

Redemptorist St. Gerard Catholic School



PARENT & STUDENT HANDBOOK 2025-2026

3655 St. Gerard Avenue
Baton Rouge, Louisiana 70805

(225) 355-1437 School
(225) 355-1879 Fax
(225) 355-2553 Church Office

Before Care- 6:00am-7:00am

Morning Arrival- 7:05 am-7:30 am
***tardies begin at 7:35**

Breakfast- 7:05 am-7:25 am

School day- 7:30 am-2:30 pm

Dismissal- 2:30

After Care- School does not provide after school care. However, parents may make arrangements for after school tutoring with individual school staff members.

Michelle Wheeler, Principal

LaRonda Humphrey, Dean of Students

Ashley Pizzolato, Director of Finance

Deacon Joe Perry, Chaplain & Director

Father Tat Hoang, C.Ss.R., Pastor

Kathy Sanches, Secretary

The Redemptorist St. Gerard Catholic School *Parent and Student Handbook* is a statement of the mission, philosophy, policies, and regulations that provide guidance and structure to our school community. Parents who seek admission of their children to Redemptorist St. Gerard Catholic School enter into a partnership, which includes a contractual agreement, with the school. Both parent and child thereby agree to accept the philosophy and rules of the school as stated in this handbook and in other communications from the school, all of which are in conformity with Diocesan policy. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school. In all circumstances, the information contained in this handbook will take precedence over any other form of communication. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on the parent, student, administration, faculty and staff since you have chosen to send your child to a Catholic school.

Disclaimer: The policies and procedures contained in this handbook and the Diocese of Baton Rouge Catholic Schools Office Administrative Manual are considered part of the home and school contract. The school principal retains the right to amend the handbook for just cause. The parents and students will be notified when amendments are made.

Please sign and return the last page of this handbook by August 15, 2025. All three signatures are required.

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Mission, Recognition, and History

Redemptorist St. Gerard Catholic School provides Catholic formation in which students enhance spirituality, pursue academic excellence, and create a caring community as they develop their God-given potential. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service.

Southern Association of Colleges and Schools Accreditation Redemptorist St. Gerard Catholic School, having met the requirements established by The Council on Accreditation and School Improvement, is accredited through The Southern Association of Colleges and Schools.

Our School History

St. Gerard Majella was founded in September of 1945 by the School Sisters of Notre Dame. The school began with grades one through eight with each grade level accommodating seventy to ninety students. In 1963, the school was divided into K-6th with a junior high added to the elementary school known as the Madonna Center which later served as the community church hall. The school added Pre-K for the 1985-1986 school year for a brief period until 1989. PreK was reinstated in 1998 and continues today with class size maxing out at twenty per class in the Guardian Angel wing. Redemptorist Missionaries have supported the education of students since the school opened in 1945 and continue today. Redemptorist High School closed its doors in May 2015 and the name of our school officially changed to Redemptorist St. Gerard Catholic School to reflect the combining of the elementary and junior high grade levels. From the school's inception, dedicated Sisters and lay teachers along with generous parishioners built a family community and tradition of educational excellence.

Administration

As a Catholic Institution, Redemptorist St. Gerard Catholic School is ultimately owned and operated by the Bishop of the Catholic Diocese of Baton Rouge. This is the case of all Catholic Schools located in the Diocese of Baton Rouge. All Diocesan Catholic schools, including ours, are under the supervision of the Diocesan Superintendent of Schools, and are operated in strict accordance with provisions of the Administrative Manual published by the Diocesan Catholic Schools Office. Redemptorist St. Gerard supports and enforces all Diocesan policies.

The Pastor, Father Tat, is the ex officio chief administrative officer of the total parish education program. His role is one of leadership for Christ in the community. The pastor will delegate and share his professional responsibilities in the Catholic school with the principal and the local school ministry board. The principal is the administrative head of the school and is responsible for its effective operation as an educational institution within the total parish educational program.

Academics

The curriculum followed by Redemptorist St. Gerard Catholic School is based upon State and Diocesan requirements and standards and differentiated for the needs of Redemptorist St. Gerard students. The curriculum is composed of Religion, Language Arts (Reading, Writing, and Mechanics), Mathematics, Social Studies, and Science. Textbooks, supplementary materials, educational media, and a variety of teaching techniques are used to teach the concepts.

