 3 signatures and/ or the next morning detention.
 - If student brings his/her VC home and forgets the VC at home, the student may call home for a parent to return it to school. However, the student will still receive two signatures for not having his/her card. Policy states students are to leave their VC at school and not bring it home. The VC is part of the student’s uniform.
 - The student’s VC will be signed and dated if ‘temp’ card is not returned to the office the same day it was issued.
- If the student cannot 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 receive one day 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

It is unacceptable to take something that is not yours. . .including safety

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. (This includes, but not limited to, ammunition.)

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.

Please see the RCE SEARCH AND SEIZURE POLICY in this Handbook.

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.

ALL RCE STUDENTS ARE ALSO HELD ACCOUNTABLE FOR THEIR ACTIONS WHILE OFF CAMPUS, ESPECIALLY, but not limited to, WHEN IN ANY RCE UNIFORM (school, athletic, spirit shirts, etc).

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, Instagram, SnapChat, Twitter, podcasts, webinars, jpeg and gif files, wma files, compressed video conferencing (CVC), Smart Boards, SchoolTube, YouTube, TeacherTube, Twitter, text messages, and the like.

The inappropriate posting of information, gossip, or slander relating to the church, school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, My Space, Instagram, or You Tube, by way of whole school, grade level, individual class, or public by the student or parents – will result in the immediate dismissal of those students or those parents' child(ren.)

It is unacceptable to take something that is not yours. . .including reputations

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.)

STUDENT AND PARENTS (LEGAL GUARDIANS) WILL BE HELD RESPONSIBLE FOR ANYTHING SAID/WRITTEN/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.

Rayne Catholic Elementary School declares the following as unethical and unacceptable behavior and cause for taking disciplinary action for violation of Acceptable Use on the school device or personal device.

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)

2nd Minor Offense moves to the 1st Major Offense and so on. . . .

MAJOR OFFENSES:

- **Posting on any website, text message, social media, 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.) This includes responding to any such posting/message. By responding, it is meant that the responding party agrees with the post/message – regardless of the response.**
- 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.
- **The creation of false identities related to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, Instagram, SnapChat, Twitter, or You Tube – will result in Automatic 3rd Offense!**

Parents/Guardians are also expected to adhere to these standards. Families may be asked to withdraw from Rayne Catholic for their post/messages.

Violation of these rules will result in the following:

1st Offense:

- Administrative referral will result in one day In-School Suspension (see In-School Suspension consequences)
- Immediate removal of materials from site(s) Failure to remove in time may result in expulsion.
- The student will make monetary retribution for all damages.
- The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.

2nd Offense:

- Administrative referral will result in a two day Out-of-School Suspension. (see In-School Suspension consequences)
- Immediate removal of materials from site(s) Failure to remove in time may result in expulsion.
- The student will make monetary retribution for all damages.

- The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
 - The student and/or family will receive an Administrative Referral which could result in suspension, withdrawal or expulsion.
- 3rd Offense:
- The student will automatically be expelled from Rayne Catholic. Expulsion in the State of Louisiana means the student cannot attend another public or private school in the State for one calendar year of the expulsion (exception: he/she may attend the Parish Alternative School, Detention Center or Military School).

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

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

- Action of “Recess Detention” is reserved to the:
 - Class Room Teacher - as a consequence for student reaching a certain level on behavior chart.
 - Disciplinarian and/or Principal - as a consequence for a Major Violation.
- Detention is conducted and moderated by the Rayne Catholic staff under the supervision of the Disciplinarian and/or Principal.
- Detention will take place during the lunch recess period.
- Students must report to the designated area in the school office.
 - Students will be required to be productive through: providing “community/school” service around campus and/or complete assigned written work in the detention area assigned by the monitor.
 - Students will be required to complete all work assigned by the monitor or be assigned continual detentions until work is complete.
 - Students will NOT be allowed to communicate with other students, do homework, make-up tests, etc.
- Students who do not follow the rules (including communicating, sleeping, not completing work, etc.) during their assigned detention may be assigned an In-School Suspension.

“Morning Detention”

- Action of “detention” is reserved to the Disciplinarian and/or Principal.
- detention is conducted and moderated by the Disciplinarian and/or Principal.
- detentions will be on Thursday mornings at 6:15am.
 - Students will be required to be productive through: providing “community/school” service around campus and/or complete assigned written work in the detention area assigned by the monitor.
 - Students will be required to complete all work assigned by the monitor or be assigned continual clinics until work is complete.
 - 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 6:20am) will be not be admitted and thus will constitute a missed detention.
- Students who do not follow the rules (including communicating, sleeping, not completing work, etc.) during their assigned detention may be assigned an In-School Suspension.

