



2016-17 Student Handbook

We ask you to read this handbook very carefully, print out and sign the handbook signature sheet on the last page acknowledging that you have read the St. Angela Merici Parent/Student Handbook. By signing, you and your child agree to abide by the rules and regulations set forth. Please feel free to call the school if any additional information is needed.

Handbook signature sheet must be returned to your child's homeroom teacher by August 23, 2016.

**ST. ANGELA MERICI SCHOOL
835 MELODY DRIVE
METAIRIE, LA 70002
(504) 835-8491
Website: www.stangelaschool.org**

Table of Contents

School Crest 3

St. Angela Merici 4

Message to Parents and Students..... 5

Mission Statement..... 5

General Information..... 5

Admission Policy 6

Academics 7

Parent-Teacher Communications and Conferences8

Curriculum9

Clubs and Organizations 9

Use of Computers and Telecommunications 10

General Policies and Procedures 10

Attendance Policies11

Arrival and Dismissal Policies 12

Before and After School Care Services 14

Cafeteria 14

Discipline 14

Anti-Bullying Policy..... 16

Student Dress 20

Financial Obligations 21

Field Trips 23

Publicity 23

Archdiocesan/Louisiana Mandates..... 24

Science Laboratory Student Safety Guidelines..... 29

Handbook Signature Form 31

SCHOOL CREST



St. Angela Merici School's Crest

We are pleased to unveil our new crest. It is designed to highlight important events in the life of St. Angela Merici, the qualities she embodied, and the tradition and history of our school.

The ribbon running through the crest represents the more than 50 years of academic excellence and faith formation. The central feature of the crest is the cross, which represents the Catholic faith and its importance in our school's mission. The design incorporates a star to represent the Ursuline Order, which St. Angela Merici founded in 1535. A watchful eye in the middle of the cross depicts the story of St. Angela temporarily losing her vision as she visits the holy land and seeing it with the eyes of her soul. The quadrants represent faith, tradition, service and academic excellence. These qualities are reflective of the St. Angela Merici School community.



St. Angela Merici

Angela Merici was born in northern Italy in 1474. When she was a teenager she lost both parents. Despite opposition from her adopted family, she found herself irresistibly drawn to join the Franciscan Third Order.

She became an educator of women from all classes of society. Her vision was to serve the needs of the rich and poor alike. Her love and sensitivity to human needs won her the title, "Madre Angela," from the people of Brescia, Italy. She based her work on a deep understanding of God's love for all, respect for the innate dignity of each person and their potential in the eyes of God. Her vision for community encompassed the practical support of each individual, recognition of the gifts of all and power of gathering as a loving community.

At the age of 50, she decided to make the long pilgrimage to the Holy Land. This was indeed a big step into the unknown by someone born and bred in the country, with little education. It was also a courageous step to undertake this dangerous, almost six-month journey. She was already in "old age" for her day, and it was not customary for an unmarried woman to travel so far. But Angela was prepared to risk all the dangers to meet her one desire; to visit and pray at the holy places where Jesus had lived and died.

She had been warned about the dangers and risks that lay ahead, but she had placed all her trust in God that he would protect them on their journey. When the ship stopped in Crete on the outward journey, she was suddenly struck with a temporary blindness. Thus, when Jerusalem was finally reached, Angela bereft of her sight, had to be guided by hand by her companions to all the places that she had set her heart on seeing. She said later that she was able to see them with the eyes of her soul, just as if she had actually seen them.

In 1535, Angela established the Order of Ursulines in Italy, named for its patron saint, Saint Ursula, a martyr. She was the first woman in the history of the Church to draw up a Rule of life for women who wanted to lead a religious life outside the cloister.

Canonized in 1807 by Pope Pius VII, her feast day is January 27th. Each year we have a feast day Mass in celebration of St. Angela Merici, her vision for education and her unique model of spirituality. She continues to be the inspiring model on which we base ourselves.

St. Angela Merici School continues to follow Angela Merici's vision in educating all students and enabling each to maximize their potential in a nurturing, cooperative environment where excellence is encouraged and leadership is fostered.

MESSAGE TO PARENTS AND STUDENTS

A Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News, and to translate this proclamation into action. (To Teach As Jesus Did, November, 1972)

The purpose of the St. Angela Merici Handbook is to inform students and parents of the policies of our school community and to solicit your support and cooperation.

MISSION STATEMENT

St. Angela Merici School sets forth its mission to educate the whole child by encouraging growth in faith and spirit, body and mind, self-discipline and responsibility with a focus on achieving personal excellence in academics and living out the Gospel Values in today's world.

GENERAL INFORMATION

St. Angela Merici School is a ministry of the St. Angela Merici Parish. The faculty and staff believe that children learn best in a Christ-centered, loving, positive and stimulating environment. Catholic schools offer the perfect surroundings for this to occur. St. Angela Merici is built upon the traditions of the Catholic faith, centered on the love of Jesus Christ for each child. With this core belief, we are called to meet the educational, emotional, physical and spiritual needs of each child. The daily integration of faith into the core curriculum is a strong reminder that God is a part of everything in the world around us. Catholic schools are obligated to hold high academic standards as well as develop moral and responsible citizens. Programs involving community outreach and Christian service are core components in our Catholic school.