All levels of classes maintain a challenging, highly-rated curriculum and will provide students with the tools needed to be ready for the next grade level and eventually high school. Curriculum is continually evaluated, and changes are made when appropriate.

Quality of Work

Every student is expected to turn in quality work. A student who submits quality work demonstrates pride in his or her individual accomplishments. Students may receive a reduced score or be asked to redo an assignment of poor quality.

Retention, Conditional Promotion, Remediation

- Pre-Kindergarten and Kindergarten: Promotion will be determined by satisfactory mastery of core standards targeted for readiness for kindergarten and 1st grade.
- 1st Grade: A student may not be promoted if he or she is not progressing, fails reading or achieves lower than a 75% in any subject for the year.
- 2nd and 3rd Grade: A student shall not be promoted if he or she has failed two or more major subjects (Language Arts, Math, Reading, or Religion).
- 4th through 8th Grade: A student shall not be promoted if he or she has failed two or more major subjects (Language Arts, Math, Reading, Religion, Science, or Social Studies).

Retention will be seriously considered for a child who has not achieved competence in all subject matters.

A student who fails a subject for the second semester fails that subject for the year. Students in grades 2nd through 8th who fail only one subject may be passed conditionally. The student must successfully complete approved summer remediation as designated by the administration. The ultimate decision regarding retention or conditional promotion is supported by academic performance records and determined by the principal in consultation with teachers.

Acceptable Use of Technology Policy (AUP)

Redemptorist St. Gerard School is pleased to offer students access to the school's technology systems and networks, including but not limited to the Internet. Parental permission to use the technology systems of the school shall include access to the Internet and email systems, permission to publish student work to classroom websites, and permission to have unidentified photos of the student published to classroom websites. Use of the school's technology systems and networks, including but not limited to the Internet, will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While the intent is to make the school's technology systems available to further technology educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or pornographic. However, **no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.** The school and its staff believe that the benefits to students from use of the school's technology systems, in the form of information resources and opportunities for sharing, exceed any disadvantages. **Ultimately, parents and guardians**

of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Failure to abide by the regulations and policies of the school handbook by either the student or his /her parent/guardian may result in the student's removal from the school.

Student Rules

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
3. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain. Do not make copies of any copyrighted materials, programs or software.
4. Threatening, profane, or abusive messages are forbidden.
5. No activities are allowed which may damage or interrupt equipment usage or any networking system .
6. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet is forbidden.
7. No user is permitted to upload, or create a computer virus on the Internet or any networking system.
8. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
9. The network is provided for students to conduct research , complete assignments, and communicate with others. **Access is a privilege, not a right and requires responsibility.**
10. Invading the privacy of another user, or using their account, is forbidden.
- 11 . Posting personal messages without the author's consent is forbidden.
12. Sending or posting anonymous messages is forbidden.
13. Accessing or viewing obscene or pornographic material, or using profanity in messages is expressly forbidden. Students are forbidden from taking/sharing/posting inappropriate pictures of themselves or others using their cell phones or other electronic devices either while on/off campus.
14. Product advertising, political lobbying, or sending messages involving illegal activities are not permitted.
15. Any subscriptions to list servers, bulletin boards, or online services must be approved by the principal or his/her designee and the teacher prior to any such usage.
16. When a security problem is detected, it shall be reported immediately to the teacher, not to peers.
17. A user who accesses, sends, receives or configures electronically any profane or obscene language or pictures will be suspended.
18. Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the principal and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room , email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or demeaning the character of another person is prohibited.
19. Students who violate this policy will face disciplinary action to include suspension and/or expulsion (for repeated violation).

Admissions

New Students

The schools of the Diocese of Baton Rouge, Louisiana, admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. This school gives preference in admission first to Catholic students living within the parish boundaries, second, to Catholic students living outside the parish boundaries.

