

# RAYNE CATHOLIC ELEMENTARY



*Keeping God and Family in Education Since 1891*

## **HANDBOOK FOR PARENTS AND STUDENTS for the 2022 - 2023 Academic Year**

*Accredited by*  
State of Louisiana Board of Education  
Catholic Diocese of Lafayette  
AdvancED Certification

*Member of*  
National Catholic Educational Association  
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 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 2022

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 FACTS, and check the school page on the website ([www.raynecatholic.org](http://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](http://www.raynecatholic.org)

Facebook: raynecatholicelementary@rctigers

Cafeteria: 334-3247

Rev. Brent Smith	Pastor/Chancellor	337-334-2193 bsmith@diolaf.org
Rev. Henry Antony	Parochial Vicar	337-334-2193 hantony@diolaf.org
Alicia W. Ardoin	Principal	Ext. 118 aardoin@raynecatholic.org
Catherine Gattle	Curriculum Director	Ext. 117 cgattle@raynecatholic.org
Donna Melancon	Development Director	Ext. 112 dmelancon@raynecatholic.org
Lauren Broussard	Spiritual Director Librarian	Ext. 105 lbroussard@raynecatholic.org
Bradley Ancelet	Athletic Director	Ext. 108 bancelet@raynecatholic.org
Stace Simon	Secretary/Registrar	Ext. 101 ssimon@raynecatholic.org
Rachel Daigle	Financial Director, CPA	Ext. 119 rdaigle@raynecatholic.org
Ky Bergeron	Benefits/Safe Environment/ Facilities Director	Ext. 107 kbergeron@raynecatholic.org
Myrna Constantin	EXCEL (After School Care)	337-334-5657
Marlene Royer	Cafeteria	Ext. 114 rayne@fns-dol.org
Domingue, Riley	Custodian	337-334-5657

## FACULTY

Ancelet, Bradley	PE Instructor PreK-8 <sup>th</sup>	bancelet@raynecatholic.org
Arceneaux, Stefanie	Pre-K Instructor	sarceneaux@raynecatholic.org
Bartlett, Heather	Reading Lab Instructor/Enrichment Elective	hbartlett@raynecatholic.org
Boudreaux, Judith	1 <sup>st</sup> Grade Instructor	jboudreaux@raynecatholic.org
Broussard, Pam	1 <sup>st</sup> – 5 <sup>th</sup> Grade Religion Instructor	pbroussard@raynecatholic.org
Casanova, Analie	1 <sup>st</sup> – 8 <sup>th</sup> STEM Instructor/Technology Director	acasanova@raynecatholic.org
Doucet, Leah	Para-Professional	ldoucet@raynecatholic.org
Fitch, Bridget	Art Instructor	bridgetfitch@raynecatholic.org
Granger, Frandele	6 <sup>th</sup> – 8 <sup>th</sup> Science Instructor	fgranger@raynecatholic.org
Istre, Rachel	4 <sup>th</sup> and 5 <sup>th</sup> Grade ELA Instructor	ristre@raynecatholic.org
Johnson, Elizabeth	Kindergarten Instructor	ejohnson@raynecatholic.org
Kaamil, Kim	3 <sup>rd</sup> Grade Instructor	kkaamil@raynecatholic.org
Lejeune, Brandon	6 <sup>th</sup> – 8 <sup>th</sup> Grade Religion/Social Studies	blejeune@raynecatholic.org
Moody, Kelli	2 <sup>nd</sup> Grade Instructor	kmoody@raynecatholic.org
Murrell, Kathryn	6 <sup>th</sup> – 8 <sup>th</sup> Grade Math Instructor/Disciplinarian	kmurrell@raynecatholic.org
Nugent, Dana	6 <sup>th</sup> – 8 <sup>th</sup> Grade ELA Instructor	dnugent@raynecatholic.org
Prevost, Jessica	Math Lab Instructor; Title I	jprevost@raynecatholic.org
Saboe, Emilie	4 <sup>th</sup> and 5 <sup>th</sup> Grade Math/Science/SS Instructor	esaboe@raynecatholic.org
Theunissen, Elizabeth	Para-Professional	etheunissen@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 202 - 2023 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)  
(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)  
Matt Guidry (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)  
Al Cramer (St. Leo, elected by parishioners)  
(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: Pastor: Father Brent Smith  
Principal: Alicia Ardoin  
Home and School Presidents: Lindsey Granger/Ellen Simon

Advisory Council meetings are held on every third Tuesday of the month. Eight 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 (1<sup>st</sup> through 12<sup>th</sup> 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. Katharine 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. . .**

