



STUDENT AND PARENT HANDBOOK 2025-2026

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FOREWORD

As Catholic school students, the students at Carencro Catholic are held to much higher behavior and academic standards. We do all things for the glory of our Lord.

The provisions outlined in this handbook are an agreement between Carencro Catholic School, each student enrolled in the school and their parents/guardians. The administration of Carencro Catholic School has developed these rules and regulations and has tried to anticipate as many problems as possible. The principal will have the authority to use her discretion in whatever new and unusual circumstances may arise that the handbook rules do not precisely apply.

The Carencro Catholic principal, with the approval of the pastor, reserves the right to amend this handbook for just cause, in her judgment. If changes are made, all students and parents will be notified promptly.

MISSION STATEMENT

Carencro Catholic School is an academic community who, through fidelity to the Roman Catholic Faith, strives to witness to the Glory of Jesus Christ and to serve all through spiritual, moral, and academic excellence.

PHILOSOPHY

The Philosophy of Carencro Catholic School includes foremost the ministry expressed in the text *To Teach as Jesus Did*, a publication of the National Conference of Catholic Bishops. This ministry begins to communicate the message of God to our School community, to promote fellowship in the Holy Spirit, and to render services to the community. Beyond that, we must prepare our students academically to be ready to help shape society toward the Christian ideal. Indeed, our school community expects us to develop our student's educational knowledge, skills, attitudes, and values necessary to their present and future well-being.

HISTORY

Carencro Catholic School is a result of the dreams of a Canadian priest, **Father A.B. Laforet** and **Saint Katharine Drexel**. **Father Laforet** brought sisters of the **Order of Mount Carmel** to **Carencro** in 1897, opening **St. Anne's Convent school** to educate the children of St. Peter's parish. Carmelite nuns staffed the school in various locations until 1963, when **Father A.M. Wassler**, pastor of St. Peter's Church, opened **St. Pierre School**. 'Pierre' is 'Peter' in French. A number of sisters remained affiliated with the school until the early 1970's. (St. John of the Cross, St. Teresa of Avila, and St. Therese of Lisieux were Carmelites.) Our Front Office building, classrooms and cafeteria were part of St. Pierre school. *St. Anne's Chapel* is dedicated to the memory of the nuns who started Catholic education in Carencro, and the *Monsignor Wassler Library* honors the founder of St. Pierre School. **St. Katharine Drexel** was born to a wealthy family in Philadelphia in 1855. On a trip to the western United States, the sight of Black and Native American children living and working in poverty touched her. She devoted the remainder of her life and fortune to helping them. She founded the order of the Sisters of the Blessed Sacrament, and worked to open more than 60 rural schools for children across the U.S. She founded Xavier University in New Orleans. In 1924 and 1926, Mother Katharine Drexel opened two schools for Black and Native American children in the Carencro area. The two schools eventually moved to the property behind Our Lady of Assumption church and operated as **Our Lady of the Assumption School**, staffed by the Sisters of the Blessed Sacrament. The school merged with St. Pierre School in 1971 and St. Pierre School was renamed **Carencro Catholic School**. Canonized in 2000, St. Katharine's feast day is March 3. The *St. Katharine Drexel Memorial Garden* near the school gym honors deceased graduates of CCS. We celebrate Mass here on campus with **Father Wassler's chalice** created for St. Pierre school. The chalice is decorated with an upside-down cross, a key and his Monsignor's chapeau or biretta. The upside-down cross ties the school to St. Peter's church parish. St. Peter was crucified upside down – he did not think himself worthy to be crucified in the way that Christ was.

ADMISSIONS POLICY

The Admissions Policy of Carencro Catholic School is that of the Diocese of Lafayette for all Catholic Schools:

Carencro Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of Carencro Catholic 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 Carencro Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Carencro Catholic 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. Carencro Catholic 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

- a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or
- 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.

PROCEDURES FOR ADDRESSING CONCERNS

Carencro Catholic School administration, faculty and staff want to provide the safest environment for our students to grow and develop. To ensure that all concerns are heard and followed up we ask that the following steps be taken:

STEP 1	Contact your child's teacher or staff member supervising your child when an issue has occurred by email
STEP 2	Schedule a conference (in-person or phone) with the teacher or staff member
STEP 3	Contact the principal (phone or email) to request a conference to discuss the situation if it is not resolved by the teacher or staff member
STEP 4	If, after an attempt is made to resolve the concern and both parties cannot agree, the pastor may be contacted in writing to request a meeting.

RENWEB USAGE

Carencro Catholic School prohibits the use of our password protected RenWeb database for personal or business profit. Mass emails can only be generated by the school and are intended to benefit our parents and students by providing school related information only.

STEPS FOR CHECKING RENWEB

Parents can log into Renweb to check grades and homework using the following steps:

1. Go to factsmgt.com
2. Click the Family Log In tab
3. Choose FACTS Family Portal from the dropdown menu
4. Type in our District Code: CCS-LA
5. Click the Login box
6. Type in your username and password
7. To access grades, homework, etc., click on Student on the left side of the screen.

TUITION AND FEES POLICY

REGISTRATION FEE

The registration and technology fee is due at the time of registration of each school year. These fees are NOT REFUNDABLE for any reason.

TUITION

Tuition must be pre-paid in full or a mandatory monthly installment tuition plan will be implemented, managed by FACTS by June 1st. A family's monthly installment plan must be completed by May 15th.

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. 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.

SCHOOL FEES

All fees are paid at the time of registration or by the due date listed below:

FEE	DUE DATE
Registration/Technology	December (at the time of registration)
Facilities	July 1
Church Parish	July 1
Classroom/Supply Fee	August 1
Annual Fundraising Fee (Sader Social)	Oct. 1
8th Grade Fee	December 1

Fees are non-refundable once the school year begins. All payments must be made through FACTS Tuition Management.

DELINQUENT TUITION AND FEES POLICY

In the event a payment under a monthly tuition plan is delinquent, then the following options rest with the school:

1. A late fee of \$10 **will be** assessed once the account is 10 days past due.
2. An account delinquent 15 days or more will prohibit the student from participating in extracurricular activities.
3. An account delinquent 45 days or more will result in dismissal.

Updated 5/29/2025

4. Delinquent fees will be assessed over a 2 month period in addition to monthly tuition payments.

RETURN PAYMENT POLICY

Any and all returned payments to the school for insufficient funds, account closed, etc will incur a handling fee.

TUITION REFUND POLICY

If a parent removes their child from Carencro Catholic School for any reason the tuition cost will be adjusted for the quarter and a refund will be made for the balance. In addition, the tuition agreement will be canceled.

There shall be a contractual agreement between Carencro Catholic School (the school) and the parents where, for educational services, the parents agree to compensate the school for a specific fee. Within the terms of the contract, it is understood that educational records may be withheld should the parents fail to fulfill their obligation to the school.

If a student leaves CCS:

1. during the first quarter, $\frac{1}{4}$ of the annual tuition shall be payable.
2. during the second quarter, $\frac{1}{2}$ of the annual tuition shall be payable.
3. during the third quarter, $\frac{3}{4}$ of the annual tuition shall be payable.
4. during the fourth quarter the full year shall be payable.

BUSINESS OFFICE PROCEDURES

The business office will be open during school hours from 7:25 a.m. – 3:10 p.m. on most days. We will make every effort to be available to the parents and any other person needing assistance.

However, parents who wish to have a conference with the principal or other support staff must phone ahead and make an appointment in order to avoid scheduling conflicts or an unnecessary trip to the school. In most cases, the appointment can be made through the school secretary.

SCHOOL SAFETY

SAFE ENVIRONMENT CERTIFICATION

The Diocese of Lafayette, under mandate from the Bishop, requires parents and other volunteers who have any contact with minors be trained in the Diocese's Safe Environment Program.

Training/Recertification is required on an annual basis. All parents should contact the school's Safe Environment Coordinator, Meagan Bergeron, for information on the in-person initial training and yearly Virtus recertification. Employees, as well as volunteer coaches, must go through the same training in addition to undergoing an FBI criminal history check.

Parents must be recertified each year in order to continue volunteering or chaperoning. This can be done online through the Virtus website once the initial training has taken place.

CCS Safe Environment Coordinator: Megean Bergeron (mbergeron@carencatholic.org)

VISITORS ON SCHOOL CAMPUS

Parents are always welcome to visit the school campus. In order to maintain the safety of our students, CCS is a closed campus and must account for all visitors. A valid driver's license is required to be presented in the office before permission to enter campus will be granted. All visitors must sign in at the front office.

If custody issues arise, it is the parents responsibility to contact the office and provide legal documentation.

Parents are not allowed to observe their child's class during instructional time.

VISITOR CHECK-IN

- All parents and visitors **MUST** sign in at the Front Office
- Must wear a "Visitor" tag throughout the entire time on campus
- You must have an appointment and be escorted to the classroom or administrative office you are visiting.

LUNCH VISITOR

- If you are coming to eat lunch with your child(ren), you must sign in at the Front Office and receive a "Lunch" tag.
- Lunch visitors will not be allowed until Quarter 2 to allow students of all ages to adjust to the new school year and routines.
- You are only allowed to go to the lunch room.
- You must sit with only your child(ren) at the reserved visitor table.

Updated 5/29/2025

CLASSROOM VISITOR

- If you are coming to volunteer with a classroom, you must sign in at the Front Office and receive a “Visitor” tag.
- The Front Office will notify the teacher of your arrival.
- You must have an appointment and be escorted to the classroom.
- You are only allowed to go to the approved classroom.

EVENT VISITOR

- For school-wide events hosted in the gym, including school Mass, the gate nearest the gym entrance will be opened and monitored by school staff 15 minutes prior to the start of the event. During the event, the gate will be closed and locked to ensure the safety of our campus.
- If you need to speak to a teacher or go anywhere else on campus, you must return to the Front Office for clearance and a new tag. ALL visitors must sign out before leaving campus.
- Students from any other school and all former Carencro Catholic School students may NOT visit the school campus unless invited or accompanied by an adult. They must also make an appointment.
- Carencro Catholic School students should always greet visiting guests in a friendly manner.