St. Angela Merici School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities. National and ethnic origins are not a basis in the administration of educational policies, admission policies, athletic or other school-administered programs.

Before any applicant is accepted, previous school records, both academic and behavioral, must be reviewed. A placement test may be administered to determine appropriate placement and transition into the St. Angela Merici curriculum. All new students are accepted on a probationary basis for one year. The academic and disciplinary performance of the student will be evaluated during this time.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw the student and sever the relationship with the school.

Registration does not guarantee admission/placement if the school is not able to serve the needs of the student.

Participation in any St. Angela Merici activity or ceremony is a privilege granted to students by the administration.

ADMISSION POLICY

The state of Louisiana regulations require that a child entering first grade be six years of age on or before September 30th of that school year and that a child entering kindergarten be five years of age on or before September 30th of that school year.

St. Angela Merici does not discriminate against otherwise qualified candidates with disabilities if, with reasonable accommodations, they can meet the academic rigor of our program.

Admission Requirements

1. Certified or Notarized Birth Certificate
2. Baptismal Certificate (if Catholic)
3. LA Dept. of Health and Hospital Immunization record
4. Current Report Card (1 - 7)
5. Latest Standardized Achievement Test Scores (2 – 7)
6. Screening test administered by St. Angela Merici for students entering K – 7 to determine readiness and placement
7. Social Security Card
8. Registration Fee
9. Voucher, if applicable, from home parish

Withdrawal Policy

1. Notify the school office of withdrawal date in writing.
2. Complete a Drop Form or any other appropriate Withdrawal Form.
3. Return all textbooks, library books, and technology.
4. Settle all debt (tuition, cafeteria, after care, books, and library fees).

ParentPlus Portal

Rediker Software's PlusPortals are a family of interactive web portals for parents and teachers. Seamlessly integrated with AdminPlus and the TeacherPlus Gradebook, PlusPortals enable school administrators and teachers to instantly share data and engage with parents in a secure environment. PlusPortals will be used as the primary source of information to parents. Please use this tool for school information including: calendar events, attendance, grades, discipline, and alerts/announcements.

ACADEMICS

Grading

The grading code for grades 1-7 is as follows:

A = 94-100	4 quality points
B = 86-93	3 quality points
C = 78-85	2 quality points
D = 70-77	1 quality point
F = 69 and below	0 quality points

Enrichment Scale

E-Excellent

S-Satisfactory

N-Needs Improvement

Prekindergarten and Kindergarten

The early childhood program will use a skills based checklist to report student growth.

Report Cards

Kindergarten students will receive a **skills based** report card at the end of the second, third and fourth quarter. Students in grades 1 - 7 will be posted on parent Portals mid quarter and report cards at the end of each quarter. Report cards will not be issued early.

Honor Roll

Gold Honor Roll

The student must attain a 4.0 GPA in all graded subjects with an A in conduct. This award is given at the end of each nine weeks and at the end of the year. The End of the Year Gold Honor Roll, a students must have all A's for the year and nothing below an E in enrichment classes.

Silver Honor Roll

The student must attain a 3.0 GPA in all graded subjects with no grade lower than an 86 including conduct. This award is given at the end of each nine weeks and at the end of the year. The End of the Year Silver Honor Roll is computed by using the end of the year averages.

Conduct Award

The Conduct Award is given to students receiving all A's in conduct for the nine weeks. The End of the Year Conduct Award is given to students who receive all A's in conduct for the year.

Homework

Homework assignments provide reinforcement to what is learned in class and must be completed as directed. A student absent from class is responsible for obtaining his/her assignments and turning in the work. In case of illness, the student will have at least two school days to make up the assigned work.

Incomplete Grades

The letter "I" will be given if assignments are incomplete due to absences. The incomplete grade will remain on the student's record until the work is made up. The teacher and school administration will set a reasonable amount of time to amend the grade. Failure to meet these conditions will result in the letter grade of "F" being given for the incomplete assignment.

Promotion

In each subject, a student must receive a total of 4 quality points to pass. Quality points are assigned as A=4, B=3, C=2, D=1, F=0. However, if a student earns an F in the last grading period, regardless of quality points earned, the student fails that subject for the year. Students must also meet the minimum attendance requirements of 160 school days per year.

Retention

Pre Kindergarten and Kindergarten students may be retained if consistent readiness has not been shown. Kindergarten students must show readiness in the areas of math and reading to be promoted. Students in 1st-7th grade who fail one major subject must successfully complete summer school or tutoring with a minimum of 25 hours by a LA certified teacher approved by the principal. A student who fails two major subjects must repeat the grade.

Major subjects in 1st-5th grade are Religion, Language, Math, and Reading. Major subjects in 6th - 7th grade are Religion, Language, Math, Reading, Science, and Social Studies.

In order to secure a place for their child in the next school year, parents must promptly address the issue of remediation during the summer. Failure to achieve a passing grade in summer school will result in automatic retention in the current grade. Students that fail a grade may or may not be allowed to return to St. Angela Merici the following year at the discretion of the principal.