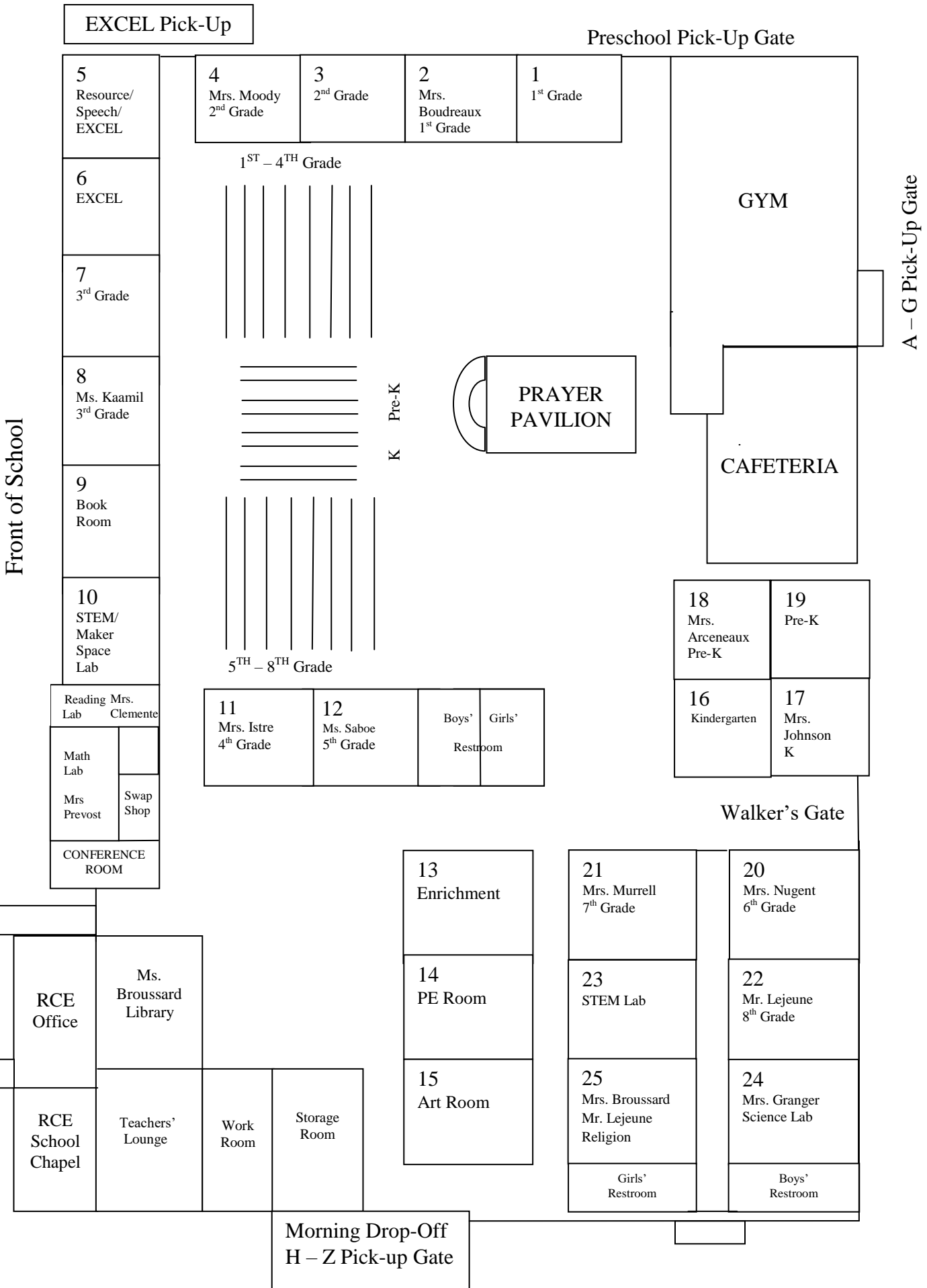
1. Respect  
We are called to value each person, and to treat one another with compassion
2. Honesty  
Be noble of mind and heart, generous in forgiving
3. Loyalty  
We strive towards loyalty to the vision, mission, goals, and fundamental purpose of our church
4. Fairness  
We seek unity without uniformity, 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 ELEMENTARY - SCHOOL MAP



## 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 FACTS 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. The teacher should be notified once permission is approved. Any birthday snacks should be peanut/tree nut free and go through the office to be checked.

### 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.

### Online 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 apply online on our school website, [www.raynecatholic.org](http://www.raynecatholic.org). Find the Admissions tab and answer a series of questions before submission.

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 online at [www.raynecatholic.org](http://www.raynecatholic.org) 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. If applicant is accepted after review, parent will be notified by email with an invitation to complete the enrollment process and submit registration payment online through FACTS.

Once student is accepted, all new students (Pre-Kindergarten through 8<sup>th</sup> grade) must adhere to a 90 day probationary period. During these 90 days the school will evaluate the student needs. Only after the 90 day probationary period is completed will the student be accepted. (If the school determines that it 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:

- apply online and pay application fee
- if application is accepted after review, parent will be notified by email with invitation to complete the enrollment process and registration payment online through FACTS
- meet all eligibility requirements set forth by RCE, the Diocese of Lafayette and the State of Louisiana
- adhere to the New Student 90 day probationary period

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

**8<sup>th</sup> 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.\*\***

EXCEL charges will be billed as an Incidental Billing through FACTS. Monthly Statements will be emailed to parents for payment online through FACTS.

## **FACTS Tuition Management**

Rayne Catholic Elementary has partnered with the FACTS Tuition Management for the billing and collection of tuition and fees. All families registering their children at RCE will be required to set up a payment plan with FACTS. There is a yearly fee of \$50 for this service if you choose monthly billing or \$20 for this service if you choose to pay in full. All tuition and fees are paid online through your FACTS account. **FACTS customer service representatives handle all questions regarding individual family accounts and are available 24 hours a day for your convenience at 1-866-441-4637.** You may also access your account online, at any time, to switch from a bank account to a credit card (or vice versa). If you choose to use a credit card, there will be a convenience fee added for each transaction.