Missed Behavior Detention and/or Clinic:

The student will be assigned the next available detention/clinic; if the student does not attend this detention/clinic (no exceptions), he/she will be assigned a 1 day In-School Suspension. **This policy is cumulative for each semester.**

AFTER SIX (6) morning "Detentions" PER SCHOOL YEAR, THE SUBSEQUENT morning detentions 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 from Rayne Catholic Elementary.

Diocesan Policy 3006: Suspension Regulations

Action of suspension is reserved to the Principal.

- The parents are to be notified before the child is suspended.
- No suspension may last longer than three (3) days.
- During the out-of-school suspension period, the student is marked absent and should last until the school officials and parents confer on the stipulations for the student to return to school.

(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 7 consecutive days for each day of the academic suspension.**

Missed In-School Suspension:

The student will be assigned the next available Suspension; if the student does not attend this Suspension (no exceptions), he/she will be assigned a 2 day In-School Suspension. **This policy is cumulative for each semester.**

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 which also requires the Disciplinary Committee to meet and review the student's history and determine if the student is allowed to return.

A student placed on out-of-school/out-of-class suspension will NOT be allowed to:

- attend school and/or individual class for the length of the suspension.
- attend or participate in school activities (both co- and extra-curricular) during the suspension period, to include weekend if suspension is on a Friday to Monday.

A student placed on out-of-school/out-of-class suspension will be allowed to make up all work; however –

1st Out-of-School Suspension of school year:

- **student may NOT attend or participate in school extra-/co-curricular activities for 21 consecutive days beginning with the first day of the suspension.**
- a 2% decrease in the nine week grade will occur for ALL classes
- the student will receive 9 signatures on VC

2nd Out-of-School Suspensions of the school year:

- **student may NOT attend or participate in school extra-/co-curricular activities for 28 consecutive days beginning with the first day of the suspension.**
- 4% decrease in the nine week grade will occur for ALL classes
- the student will receive 10 signatures on VC

3rd Out-of-School Suspension of the school year:

The student will receive an Administrative Referral which could result in suspension, withdrawal or expulsion. Each subsequent out-of-school suspension, if not expelled, will result in an additional 2% decrease in the nine week grade and the student will NOT be able to participate any extra-/co-curricular activities for the remainder of the school year.

Expulsion:

Diocesan Policy 3006: Expulsion Regulations

Action of expulsion is reserved to the principal.

- The principal is to notify, immediately by telephone, the parents, the pastor, and the superintendent that the student is suspended for three days away from the campus and that expulsion is seriously being considered.
- The principal is to confer with the parents during the three days of suspension, and is to make a decision by the fourth day.
- The principal then decides: to reinstate the student; to put the student on probation; to expel the student.

Expulsion in the State of Louisiana means the student cannot attend another public or private school in the State for one calendar year of the expulsion (exception: he/she may attend the Parish Alternative School, Detention Center or Military School).

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:

- One representative from the current RCE Advisory Board
- The school Administration and the Discipline Committee (see school flowchart)
- Pre-determined student body members (see school flowchart)

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

Diocesan Policy 3007: Corporal Punishment

Corporal punishment is not permitted in the Catholic schools of the Diocese of Lafayette.

Corporal punishment is defined as “a form of physical punishment that involves the deliberate infliction of pain as retribution for an offence, or for the purpose of disciplining or reforming a wrongdoer, or to deter attitudes of behavior deemed unacceptable”.

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.

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 Pastor 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

Rayne Catholic is striving to develop the students ‘intrinsic’ motivation and down play the ‘extrinsic’ rewards as motivation for ‘doing the right’ thing.

“Birthday”:

Students are acknowledged at morning assembly and receive a RCE certificate and prizes.

“Tiger of the Week”:

Each week teachers may choose one student who throughout the previous week did something extra-ordinary. This student modeled the attributes of our patron saints, St. Joseph and Our Lady of Mt. Carmel. Student’s names are posted weekly in the “Tiger Weekly”, they are acknowledged weekly at morning assembly and receive a Scapular.

“AR Rewards”:

Please see “Accelerated Reading” Explanations under the Curriculum Section of the Handbook.

“0” Violations:

Lower Grade Students who received zero violations (signatures and/or checks) may be given a reward and the upper grade students must be rewarded an Exam Exemption.

“Principal’s” List and “Honor” Roll:

Each quarter, student who received all “A” on their report cards will be given a free dress day and one “Principal’s List” name from each class will be randomly drawn to attend lunch at a local restaurant with the principal.

“0” Violation Exemption for Upper Grades:

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 (1st semester: 1st+2nd quarter average / 2nd semester: 3rd+4th quarter average). Please see “Examination” Section for details.