Students who are not promoted in 7th grade will not be permitted to repeat the 7th grade at St. Angela Merici School. Any student who fails one major subject will be permitted to participate in graduation activities; the diploma will be held until summer school is successfully completed.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parent - Teacher Communication

1. Parents will be kept informed of the student's progress by papers sent home, phone calls, notes, emails, PlusPortal and conferences.
2. Parents who would like to meet or speak with a teacher should send a note/email to the teacher, or call the office and leave a message for the teacher.
3. Parents should not visit a teacher in the classroom without an appointment.
4. Teachers should not be called at home.

Procedures for Problem Solving

1. First speak to the appropriate teacher about any concern(s).
2. If problem is not resolved, phone the office to speak with an administrator.

Parent-Teacher Conferences

Formal Parent-Teacher conferences are scheduled during the school year.

The teacher and/or parent may request other conferences as needed.

Administration Conferences

The administration, counselor and faculty are very happy to meet with parents, but ask that you make an appointment with the office so that we can give you the time and attention that you deserve.

Walk-in appointments will not be accepted unless it is determined to be a true emergency that requires immediate assistance. To schedule an appointment you may call the school office at (504) 835-8491 or email the individual administrator, or counselor. These procedures are in effect in order to provide a safe and secure environment for your children.

CURRICULUM

The religious education curriculum is in accord with the Catechism of the Catholic Church, the Curriculum for Religious Education and Catechesis in the Archdiocese of New Orleans, and the ongoing teaching of Pope Francis. The texts and appropriate curriculum materials are determined according to Archdiocesan policy. Religious education is a critical part of the curriculum and is required for all students. Students of all denominations, who attend St. Angela Merici School, are accountable for all information learned, and will take part in all related religious activities.

St. Angela Merici fulfills all requirements set by the State of Louisiana in the Louisiana Handbook for School Administrators (Bulletin 741) of the Louisiana State Department of Education for grades prekindergarten through grade 7. The curriculum is based on the Educational Standards for the State of Louisiana, accepted national standards for individual subject areas, and the Standards Based Education Initiative of the Archdiocese of New Orleans, Office of Catholic Schools. There will be a shift to the common core standards over the next five years.

Overall curriculum guidelines in all subject areas conform to the Archdiocesan and state guidelines. Parents' cooperation with school curriculum policies is important for the effective teaching/learning environment in the school community. The curriculum is continually evaluated during the year to maintain quality of instruction. Textbooks are evaluated and updated in concurrence with the state of LA textbook cycle.

Standardized tests are administered yearly to students in grades 3-6, and may be administered in additional grade levels. Absentees during testing week will not make up missed sections of the tests except and only at the discretion of administration.

CLUBS AND ORGANIZATIONS

Clubs and extracurricular activities play an important role in the daily life of the school community. They extend learning beyond the classroom and provide students with opportunities to develop leadership skills. Through these organizations students are able to explore new ideas, form new friendships, focus on special interests, and work on projects that develop a sense of community and responsibility

Extra Curricular Eligibility

Students who participate in extra curricular activities are required to maintain a C or above in all subjects. Students who fall below this requirement will not be allowed to participate in the activity/sport. Grades will be reviewed to determine further eligibility every two weeks. Students who achieve the eligibility requirement after the two week period will be able to continue participation. Students participating in the yearly play production will be evaluated by teachers and administration based on academic performance prior to trying out for the play production.

USE OF COMPUTERS AND TELECOMMUNICATIONS

St. Angela Merici School has adopted the Archdiocesan Policy for the Acceptable Use of Computers and Information Resources. This policy can be found at the end of this Handbook. A parental consent form must be completed by the parent of each student in order for them to have access to the computers and other telecommunication resources. The Archdiocese does not allow individual modifications to the consent. Without the consent of the parent, students are not allowed to use the computers in the computer lab or in the classroom.

- Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege.
- Students may access the Internet or network only with teacher permission. They may not use chat rooms or instant messaging.
- Students are advised that internet correspondence is not privileged or confidential.
- Students are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. Students will also receive disciplinary action and be required to pay for any damages.
- Students may not erase, modify, rename, or make unusable anyone else's files or programs, including flash drives.
- Students understand that the use of the school network is a privilege and agree to abide by the conditions set forth in the Archdiocesan Policy for the Acceptable Use of Computers and Information Resources. Students also understand that any misuse of the network will result in disciplinary action.

INAPPROPRIATE WEB SITES

In case a student utilizing a school computer comes across a web page that has questionable material, the student should:

- Cover the monitor with a paper or a book or turn the iPad over or monitor off.
- Inform the teacher.
- Wait for a teacher and follow the teacher's instructions.

GENERAL POLICIES AND PROCEDURES

1. School day begins at 8:10 a.m. Morning supervision begins at 7:45 a.m. Dismissal is 3:10 p.m. Any student in the car line area after 3:45 p.m. will be entered into After School Care. Fees for drop-ins are charged on a daily basis. See After School Care Policies for more information.
2. Parents are not allowed in the classrooms to deliver messages, supplies, or speak to teachers. Emergency messages are handled through the office.
3. Rolling backpacks are allowed for grades 2 -7.
4. Communications from the school (newsletters, calendars, etc.) are sent home/posted on Tuesdays. Interims and Report Card distribution dates are listed on calendar. Communications are sent with the youngest child.
5. Students are only allowed to use the office telephone during the school day.
6. If after school arrangements necessitate your child having access to a cell phone, it must be off and not on one's person during the school day. If abused, cell phone will be held in the office to be picked up by a parent. Appropriate consequences will be given.