## **Fees**

### **Additional Per Student Fees to be billed through Facts Incidental Billing**

(not included in payment plans)

Description	Amount	Grade	Month of Billing
Buddy Fee	\$ 40	K & 8th	August
Graduation Fee	\$ 45	8 <sup>th</sup>	April
Athletic Fee	\$100		Upon participation in RCE athletics
Subsidy*	\$100/\$125		December

\*Families whose Church Parish does not pay the subsidy will assume responsibility for payment. The subsidy billing will occur in December for those who did not list a Church Parish on their registration papers or for those whose Church Parish declined to pay the subsidy for the family. (Catholic=\$100/Non-Catholic=\$125)

## **Tuition**

Tuition payments are due on the 1<sup>st</sup> or 15<sup>th</sup> day of each month, beginning with the month of June. Tuition will be paid through each family's FACTS account. The one-time pay in full option will occur in the month of June. The monthly payment option will occur over a period of 12 months, June-May.

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

## **NSF Charges**

A fee of \$30.00 will be assessed by FACTS each time a tuition/fee deduction is attempted and there are insufficient funds to cover the payment. FACTS will automatically put a date for collection of the insufficient funds.

**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 15<sup>th</sup> day of each month.

**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.

**Two Months Delinquent: An account is two months delinquent after the 15<sup>th</sup> of the second month.**

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

**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, FACTS 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 15<sup>th</sup> 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.**

**\*\* ALL ACCOUNTS MUST BE CLEARED BY THE END OF THE SCHOOL DAY ON MAY 15<sup>TH</sup>.\*\***

**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 15<sup>th</sup> 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 - 8<sup>th</sup> Students** = \$3.30 per day / \$587.40 for the year (178 days)

**School Staff** = \$5.75 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.**

NEW online payment website, [www.myschoolbucks.com](http://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 FACTS 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 5<sup>th</sup> – 8<sup>th</sup> 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

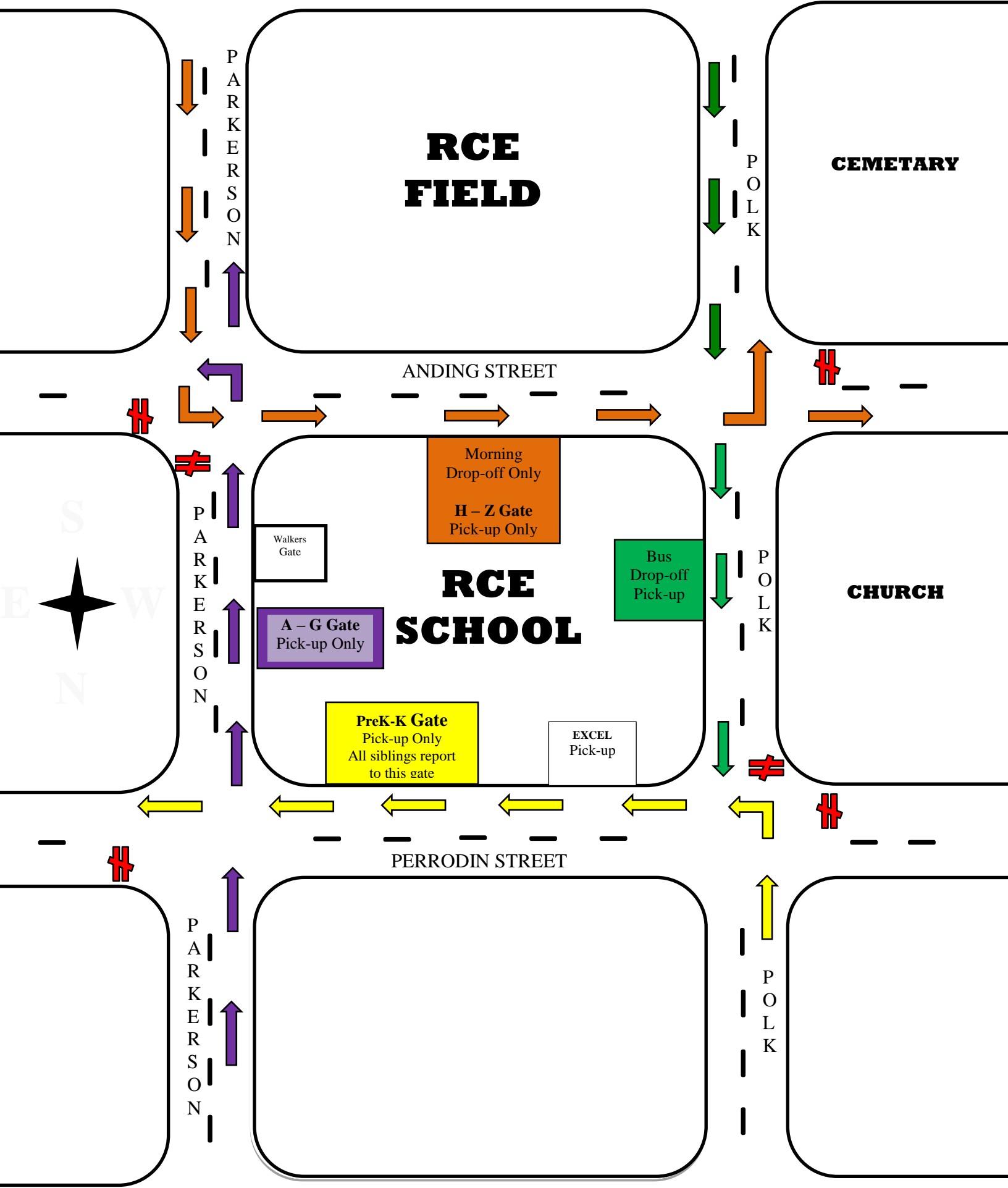
1. Who goes to Pre-School Gate: all Pre-K and K students and their siblings
2. Vehicles are to line up along Perrodin Street facing East.