For students with disabilities or those who elect to register in a Catholic school for any reason (such as having been enrolled in an under-performing public school or having a change in residence) and for students who have an IEP or 504 plan from a public, private, or parochial school, parents must acknowledge that the **IEP or other services that the student received in public, private, or parochial schools do not transfer automatically with the student.** Because the student is a parentally placed student, FAPE (free, appropriate public education) no longer applies. The student may receive some IDEA services, which will be determined in the IDEA consultation process, but that is not guaranteed. **RSG will strive to provide reasonable accommodations for students with disabilities. A probationary period may be provided for a given period of time to determine if the school can meet the needs of the student.**

All applications are reviewed by the Admissions Committee and new applicants (K-8) may be screened prior to acceptance to determine developmental readiness and academic eligibility. Acceptance criteria will then be considered.

Admissions - Re-enrollment

All students attending Redemptorist St. Gerard Catholic School on Student Tuition Organizations scholarships (ACE, Arete, Aspiring Scholars, etc.) must reapply to those organizations each year. Students receiving the Louisiana Scholarship Program (LSP) may now apply for LA GATOR and must abide by the scholarship guidelines.

Student Acceptance Criteria for Enrollment

Redemptorist St. Gerard School will comply in every way with the Diocesan Guidelines for admission of students as stated in the handbook of policies for the Schools of the Diocese of Baton Rouge. **All new students accepted to Redemptorist St. Gerard are accepted on a probationary status for one school year.**

All students currently enrolled and are in good standing at Redemptorist St. Gerard Catholic School in kindergarten through seventh grade will be given first priority for admission for the next school year.

Tuition and Fees

Tuition rates and fees for Redemptorist St. Gerard Catholic School are established annually by the administration in consultation with the School and Parish Finance Committees with the approval of the Pastor. Redemptorist St. Gerard Catholic School has two tuition options:

1. Full Tuition
 - There are two options for payment of tuition: Prepayment of tuition in its entirety or a

payment plan through Gulf Coast Bank. The payment plan offers monthly, quarterly and semi-annual payment options.

- Late or non-payment of tuition and/or fees: A penalty charge will be added to unpaid accounts once the account becomes delinquent.

2. Tuition Assistance:

LA GATOR:

- Tuition assistance is provided for the entire amount of tuition for students in Grades K - 8, based on level of income for the family.
- Information for applying, including income eligibility, is located at lagator.la.gov.
- Parents must identify their school(s) of choice in the application process
- Any parent needing help with this process may contact our school office.

Tuition Donation Credit Program:

- **ACE Scholarship and Aspiring Scholars Program** provides partial tuition assistance for students in Grades K – 8, based on level of income for the family. ***Application process typically opens March 1.*** Information for applying, including income eligibility, is located at <https://online.factsmgt.com>
- **Arete Scholars Program** provides partial tuition assistance for returning students in Grades K – 8, based on level of income for the family. Contact should be made directly with the Arete Program (www.aretescholars.org)
- Students enrolled in the special education REACH program whose families receive assistance through tuition Donation Credit Programs are also eligible for Black & Indian Mission Fund and Diocese of Baton Rouge Tuition Assistance.

Diocese of Baton Rouge Tuition Assistance:

- Donations received by the diocese through the **Bishop's Annual Appeal** and school-level tuition assistance funding streams provide partial tuition assistance for students in Grades K – 8 in Catholic Schools based on financial need. PK-4 students enrolled in a Catholic school academic program may be considered for diocesan funding if they are not in the NSECD program.
- Donations received by the national **Black & Indian Mission Fund** provide partial tuition assistance to Black or American Indian students in Grades K – 8 who attend Catholic schools based on financial need. PK4 students enrolled in a Catholic school academic program may be considered for diocesan funding.
- To be considered for funding, applicants must contact the school principal to obtain an application form.
- After submitting the completed application form to the principal, parent must complete a financial assessment through FACTS Management, which requires a nominal fee for the financial analysis. Link - FACTS: <https://www.FACTSmgt.com> (Parent Tab – Dropdown to Financial Aid)

School fees, in addition to tuition, may include a technology fee (excluding students on the LSP Scholarship) and an eighth grade fee to cover the cost of special activities. A student's registration is not considered complete until their fees are paid. These fees are non-refundable. Students with delinquent tuition may not re-register for the following school year until all financial obligations are fulfilled.

Appeals

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff, or appropriate organization, then the administration before addressing the school board or pastor.