7. Forgotten items such as lunches, sweatshirts, or extracurricular items may be delivered to the school office. Every effort will be made to get these items to the student.
8. The school will not accept balloon bouquets, flowers, etc., for the students at school.
9. Party invitations may only be distributed on campus if the entire class or all members of the same gender in the class receive one.
10. Student birthdays can be celebrated with cupcakes, cookies, or cookie cakes only. Please notify the homeroom teacher of your desire to send a treat two (2) days in advance. All treats must be ready to serve (pre-sliced). Students may wear his/her spirit shirt with uniform bottoms on their birthday.
11. Students are not allowed to keep any medication on their person and/or administer it to themselves (including aspirin, cough drops, Chap Stick, ointments). Prescription drugs will be administered under strict guidelines set down by the Archdiocese. Exceptions are made for students with chronic health situations. Contact the office for guidelines concerning these situations.
12. Students, who are suspected of having a communicable or infectious disease (pink eye, ring worm, fever, etc.) after having arrived at school, will be removed from class. Parents of these students will be contacted in order to take the appropriate action. Please do not send a child to school when your child has or had a fever of 100 degrees or higher within 24 hours; is vomiting or has diarrhea or has had either within 24 hours; has a discolored (yellow to green) nasal discharge; has head lice or nits (must have been treated to return); has pink eye must have doctor's note to return.
13. All students are covered by an Archdiocesan insurance policy from the time they arrive at school until they leave campus. This policy is a secondary policy. If your child is injured at school, contact the school office immediately so that the forms may be processed.
14. Visitors must sign in and obtain a pass at the school office. Students from other schools are not allowed on the grounds during school hours unless they have permission from the principal.
15. Parent volunteers should sign in at the office. The Co-Op recruits volunteers at the beginning of the school year. All volunteers must complete the Archdiocesan Volunteer Form (tan form) and Safe Environment.
16. Fire drills are conducted at regular intervals as required by the Department of Safety. Other crisis drills, such as tornado and lock downs, are also conducted periodically.
17. St. Angela Merici Crisis Response Plan will be instituted as necessary.
18. When the Archdiocese announces a school emergency closing, all archdiocesan schools must comply. The official media announcements are made on radio station WWL-87 AM and local television channels. School Reach messages will be sent.
19. Evacuation of campus: In the event the campus must be evacuated, teachers remain with the students until parent pick up. Location will be communicated.
20. The school office is open from 7:30 a.m.-4:00 p.m. on school days. Summer hours are announce in May.

ATTENDANCE POLICIES

School hours are 8:10 a.m. to 3:10 p.m. Students are considered tardy unless they are seated in the gym by 8:10 a.m.

Absences

- By law, attendance at school for all children between the ages of 7 and 16 is compulsory. Students must be present a minimum of 160 days to be eligible for promotion. A student who is absent more than 20 days may be retained or required to attend summer school.

- To comply with the daily required minutes of instructional time required by the State of LA, in order for students to be marked as present for the day, a student can leave no earlier than 11:30 a.m. or arrive no later than 10:25 a.m.
- If a student is absent, parents are requested to call the office by 9:30 a.m. Homework may be picked up on the current school day after 3:05 if it is requested before 9:30 a.m. It is the responsibility of the student to obtain and complete assignments covered during his/her absence.
- A student who is absent one day should be prepared to take missed quizzes, tests, or exams the following day. A student who is absent more than one day should be prepared to make up work within a reasonable amount of time. Teachers will make every effort to make up work within three days.
- A student who is absent five or more days or a student who had a contagious disease must present a doctor's release to the office/homeroom teacher to be admitted to school.
- An excused absence is a result of sickness, medical appointment, family emergency, etc.
- Any student that knows he/she will be absent due to personal or family matters must advise the teacher and administration of the absence in writing as soon as possible. Arrangements regarding the completion of missed assignments/tests/exams will be at the discretion of the teacher and administration.
- Truancy occurs when the student misses one or more classes without the permission of parents or school authorities. Work missed may not be made up; the student will receive an F in any graded work, tests, etc. The student may be liable for additional consequences.

Tardiness

- Students arriving after 8:10 are must check-in at the office accompanied by an adult and brought back to morning meeting or their class.
- If a student has excessive tardiness, parents will be contacted to explore ways to resolve the issue.
- Excessive tardiness may affect attendance

Student Checkout

- All students leaving campus must be signed out through the school office.
- Once at school, a student may not leave the school grounds unless checked out by a parent or other adult listed in his/her Emergency Contact Information. If a court order prohibits a parent from checking out a student, legal papers must be on file in the counselor's office.
- Students should be notified in advance of their check out procedure each day. If an emergency occurs and there is a change in dismissal for the day, please notify the office as soon as possible. We cannot guarantee changes made after 2:30 p.m. can be properly communicated to the child's teacher. Please make every effort to confirm dismissal procedures each day with you child/ren prior to arriving at school.
- Students will be released only to those adults listed on the Emergency Contact Information form. In case of illness or emergency, the school office starts notification with the first name listed and proceeds down the list. It is the responsibility of the parent/guardian to indicate which parent should be called first if a different order should be followed.
- Parents should could the Emergency Contact Information form up to date with phone numbers.