### 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.

### **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 8<sup>th</sup> 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.

8<sup>th</sup> Theme: “Leadership and Stewardship” (August)

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

### **Devotions - Monthly**

1<sup>st</sup> Week of month: 1<sup>st</sup> Friday Benediction

2<sup>nd</sup> Week of month: Rosary

3<sup>rd</sup> Week of month: Chaplet

4<sup>th</sup> 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.

6<sup>th</sup> Pilgrimage focusing on 3 Acadiana Catholics whose causes for sainthood are open

7<sup>th</sup> Seminary/Abbey in Covington

8<sup>th</sup> 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 3<sup>rd</sup> – 8<sup>th</sup> 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 8<sup>th</sup> 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>
<b>English</b>	SAVAAS My View	K – 1
	Shurley English	2 – 3
	No Red Ink	4 – 8
<b>Math</b>	Pearson – EnVision Math	K – 5
	Standards Based Teaching	6 – 8
<b>Reading</b>	SAVAAS My View	Pre-K – 5
	SAVAAS My Perspectives	6 – 8
<b>Religion</b>	Holy Bible	Pre-K – 8
	New American Bible Revised	
	Faith and Life Series Ignatius Press	Pre-K – 8
<b>Science</b>	Mystery Science	K – 5
	Pearson Elevate	4 – 8
<b>Social Studies</b>	Unit Studies	Pre-K – 2
	Pearson My World	2 – 5
	McGraw-Hill Education	6 – 7
	Claimont Press	8
<b>Writing</b>	IEW	K – 8

Texts that are non-consumable 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 who test one and a half levels above their current grade level may request to test on books above their grade level. This request must come prior to testing. The teacher and administration will use various sources (Common Sense Media, Barnes and Nobel, experience with the book, etc.) to determine if the book is appropriate for younger children.

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

For 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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 7<sup>th</sup> grade students levels will be determined by the teacher and previous year’s level.

4 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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.**

Students who want to read above their level, must get approval from their reading teacher PRIOR to reading the book. ANY BOOK LABELED UG MUST BE PRE-APPROVED BY THE READING TEACHER. The teacher and administration will use various sources (Common Sense Media, Barnes and Noble, experience with the book, etc.) to determine if the book is appropriate. If a student finds a book with inappropriate content, we ask that the student report it to the teacher.

PLEASE NOTE: BOOKS IN A SERIES MAY START OUT APPROPRIATE BUT BOOKS LATER IN THE SERIES ARE NOT. SOME BOOKS IN THE PERCY JACKSON SERIES IS ONE EXAMPLE.

Comments:

We want to promote reading through AR while at the same time maintaining our Catholic values. It is impossible for the school to do it alone. We need the assistance of our parents to help monitor the books. Some examples that make monitoring difficult are:

- We had a student who was reading a book at his level; however, there were parts of the book that mentioned adultery, kissing, being in bed together, and other inappropriate language for a 4th grader.
- Books in the Scholastic Book fair were reviewed and pulled because of their inappropriate content for a Catholic school.

**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 student 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 12, 2023 so as to include 8<sup>th</sup> grade in the school-wide rewards before they graduate. Students in grades 1-7 will continue to read and take tests until May 19, 2023 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. Parents can set this site to send emails each time their students take a test. Parents received a letter at the beginning of the year with your child's user name – usually first initial + first 4 letters of last name. Parents can use [www.arbookfind.com](http://www.arbookfind.com) to help your child to find book titles in his/her level.

**ACADEMIC FAIRS / PROJECTS**

**Social Studies Fair** (7<sup>th</sup> 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 7<sup>th</sup> 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 (8<sup>th</sup> 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 FACTS 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 sessions 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 FACTS 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)  
1<sup>st</sup> through 8<sup>th</sup> 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

## **1<sup>ST</sup> – 8<sup>TH</sup> 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.

## **COMPREHENSIVE EXAM (8TH GRADE ONLY)**

Comprehensive exams will be equivalent to a regular test and will be averaged in with all other grades for the 2nd and 4th nine week period. Teachers will provide a study guide for every student one week prior to the exam. There should be no athletic events scheduled during exam time. Student's must provide a doctor's excuse to be able to make up an exam.

Mid-year comprehensive exam:

- Study guide and review given the week of December 5th.
- One exam given per day beginning December 12th through the 16th. (ELA/Reading, Math, Science, Social Studies). Religion will be their play.
- No special schedule or extended time.
- There will be no exemptions

End of year comprehensive exams:

- Study guide and review the week of May 8th.
- Exams will be given May 15 and 16th. There will be two tests per day.