“Good Behavior”

The administration may give the school/class an extended recess, etc. 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, Instagram, SnapChat, Twitter, Ning, podcasts, webinars, jpeg and gif files, wma files, compressed video conferencing (CVC), Smart Boards, SchoolTube, YouTube, TeacherTube, Twitter, text messages, and the like.

The inappropriate posting of information, gossip, or slander relating to the church, school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, My Space, Instagram, or You Tube, by way of whole school, grade level, individual class, or public by the student or parents – will result in the immediate dismissal of those students or those parents’ child(ren.)

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.)

STUDENT AND PARENTS (LEGAL GUARDIANS) WILL BE HELD RESPONSIBLE FOR ANYTHING SAID/WRITTEN/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.

Rayne Catholic Elementary School declares the following as unethical and unacceptable behavior and cause for taking disciplinary action for violation of Acceptable Use on the school device or personal device.

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.)

MAJOR OFFENSES:

- **Posting on any website, text message, social media, 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.) This includes responding to any such posting/message. By responding, it is meant that the responding party agrees with the post/message – regardless of the response.**
- 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.
- **The creation of false identities related to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, My Space, or You Tube– will result in Automatic 3rd Offense!**

Parents/Guardians are also expected to adhere to these standards. Families may be asked to withdraw from Rayne Catholic for their post/messages.

Violation of these rules will result in the following:

1st Offense:

1. Administrative referral will result in one day In-School Suspension (see In-School Suspension consequences)
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.

2nd Offense:

1. Administrative referral will result in a two day Out-of-School Suspension. (see In-School Suspension consequences)
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.

3rd Offense:

- The student will automatically be expelled from Rayne Catholic. Expulsion in the State of Louisiana means the student cannot attend another public or private school in the State for one calendar year of the expulsion (exception: he/she may attend the Parish Alternative School, Detention Center or Military School).

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

STUDENT ACTIVITIES PHILOSOPHY

Diocesan Policy 4001

Extra-curricular events on Sundays throughout the year should be scheduled only after considering the Church's intent that Sunday be a day of grace and rest. . . .No school events or activities may be scheduled on any Sunday. . . .A letter requesting a waiver of this policy shall be submitted to the superintendent and must be signed by the principal and pastor/chancellor.

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.

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.

TRANSFER STUDENTS:

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.

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.

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; weekend activities will be a result of the Friday attendance.
- 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 club, athletic team or program, which are stated in this handbook under the STUDENT ACTIVITIES PHILOSOPHY, they will not be eligible to attend the school sponsored trip.

Minimum 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. The RCE Beta Club has different standards due to being an academic club. The clubs standards can be found in their handbook.

No member is allowed to miss a class in which that student has an “F” average without permission from the administration.

Progress Reports:

1. With one (1) F on the **Progress Report**: No activities, contests for one week (7 calendar days. *Note: Class must have minimum of three substantial grades.
2. With two (2) F's on the **Progress Report**: No activities, contests until the report card is issued. The student cannot be with the program at any functions. *Note: Class must have minimum of three substantial grades.

Report Cards:

1. With one (1) F on the **Report Card**: *for quarter or semester average*-three (3½) week suspension (until next progress report or report card) 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 athletic director that the grades have improved by the next progress report. If he/she has not improved, the suspension can be extended by the principal. *Note: Class must have minimum of three substantial grades for Progress Reports and of seven substantial grades for Report Cards.
2. With two (2) F's on the **Report Card**: *for quarter or semester 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 seven substantial grades.

Discipline/Conduct:

A. Club Conduct Policy

1. Student must maintain an A or B in conduct for clubs. If a student drops below a B in conduct the student will be dismissed from the club he or she is in. With the exception of cheerleading, cheerleading has their own constitution signed by students and parents.

B. Student Athlete Conduct Policy

1. Upon receiving a 3rd signature (which will result in students first detention) the student will be on probation for 7 days. He/She will only be able to practice but not participate in any scheduled games until the 7 day probation is up.

2. Upon receiving a 4th signature (which will result in the students second detention) the student will be on probation for 14 days. He/She will only be able to practice but not participate in any scheduled games until 14 day probation is up.

3. Upon receiving a 5th signature (which will result in the student third detention) the student will be on probation for 21 days. He/she will only be able to practice but not participate in any scheduled games until the 21 day probation is up.

4. Upon receiving 6th signature (which will result in the students fourth detention.) the student will be on probation for the remainder of the season. He/she will be able to practice but not participate in any game for the remainder of the season.

C. If a student receives any major infraction, the student will be dismissed from the team/club/squad for 45 days. No exceptions will be made.

D. If a student receives two major infraction, the student will be dismissed from the team/club/squad immediately, No exceptions will be made.