ARRIVAL AND DISMISSAL POLICIES

Car Line Policy

- Teachers will dismiss students from the designated area.
- For the safety of all students, state law requires drivers refrain from talking on cell phones in the car line.

- If a student is not waiting outside when their car arrives, the driver will be instructed to park until student can be located.
- Any student remaining in the designated areas at 3:45 p.m. will be taken to After School Care. Once your child is registered in After School Care, you will be charged the assessed rate regardless of the time the child is in After School Care.
- Students must be signed out of After School Care by a parent or guardian before being released.

Bicycle Riders and Walkers

- Students who choose to ride a bicycle or walk to school must present the principal with a signed and dated parental note giving permission to ride a bicycle or walk to school.
- Bicycle riders and walkers are to wait in the designated area until released by the teacher.

Bus Service

- Parish buses are controlled by the Jefferson Parish School Board. These buses serve students
- Pre-K 4 (and at least 4 years old) through 7th grade who reside within the physical boundaries of St. Angela Merici Parish and live more than one mile from school.
- Discipline issues on any bus should be immediately brought to the attention of the Assistant Principal. Repeated discipline problems on the bus will result in suspension or termination of bus privileges.
- If bus service is cancelled for unforeseen circumstance, students will call home and wait in After School Care at no charge.

Emergency Dismissal Policy

St. Angela Merici will follow the same decision of closure as the public school system of Jefferson Parish. This is to facilitate the transportation for the students. The announcement concerning emergency closures will be broadcasted on all local television stations in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school. If early dismissal should occur, parents of children who would normally ride the bus home need to make immediate arrangements for the care of their children once they have been dropped off at the bus stop. Parents of children who are car riders should make immediate arrangements to pick up their children.

Please be advised of the following procedures for severe weather dismissal:

- The school buses will attempt to run their regular routes. Bus drivers will make sure that students get into their houses before leaving. If a student cannot get into the house, the student will be returned to school and sent to After School Care.
- Regular car line dismissal procedures will be followed if possible. Any student not picked up will be sent to After School Care.
- Students normally sent to After School Care will be directed to After School Care unless the parent makes other arrangements.
- Any parent/guardian that decides to check out a student before dismissal or official closing needs to follow the regular check-out procedure. The school supports the parents' concerns for student safety and urges all parents to do what they think is best.
- Students will not be left unsupervised at school. However, we ask that any parent not able to pick up his/her child/ren make alternate arrangements as soon as possible, so that school staff can get home to their families.

Before and After School Care Services

- Before and After School Care is available for St. Angela Merici School from 7:00 a.m. to 6 p.m. at a nominal fee to be paid on a regular basis. These fees may be paid daily, weekly or monthly.
- Registration for after school care is required prior to using the service. We encourage all parents to register for the service.
- For grades 1st through 7th the first 45 minutes are used for quiet homework or reading time. Students should always bring a book in the event they have no home work.
- Additional fees are assessed for students who remain after 5:45 p.m.
- Students must be signed out of After School Care by a parent or designated adult listed on the Emergency Contact List for that student.

Cafeteria

- Students are provided lunch by Archdiocesan Food Services.
- The lunch menu is published monthly on PlusPortal.
- Students pay for lunch through the Archdiocese. Any overage in the account will be returned at the end of the year to students not returning to St. Angela Merici. www.schoolcafe.org
- All students must eat lunch with either a cafeteria lunch or a lunch from home.
- The cafeteria/school office cannot loan lunch money. Students without lunch money will call a parent to bring him/her money or a lunch.
- White/chocolate milk is served with lunch. Juice or bottled water may be purchased separately.
- Students allergic to milk may receive juice if they submit a doctor's note to the cafeteria manager.
- Soft drinks and/or fast food are not allowed in accordance with federal regulations.
- Parents are welcome to eat lunch with their child especially on his/her birthday. Parents may purchase a lunch, with advanced notice and cash payment, or bring a bag lunch from home. Fast food items are not permitted in accordance with federal regulations.

DISCIPLINE

Discipline comes from the Latin word “discere,” which means “to acquire knowledge and learn.” With this in mind the focus of discipline at St. Angela Merici School is always to lead students to learn self-discipline, as well as respect for self and others. St. Angela Merici is committed to building self-discipline as students grow, mature and learn. The purpose of our discipline is to promote and establish an environment within the school's faith community by which students, teachers, and parents develop understanding, trust, and respect for one another. This atmosphere needs to be created through mutual sharing of Christian values, love and concern by all members of the school community. The ultimate goal is to establish in each child self-respect, self-discipline, love, and understanding.

Students are responsible for demonstrating appropriate actions and behaviors at all times. Those choosing not to comply with classroom and school practices and policies will face consequence in order to ensure the safety and learning of all the students. Teachers will provide consistent and reasonable consequence to behavior. Students are expected to maintain these behaviors not only in the classroom , but in any school sponsored activity including athletics and field trips.

Administration and faculty will implement a tier system of discipline. The first tier will include a conversation between faculty and student. Second, parent communication using the student's agenda will take place. Points will be taken off of the conduct grade. The third tier may result in a detention.