- A schedule will be given to you prior to that and will look very similar to this year’s schedule
- There will be no exemptions

**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 1<sup>st</sup> 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 1-3)**

- A. Repeat grade if: “F” average in Reading or Math or any two of the following English, Religion, Social Living, Spelling.
- B. Promotion granted conditionally if there is an “F” average in any one of the following: English, Religion, Science, Social Studies, Spelling
- C. Attendance: see below (Grades 6-8); also refer to Attendance Section in Handbook.

**(Grades 4-8)**

- A. Repeat grade if: “F” average in any two (2) of the following subjects: Math, English, Spelling (grades 4-6), Reading, Science, Social Studies
- B. Promotion granted conditionally if there is an “F” average in any one (1) of the following: English, Math, Reading, Science, Social Studies, Religion
- C. If a student makes an “F” in any subject the last 9 weeks, the student will fail that subject for the year.
- D. Attendance: We are bound by State Law, BULLETIN 741 NON-PUBLIC SCHOOLS,

***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, attend 20 hours of tutoring by a certified teacher for the required amount of hours and complete 10 hours of our computer based intervention program. Rayne Catholic must pre-approve the certified teacher. The RCE issued Packet must be completed by August 1 along with the completed log by the tutorer. If not completed to the satisfaction of the administration, the student will be retained.

3. If a student fails Religion for the year, they must complete 30 hours of tutoring with a certified Catechist.

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

### **RETENTION, “HOLDING BACK”**

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

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

### **TESTING PROGRAMS**

**Terra Nova Standardized 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. Terra Nova 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.

**STAR Math:** Administered 3 times per year in grades 1<sup>st</sup> – 5<sup>th</sup>. Results will assist teachers on grouping students and provide additional remediation in areas of weakness.

### **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

### FACTS MANAGEMENT

Rayne Catholic's School Wide Software Program is FACTS. FACTS 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 FACTS. 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.

### **Potty Training**

Students enrolled in Pre-K and Kindergarten at Rayne Catholic Elementary, must be potty trained before attending Rayne Catholic. Children must be wearing underwear and very rarely having accidents. Please note that wearing a pull-up is not allowed and not considered being potty trained.

Why do children have to be potty trained before they begin preschool?

There are strict guidelines through our Safe Environment Program on adults changing children.

There are strict guidelines for changing and disposing of wet or soiled diapers.

The classrooms/restrooms are not equipped with changing stations.

When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will assist children to change their clothes, while encouraging independence as much as possible.

### **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.

### **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.**

### **SEXUAL IDENTITY POLICY**

Rayne Catholic Elementary is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

## 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 Financial 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 Financial Director:
  - 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](http://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](http://www.virtus.org)
2. Click on “Registration” link highlighted in yellow
3. Select “Begin the registration process.”
4. Select your organization from the dropdown list – Lafayette, LA (diocese)
5. Create a username and password (using your email address as your username may assure no duplication)
6. Please provide the required contact information
7. Select your organization from the dropdown list – parish/school location (please indicate all that apply)
8. Select your primary role within the diocese. Please note: If you are a paid teacher, please select Educator
9. Go to VIRTUS Online, and enter your username and password
10. Once logged in, you will click on the green circle to begin your online training

This recertification module will take approximately one hour. If you have to close your session before you 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](http://www.virtus.org) and click on “Help”, then click on “VIRTUS Online Help Desk” to send a message to VIRTUS, or you can call 888-847-8870.

### **Obtaining ‘outreach’ for victims**

Rayne Catholic shall follow all applicable Louisiana civil laws for reporting to public authorities when allegations and/or suspicions of abuse of a person who is a minor. If at any time someone is ‘suspicious’ that any member of the RCE family is a victim of abuse, that person should report directly to the administration. Upon the administration receiving such information, the principal shall be notified and immediately notify the pastor. The principal and pastor will then report to the Superintendent of Catholic Schools and the appropriate law enforcement or legal institution. Rayne Catholic, in conjunction with the church, shall reach out to assist every person who has been the victim of abuse as a minor.

### **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.

Field trip/studies fees are non-refundable unless the reason for not attending the field trip/study is due to school policy or a medical reason issued by a medical professional.

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 '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.** 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 an 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> through 5<sup>th</sup> 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 6<sup>th</sup> through 8<sup>th</sup> 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 8<sup>th</sup> 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 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; example: when any part of the school uniform is worn. In all such cases, student behavior is definitely the province of Rayne Catholic Elementary 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.

**Pre-K-3rd grade:** Minor infractions in these grades will be handled within the classroom by the teacher.

**1st-3rd Grade: 1st-3rd Grade:** Each student will receive 4 points per day. Teachers will use the clip system. Any minor infraction will result in moving the clip down and 2 points deducted for the day. An additional minor infraction will result in moving the clip down again and 2 more points will be deducted for that day. A behavior report will be sent home daily in the yellow communication folder and the weekly conduct grade will be attached to the weekly test papers. If a student reaches a weekly conduct grade of a D or lower, then a recess detention will be administered for the start of the next week. If a student moves their clip twice in one day and another infraction occurs, parents will be emailed and a recess detention will be given the next day.