STUDENT Club, Athletic, Co-Curricular and Extra-Curricular Programs at RCE

ALTAR SERVERS

Moderators: Mrs. Broussard, Ms. Broussard, and Mr. Gossen

Membership: Open to all 5th through 8th grade student altar servers. Members must be an altar server in good standing of home church parish. Students will be on a rotating schedule to serve at all school liturgies.

BETA

Moderators: Mrs. Prevost and Mrs. Murrell

Membership: By invitation only, to all 6th through 8th grade students who requirements of the National Club – National Academic Standards

CAMPUS MINISTRY

Moderators: Mrs. Broussard, Mr. Gossen, and Ms. Broussard

Membership: All 8th grade students will participate as part of their religion class

CHOIR

Moderators: Ms. Kaamill

Membership: Open to all 3rd through 8th grade students interested

4-H CLUB

Moderators: Mrs. Hains

Membership: Open to all 4th through 8th grade students who meet requirements

ROBOTIC CLUB

Moderators: Mr. Gossen and Mrs. Casanova

Membership: Open to all 6th, 7th, and 8th grade students

STUDENT COUNCIL

Moderators: Mrs. Nugent and Ms. Vasseur

Membership is for 2 years with participation set by Academic/Conduct Standards

THEATER

Moderator: Mrs. Istre and Mrs. Boudreaux

Membership: All 6th through 8th grade students interested in the performing arts

YEARBOOK

Moderator: Mrs. Arceneaux and Mrs. Moody

Membership: All 7th and 8th grade students interested in yearbook

ATHLETICS

Moderator: Mr. Gossen

Membership: All 5th through 8th grade students who meet all requirements and expectations

Membership is for 1 season (no season last longer than ONE 9 week period)

CHEERLEADING

Moderators: Mrs. Broussard and Mrs. Bergeron

Membership: All 7th and 8th grade students who meet all qualification and are chosen through RCE process

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.

Advisory Council

The Rayne Catholic Elementary Advisory Council serves to advise the pastor/Pastor and operates within the parameters of the policies approved by the Bishop. 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 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. Officers and Members are listed in the front of this handbook.

Home and School Parent Association

The *Home and School Association* (HSA) is a community of parents dedicated to serving the school and helping to meet the needs of the school and student body. Since the desire to support our children and school is our connecting thread, ***we consider all parents as members of RCE's Home & School Association upon enrollment of their child(ren) for the academic year.***

The organization is led by an Executive Board including, President (appointed), Vice President (appointed), Secretary, Treasurer, Upper Grade Liaison and Lower Grade Liaison. President and Vice President commit to one 3-year term, with the intention that the Vice President will succeed the President at the end of the 3 years, other officers commit in one-year increments for a total of one 3-year term. Vacant officer positions will be filled via nominations from active HSA members with an election, if necessary, in August. Executive Board members are asked to attend as many HSA events as possible, help with set-up/take-down of events in addition to assisting with HSA decisions and serve as an ambassador of HSA to the RCE community.

The HSA meets throughout the school year at school to plan fundraising, social and staff support events. Unless otherwise specified, ***the meetings are open to all parents/families and children/students are welcome to attend.*** The HSA will make every effort to coordinate with RCE Clubs to provide childcare for the duration of the meeting. The HSA organizes the following committees to assist and aid the school in various ways. Parents are encouraged to become active in one or more of these committees and can indicate their desired Committee Membership via the Parental Involvement Form which is managed by HSA. All volunteers who interact with children must be Safe Environment Certified.

Fundraising: The main events are the Annual Auction (Fall) and Cookie Dough Sale (Winter). Fundraisers are subject to change at the discretion of School Administration, HSA Executive Board and Committee Members to best meet the needs of the school.

Staff Support: Homeroom Helpers will be assigned to each class for the purpose of supporting the teachers, communicating with other parents and serving as a reference for new families. The Upper Grade Liaison (Kg, 5th-8th) and Lower Grade Liaison (Pre-K, 1st-4th) both HSA Executive Board positions will serve to coordinate and communicate with Homeroom Helpers. Committee Members will also assist with staff support events including but not limited to luncheons, Back to School, Catholic Schools Week and Teacher Appreciation Week activities.

Community Building: Events include Family Movie Night (Fall), Fun in the Sun Day (Spring), Back to School Picnic (Summer) and any other events which are designed to provide family-friendly fun and are open to all RCE families. Events are subject to change at the discretion of School Administration, HSA Executive Board and Committee Members to best meet the needs of the school.

Volunteers: To assist with SWAP SHOP organization, Library events, Substitute Teaching, and special projects as requested by School Administration and/or HSA Executive Board.