****Our students should never hesitate to report immediately to the teacher or principal any strangers they see on campus, whether adults or other children.****

ATTENDANCE POLICY

Students should attend school 178 days a year. The State of Louisiana Office of Truancy mandates 160 days of attendance for all students grades 1-8. Students missing more than 20 unexcused days will not be promoted to the next grade. Class work and tests missed because of authorized absences may be made up. Class work missed because of unauthorized absences can only be made up after hours or at recess. Tests missed during unauthorized absences may only be made up at the sole discretion of the teacher. Doctor's excuses must be sent to school within 3 days for absence to be counted as excused. Excuses will NOT be granted for oversleeping. Students must be present at school for a full day to be allowed to participate in ANY athletic or extracurricular activities for that day unless they have a valid doctor excuse. **Students must complete missing work the following day for unexcused absences.**

A Perfect Attendance Award is given only to students who are present 178 Full Days (7:50am – 2:50p.m.) .

Updated 5/29/2025

- Coupons or passes will result in an excused absence, but may not be used for Perfect Attendance.

An automatic email will be sent to parents through RenWeb when students miss 5, 10, and 15 days.

TARDIES

TIME: A child is marked tardy immediately following the 7:50 AM bell

LOCATION: Must enter and check-in through the Front Office

- To be considered on time for school, students must be in their homeroom class by 7:50 a.m.
- Students checking in after 9:30 a.m. will be considered a 1/2 day absent.
- Students checking in after 1:30 p.m. will be considered a full day absent.
- 4 unexcused tardies will result in a full day absent.
- Tardies will only be excused with a note from a doctor or when school administration excuses tardiness because of severe weather or traffic problems.

Tardy students can be a distraction to the learning process and to orderly classroom management.

CHECKING OUT

TIME: Any time before 2:30 PM

LOCATION: Front Office

- Students checking out before 2:30 p.m. will be counted as 1/2 day absent.
- Checking out after 2:30 p.m. will be recorded as tardy.
- Lateness due to weather conditions or bus failure will not be marked tardy.

SUSPENSIONS

- Any student missing school due to a suspension, will be considered as an unexcused absence.
- Grades for classwork will not be accepted from absences due to suspension. It is in the best interest of the student to complete the work in preparation for future learning.
- Tests will be taken upon return, but students will receive a maximum score of 75%. The student has 3 days to make up tests upon return.

MAKE-UP WORK

- Students have 3 days to complete any missed assignments or tests for excused absences.
- **Students must complete missing work the following day for unexcused absences.**
- It is the student's and parent's responsibility to reach out to the teacher for makeup work when a student is absent.

Updated 5/29/2025

- Students participating in extracurricular activities during the school day are responsible for completing missed classroom work/assignments **before the event or** within two days of returning.

MEDICAL POLICY

In keeping our students safe and healthy, students who are not at school due to illness will not be able to attend school parties, field trips, or other school functions until they have returned to school. Students should not return to school until they are not contagious, not running a fever (100.4) for 24 hours WITHOUT Tylenol/Motrin, vomit free, and all symptoms are gone.

Students who have vomited two times or have a fever of 100.4 will be sent home and the above policy will be followed.

As a general rule, medications are not to be given at school. Because we know that special circumstances exist for students with health problems that can be of a long duration and might require medication during school hours, the following policy will be strictly enforced and observed:

1. Students must have a statement signed by a physician giving the name of the drug, the dosage of the drug, and the times for administration of the medication. These statement forms are available in the school office.
2. A statement must also be signed by the parent or legal guardian of the student, requesting that the medication be administered at school.
3. The medication must be brought to school and picked up by the parent or legal guardian. Students will NOT be allowed to have ANY medication in their possession on the school campus or in the school bus.
4. Medication must be in the original container labeled by the pharmacy or physician. This includes “over the counter” medications, such as “Tylenol”.
5. Medication is to be administered by the one authorized by the principal and only after ALL the above regulations have been followed.
6. All medications are subject to these regulations, including “over the counter” medications, such as, but not limited to: Tylenol, aspirin, cough drops and syrups, eye drops, Pepto-Bismol, Calamine Lotion.

If an accident happens on campus, the witnessing party will administer First-Aid and complete an incident report if needed.

IMMUNIZATION RECORDS

All students are to have their immunization records in their school files attesting to their immunization from contagious diseases as prescribed by civil law.

Regulation: Conform to Bulletin 741, Non-public School Standards

Mrs. Sandy Romero accesses students records via LINKS.

Updated 5/29/2025

FOOD AND NUTRITION

FOOD AND NUTRITION SERVICES – DIOCESE OF LAFAYETTE

School Lunch

Food and Nutrition Services of the Diocese of Lafayette is dedicated to nourishing your child while they are at school. We provide top quality, nutritious meals to children in a Christian environment. The Food and Nutrition Services Program operates the United States Department of Agriculture's National School Lunch Program, which offers balanced, nutritionally sound meals that meet USDA meal pattern requirements, at a low cost to families.

We strongly encourage your child to eat in the cafeteria and participate in the school meal experience. Every meal served meets rigorous meal planning requirements and includes proteins, whole grains, a variety of fruits and vegetables, and low-fat milk while restricting sodium, saturated fat, and added sugars. Students' exposure to different foods while at school and with their peers can provide an excellent opportunity for nutrition education and practice to try new foods. Children learn lifetime food habits during these early formative years.

Starting with the 2025-2026 school year, pre-kindergarten through eighth grade students can bring their lunch from home without a diet modification form on file.

Students bringing bag lunches from home are required to follow strict adherence to the FNS Bag Lunch Guidelines which can be found on our website: www.fns-dol.org.

Please refer to the Food and Nutrition Services Policy Guidelines page on our website which provides further details about bag lunches in your child's school cafeteria:

Due to student allergies, please do NOT send your child to school with foods containing nuts or peanuts.

Microwaves will not be available to your child while at school. When packing your child's lunch from home, use ice packs or a thermos when appropriate to keep cold foods cold and hot foods hot.

If your child's bag lunch is left at home, your child will be served a meal from the cafeteria. Bag lunches will not be allowed to be dropped off at school once instruction time begins.

Fast food packaging and logos are prohibited in the cafeteria per USDA guidelines.

Students with special dietary requirements can be accommodated by uploading a Diet Modification Form to our website. Even if your child chooses to bring lunch from home, it is highly recommended that a diet modification form is still submitted for all food allergies and intolerances. Please upload a current, completed form to the google form submission page, located on www.fns-dol.org under "Parent Resources." Diet

Modifications must be renewed at the beginning of each school year even though there may not be any changes to your child's dietary needs. It is the Food and Nutrition Services Policy that this form be completed ANNUALLY by parents.

Cafeteria Fees

Federal regulations require that all students and teachers pay for their meals in advance. USDA guidelines indicate that there should be no unpaid meal balances at the end of the school year. Parents can make payments by check or they can go to www.schoolpaymentsolutions.com or myschoolbucks.com to set up an account, monitor their child's lunch account, and make payments. Checks should be made payable to Food and Nutrition Services.

Billing letters are generated on or around the first day of the month by your child's cafeteria manager and are emailed to parents. A second bill is generated on or around the fifteenth day of the month for all students who owe money in their meal accounts and are emailed to parents. A list of all outstanding charges is given to your child's principal on or around the fifteenth day of the month.

School administrators are encouraged to collect any outstanding charges in students' accounts through their online payment system during the month of May. Diocesan policy states that any balance left in a student's account will be rolled over to the following school year. Eighth graders' balance will be rolled into a sibling's account, or if there are no siblings, then a refund is given.

Applications for federally subsidized free or reduced-price lunches for students are distributed yearly. Parents are responsible for filing an application for each child according to instructions and deadlines on the form. The Food and Nutrition Office may authorize the non-payment of cafeteria fees if the circumstance in a particular case warrants action.

Payments should be made one month in advance and can be made at www.myschoolbucks.com and information can be found on the diocesan Food and Nutrition Services (FNS) website at <https://fns-dol.org/>. All questions relative to school food services should be directed to the website or the cafeteria manager at 235-0214. Free and Reduced Price Meal Applications can be completed online at www.myschoolapps.com.

SNACKS

Snacks should be healthy (cheese, fruit, yogurt, etc.) Please refrain from sending/bringing candy, chips, cookies. Snacks may be eaten during recess and trash disposed of properly. Please check for peanuts, tree nuts, manufactured in a facility that processes nuts on snack labels. Remind students not to share snacks or lunches. We are a nut free campus.

APPROVED AND SUGGESTED SNACK LIST

Wheat Thins, Cheez-its, Goldfish crackers, Veggie Straws, animal crackers, graham crackers, Triscuits, popcorn, crackers, pretzels, rice cakes, turkey or beef jerky, Belvita Breakfast Biscuits, fruits and vegetables: (such as apples, bananas, grapes, cantaloupe, strawberries, blueberries, pineapple, celery, cucumber, tomatoes). These will be eaten at room temperature because refrigeration is not available.

WATER BOTTLES

Spill proof water bottles with no straws and only water. Flavoring packets are not allowed.

TRANSPORTATION

MORNING DROP-OFF PROCEDURES

BEFORE SCHOOL CARE

TIME: 6:30 - 7:25 AM

LOCATION: Gym (Computer Lab) Using car rider drop off lane. The door is labeled.

MORNING DROP-OFF / CAR RIDER

TIME: 7:25 to 7:45 AM

NO child should be dropped off without a Faculty member visible and on duty.

Drop-off locations are as follows:

Pre-K3 & siblings	Drop off in Front Office drive (PK3 classroom)
Pre-K4 & Kindergarten	Drop off at gym and report to classroom
Grades 1 through 4	Drop off at gym and report to cafeteria
Grades 5 through 8	Drop off at gym and remain there until bell

AFTERNOON DISMISSAL PROCEDURES

DAILY CAR RIDER DISMISSAL

TIME: 2:50 to 3:10 PM

- All vehicles should have a CCS provided Car Rider Tag visible with the child(ren)'s name written in large, bold, black lettering until the child is in the vehicle.