Students are expected to be in uniform daily. Each student will receive 3 warnings within a nine week period. When a 4th uniform infraction occurs, 1 point will be deducted from the weekly conduct grade.

Any infraction deemed excessive by the teacher will be referred through a form on FACTS to the disciplinarian for further review and action. Parents would be notified at this point. Possible consequences issued for these offenses include: recess detention, after school detention and/or loss of privileges.

**4th-8th Grade:** Students will wear a lanyard that holds their violation card and student ID. The violation card will be used to document the accumulation of demerits for each student to keep track. As a minor violation occurs, a student's violation card will be signed by the teacher/staff member and the number of demerits given for that particular infraction. All violations will also be documented in FACTS and emailed to parents.

Each nine weeks, 4th-8th grade students will receive 100 points for their quarterly conduct grade. Points will be deducted as minor infractions occur. These infractions are not cumulative for the year.

**Minor violations: These violations/infractions are handled by staff and faculty.**

**1 Demerit will be administered for each infraction listed below.**

**Violation card misplaced/misused**

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

If a student misplaces their card, it must be reported to the homeroom teacher at assembly or during their first hour class in order to get a temporary tag. If the student notifies their teacher as stated above, no demerits will be issued. If they do not report it prior to the start of 1st hour, one demerit will be issued. If a card is lost throughout the day, students should notify their teacher immediately.

**Dress code (see policy for regulations)**

Hair violations: violations will be reported to the disciplinarian, who will issue a 7 day period to fix any hair violation, parents will be notified. After the 7 days, one demerit per day will be issued until the hair is deemed appropriate.

Uniform violations: On the first violation, students will receive a verbal warning. This will be documented as a signature on their card, in FACTS, and parents will be notified by email (no demerits will be issued). Second offense,

demerits will be issued for minor instances such as: no belt, untucked shirt, wrong socks, etc. Other violations will be handled by the disciplinarian who will issue a form determining the time period given to fix said violation, such as length of skirts, wrong shoes, outerwear issues, etc. After this time period expires, one demerit per day will be issued until uniform is deemed appropriate.

### **Food/Drink/Gum Chewing**

Chewing gum is prohibited on campus.

Permission to have a drink or food during class must be granted by the teacher/administrator for class parties/celebrations.

### **Not prepared for class**

Students must be prepared for school/class with work and necessary materials. Locker breaks are given for 6th-8th grade students. 4th and 5th grade students are asked to pack prior to switching classrooms midday.

### **2 Demerits will be administered for each infraction listed below.**

#### **Disruptive behavior** (assemblies, school liturgies, pick-up area, functions, cafeteria)

At all times students must conduct themselves appropriately and in a manner befitting Christian students. Disruptive behavior is defined as any behavior deemed unacceptable by the faculty, staff or administration.

#### **Out of zone/off limit areas**

Students must not enter a classroom without permission or without a teacher present. Students must always be in an area where a duty teacher/faculty member is present.

#### **In-class behavior**

Students are expected to not disturb/disrupt the classroom instructor or other students in the classroom. Verbal warning will be given first, then a card signature will be given if the behavior continues.

#### **Minor disrespect**

Use of disrespectful words or attitude towards adults and/or peers. Can include cursing/foul language, if the teacher deems “minor”. It is the teacher’s discretion whether disrespect is minor or major.

#### **Recess/Playground**

Students will remain in their designated recess area. All playground equipment must be used in an appropriate manner. No other equipment will be allowed on campus unless approved by the administration.

#### **Restroom**

Students must use their appropriate restrooms. There are to be no more than 3 students in the hall restroom or quad restroom at one time. There are 3 hooks outside the restroom for students to hang their tags on so that everyone is aware how many students are in the restroom.

Pre-K/K Hall: are for the pre-k and kindergarten students

Quad Restrooms: are for pre-k through 5th grade students

Hall Restrooms: are for 6th through 8th grade students

**Tardy:** Students must be on time for class. “On time” is determined by the teacher.

**Technology:** Minor infractions include:

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.)

### **Cafeteria**

Students must enter and exit the cafeteria in an appropriate manner and use good table manners.

**Major violations: These will be sent directly to the disciplinarian for documentation and investigation. These infractions will then be handled by administration for consequences to be determined and then documented in renweb. These are cumulative for the school year. Major violations within one school year or over consecutive school years will be taken into consideration by administrators when determining consequences and/or continuation as an enrolled student. Multiple major violations will not be tolerated.**

**The following list includes major violations:**

Cheating/Academic Dishonesty  
Bullying/Cyber Bullying  
Stealing  
Damage to property  
Dishonesty  
Disrespect/disobedience/defiance  
Fighting  
Use of Drugs/Alcohol/Tobacco  
Profane/Vulgar subject matter/Obscenity  
Possession of weapon/firearm  
Threats of violence  
Hazing  
Cell phone on campus/Technology/Improper use of Electronics  
Leaving campus/Cutting class

**Consequences that may be issued for major infractions are listed below. This is in addition to consequences associated with accumulation of demerits.**

- **Minimum of 10 demerits, additional demerits can be issued dependent upon the severity and nature of the violation as per the disciplinarian/administrative team.**
- **Probationary time issued for all sports, clubs, and school activities**
- **After School Detentions**
- **In or Out of School Suspensions**
- **Parental meeting with Disciplinarian/Administrative team**
- **Possible Expulsion**

**Parents will be notified the day that the major violation occurs. Consequences will be issued within 24 hours, allowing time for administrative referral.**

### **Definitions of major violations**

**Cheating/Academic Dishonesty** on a minor or major assignment will result in a 0 grade for that assignment. Plagiarism is considered cheating. (If a student is in Beta, this will result in removal from the club.)