Students are taught what behavior is expected of them in each area of the school. A student's conduct grade on their report card is directly impacted by their discipline record in class and on campus. Individual classroom rules and management plans will be outlined in your teacher's first day packet and will be explained to parents at Open House. Middle school students will use a student planner to track their behavior. **Student planners must be signed by a parent/guardian at the end of the week.**

Expected Behavior at School

- No student, whether accompanied by a parent or not, is allowed in the classrooms before school, during lunchtime, or after school without teacher supervision.
- Quiet is expected after the bell rings in the morning and after each recess.
- Silence is expected during prayers and announcements.
- Students need teacher permission to be in the restrooms.
- Electronic equipment/devices, personal toys, and games are not to be brought to school.
- Students are not allowed to carry or use cell phones during the school day. Cell phones that go off or are used during school hours will be held in the office to be picked up by a parent.
- Inappropriate language, gestures, or drawings are not to be used at school.
- Threatening language, profanity, bullying or cyber-bullying against the school, teachers, students or staff will not be tolerated.
- Destruction of school property will not be tolerated.
- The following will be considered serious violations and may result in disciplinary action including, but not limited to suspension, expulsion, contacting the police, etc., which the school administration decides to impose:
 - A. Showing disrespect to God, the Church, or Country
 - B. Showing disrespect for other people
 - C. Vandalizing or stealing property
 - D. Violating other students' rights

Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Any student caught plagiarizing will face academic and disciplinary consequences.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work

Source: "What is Plagiarism?" *Plagiarism.org*. iParadigms, n.d. June 16, 2014

Detention

Detention may be assigned by any teacher when a student's infraction of the rules is serious, when students fail to comply with initial consequences, or when a student exhibits chronic behavior problems. The teacher assigning detention is responsible for assigning work, notifying and assuring that the parents are aware that the student is being detained at least one day in advance, and notifying the office. Detentions may be held before or after school.

Disciplinary Probation

This is assigned by the principal or his/designee for very serious offenses, an accumulation of offenses, or when the student earns lower than a "70" in conduct for the quarter. The student's parent or guardian

will be notified in writing. Students on probation may not participate in any school activity without expressed permission from the principal. Students who are not removed from probation may be asked to withdraw from school.

Suspension

Suspension may be served in-school or out-of-school. If the student is serving an in-school suspension, the student is removed from the regular class setting and placed in a supervised environment for the entire length of the suspension period. During suspension, all academic assignments, tests, etc. are completed by the student. While a student is suspended, that student is placed on probation, and he/she may not attend or participate in any extracurricular activities/sports. A student who receives three suspensions is liable for an expulsion.

Expulsion

Expulsion results in permanent separation from St. Angela Merici School. It may occur after a single severe infraction or upon the accumulation of several detentions.

All members of the St. Angela Merici community are expected to act in a civil and courteous manner towards one another. An environment of mutual respect must prevail for parents, teachers, coaches and students to effectively work together. Inappropriate or derogatory e-mails or comments on social networking sites destroy morale, reflect poorly on the school and negatively impact our school community. Thus, we expect all members of the St. Angela Merici family to behave, communicate, and interact with another in a manner that reflects good sportsmanship and our Christian values. Failure to do so may result in immediate dismissal from the school and/or not asking the student to return.

ANTI-BULLYING POLICY

Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to nurture generations that are cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Catholic Truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Catholic atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affects the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself”. (Matthew 22:39) Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, but are not limited to:

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

Reporting Bullying

The principal or the principal’s designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal’s designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Written punish work
- Loss of Privileges
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;

- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

May 20, 2013 (http://www.arch-no.org/safe_environment)

STUDENT DRESS

Schiro's is the official uniform provider of St. Angela Merici School		
GRADE	GIRLS	BOYS
PK-3 and PK 4	Smock Dress and bloomers White crew socks Shoes: Footmates (If the student's size is below 8.5, the Navy Danielle will be allowed. School Issue "Navy Prodigy" Stride Right "Navy Carla" Optional Dress 2014-15 PK T-shirt and plaid school shorts Cold weather: Navy leggings may be worn under dress.	PK T-Shirt Navy blue elastic waist short or pants White crew socks Shoes: All black, all leather tennis shoe; no patent leather
Kindergarten and 1	Regulation plaid jumper or shorts White short or long sleeve blouse, pointed or round collar White crew socks Shoes: KEDS navy and white saddle oxford tennis shoe. Kindergarten option: Solid Navy Mary Janes with dark sole	Light Blue SAM knit shirt, long or short sleeve Navy blue pleated short or long pant with pockets Navy or black belt with buckle White crew socks Shoes All black all leather tennis shoe; no patent leather
2-3	Regulation plaid jumper Regulation plaid shorts on T-shirt days White short or long sleeve blouse, pointed or round collar White crew socks Shoes: KEDS navy and white saddle oxford tennis shoe	Light Blue SAM knit shirt, long or short sleeve Navy blue short or long pants with pockets and belt loops Navy or black belt with buckle White crew socks Shoes: All black all leather tennis shoe; no patent leather
4-7	Regulation plaid skirt School navy blue PE shorts White short or long sleeve blouse, pointed or round collar White crew socks Shoes: KEDS navy and white saddle oxford tennis shoe; after size 6, navy saddle shoe available at Ponseti's or Schiro's	Light Blue SAM knit shirt, long or short sleeve Navy blue short or long pants with pockets and belt loops Navy or black belt with buckle White crew socks Shoes: All black all leather tennis shoe; no patent leather

NOTE: All students may wear the SAM sweatshirt or Schiro's navy cardigan.