Updated 5/29/2025

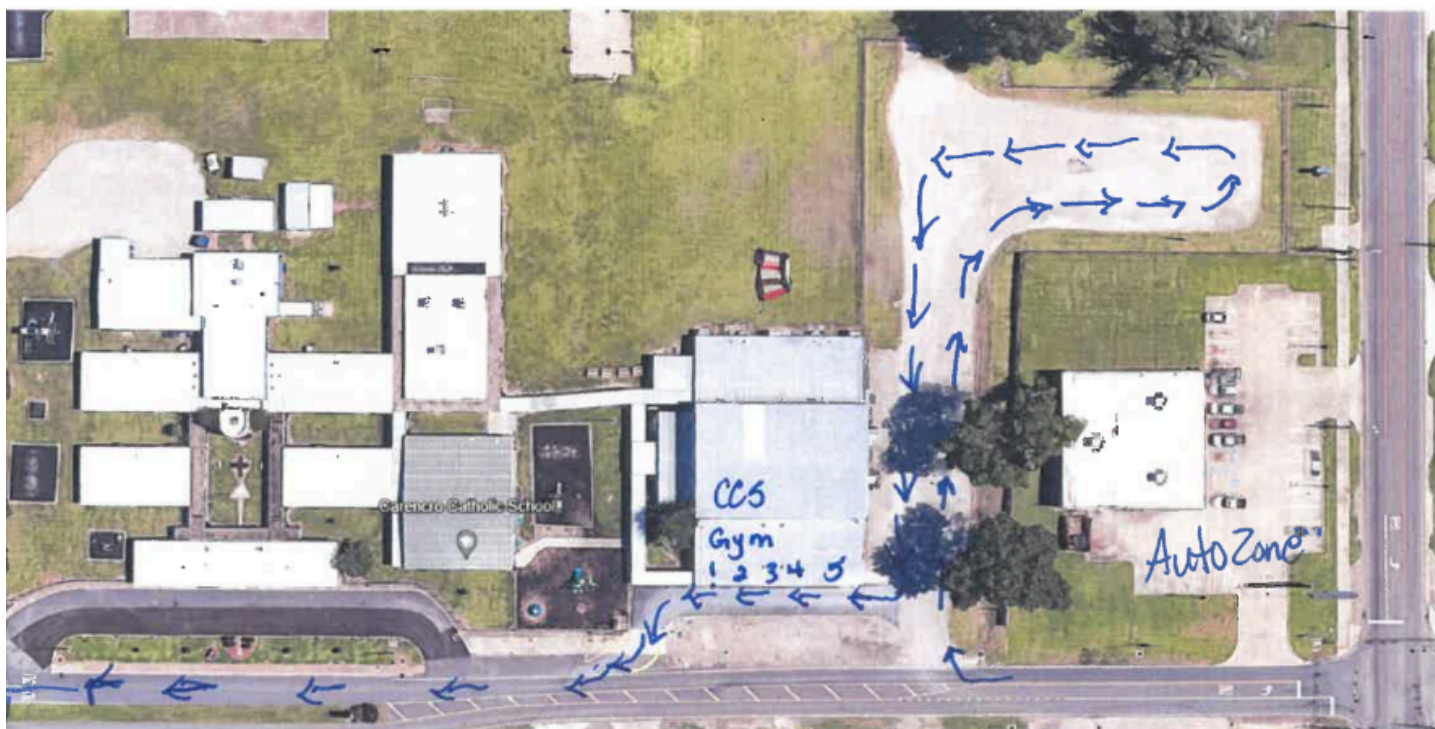
- Parents must remain in their vehicle at all times.
 - If you need to buckle your child, please proceed to the Front Office drive to do so.
- Parents are to use East Saint Peter Street, cross over University and make a right turn into the gym lot for pick up.
 - Do NOT block any roadways at any time.
 - Only RIGHT turns are allowed.
- Any student remaining after 3:10 pm will report to Extended Day

LOCATIONS:

PreK3 & siblings	Pick up in Front Office drive (PK3 classroom)
Grades PreK4 through 8	Pick up at gym

****Students who will be going home a different way than usual must have a note dated and signed by their parents before the principal can approve the change in dismissal. ****





LATE PICK-UP PENALTY

- If your child (children) is picked up after 3:10 PM, and is not enrolled and/or is not in good standing with Extended Day, a \$25 late fee plus \$1 for each additional minute you are late will be assessed in FACTS for late pick-up.

STUDENT WALKER

- A faculty member will escort and release walkers from the gym on St. Peter Street to a parent/guardian.
 - If your child will be a walker every day, a note with parental permission must be kept on file in the office and approved by the Principal.
 - ANY other students walking must have a note indicating EACH specific day they will be walking. If your child is walking home with a “regular” walker, they must have a note from you and the parent of the “regular” walker.

ATHLETIC PRACTICES

- See CCS Athletic Handbook for procedures.
- Student athletes will be allowed to stay for practice and events immediately following dismissal. No siblings will be allowed to stay with athletes. If a student is not picked up within 10 minutes of practice ending, they will go to extended day and a fee will be charged.

STUDENT EXTRACURRICULAR ACTIVITIES

- Students who are participating in any extracurricular activities (clubs, practices, etc.) will be allowed to stay for practice and events immediately following dismissal. No siblings will be allowed to stay with students participating in extracurricular activities. If students are not picked up within 10 minutes of the dismissal time of the activity they will go to extended day and a fee will be charged.

EARLY DISMISSAL

- Half Day - 11:00 AM
 - Follow normal dismissal procedures.

SCHOOL CLOSURE

- Notifications will be sent through email, parent alert, social media and local news stations.
- In response to inclement weather, we will follow the closure of the local civil school board, Lafayette Parish School Board.

DISMISSAL FOR ILLNESS

- No child will be dismissed for illness until contact with and permission of the parent is established through the Front Office.
- Working parents who are not available at home during school hours should leave an emergency number at the school office and with the teacher.
- Students who are sent home due to illness, must not have fever (100.4F) without medications and vomit free for 24 hours prior to returning to school.
- In the case of a serious accident, we reserve the right to call the paramedics and nearest doctor in this kind of emergency.

STUDENT DRESS CODE POLICY

Dress Code policy will be strictly enforced. Enforcing the dress code provides an environment that promotes order, discipline, dignity in dress and mutual respect for peers.


Teachers will do a dress code check every morning and will mark students' agenda.

GIRLS UNIFORM POLICY 2024 - 2025

Item	Color	Style/Comments
Polo Shirt	White, Light Blue, Gray	<ul style="list-style-type: none">• Jersey or Dri-fit.• CCS Crest on left chest.• Must be tucked in at ALL TIMES (unless banded).

Updated 5/29/2025

		<ul style="list-style-type: none"> Uniform shirts MUST be purchased from School Time or gotten from the school swap shop. Bottom two buttons must be buttoned.
Peter Pan Collar Blouse	White only	<ul style="list-style-type: none"> PreK3, PreK4, Kindergarten only; Can only be worn under uniform JUMPERS. NO puffed sleeves.
Undershirt	White only	<ul style="list-style-type: none"> Short sleeves or long sleeves (in winter months). Must be solid. Cannot include any writing.
Underclothes	White or Beige only	<ul style="list-style-type: none"> Camisoles, bras, etc. must be solid in color
Plaid Skirt	CCS Plaid	<ul style="list-style-type: none"> No shorter than 1 inch above the kneecap Must be hemmed MUST wear bloomers or shorts. MUST be worn on all MASS days. Length will be strictly enforced.
Plaid Jumper	CCS Plaid	<ul style="list-style-type: none"> Early Learning- PreK3 through K girls ONLY. No shorter than 1 inch above the kneecap. MUST wear bloomers or shorts. CAN also be worn on MASS days.
Smock Dress	Navy/White Gingham	<ul style="list-style-type: none"> Early Learning- PreK3 through K girls ONLY. No shorter than 1 inch above the kneecap. MUST wear bloomers or shorts. CAN also be worn on MASS days.
Bloomers/shorts	Navy, black, white or CCS Plaid	<ul style="list-style-type: none"> Bloomers or shorts must be worn under skirts, smocked dresses, and jumpers.
Plaid Shorts	CCS Plaid	<ul style="list-style-type: none"> No shorter than 1 inch above the kneecap. Shorts must not be too tight as determined by administration Only PreK3, PreK4, and K may wear elastic waist shorts.
Long Pants	Navy only Only CCS logos are allowed	<ul style="list-style-type: none"> Solid uniform slack with CCS logo above back pocket. Can be worn anytime EXCEPT on Mass days. MUST wear a belt. Must NOT be too tight as determined by administration ONLY PreK3, PreK4, and Kindergarten students can wear elastic waist pants without a belt.

Belts	Navy, Black, Dark Brown	<ul style="list-style-type: none"> Regular belt buckles. NO embellishments.
Socks	White or Navy	<ul style="list-style-type: none"> CREW length or knee length. Footies, no show, or ankle length socks are NOT permitted. Solid white or navy NO brand logos
Tights	White or Navy	<ul style="list-style-type: none"> Footed and solid in color.
Shoes	<p>Grades PreK3, PreK4 & K - Solid all white or navy blue Keds OR Saddle Oxford (navy and white).</p> <p>1-8 Solid white leather or Saddle Oxford (navy and white) keds style shoes</p> <p>Solid black, solid white, or solid gray athletic shoes with a matching or white sole; no hightops.</p>	<ul style="list-style-type: none"> PreK3, PreK4, and Kindergarten MUST HAVE VELCRO or NO TIE shoes. "NO TIE Shoelaces" can replace strings. All laces must be solid white in color. NO other accent colors are allowed on the shoe. The shoes must be SOLID in color. <div data-bbox="721 840 1203 1092"> <p>PreK3, PK4, K Only Options</p>  </div>
Sweatshirt	Navy Only with CCS Logo	<ul style="list-style-type: none"> Must be purchased through CCS. Shirt collar must be worn and visible outside of sweatshirt. NO hoodies or zipper sweaters. NO older style CCS sweaters allowed. No homemade sweatshirts are allowed.
Cardigans/Fleece/Jackets	Navy Only	<ul style="list-style-type: none"> Fleece Jackets with the CCS logo on the left chest must be purchased through CCS. Heavy Jackets must be SOLID NAVY in color with no emblems other than that of the CCS crest if desired. NO HOODS.
Coats	Any Color	<ul style="list-style-type: none"> Wind chill temperatures must be below freezing (32 degrees).
Caps	Navy Only	<ul style="list-style-type: none"> Must be purchased through CCS with logo.