### **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 an 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 form groups or activities.

### **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

**Stealing:** Anything stolen from anyone or the school must be returned or replaced.

**Damage of or to school property/Vandalism:** destruction or defacing of materials, property, technology, equipment, etc. Any form of vandalism of school property must be paid for by the family of the student.

**Dishonesty:** Deceit of any kind.

**Disrespect/disobedience/defiance:** Use of disrespectful behavior (words or attitude) towards adults and/or peers, may include cursing/foul language, or deliberate insubordination, will not be tolerated. It is the teacher's/administration's discretion whether minor or major.

**Fighting/Altercation:** Fighting is defined as physical blows and/or hostility being displayed and/or use of a weapon.

**Use of drugs/alcohol/tobacco:** Rayne Catholic Elementary 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.

**Profane/Vulgar subject matter or obscenity:** Use of obscene language (either written or spoken) or gestures is prohibited. Possession of obscene printed or written material is prohibited. Obscene language in the classroom, on campus or at school functions will not be tolerated. \*\*Certain language, however not obscene, may be offensive to others and should not be used in a Catholic school setting.

**Possession of firearm/weapons:** No student is permitted to possess any type of weapon while on school grounds or any school-related function. A weapon is defined as any instrument that is used or may be used to cause grave bodily harm.

### **“Threats of Violence”**

Any verbal threat of physical harm made against another student or staff member will be considered a threat of violence.

### **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 supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

**Investigation and Documentation:**

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 of the allegation, the results from the investigation, and the deposition 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.

**Technology/Cell phone on Campus/Improper use of electronics:**

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 consequences and are based on the severity of the violation as defined in each section of the disciplinary policy

- 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, Instagram, SnapChat or You Tube, by way of whole school, grade level, individual class, or public by the student or parents –may result in the immediate dismissal of those students or those parents’ child(ren.)
- Degrading, damaging, or disrupting equipment or system performance.
- Gaining unauthorized access to the files of others or vandalizing the data of files of another user.
- Invading the privacy of individuals.
- Posting anonymous messages.
- The creation of false identities related to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, SnapChat, You Tube, etc.

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.

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 to their RCE issued account. Students are responsible for logging off when they leave the computer. Students are not allowed to access any RCE account other than their own.**

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 teacher or 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 MEDIUM. RAYNE CATHOLIC ELEMENTARY, ST. JOSEPH CHURCH AND THE DIOCESE OF LAFAYETTE OWN THE NAME AND ALL LOGOS OF THE SCHOOL.

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, iPods, iPads, etc. These items are also not allowed at Extended Day (EXCEL), field trips, school sponsored evening/weekend meetings and events on campus, or on school buses. 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. 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.

**Leaving Campus/Cutting Class:** From the time students arrive on campus until the end of the academic day, they must remain on campus. Cutting class is missing class/school activities without the permission of the teacher or administration.

**Consequences:**

**Recess Detention:** Student(s) will be monitored while they clean classrooms during their recess time.

**After-School Detention:** 3:30-4:30, time will consist of student(s) completing a behavior packet, and then the student(s) will be monitored while they clean campus areas such as classrooms, chapel, office, gate areas for the remainder of time. (Behavior packet may include work such as letter of apology, works of scripture, AR reading, class review work, etc). An unexcused absence of a scheduled detention will result in a second detention. Further unexcused absences could result in additional demerits and/or an in-school suspension.

**In-School Suspension:** Student(s) will be placed in a designated detention area where they will be monitored and allowed to complete all work submitted by their teacher(s). An unexcused absence of a scheduled suspension will result in a second in-school suspension. Further unexcused absences could result in additional demerits and/or out of school suspension. A student will only be allowed an in-school suspension for 3 times in one school year. Afterwards, out of school suspension will be issued.

**Out of school suspension:** Student(s) may not participate in school events or activities on that day and may not receive credit for school work assigned for that day. A meeting may be held to determine if Rayne Catholic is the best environment for the student’s success moving forward.

**Expulsion:** In rare cases the setting of Rayne Catholic Elementary is not suited for a student's individual behavioral needs and parents must find an alternative setting for the student for the remainder of the year. In these cases, enrollment for the following school year is denied. This decision will be carefully considered by the school chancellor and administrative team along with the parents prior to a final decision.