Appeal Procedure and Types

Two types of appeals will be heard. Those that pertain to alleged violations of policy and those that pertain to severe situations such as expulsion and/or lengthy suspension.

A written request for a hearing is to be made to the school board. Documentation in support of the appeal is to be supplied with the request. The parties will be notified within 10 school days if a hearing is granted. If a hearing is granted, both sides will be allowed to address the school board in a private meeting.

The school board will hold a closed conference. The response of the school board will be to advise the concerned parties to help resolve the issues. The school board does not have the authority to decide on an appeal but is an advisory council to help resolve the issue.

Attendance

Regular daily classroom instruction is important to ensuring a student's academic progress. Students should attend school unless they are ill, or a serious reason arises. According to Bulletin 741, students must be present a minimum of **166** days to be eligible to receive credit for courses taken. Students with excessive absences may be retained and not promoted to the next grade level. Exceptions can be made only with the approval of the principal.

This is at the discretion of the administration. A student must be in attendance over half of the day to be counted present for that day. Attendance is awarded when a student checks in prior to 10:30 am or checks out after 10:30 am.

Absences

When a student is absent from school the parent must email the student's teachers AND report the absence to the school.

Absences due to illness and emergencies will be considered excused once a parent has submitted a doctor excuse. **Notifications received more than 3 days after an absence will not be accepted.** Absences due to vacation and non-school related activities **will not be excused.** Students who are absent for all or part of a school day due to illness, may not participate in extracurricular activities occurring on that day without the approval of the administration. Students who have an unexcused absence may not participate in extracurricular activities occurring on that day.

A student who is absent for three consecutive days due to illness must submit a doctor's note after the third absence and prior to returning to school. Tardies or checkouts due to medical appointments will be excused if accompanied by a doctor's excuse. Excuses received more than 3 days after an absence will not be accepted. Students away from school for more than three (3) hours will have their attendance recorded as ½ day absence.

Louisiana Law, Act 109, Section 221, Title 17, states that the parent/guardian is responsible for the child's regular attendance in school and provides penalties for failing to ensure a child's attendance. **Elementary/Middle School students are required to be present a minimum of 166 days during the school year to receive credit for courses taken.** This law also states that the responsibility for a child's school attendance is placed with the child's parent or

guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child arrives at school at the appointed time. Any parent or guardian found to violate the compulsory school attendance law may be fined not more than \$250 and/or sentenced to 30 days in jail or both. If the child is chronically absent from school, a referral may be made to the District Attorney's Truancy Office. All students must be in attendance from **7:30 a.m. to 2:30 p.m.** to be considered for perfect attendance. Parents of students who have 5 unexcused absences will be referred to the EBR Truancy Center. Habitually tardy students will also be referred. It is the responsibility of the parents to bring students to school on time.

Early Release/Checkouts

Parents checking out students early must report to the school office and sign the early release log. **Students may not be checked out after 1:45 pm.**

Dismissal Changes During the Day

Parents wishing to change their child(ren)'s dismissal plans must contact the school office by **1:00 pm.**

Tardies

Students who arrive at school after **7:35am** are considered tardy. **After 7:35 a.m. parents must accompany their child to the school office to sign in and students will then obtain a tardy slip before going to class.**

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Eight or more tardies in a 9-week period will result in a meeting with administration and the student may be subject to suspension from school.

Again, Louisiana Law, Act 109, Section 221, Title 17, states that the parent/guardian is responsible for the child's regular attendance in school and provides penalties for failing to ensure a child's attendance.

Missed Assignments

Excused: Students who miss one or two days of school are expected to complete any missed assignments (academic practice, tests, quizzes, class work) in the number of days equal to the number of days absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, the student should gather missed work on Wednesday and turn in completed work by Thursday afternoon. Students who miss 3 or more days are expected to complete any missed assignments within 5 school days following the day they return.

Parents may request assignments from the teacher if the student will miss several days. If so, these items can be picked up in the school office between 3:00 and 3:30. It is assumed that these assignments will be completed and returned with the student upon their return to school.

Unexcused: In all events, it is the responsibility of the student and/or parent to plan with the teacher and/or other students to complete all missed assignments. This plan should be determined before the actual absence. Teachers are not obligated to have materials prepared ahead of time for vacations and other unexcused absences. Students are expected to complete any missed assignments in the number of days equal to the number of days absent, but not exceeding three school days.