		<ul style="list-style-type: none"> • Knit cap. • Only in winter months.
Bows/Hair Clips/Headbands	White, Navy, Light Blue, Yellow	<ul style="list-style-type: none"> • Must be solid in color or CCS plaid. • No patterns. • Can have a monogram with CCS or a cross in one of the opposite colors. • NO initial monograms. • NO beads in the hair because they are a choking hazard for early learning students.
Ponytail Holders/Scrunchies	White, Gray, Black, Navy, Yellow and Brown	<ul style="list-style-type: none"> • Solid in color. • No patterns or attachments to ponytails. • Must be worn in hair.
Jewelry	Simple in Style	<ul style="list-style-type: none"> • Earrings should be stud type only. • NO hoop earrings. • NO colorful rhinestones or images unless religious in nature. • Watches may be worn in grades 1-8 ONLY. • NO smartwatches allowed (no fitbits, no Apple watches, etc.). • ONE small bracelet OR necklace is allowed if it is RELIGIOUS in nature. • NO large chains, bracelets, etc. • Administration will determine special circumstances.
Make Up/Nails	NONE	<ul style="list-style-type: none"> • Make-up and fingernail polish of any kind are NOT allowed. • If make up is applied for weekend events, it must be completely removed before returning to school. • False fingernails are NOT allowed.
Hair Color/Style	Natural	<ul style="list-style-type: none"> • Natural hair color. • NO highlights. • NO beads in the hair because they are a choking hazard for early learning students.
Body Art/Temporary Tattoos	NONE	<ul style="list-style-type: none"> • NO drawing or writing on oneself or others. • NO temporary tattoos.
House Party Days	House Color T-Shirt	<ul style="list-style-type: none"> • T-Shirts must be purchased through CCS and have a house logo. • To be worn with uniform bottoms on specified days.

Spirit Days	Spirit T-Shirt	<ul style="list-style-type: none"> • T-Shirt must be purchased through CCS • ONLY the current CCS shirt will be allowed and must be worn with uniform bottoms.
Student ID	Clip Style or Lanyards (5th-8th ONLY)	<ul style="list-style-type: none"> • Student ID must be worn at all times clipped to the right collar ONLY. • ONLY 5th-8th may wear their IDs on lanyards purchased from CCS.
Mass Days	CCS Plaid Skirt, Jumper/smock dress	<ul style="list-style-type: none"> • NO shorts or long pants can be worn on Mass days.
Free Dress Days	Variety	<ul style="list-style-type: none"> • Appropriate for Catholic school. • Skirts/shorts (appropriate length for a Catholic school) • NO pajamas. • NO leggings/jeggings • All shirts should cover shoulders and do not need to be tucked in. • NO spaghetti straps, tank tops, fitted tops or razor back shirts. • Belly must be covered when lifting arms. • Any closed toe/closed back rubber bottom shoe may be worn. • NO wheels or light up shoes. • NO HOODIES • Jeans, Jean Capri pants or Jean skirts appropriate length for a Catholic school are allowed. • NO rips or tears. • NO embellishments other than the pockets. • Bows can match the shirt worn. • Any closed toe/closed back rubber TENNIS shoe can be worn.
School dances		<ul style="list-style-type: none"> • No torn jeans • Dress must below mid thigh • Clothing may not be tight

BOYS UNIFORM POLICY 2024 - 2025

Item	Color	Style/Comments
Polo Shirt	White, Light Blue, Gray	<ul style="list-style-type: none"> Jersey or Dri-fit. CCS Crest on left chest. Tucked in at ALL TIMES. Uniform shirts MUST be purchased from School Time or gotten from the school swap shop. Bottom two buttons must be buttoned.
Undershirt	White only	<ul style="list-style-type: none"> Short sleeves or long sleeves (in winter months). Must be solid. Cannot include any writing.
Uniform Shorts	Navy Only	<ul style="list-style-type: none"> Solid uniform shorts with CCS logo above back pocket. Can be worn anytime EXCEPT on Mass days MUST wear a belt. Shorts must not be too tight. No shorter than 2 inch above the knee. Only PreK3, PreK4, and K may wear elastic waist shorts without a belt.
Uniform Pants	Navy Only	<ul style="list-style-type: none"> Solid uniform slack with CCS logo above back pocket. Can be worn anytime and MUST be worn on MASS days. MUST wear a belt. Must NOT be too tight. ONLY PreK3, PreK4, and Kindergarten students can wear elastic waist pants without a belt.
Belts	Navy, Black, Dark Brown	<ul style="list-style-type: none"> Regular belt buckles. NO embellishments.
Socks	White or Navy	<ul style="list-style-type: none"> CREW length or knee length. Footies, no show, or ankle socks are NOT permitted. NO brand logos
Shoes	<p>Grades PreK3, PreK4 & K - solid white and/or black athletic shoes</p> <p>Solid black, solid white, or solid gray athletic shoes with</p>	<ul style="list-style-type: none"> PreK3, PreK4, and K must have VELCRO or NO TIE shoes. "NO TIE Shoelaces" can replace strings. NO other accent colors are allowed on the shoe. The shoes must be SOLID in color. Shoes may not have holes in them.

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	matching or white sole; no hightops.	
Sweatshirt	Navy Only with CCS Logo	<ul style="list-style-type: none"> • Must be purchased through CCS. • Shirt collar must be worn and visible outside of sweatshirt. • NO hoodies or zipper sweaters. • NO older style CCS sweaters allowed. • No homemade sweatshirts are allowed.
Fleece/Jackets	Navy Only	<ul style="list-style-type: none"> • Fleece Jackets with the CCS logo on the left chest must be purchased through CCS. • Heavy Jackets must be SOLID NAVY in color with no emblems other than that of the CCS crest if desired. • NO HOODS.
Coats	Any Color	<ul style="list-style-type: none"> • Wind chill temperatures must be below freezing (32 degrees). • Coats with a zipper may have a hood. • Hoods can only be worn outside when the wind chill temperatures below freezing. • Hoods may only be worn outdoors during the cold temperatures.
Caps	Navy Only	<ul style="list-style-type: none"> • Must be purchased through CCS with a logo. • Knit cap. • Only in winter months.
Jewelry	Simple in Style	<ul style="list-style-type: none"> • Watches may be worn in grades 1-8 ONLY. • NO smartwatches allowed (no fitbits, no Apple watches). • One small bracelet or necklace is allowed if it is RELIGIOUS in nature. • NO large chains, bracelets, etc. • Administration will determine special circumstances.
Hair Color/Style	Natural Hair Color	<ul style="list-style-type: none"> • Hair must be neat and well groomed. • NO outlandish hairstyles will be allowed. • Length should be above the ears and not touching the shirt collar. • Bangs need to be ½ inch above the eyebrows. • Mohawks and mullets are NOT allowed. • Facial hair is not allowed, students must be clean shaven at all times. • Students have three days to shave or get a haircut before a detention is given.

Body Art/Temporary Tattoos	NONE	<ul style="list-style-type: none"> • NO drawing or writing on oneself or others. • NO temporary tattoos.
House Party Days	House Color T-Shirt	<ul style="list-style-type: none"> • T-Shirts must be purchased through CCS and have a house logo. • To be worn with uniform bottoms on specified days.
Mass Days	Navy Uniform Pants	<ul style="list-style-type: none"> • NO shorts can be worn on Mass days.
Spirit Days	Spirit T-Shirt	<ul style="list-style-type: none"> • T-Shirt must be purchased through CCS • ONLY the current CCS shirt will be allowed and must be worn with uniform bottoms.
Student ID	Clip Style or Lanyards (5th-8th ONLY)	<ul style="list-style-type: none"> • Student ID must be worn at all times clipped to the right collar ONLY. • ONLY 5th-8th may wear their IDs on lanyards purchased from CCS.
Free Dress Days	Variety	<ul style="list-style-type: none"> • Appropriate for Catholic school. • Shorts - (appropriate length for a Catholic school) • NO pajamas. • All shirts should cover shoulders and do not need to be tucked in. • NO tank tops or razor back shirts. • Belly must be covered when lifting arms. • Any closed toe/closed back rubber bottom shoe may be worn. • NO wheels or light up shoes. • NO HOODIES • NO rips or tears • NO embellishments

ALL UNIFORMS SHOULD BE LABELED AND IN GOOD CONDITION. NO STAINS, DISCOLORING, HOLES, ETC.



School Time Lafayette, 1875 W Pinhook Rd, Lafayette, LA 70508, [\(337\) 234-1248](tel:3372341248) is our exclusive uniform retailer.

CCS Swap Shop has gently used uniforms available without charge.

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PHYSICAL EDUCATION

Students in grades 6th through 8th are required to dress out for Physical Education. "P.E." uniforms will be sold at school by the P.E. Department. Uniforms must be purchased through the Sader Store.

"OUT OF UNIFORM" POLICY

Occasionally students will be awarded "Out of Uniform Days". The guidelines for dress on these days are included in the Student Dress Code policy.

Students are not allowed to wear **frayed** or torn clothing of any type, including shoes.

ACADEMICS

STUDENT PROGRESS

It is extremely important that students do their very best throughout their stay at Carencro Catholic School. His/Her academic record and scores on standardized assessments are used in the selection criteria for attendance in particular high schools. It is highly encouraged that parents keep up with students' grades and attendance via RenWeb and sign their child(ren)'s agenda every Tuesday. Seventh and eighth grade students know how to check their own grades in RenWeb.