Girls may wear ribbons and headbands in the school colors. Please label all apparel.

St. Angela Uniform

The uniform must be worn with respect at all times. Students are to adhere to the following regulations:

1. Shirt tails must be tucked in while on campus.
2. Skirt lengths must be appropriate and of modest length for a Catholic school. The hem length cannot be more than 3 inches above the back crease line of the knee.
3. T-shirts worn under the uniform shirt/blouse must be a solid white short-sleeved T-shirt.

If there is a special situation which would prevent a student from wearing any part of his or her uniform, the student must bring a note from home explaining the situation. This note must be brought to the school office before school and approved by the principal or his/her designee.

Out of Uniform/Spirit Attire

Students may dress out of uniform some days to raise funds for certain school clubs/activities or for celebrating certain events. The cost will be announced and will not exceed \$1.00. Students who participate may wear jeans (no shorts or capris) school shoes/tennis shoes with socks (unless otherwise specified) and a designated shirt.

In warmer weather, the administration will announce when St. Angela Merici School shorts may be substituted for jeans. These shorts can be purchased at Schiro's and must have the St. Angela logo.

Appropriate attire will be explained prior to each out of uniform/spirit day.

Cold Weather

The St. Angela Merici sweatshirt or navy St. Angela Merici sweater is worn first over the uniform shirt or blouse. On colder days, appropriate jackets and coats may be worn over the school sweatshirt/sweater outdoors. St. Angela Merici fleece may also be worn in the building.

Girls may wear navy or white stockings, leggings, or tights in cold weather with white socks on top. No sweatpants are allowed.

Hair and Cosmetics

Hair styles should be neat and clean; no extreme hairstyles for girls or boys.

Bangs must be above the eyebrow.

Boys' hair should not extend beyond the top of the collar or top of the ear.

Coloring hair (highlights, streaks, bleaching, sun-in) is not acceptable.

Makeup and nail polish are not allowed.

Seasonal hair ornaments may be worn two weeks prior to holidays.

Jewelry

Wristwatches, religious medals on a chain worn under the blouse/shirt, and medical alert bracelets or medallions are permissible.

Girls may wear earrings (no larger than 5mm, no hoops or dangles, no more than one earring in each lobe, earrings must be identical). No facial or body piercings allowed.

Jewelry worn not meeting the guidelines will be sent to the office and will be released to the student's parent.

FINANCIAL OBLIGATIONS

Payment of Tuition and Fees

In order for your child to be considered registered, you must fill out a registration form and pay the registration fee. If your child is accepted, this fee becomes non-refundable.

In order for your child to begin the school year, your tuition and fees must be paid in full by the first day of school. Tuition and other fees may be paid in one of two methods:

- **Lump Sum Payment** - Payment in full by check or money order.
- **Loans** - Gulf Coast Bank will provide loans to parents who want to finance all or part of their children's education.

Defaulted Payments

It is the responsibility of the parents to be sure that all payments are paid on time to the bank/school and that the school is kept informed about the current tuition status. In the event of a defaulted school loan, the entire balance is due immediately to the school. Additionally, a bank loan for school tuition may not be allowed for the ensuing school years.

If tuition payment is not current or the loan is charged back to the school, your child(ren) will not be administered quarterly exams, tests, grades, report cards, and/or will not be able to attend school or enroll for the next school year until the situation is resolved. The final decision is left to the discretion of the administration.

NSF Checks

All checks returned to St. Angela because of insufficient funds will have an additional \$30.00 charge. Additionally, any future payments to the school will be required to be paid by certified check or money order.

Divorced Parents

The domiciliary parent of the student is held fully responsible for the entire amount of tuition and fees.

Financial Hardship

If parents are experiencing financial hardship, they must contact the Principal immediately, before penalties are incurred.

Student Withdrawal/Tuition Refund Policy

Steps to withdrawing a student are as follows:

- Notify the school as soon as possible of the last day of attendance.
- Submit a brief letter in writing, stating the reason for withdrawal.
- Return all school property, textbooks, library books, etc.
- Clear all financial obligations including library, before/after school care fees, etc.

Upon withdrawal, school tuition is refunded on a pro-rated basis as follows:

1. between August 1 and the 1st full day of school ---- tuition only less any administration costs
2. within the 1st 9 weeks ---- 70% tuition
3. within the 2nd 9 weeks ---- 50% tuition
4. within the 3rd 9 weeks ---- 30% tuition
5. within the 4th 9 weeks ---- no refund

REGISTRATION FEES AND OTHER FEES ARE NON-REFUNDABLE

FIELDTRIPS

Field trips are part of the learning process, but participation may be denied to a student if he/she fails to meet behavioral requirements. Catholic Mutual Insurance permission form stating the specifics of the outing must be completed and returned with payment no later than the day specified on the permission form. Hand written notes giving permission will not be accepted. Each student must have his/her own permission form and separate check for payment.