Awards

Throughout the school year, students may be rewarded/recognized for outstanding achievement, attendance, citizenship, athletics, etc. during school assemblies, after Mass and other school events. Students of the Month, along with other award winners will have their photographs posted on the school bulletin board and will be recognized in the school newsletter.

End of Year Awards Ceremony

- Awards are given at the end of the year by each teacher to a most outstanding and a most improved student who demonstrates improvement in a subject and/or a strong work ethic.
- The Redemptorist St. Gerard Catholic School Citizenship Award is given to the student at each grade level who exhibits strong character and has answered God's call to serve by demonstrating unselfish service to others. They also demonstrate the characteristics of love, care, concern, loyalty, and respect.
- Academic Awards are presented at this time and are given to students in grades K-8 earning A-B Honor Roll and Straight A's. Academic Awards are based on core subjects and not electives.

Extended Care

Before School Care is offered from 6:00 a.m.-7:00 a.m. at a cost of **\$65 per month per child**. After School Care is no longer available. However, parents may make individual arrangements with school faculty members for after school tutoring/enrichment based on agreement between the guardian and the faculty member.

Birthday Celebrations

All students celebrating birthdays will be recognized weekly after mass. Parents/Guardians may drop off/send cupcakes or some other type of treats to the school office for students' birthdays. Please make sure to label the treats with the child and teacher's name. Parents should check with the child's teacher before bringing treats for a birthday to determine the day and time (at the teacher's discretion). Any leftover treats will not be sent home with students. Invitations may be given out at school only when the entire class is invited, all boys in one class are invited, or all girls in one class are invited. Balloons, flowers, candy, and gifts **may not** be sent to the school.

School Parties

The teacher, along with the parent representative, may schedule parties at Christmas and Easter. These parties should not exceed 45 minutes in length. **Siblings may not attend the parties.**

Bullying

4.9.2.7 Bullying (Diocesan Policy)

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication.

Definitions:

Harassment is annoying or unpleasant behavior toward someone including but not limited to threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to one another. Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or any other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.

Bullying behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

Public defamation of a student, a parent, or an employee is serious whether it is done orally, in writing, via email, text messaging, or on the web and whether it is done on a school or a home computer during school time or after hours. Redemptorist St. Gerard school's name, faculty names, and student names are not to be used in public or online formats including, but not limited to, websites, blogs, emails, and social media. **Any individual found to be participating in any defamatory activity will be subject to disciplinary action by the school, which could include expulsion/termination.**

As part of the Crisis Management Plan, all teachers will provide lessons on social/emotional well-being focused specifically on bullying prevention.

Cafeteria Program

Breakfast

Breakfast is served from 7:05-7:35 am daily. Students may not be sent to breakfast after 7:25.

Cafeteria Lunch Program

The Redemptorist St. Gerard Catholic School lunch program is a free, federally funded program.

Bag Lunch from Home: Students, who do not participate in the cafeteria lunch program due to medical reasons or allergies may bring a bag lunch from home (with note from dr. stating reasons). "Fast food" and soft drinks are not acceptable. Every effort should be made to ensure a healthy option to school lunch.

Nut Allergy: All types of loose nuts are prohibited on the school campus including the school cafeteria. Food items containing nuts/nut particles/peanut butter may be eaten in the cafeteria only. The Redemptorist St. Gerard cafeteria will not serve items with peanuts or peanut products.

Code of Honesty

Students are expected to respect a code of honesty regarding all schoolwork. Students should do their own work. Copying of test answers, academic practice, graded assignments, projects, reports, etc. and forgery are a violation of this code of honesty and may result in academic and/or disciplinary consequences. Plagiarism (a violation of copyright laws) is the copying of exact words, rephrasing or paraphrasing words of another author, using encyclopedia, magazines, books, and/or the Internet and other types of media and is a violation of the code of honesty.

Disciplinary/Academic consequences may include, but are not limited to, having the student redo the project, assignment, etc., reducing the grade, having the student retake the test/assignment, complete an alternate assessment, or receiving no credit or partial credit for work. Suspension from school and/or extracurricular activities may also result.