REPORT CARDS

Report cards will be emailed via RenWeb four times a year; no printed copies. No report card will be issued in kindergarten until the second 9-weeks, and Pre-Kindergarten until mid-term.

GRADING SYSTEM

Carencro Catholic number grading system is as follows:

Grade 1 through Grade 8:

Students in Grade 1 through Grade 8 will receive numerical grades in all subjects, excluding handwriting. **Assignments given in one nine weeks must be recorded in the same nine weeks.**

LUCKY LANYARDS

- Coupons for extra points must be used 3 days before teacher grades are due.**

Grade 1 through 8 Grading Scale:

A	100 - 94
B	93 - 87
C	86 - 78
D	77 - 70

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F	69 - Below
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Pre-Kindergarten & Kindergarten:

Pre-Kindergarten students are graded with the following grades in all areas covered in a particular grading period:

Pre-K & Kindergarten Grading Scale:

Satisfactory (S)
Needs Improvement (N)
Unsatisfactory (U)

Electives

Students enrolled in elective classes are graded with the following grading scale:

Electives Grading Scale:

Satisfactory (S)
Needs Improvement (N)
Unsatisfactory (U)

PROMOTIONAL POLICY

Recommendation for promotion of a kindergarten student is made by the teacher if all of the following criteria are met:

Kindergarten:

1. No more than 20 total unexcused absences in a school year.
2. A final minimum grade of S or N must be earned in Reading and Math.

Recommendation for promotion of a student in grades 1st - 8th is made by the teacher if all of the following criteria are met:

Grade 1:

Students will be promoted only if the following requirements have been met:

1. No more than 20 total unexcused absences in a school year

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2. A final minimum grade of 70% (D) must be earned in ALL of the following subjects: Reading, Language, and Math.

Grade 2-4:

Students will be promoted only if the following requirements have been met:

1. No more than 20 total unexcused absences in a school year
2. A final minimum grade of 70% (D) must be earned in ALL of the following subjects: Reading, Language, and Math.
3. A final minimum grade of 70% (D) must be earned in at least one of the following subjects: Science or Social Studies.

Grades 5-8:

Students will be promoted only if the following requirements have been met:

1. No more than 20 total unexcused absences in a school year
2. A final minimum grade of 70% (D) must be earned in ALL of the following subjects: Reading, Language, Math, Science, and Social Studies.
3. No student may participate in 8th grade promotion ceremonies unless they meet all requirements.

The teachers will send letters home for those students in jeopardy of failing, after 3rd quarter grades are issued.

SUMMER SCHOOL FOR PROMOTION

Students in grades 5-8 may be eligible for summer school. Only TWO SUBJECTS can be made up at Summer School to earn credit for promotion at Carencro Catholic School. Summer School may not always be offered. This information is sent from LPSS in the spring.

TESTS AND EXAMINATIONS

Students are evaluated regularly by various means in order to accurately measure the academic progress of each child. Test papers go home weekly on Tuesdays along with any other pertinent information and/or communications. Papers should be signed by parents and returned the next day to school.

Final Exams:

Final exams will be given to 8th grade in all subjects. These should include material taught the second half of the year. There will be an exam schedule to follow. Students should receive study information no less than 2 weeks prior to the scheduled exam.

ACADEMIC AWARDS

PRINCIPAL'S LIST: A student must have all "A's" in all subjects, including conduct and elective courses.

A/B HONOR ROLL: A student must have all "A's and B's" in all subjects, including conduct and elective courses.

Both of these policies are applied to all end-of-the-year/overall awards.

STANDARDIZED TESTING

Students in Grades 3 through 8 will be given the diocesan approved standardized test (TerraNova) in the spring. It is very important that students not miss any days of testing. If a student is absent, it is not guaranteed that they will be able to make-up those parts of the standardized test they may have missed.

ACCELERATED READING PROGRAM (AR)

Students in grades 2nd - 5th will participate and follow all AR outlined guidelines which will be communicated by their teacher. Students in 1st grade are required to participate in AR the second half of the school year.

AR is optional for students in grades 6th - 8th. They will still receive bonus points, STAR reader award, and millionaire award if they choose to participate.

LIBRARY

Students may patronize the Library throughout the school year and during recess. Lost books must be paid for according to the reorder price.

EDUCATIONAL TOURS (Field Trips)

Permission for field trip attendance is signed annually in our Student Enrollment Contract. If plans are made for an educational tour, parents will be notified by the classroom teacher, class or club sponsor at least 10 days prior to the trip. It is the parent's responsibility to let the school know if the student is not allowed on an educational trip. Chaperones may not bring other children on the trip. Anyone attending any field trip must complete the Safe Environment for the Protection of Young Children and Young People School Training Session. You must be recertified each year.

All students must ride the bus from CCS to the destination and return to CCS on the bus. Students may not be checked out from a teacher away from campus. Upon return to school students may be

checked out from the front office. CCS employees and parents may ride the bus only if there is room available. CCS employees take priority.

When participating in a school field trip please do not bring your child and/or their friends extra food. The teachers have accounted for every child to have the same things.

Field trips are non-refundable and may be billed through FACTS.

Any student that reaches a “D” or the equivalent in conduct or has an outstanding balance in FACTS or Myschoolbucks.com prior to an event will not be allowed to attend the event (field trip, participate in special activities or attend a club meeting) for that grading period or until the debt is paid in full.

STUDENT SERVICES

STUDENT INTERVENTIONS / ACCOMMODATION

If a parent or teacher feels that a student may need special accommodations (i.e. for learning disability, behavioral issue, gifted, 504, etc.) he or she may confer with the Director of Curriculum. A School Building Level Committee (SBLC) meeting will be set with the Principal, Director of Curriculum, teacher, and parents to discuss appropriate accommodations on an individual student basis. Data must support the need for accommodations.

SPEECH

Students in need of speech therapy should be referred to the Director of Curriculum. The public school speech therapist will be contacted and testing scheduled. Should a student require speech therapy, every effort is made for therapy time to be scheduled during the student's recess and/or activity time.

GIFTED and TALENTED

Students showing high scores and a high level of achievement should be referred to the Director of Curriculum. The Director will gather the necessary data and submit it to LPSS for review.

EXTENDED DAY/AFTER SCHOOL CARE

Monday-Friday

Right after school until 6:00 p.m.

Prices:

1-2 days is \$10 a day

3-5 days is \$6 a day

Drop in is \$12 a day

Drop in process

There will be times (emergencies, running late) that a child will need to go to after care. Call the front office and we will tell the workers. There will be a fee of \$12.

Late pick up is \$1 for every minute after 6:00

Schedule (not specific order)

Restroom

Snack

Homework time

Outside play

Activity

Unpaid balance

****If you have more than one week of an unpaid balance, your child may not attend after care.**

Families will be billed through Facts.

If you need to contact someone during after school care, call Andrea Miller at 337-501-9011.

DISCIPLINE

The goal of providing discipline at Carencro Catholic school is to create an environment conducive to learning. We strive to provide a unified effort by students, parents, teachers and administration to shape and reaffirm the total Christian education of our students.

- As a Catholic School, in order to faithfully follow our Christian philosophy - To Teach as Jesus Taught ALL discipline problems will be handled individually.
- If necessary, students may be referred to the Discipline Committee to consider further disciplinary action.
- Depending on the severity of the offense, the Discipline Committee has the right to impose any consequence available, including suspension or recommending expulsion from Carencro Catholic School.
- Discipline matters of students are strictly confidential. Information regarding discipline matters of other students will not be reported to parents.
- All discipline matters are handled in accordance with the CCS Student & Parent Handwork.

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AGENDAS

Conduct infractions and dress code violations are recorded and scored in the student agenda. Agendas are sent home daily. It is the responsibility of the parent to sign student agendas every Tuesday. **The cost of a replacement agenda is \$10.**

MAJOR INFRACTIONS

Major infractions should be recorded electronically in RenWeb by the teacher who witnessed the event. The Principal/Disciplinarian will process the referral and assign an appropriate consequence by the end of the school day. Parents will be notified of major infractions.

ELEMENTARY BEHAVIOR AND RESPONSIBILITY PLAN

1. Each student will be assigned a conduct grade of 100 points at the beginning of each nine weeks.
2. Points will be deducted from the conduct grade according to the chart below.
3. Conduct grades start over on each mid-quarter date.
4. Any school employee may ask for a student's agenda to mark behavior infractions.
5. Parents / guardians are REQUIRED to sign the student's agenda each Tuesday.
6. The first **EMPTY SPOT** on the conduct grid is the student's current conduct grade.

INFRACTION CODES	DEDUCTIONS	IMPORTANT NOTES:	
A1 - Off task / Not following directions (1st Offense)	1	<u>CONDUCT GRADE SCALE</u>	
A2 - Missing parent signature for agenda or signed papers	1	100 - 94	A
A3 - Responsibility / Missing Materials	1	93 - 87	B
A4 - Out of Seat without permission	1	86 - 78	C
A5 - Talking in line / Line Misbehavior	1	77 - 70	D
A6 - Talking out of turn (1st Offense)	1	69 - 0	F
A7 - Uniform Violation (1st Offense)	1		
		<u>CONSEQUENCES:</u>	
B1 - Off Task Not following Directions (2nd Offense)	2	<u>Grade</u>	<u>Consequence</u>
B2 - Interfering with Instruction	2	90 / B	Time out w/ Teacher
B1 - Teasing / Annoying Others	2	86 / D	Recess Detention 1
B2 - Inappropriate Behavior	2	82 / D	Recess Detention 2
B5 - Talking in Line / Line Misbehavior (2nd Offense)	2	77 / F	Morning Detention
B6 - Talking out of turn (2nd Offense)	2	70 / F	ISS

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B7 - Uniform Violation (2nd Offense)	2	65 / F	1st OSS
		60 / F	2nd OSS
C1 - Dishonesty / Cheating	3	60 - 0	Determined by Admin
C2 - Bathroom misbehavior	3		
C3 - Cafeteria misbehavior	3		
C4 - Not keeping hands/feet/objects to self	3		
C5 - Prayer / Mass Misbehavior	3		
C6 - Excessive Talking (3rd Offense)	3		
C7 - Uniform Violation (3rd Offense)	3		
D - Level Infractions will receive an automatic detention and a 4 point deduction			
D1 - Rude / Disrespectful / Challenging Authority	4		
D2 - Defiance	4		
D3 - Cheating	4		
D4 - Improper/Vulgar language	4		
D5 - Misbehavior at special functions	4		
D6 - Not keeping hands/feet/objects to self (2nd offense)	4		
D7 - Defacing / destroying property of school or others	4		
E - Level Infractions will receive an automatic 5-point deduction. See ZERO TOLERANCE Policy. Determinations of consequences will be at the discretion of Administration.	5		

GRADING GUIDELINES FOR SUSPENSIONS:

IN-SCHOOL SUSPENSIONS

- Assignments / assessments will be graded as if the student was in class.