**Accumulation of demerits received from minor and major violations per nine week period are listed below. The demerits are cumulative for the nine week period.**

**Total of 7 demerits (93 B) - 2 recess detentions (clean classrooms)**

**Total of 12 demerits (88 B) - After school detention**

**Total of 15 demerits (85 C) -After school detention, parent meeting with student and teachers/administration, behavior plan may be required**

**Total of 20 demerits (80 C) - Will not be allowed to participate in any extracurricular activities for 7 school days starting the day the demerits are administered. Students may attend/watch practice but may NOT participate in practice. They may attend games to watch but may not participate or dress out.**

**Total of 23 demerits or more (grade of D) - In-school suspension and could result in no field trips, no participation in sports, clubs or school activities such as Academic Pep Rally, Color Run, etc. for the remainder of the nine weeks.**

**Any nine weeks grade resulting in an F will result in an out-of-school suspension.**

**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).**

### **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 representatives 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 (1<sup>st</sup> semester: 1<sup>st</sup>+2<sup>nd</sup> quarter average / 2<sup>nd</sup> semester: 3<sup>rd</sup>+4<sup>th</sup> quarter average). 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.**

- 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.)

**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**

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

*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. Cheer has different standards in their contract signed by the student and parent.*

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

### EXTRA-CURRICULAR CLUBS AND ORGANIZATIONS

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

- A. Student must maintain an 81 or higher in conduct. If the student drops below an 80 in conduct, they will be put on probation for 7 calendar days, excluding holidays.
- B. Consequences that may be issued for major infractions are listed below. This is in addition to consequences associated with accumulation of demerits.
  1. Minimum of 10 demerits, additional demerits can be issued dependent upon the severity and nature of the violation as per the disciplinarian/administrative team.
  2. **Probationary time issued for all sports, clubs, and school activities**
  3. After School Detentions
  4. In or Out of School Suspensions
  5. Parental meeting with Disciplinarian/Administrative team
  6. Possible Expulsion

#### C. Grades

##### **Progress Reports**

1. With one (1) F on the Progress Report: No activities, contests for 7 calendar days, excluding holidays, but the student can attend meetings and/or practices. \*Note: Class must have a minimum of three substantial grades.
2. With two (2) F's on the Progress Report: No activities, meetings, practices, and/or contests for 4 ½ week until the report card is issued. The student cannot be with the program at any functions. During this suspension, grades will be monitored by the teacher, curriculum director, and athletic director. If the student's grades consistently improve, the suspension can be lifted/shortened by the administration. \*Note: Class must have a minimum of three substantial grades.

## **Report Cards**

1. With one (1) F on the Report Card: 4 ½ week suspension, until the next progress report, from participation in all program activities. No activities, meetings, practices, and/or contest. The student cannot be with the program at any functions. During this suspension, grades will be monitored by the teacher, curriculum director, and athletic director. If the student's grades consistently improve, the suspension can be lifted/shortened by the administration. If the student has not improved, the suspension can be extended by the principal. \*Note: Class must have a 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: 9 week suspension, until the next 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. During this suspension, grades will be monitored by the teacher, curriculum director, and athletic director. If the student's grades consistently improve, the suspension can be lifted/shortened by the administration. If the student has not improved, the suspension can be extended by the principal. \*Note: Class must have a minimum of seven substantial grades.

If the above requirements are not satisfied, students will be declared ineligible until the following reporting period. Once a student obtains verification of passing grades from the teachers, the ineligibility will be lifted. At the end of a grading period or progress report period, all coaches and/or moderators will be informed about student eligibility and/or ineligibility. If a student is declared ineligible on two consecutive reporting periods, he/she will be restricted from extra-curricular participation for forty-five (45) school days beginning at the time of notification.

Any unacceptable behavior at Rayne Catholic School or off-campus when representing Rayne Catholic School may disqualify a student from participation in any extra-curricular activity. Final decisions will be left up to the discretion of the administration.

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

### **ALTAR SERVERS**

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

Membership: Open to all 5<sup>th</sup> through 8<sup>th</sup> 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 6<sup>th</sup> through 8<sup>th</sup> grade students who requirements of the National Club – National Academic Standards

### **CAMPUS MINISTRY**

Moderators: Mr. Lejeune and Ms. Broussard

Membership: All 8<sup>th</sup> grade students will participate as part of their religion class

### **CHOIR**

Moderators: Ms. Kaamil

Membership: Open to all 3<sup>rd</sup> through 8<sup>th</sup> grade students interested

### **4-H CLUB**

Moderators: Mrs. Ardoin and Mrs. Granger

Membership: Open to all 4<sup>th</sup> through 8<sup>th</sup> grade students who meet requirements

### **ROBOTIC CLUB**

Moderators: Mr. Lejeune and Mrs. Casanova

Membership: Open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students

### **STUDENT COUNCIL**

Moderators: Mrs. Nugent, Mrs. Istre, and Ms. Saboe

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

### **THEATER**

Moderator: Mrs. Istre and Mrs. Boudreaux

Membership: All 6<sup>th</sup> through 8<sup>th</sup> grade students interested in the performing arts

### **YEARBOOK**

Moderator: Mrs. Arceneaux and Mrs. Moody

Membership: All 7<sup>th</sup> and 8<sup>th</sup> grade students interested in yearbook

### **ATHLETICS**

Moderator: Mr. Ancelet

Membership: All 5<sup>th</sup> through 8<sup>th</sup> grade students who meet all requirements and expectations

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

### **CHEERLEADING**

Moderators: Ms. Broussard and Mrs. Bergeron

Membership: All 7<sup>th</sup> and 8<sup>th</sup> 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 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 and Cookie Dough Sale. 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:** Room Moms 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. 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, Back to School Picnic, 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.

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