Chaperones are selected and contacted by the teacher. A volunteer form must be on file in the office. Only adult chaperones can attend field trips. Other children/siblings are not allowed on field trips. Unless otherwise noted, students may not bring money on a field trip. Students may not enter gift shops or snack areas while on a field trip. Parent chaperones may not bring students into gift shops or snack areas and may not purchase items for students.

No student has permission to leave a field trip with any individual. All students must return to school for dismissal. In the rare circumstance an exception is warranted, permission must be granted from the administration. A student who elects not to attend or is withheld from a field trip on a school day may be required to attend school or may be required to stay home and complete teacher made assignments. The student will be counted as an unexcused absence for that day. Refunds for field trips cannot be given even if the field trip is cancelled.

Parent Volunteers for Field Trips and Special Events

In accordance with the Archdiocese of New Orleans all volunteers and chaperones must attend the Safe Environment Training Program every three years and have a background check provide by the school and on file in the school office.

Parents who are designated as the emergency driver must fill out a Catholic Mutual Driver's form for proof of adequate insurance (\$300,000.00 / \$100,000.00). A copy of the parent's driver's license, insurance card and the completed Driver's form are needed before the field trip. Every effort is made to provide opportunities for parents to participate in class and school activities. The trip facility, teacher, and administration determine the number of volunteers for school and class activities as well as the number of chaperones for field trips.

Chaperones may not bring siblings to school or on field trips or special events and may not ride on school buses provided for the field trip. Chaperones are responsible for the safety of our school children and are required to follow the directives of the teacher, the school, and the trip facility.

Young Siblings at School

Siblings brought to school by parents are considered the responsibility of the parent and must be under the parent's direct direction at all times. The parent may not act in a chaperone capacity with younger siblings present.

Publicity

Our students prove to be the greatest ambassadors for the kind of quality education that St. Angela Merici has to offer. As a result, the school often publishes examples of student work, photographs of individual students, or photographs of student groups. Student photos and/or work may also be used on educational

displays, promotional materials, videos, slideshows, and on the school's web site. Your signature on this handbook is an agreement to this policy.

If you do not wish to have your child or any of his/her accomplishments featured in press releases, photographs, promotional materials, videos, slide show presentations, etc. generated by St. Angela Merici School, you are asked to immediately notify the school administration in writing of your request.

ARCHDIOCESAN/LOUISIANA MANDATES

Search and Seizure

The school reserves the right to search students' belongings periodically for neatness and/or maintaining discipline and order. School officials are also empowered to conduct reasonable searches of a particular student, student's belongings and school property when there is a reasonable belief that the student may be in possession of materials (contraband, illegal objects or substances, stolen property) in violation of school rules or state law.

Community Awareness

Upon receipt of any notification that a sex offender lives within one mile of a school, in accord with Louisiana law, a principal must post the defendant's name, address, and the crime for which he was convicted in conspicuous areas of the school. Additionally, to the extent that the school is informed through the receipt of a picture from the offender what he or she looks like, it would be prudent to inform staff, teachers and administrators of the likeness of this individual in an attempt to protect the students and avoid any harm to them. Upon receipt of such information, the principal will post it on the bulletin board in the teacher's work area across from the school office. Parents are welcome to check the board periodically for such information.

Firearms-Act

Amendment of R.S. 14:95.2 (Pertains to firearms)

R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or non-student, is subject to a maximum penalty to imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course of activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be

issued a misdemeanor summons and, upon conviction, fined not more than \$500 or sentenced to not more than 40 hours of community service or both.

Possession of Firearms

Act 197 and Act 833 of the regular session of the Louisiana Legislature created the crime of carrying a firearm by a student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus. Possession or use of any object injurious to the student or his/her environment will generally mean a demand of his/her withdrawal from school. (Archdiocesan Handbook of Policy)

AHERA (Asbestos Hazardous Emergency Response Act)

In accordance with AHERA, Asbestos Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$60.00 (which covers the cost of reproduction).

Public Information / Communication Release

The name, voice, and or likeness of our students may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of St. Angela Merici School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans System. These information items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities. No compensation or reimbursement of any kind related to use of this material will be made.

Children of Two Households

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Angela Merici School, will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that 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. Parents who are experiencing special problems of custody or other matters should notify the office at the beginning of each school year. If a non-custodial parent is not allowed to check out a child, or speak to a child, we must be informed. This type of information is best delivered in person to the principal who will in turn inform the staff and teachers. If there is a court order specifying that the non-custodial parent be denied access to the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Substance Abuse

St. Angela Merici School makes every effort to prevent the problems of alcohol and drug (substance) abuse. (A.H.B. #4630) The school participates in many drug abuse awareness programs offered and offers opportunities to develop conflict resolution skills. Students who are found using, passing, or purchasing any drugs, alcohol, or tobacco during school or while in their school uniform outside of regular school hours are subject to severe disciplinary action including expulsion.

Archdiocese of New Orleans

Policy on Responsible Use of Archdiocesan Information Resources

General Statement

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans. The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor. Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

Applicability

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of

the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

Policy

All users of archdiocesan information resources must:

Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the archdiocese's sexual harassment policy; the archdiocese's policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop.

Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans.

Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

Enforcement

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese's e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information - whether deleted or not - may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

**Archdiocese of New Orleans
Science Laboratory Student Safety Guidelines**

TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING
AGREEMENT.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.

17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.