OUT OF SCHOOL SUSPENSIONS

- Students will receive a 0 on any classwork assignments.
- Students will make up assessments with the highest grade being 75%.

ZERO TOLERANCE:

E- Level Infractions / Behaviors that have ZERO TOLERANCE and can serve as immediate dismissal from Carencro Catholic school include, but are not limited to:

1. Cheating, including buying or obtaining a copy of tests (Automatic ZERO on test/assignment)
2. Fighting and/or bodily threats on and/or off campus
3. Bullying in ANY form (including Cyberbullying)
4. Possession of a knife and/or firearm, and/or possession of fireworks, lighters on campus

5. Repeated misbehavior / conduct infraction of any type (3 or more times)
6. Disrespect to students, staff, or other adults
7. Leaving class without permission
8. Using profanity, obscenity or or vulgarity
9. Stealing or possession of stolen goods
10. Vandalism and/or damage to school property including Chromebooks
11. Inappropriate / public displays of affection and/or sexual harassment
12. Intentionally pulling fire alarms
13. Smoking / Vaping / Alcohol and/or Possession / distribution of tobacco, tobacco products, alcohol, drugs or any type of prescribed or non- prescribed medication
14. Inappropriate use of electronics such as Cell Phones, Chromebooks, and/ or Social Media (Facebook, Instagram, TikTok, Snapchat, texting etc), which involve violations, inappropriate conversations, and/or harassment (inside or outside of school)
15. Failure to report to detention or In-school Suspension
16. Forgery of parent signature on school documents
17. Loitering in restrooms or restricted areas
18. Defacing school uniforms, t-shirts, or property
19. Lack of respect for Prayer, Pledge, and/or Mass

NAME _____										100	Week	Grade	Parent's Initials
1 st Half of _____ Quarter											1		
99	98	97	96	95	94	93	92	91	90	Time out with Teacher	2		
89	88	87	86 Recess Detention #1	85	84	83	82 Recess Detention #2	81	80		3		
79	78	77 RENWEB Morning Detention	76	75	74	73	72	71	70 RENWEB ISS		4		
69	68	67	66	65 RENWEB 1st Suspension	64	63	62	61	60 RENWEB 2nd Suspension		1 st Half 4.5		

2 nd Half of _____ Quarter										100	Week	Grade	Parent's Initials
99	98	97	96	95	94	93	92	91	90	Time out with Teacher	5		
89	88	87	86 Recess Detention #1	85	84	83	82 Recess Detention #2	81	80		6		
79	78	77 RENWEB Morning Detention	76	75	74	73	72	71	70 RENWEB ISS		7		
69	68	67	66	65 RENWEB 1 st OSS	64	63	62	61	60 RENWEB 2 nd OSS		8		
											2 nd Half 9		

1 point	2 points	3 points	4 points	5 points
A1. off task A2. talking A3. responsibility A4. uniform A5. signed papers A6. not following directions A7. annoying others A8. line misbehavior	B1. teasing others B2. blurting out in class B3. inappropriate behavior B4. interfering with instruction	C1. dishonesty C2. Bathroom misbehavior C3. Cafeteria misbehavior C4. prayer/mass misbehavior C5. Playground misbehavior	D1. defacing school property D2. cheating D3. disrespect D4. inappropriate language D5. Respecting personal space D6. defiance	E1. Zero Tolerance Major infractions **Behavior Referral- Sent to the Office**

JUNIOR HIGH BEHAVIOR AND RESPONSIBILITY PLAN

1. Each student will be assigned a conduct grade of 100 points at the beginning of each nine weeks.
2. Points will be deducted from the conduct grade according to the chart below.
3. Conduct grades start over on each mid-quarter date.
4. Any school employee may ask for a student's agenda to mark behavior infractions.
5. Parents / guardians are REQUIRED to sign the student's agenda each Tuesday.
6. The first ***EMPTY SPOT*** on the conduct grid is the student's current conduct grade.

INFRACTION CODES		DEDUCTIONS	IMPORTANT NOTES:	
A1 - Missing Class Materials		1	<u>CONDUCT GRADE SCALE</u>	
A2 - Missing parent signature for agenda or signed papers		1	100 - 94	A
A3 - Defacing ID		1	93 - 87	B
A4 - Defacing Planner		1	86 - 78	C
A5 - Talking in line		1	77 - 70	D
A6 - Talking out of turn (1st Offense)		1	69 and below	F
A7 - Uniform Violation (1st Offense)		1		
			<u>CONSEQUENCES:</u>	
B1 - Misbehavior in Cafeteria		2	<u>Grade</u>	<u>Consequence</u>
B2 - Tardy to class		2	86 / C	Recess Detention
B3 - Misbehavior when switching classes		2	77 / D	Morning Detention
B4 - Inattentive / Off Task		2	70 / D	In-School Suspension
B5 - Not following Directions		2	65 / F	1st OSS
B6 - Talking out of turn (2nd Offense)		2	60 / F	2nd OSS
B7 - Uniform Violation (2nd Offense)		2	59 / F	Determined by Admin.
C1 - Inappropriate behavior including body language in or out of class		3		
C2 - Interfering with Instruction		3		
C3 - Lack of cooperation		3		
C4 - Not keeping hands/feet/objects to self		3		
C5 - Inappropriate behavior at dismissal		3		

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C6 - Excessive Talking (3rd Offense)	3
C7 - Uniform Violation (3rd Offense)	3
C8 - Disrespectful to classmate(s)	3
D - Level Infractions will receive an automatic detention and a 5 point deduction	
D1 - Rude / Disrespectful / Challenging Authority	5
D2 - Defiance	5
D3 - Having unapproved electronics at school	5
D4 - Improper/Vulgar language	5
D5 - Misbehavior at special functions	5
D6 - Mass behavior	5
D7 - Integrity Violation	5
D8 - Improper Use of Electronics / Internet	5
D9 - Uniform Violation (3rd Offense)	5
E - Level Infractions will receive an automatic In-School or Out of School Suspension and a 10-point deduction. See ZERO TOLERANCE Policy. <i>Determinations of consequences will be at the discretion of Administration.</i>	10

GRADING GUIDELINES FOR SUSPENSIONS:

IN-SCHOOL SUSPENSIONS

- Assignments / assessments will be graded as if the student was in class.

OUT OF SCHOOL SUSPENSIONS

- Students will receive a 0 on any classwork assignments.
- Students will make up assessments with the highest grade being 75%.

ZERO TOLERANCE:

E- Level Infractions / Behaviors that have ZERO TOLERANCE and can serve as immediate dismissal from Carencro Catholic school include, but are not limited to:

1. Cheating, including buying or obtaining a copy of tests (Automatic ZERO on test/assignment)
2. Fighting and/or bodily threats on and/or off campus
3. Bullying in ANY form (including Cyberbullying)
4. Possession of a knife and/or firearm, and/or possession of fireworks, lighters on campus
5. Repeated misbehavior / conduct infraction of any type (3 or more times)
6. Disrespect to students, staff, or other adults
7. Leaving class without permission
8. Using profanity, obscenity or or vulgarity
9. Stealing or possession of stolen goods
10. Vandalism and/or damage to school property including Chromebooks
11. Inappropriate / public displays of affection and/or sexual harassment
12. Intentionally pulling fire alarms
13. Smoking / Vaping / Alcohol and/or Possession / distribution of tobacco, tobacco products, alcohol, drugs or any type of prescribed or non- prescribed medication
14. Inappropriate use of electronics such as Cell Phones, Chromebooks, and/ or Social Media (Facebook,

Instagram, TikTok, Snapchat, texting etc), which involve violations, inappropriate conversations, and/or harassment (inside or outside of school)

15. Failure to report to detention or In-school Suspension
16. Forgery of parent signature on school documents
17. Loitering in restrooms or restricted areas
18. Defacing school uniforms, t-shirts, or property
19. Lack of respect for Prayer, Pledge, and/or Mass

I
NAME _____

100

1st Half of ____ Quarter

99	98	97	96	95	94	93	92	91	90
89	88	87	86 Recess Detention	85	84	83	82	81	80
79	78	77 Morning Detention/ Conference	76	75	74	73	72	71	70 ISS
69	68	67	66	65 1 st Suspension	64	63	62	61	60 2 nd Suspension
59 Admin Action	58	57	56	55	54	53	52	51	50

Week	Grade	Parent's Initials
1		
2		
3		
4		
1 st Half 4.5		

2nd Half of ____ Quarter

100

99	98	97	96	95	94	93	92	91	90
89	88	87	86 Recess Detention	85	84	83	82	81	80
79	78	77 Morning Detention/ Conference	76	75	74	73	72	71	70 ISS
69	68	67	66	65 1 st Suspension	64	63	62	61	60 2 nd Suspension
59 Admin Action	58	57	56	55	54	53	52	51	50

Week	Grade	Parent's Initials
5		
6		
7		
8		
2 nd Half 9		

CCS HOUSE SYSTEM

4 HOUSES UNDER 1 SCHOOL



COURAGE

Michael the Archangel is known as the defender and protector of God's Army. He is known for his strength and bravery against evil.

- Greet others with kindness
- Be prepared for class & activities
- Always be honest



LEADERSHIP

Gabriel the Archangel is known as the angel of communication. He is known for his help in guidance and support of others.

- Accept challenges
- Congratulate other's accomplishments
- Do what's right



FRIENDSHIP

Uriel the Archangel reflects the flame of God. He reflects light and love. He is known for help in dealing with relationships.

- Include others in work and play
- Perform random acts of kindness
- Offer a helping hand



PEACE

Raphael the Archangel is known for healing. He is known for healing and wellbeing of both persons and the Earth.

- Keep all areas neat and clean
- Respect others boundaries
- Resolve conflicts respectfully

Origins: Each house was created to represent an archangel. An archangel is an angel of high rank. The archangels, by special appointment by God, have been tasked with the helping of humanity as we journey through our lives on Earth. Each one has specific areas of concentration and can be called upon at any time for assistance.

Mission of the House System: The mission of the House System is to teach, practice, and acknowledge appropriate behavior as defined by the CRUSADER CODE OF CONDUCT and to encourage teamwork and friendly competition

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MISCELLANEOUS INFORMATION

CLOTHING AND ACCESSORIES

All belongings of the student should be well marked with the child's name. Book bags, school supplies, clothing, and all personal belongings should be marked with indelible ink. Items found that are properly marked with your child's name will be returned to the child. Parents are urged to check the labels of their child's belongings from time to time to be sure the name has not washed off or is too light to be determined as belonging to your child.

DELIVERIES

Students are not allowed to receive flowers, balloons, candy, gifts, etc. at school for any occasion. The secretary must refuse them if an attempt is made to deliver these items. Students are not allowed to bring gifts for other students to school- for any reason or occasion.

CLUBS AND ORGANIZATIONS

Teachers at Carencro Catholic School not only give 100% in the classroom, their dedication is also evident through their sponsorship of the various clubs and organizations in the school. CCS is proud to have the following clubs active on campus: 4 H Club, Campus Ministry, Music Ministry, Jr. Beta Club, Math Club, Book Club, Theatre Club, Student Council, and Cheerleading. All club meetings and club shirt days will be based on the communication of their sponsor and approval of the Principal.

CLASSROOM PARTIES

Early learning and elementary classes may have the following parties:

- All Saints Day
- Christmas Party
- Valentine Party

BIRTHDAY PARTIES

Early Learning and Elementary Classes

- Birthday Snacks – If a parent wishes for their child to have a birthday snack in the classroom they may arrange to bring one of the following: cupcakes, cookies, ice cream, popsicles, etc. to be served the last 15 minutes of the day. Drop off in the front office. AT ALL TIMES remember to keep refreshments simple; and due to Board of Health Regulations, home baked “goodies” are not allowed to be served to students at any school functions, including parties. When sending snacks to school please do not send anything containing nuts. We would not want any child to become ill due to allergies. * Invitations may not be passed out at school unless every child or every child of that gender in the class will be receiving one. This includes ALL grades.
- In class parties are for the students in the class only.
- Following Diocesan guidelines, Carencro Catholic holds no parties during Holy Week.

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- Easter Party - There are to be NO Easter parties including Easter Egg Hunts during Holy Week. Easter egg hunts and parties should be held . .

TELEPHONES

- Use of school telephones by students is prohibited at all times. There are no exceptions. Students are not allowed to have cell phones, smart watches, or electronic devices in their possession on school campus at any time of the day. This includes after school activities.
- If a student is found in possession of prohibited electronic devices, a parent or guardian must pick up the device in the office and detention will be assigned to the student for the violation.
- In the case of an emergency, please call Mrs. Sonya to make specific arrangements.

APPENDIX A: PreK3 TOILET TRAINING POLICY AGREEMENT

Children enrolled in PK3 must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

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

There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this. When a teacher or assistant is busy changing soiled clothing, it is taking away from learning time for ALL students, and it removes the adult from the direct supervision of and interaction with the rest of the class.

We understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change soiled clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to teacher s/he needs to go to restroom before it is too late
- Stop what s/he is doing to go and use bathroom
- Pulls clothes up and down without assistance
- Wipe him/herself after using toilet (with minimal assistance for 3 years old)
- Wash and dry hands
- Wait if someone is in the restroom or if we are far away from the classroom
- Stay dry through naptime
- Wake up during nap and communicate to teacher the need to use the bathroom

We certainly will ask your child many times throughout the day and before naptime if they need to use the bathroom. A teacher or assistant will help children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when s/he is in a new environment. PK3 teachers are aware of this and will assist the children when necessary. A complete set of clothes (including socks and shoes) must be left at school in case of an accident. Extra clothes used after an accident must be replaced the next school day. Parents will be notified if a child has a toileting accident. Note that in the case of a bowel movement accident, depending on the severity of

the BM or if the teacher deems it unsanitary, parents will be called to pick up the child. Classrooms are not equipped for proper cleaning of bowel movement accidents.

We understand that each child arrives at this milestone differently, therefore we will allow the month of August starting on the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance for the child to take a toilet training break.

A child will not be considered toilet trained for our PK3 program if the child continues to consistently have toileting accidents after the month of August.

Effective September 1st, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parents will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home for a “toilet training break” for at least one week or longer until s/he is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home for a “toilet training break” for at least one week or longer until s/he is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, properly cleaning accidents in the PK3 setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff in the Carencro Catholic School PK3 program.

Thank you for your cooperation and understanding.

Please sign and date below indicating that you have received and reviewed the Carencro Catholic School PK3 toilet training policy:

PLEASE RETURN THE BOTTOM PORTION OF THIS TOILET TRAINING POLICY

----- cut here -----

I HAVE RECEIVED AND REVIEWED THE CARENCRO CATHOLIC SCHOOL PK3 TOILET TRAINING POLICY:

Updated 5/29/2025

CHILD'S NAME: _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____

DATE: _____

APPENDIX B: TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

PURPOSE

In an effort to serve our students, faculty, and staff, Carencro Catholic School makes technology resources available for the purpose of learning and for communication in support of learning. Use of the school's resources is a privilege, not a right. Any person using the technology resources assumes the responsibility to do so in a professional, ethical, and lawful manner. No policy can lay down rules to cover every possible situation. Instead, this policy is designed to express the school's philosophy and set forth general principles when using technology resources. Any person committing an action deemed as a misuse of these resources will be held responsible for such. Carencro Catholic may at any time and in its sole discretion, end this privilege without notice, cause, or reason.

EDUCATIONAL OBJECTIVE

Electronic information research skills as well as knowledge of various computer applications are now fundamental in education and future employment opportunities. Carencro Catholic School expects the faculty/staff to blend thoughtful use of the Internet and various online resources throughout the curriculum and to provide guidance and instruction to students in its use.

STUDENT RESPONSIBILITIES

- Understand & complete the Acceptable Use Policy (student signature and parent signature) and return it to the homeroom teacher as soon as possible. The student cannot use the school's technology resources until this is done and as a result, he/she is responsible for missed work.
- Use the technology resources exactly as instructed by the teacher (the way it is intended to be used at all times).
- Make yourself aware of revisions to the Acceptable Use Policy.
- If a student is unsure about a particular use and its appropriateness, ask the teacher or Technology Coordinator before doing so.
- Carencro Catholic utilizes a filtering system, however we cannot guarantee that access to all inappropriate sites will be blocked. Students should notify a teacher if they accidentally access an inappropriate site.
- School Google accounts should be used for Carencro Catholic School work only. It is not for personal use.
- If a computer is damaged beyond repair, the student/family will be responsible for replacing the computer.

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PARENTAL RESPONSIBILITIES

- Make your child/children aware of the rules defined by this policy and the consequences for those who violate them. Be sure that you and your child understands the personal responsibility for accessing the school's technology resources.
- Make your child/children aware of any revisions to the policy.
- Make sure the school has received a completed copy (student signature and parent signature) of the Acceptable Use Policy so that your child/children can begin using the school's technology resources.
- If a parent is unsure about a particular use and its appropriateness, he/she can contact the teacher, Principal or Technology Coordinator.

FACULTY RESPONSIBILITIES

- Review and uphold the Acceptable Use Policy for students. (Completed student policy must be on file prior to student usage.)
- Secure computers within your office/classroom from unauthorized use.
- Review and uphold the Computer Lab Rules with students.
- Allow students to use the Internet and other technology resources for educational purposes only.
- Ensure your presence when your students use a computer in your classroom or the computer lab.
- Ensure that copyright procedures are followed.
- Guide students to appropriate sections of the network for filestorage.
- Assure that students understand the consequences of misusing their technology privileges.
- Monitor Internet usage for appropriate activities.
- Stop any questionable acts and report them to the Principal and Technology Coordinator ASAP.
- Faculty and staff members are prohibited from being in contact with students on their personal media sites.
- Faculty and staff members are prohibited from being "friends" with students on any social media platform.

INTERNET SAFETY

All Internet access is filtered in accordance with the Children's Internet Protection Act (P.L. 106-554) by DNSFilter.com. However, the only sure way to protect our students from inappropriate Internet content is to provide proper supervision during usage as well as protect the technology resources from unauthorized student access.

UNACCEPTABLE USE

Following is a list of examples of unacceptable use of technology resources at Carencro Catholic School. The scope of this topic is so large that not all such activities are listed.

- Any electronic communication containing/pertaining to: discrimination, defamation, threats, violence, harassment, derogatory statements, fraudulent activity, misrepresentation of self (impersonation or anonymity), pornography, inappropriate language either stated or implied (obscenities, cursing, sexually explicit, etc.). It is the right of CCS to determine what is inappropriate.
- Surfing the Internet for entertainment (opening social media, chatting, instant messaging, gaming - including playing, downloading, or viewing games, comment/bulletin boards, online diaries, etc.)

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- All copyright materials are owned by their creator or copyright holder and you must have written consent from that individual to use the material for any purpose. (P.L. 94-533)
- Plagiarism – use of another’s work or idea without giving credit. Always cite resources.
- Any purpose that is for personal profit, commercial gain, or is illegal or otherwise contrary to Carencro Catholic School’s policy or mission.
- Any action in violation of any license governing the use of software.
- Distribution of personal information about self or others.
- Disclosure of personal password or use of another’s password.
- Unauthorized access to another’s files/communications/accounts, including but not limited to browsing, adding to, deleting, or editing someone else’s work.
- Unauthorized manipulation, disruption, vandalism, or destruction of the Carencro Catholic network, hardware components or Internet service.
- Creating a hyperlink to the CCS website on any other website or Internet Published document without permission of school administration.
- Defaming the character of any individual or institution.
- Misrepresenting the positions or activities of CCS or the Diocese of Lafayette.
- Religious use is prohibited on state-owned equipment.
- Carencro Catholic does not guarantee that its technology resources will be uninterrupted or error-free. In the case of the network going down, CCS nor any of its employees will be responsible for lost or missing data.
- Information created, received, transmitted, stored, held, copied, viewed, read, attached, or printed on school devices or through the Carencro Catholic Google domain is not protected by an individual’s right to privacy. It is the right of the school to access all such information at its discretion.

The Carencro Catholic School name may not be identified in any Internet based activity pertaining to journaling, blogging, diaries, or comment boards (ie. Facebook, Twitter, Instagram, Snapchat, or any of the same). Furthermore, any pictures posted in these areas may not contain individuals in CCS uniforms or identify the school in any way. Personal use of logos, emblems or trademarks that are property of CCS are prohibited.

PRIVACY

Carencro Catholic School may, at anytime, monitor, inspect, copy, and review all faculty/staff/student computer activity, including electronic communications, to ensure that users are acting responsibly. All such information shall be, and remain, the property of the school. Privacy is not guaranteed.

VIOLATIONS

Anyone violating this policy is subject to disciplinary action that may include, but is not limited to, expulsion from Carencro Catholic School, legal action, and/or criminal liability. Each case involving a violation will be investigated and the facts will be used to determine the level of discipline appropriate.

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APPENDIX C: SOCIAL MEDIA POLICY

Carencro Catholic School supports the use of social media tools as a means to conduct ministry and education. Social Media is a powerful tool; therefore, extended families of CCS should not use social media sites or personal websites for:

1. Defaming the character of any individual, faculty, staff or Carencro Catholic School, either directly or indirectly
2. Misrepresenting the positions or activities of CCS or the Diocese of Lafayette . In addition to the above, personal use of logos, emblems or trademarks that are property of CCS are prohibited. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined may result in termination of the student's enrollment from the school.

Note: All Diocesan policies for Social Media are also enforced at CCS.

APPENDIX D: SEXUAL IDENTITY POLICY

Carencro Catholic School 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)

APPENDIX E: HANDBOOK ACKNOWLEDGEMENT

All families receive an electronic copy of the Student Handbook. A printed copy may be obtained from the office, please limit one per family. Please email Sandy Romero at sromero@carencrocatholic.org to obtain a copy.

By signing the school enrollment contract, you are acknowledging receipt of the Carencro Catholic School Student Handbook for the current year and that you and your child have read its contents.

Policy Regarding Threatening or Violent Actions to School Personnel Statement Issued from the Diocese of Lafayette Office of Catholic Schools on March 28, 2001:

Safety in our schools is of utmost importance and our top priority. As our track record indicates, we are very sensitive to this issue and take aggressive action to protect all individuals involved. Our policy is to involve civil authorities in all issues of safety. As a matter of privacy, we do not discuss internal disciplinary matters.

ADDENDUM TO DP 1018 The acts of violence which have caused so much harm to schools and communities throughout the country make us pause to assess our own response procedures in the event that such tragedies may occur in our own schools and communities. Catholic School Policy, Number 1018, Page 1.6 calls for each school to have procedures in place under the title "Emergency Planning and Procedures." The following procedures are to be seen as an addition to and implementation of that Policy and existing school policies.

THREATS OF VIOLENCE

Because safety in our schools is of utmost importance and one of our top priorities, when informed of possible violence or even threats of violence, school administrators should take this information seriously and follow these procedures in addressing the issue. The school should have a no- tolerance policy for dealing with and addressing not only real threats of violence but also those which may be considered frivolous. Even frivolous threats can disrupt the operation of the school. This no-tolerance policy is to be communicated to all students, and their parents/guardians. The appropriate penalties for violation of this policy should be clearly stated.

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

IMMEDIATE DANGER OF VIOLENCE OR POSSIBLE HARM TO STUDENTS/FACULTY

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

AS A MATTER OF PRIVACY, WE DO NOT DISCUSS INTERNAL DISCIPLINARY MATTERS

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Therefore, caution must be exercised in responding to media requests for interviews and making public statements. To be consistent throughout the Diocese, the attached statement shall be considered the official statement in matters of school violence.

Any and all students of Carencro Catholic School will be held responsible for their actions. If a student threatens or demonstrates physical violence to any employee of C.C.S. The discipline will be suspension and the notification of Civil Authorities.

Firearms/Weapons Act 833 creates the crime of carrying a firearm by a student or non-student on school property and mandates that school officials notify all students and parents of the impact of the legislation and post notices of the impact of the legislation at each major point of entry to the school. ** Act 833 of the 1991 regular session of the Louisiana Legislation creates the crime of carrying of a firearm or dangerous weapon (such as knives, clubs, gas, liquid or other substance or instrumentality, which, in the manner used), is calculated or likely to produce death or great bodily harm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus or on a school bus during regular school hours. Whoever is convicted of the crime of carrying a firearm on school property or on a school bus is subject to a 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. Violation of the firearms policy will result in expulsion and possible criminal prosecution. The law prohibits possession of a firearm or dangerous weapon not only on school property or within 1,000 feet of the school's property or on a school bus, but also at any school- sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities. ** Act 107 specifically mandates that when a principal or other school official detains a student for violation of R.S. 14:95.2, and the principal confiscated or seized a dangerous weapon from a student while a student is on school property or at a school function, or on a school bus, the principal or other school official must immediately report the detention or seizure to the appropriate law enforcement authority, and notify the student's parents if he or she is detained for any of the above.

***A student in possession of a weapon or other item(s) which may be dangerous to himself/herself or his/her fellow students will be dealt with severely.

For the protection and security of each individual student as well as the entire school, Carencro Catholic School reserves the right and option to search, with proper justification, a student's assigned school locker, individual book or personal bags of any type.

The policies in this handbook are revised on an as needed basis. Any such revisions will be published and distributed to faculty, parents, and students. Any and all decisions are at the discretion of the principal.

This enrollment contract was electronically signed upon your enrollment of your child(ren). This is to serve as a copy for your records.

APPENDIX F: ENROLLMENT CONTRACT

I hereby agree, subject to the administration's acceptance, to enroll the below listed student(s) at School Carencro Catholic School for the school year 2023-2024 and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules and applicable handbooks (inclusive of any changes on the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

Student(s)	Entering Grade
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

In consideration of the acceptance of this Enrollment Contract by the Carencro Catholic School administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe a 1% per month (12% per year) charge on any unpaid balance after due.

I acknowledge and agree that:(1) all grade reports and academic transcripts are the property of Carencro Catholic School and that academic transcripts will not be released until all tuition and fees, including but not limited to fees associated with books, supplies, extracurricular activities (including athletics), field trips, breakfast/lunch/meals(and any extra sales), are paid in full;(2) in the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full (3) in the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student's enrollment.

I acknowledge and agree that Carencro Catholic School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to Carencro Catholic School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that Carencro Catholic School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or the student

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fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of Carencro Catholic School as reflected by its teachings, policies and rules. In the case of such removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from Carencro Catholic School, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I further agree that unless I advise you to the contrary, I hereby authorize the above named student(s) to participate in any athletic and extracurricular activities and in all school-sponsored or sanctioned field trips. I also agree to provide medical insurance coverage for my child in the event he/she sustains injuries or illness while on campus or during a school sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in Lafayette Parish, Louisiana. I further agree that in the event I have reason to believe that Carencro Catholic School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide Carencro Catholic School with the full details of same and a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by Carencro Catholic School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of Carencro Catholic School, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against Carencro Catholic School and agree that Carencro Catholic School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of Carencro Catholic School.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and Carencro Catholic School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

Please Initial:

____[] I have read, understood, and agree to the policy regarding use of technology resources at Carencro Catholic School as outlined in the Student Handbook. I agree to be held responsible for

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following all technology-related policies both as written and intended. Furthermore, I understand that this policy may be amended at any time.

Please initial and check appropriate choice below: (choose one option)

_____ [] Consent to publish. I hereby authorize and give full consent, without limitations or reservations, to Carencro Catholic School to submit, publish and/or cite, in whole or in part, any photographs, artwork, videos, written work, and voice recordings that the above student creates, and/or in which the above student appears, in school publications, including but not limited to newsletters, advertising, brochures, press releases and the school's social media and websites. These media items may be used in perpetuity. All media shall be the school's property, solely and completely. Further, I hereby permit the school to notify the media of my child's academic, athletic, and other special achievements, and share the aforementioned items, where applicable.

____[] Refusal to publish. I do not give permission to Carencro Catholic School to use the image of my child or my family in materials distributed by Carencro Catholic School.

You may request a printed copy of the handbook from the office. (One copy per family)

Signature (Parent/Guardian)

Date _____

Signature (Parent/Guardian)

Date

Billing Name

Billing address

City/State/Zip

Phone: Mobile

[Home](#)

Business

This is to confirm acceptance of the above named student(s) for enrollment at Carencro Catholic School for the school year 2025-2026, depending upon the successful completion of the current scholastic year.

Accepted by: _____
Principal Date

*Carencro Catholic School is owned and operated by St. Peter's Church, Lafayette Parish, Louisiana.

Updated 5/29/2025

****All signature pages are signed during the enrollment process on RenWeb.**