Cold Weather Policy

The decision to modify activities or schedules due to weather conditions is made by the principal using a safety and common-sense approach with consideration given to risk factors of the student population.

Young children, those with health conditions such as asthma, and those who are not dressed appropriately for the cold weather are at greatest risk of health complications in cold temperatures. As a general rule, we will use 40 degrees as our threshold. **When the temperature plus wind chill factor drops below 40 degrees, students will not participate in any outdoor activities.**

When a decision is made to allow students to participate in outdoor recess or P.E in cold weather conditions, children should wear: a hat, scarf, gloves/mittens, water-resistant coats and/or boots, and several layers of clothing.

Cell Phones and Electronic Equipment

Students in all grades are prohibited from bringing cell phones on campus. The only phone a student may use during school hours is the office phone, with permission. Students using their cell phones will face disciplinary action, the severity of which depends on the nature of the situation. The cell phone will only be returned to a parent after school hours. Additionally, wearable technology (Smart Watches, Fit Bits), electronic games, cameras, etc. may not be brought to school.

The administration reserves the right to read text messages or check cell phones that are brought onto campus. Failure to abide by the regulations and policies of the school handbook by either the student or his /her parent/guardian may result in the student's removal from the school.

Child Protection

The Diocese of Baton Rouge requires that all volunteers must:

- Be fingerprinted and background checked (form in office) by the Louisiana State Police Department
- Complete Training: Serving Vulnerable Populations online training and submit a training certificate
- Complete the Diocesan EAPPS form (Application for Volunteers)
- Read and sign the Diocesan Code of Ethics (revised 12/31/19)

Volunteers include, but are not limited to, all who help in the cafeteria, library, nurse's office, field trips, art and computer, homeroom parents, coaches, Home and School and Athletic Boards. It is

required that this process be completed prior to volunteering. The packet of information that outlines volunteer requirements is available in the church office. Non-school aged siblings are not allowed on campus with volunteers. **Anyone who has not gone through the appropriate background and child safety process, must be accompanied by school personnel at all times.**

Communication

The official modes of communication between school and parents are the RSG website and Facebook page, Dojo, PlusPortal (all-call, messaging, and parent alert) and email. Parents are encouraged to visit our website/Facebook page frequently.

Communication between teachers and parents is vitally important. Email is the most effective way to initiate communication with a teacher. It is important that parents notify teachers of any pertinent information, concerns, or suggestions.

Teachers are expected to communicate with parents regularly regarding student progress. Communication can be through weekly folders (PK-5), telephone conferences, face-to-face conferences, e-mail, and written notes. Teachers are expected to respond to a parent communication within 24 hours of initial contact.

Grades PK-5 — Weekly folders are sent home with student's work and test results for parent review and should be signed and returned the next school day.

Grades 6-8 — Weekly grades can be found online. Tests may be reviewed with the teacher upon parental request.

The school's on-line grade book system allows parents and students access to grades and school information. Teachers update grades weekly. Parents are responsible for keeping abreast of their child's academic progress by accessing the gradebook regularly. Information concerning online access is made available to new families at the start of the school year.

Each 9 weeks, parents/guardians (of students grades 1-8) will be notified via email that 9 weeks grades have been posted. Mid quarter (4 ½ week) Student Progress Reports are available midway through each 9 weeks. Student Progress Reports communicate mid-quarter academic progress and should be used by parents and teachers to help track student progress towards desired grades for the 9 weeks..

Conferences

Periodic scheduling of conferences is essential to ensure effective communication between teacher and parent. These conferences provide an opportunity to discuss the student's academic progress and social growth.

If you have an issue with your child's teachers or grades, please contact the teacher first. You may contact the administrator if needed; however, please call to make an appointment. Parents may request to schedule a teacher conference. Scheduled conferences may not interfere with daily instruction. **Conferences, even brief ones, may not occur during instructional time, school activities, or in the carpool line. Parents should contact the secretary to schedule a conference.** Conferences are held either during the teacher's planning period or immediately after school.

1st Nine Weeks Conferences

Conferences are available and attendance is highly encouraged for all parents of students in grades PK-8.

3rd Nine Weeks Conferences

Conferences are available for all parents of students in grades PK- 8. Conferences for students in academic jeopardy are highly encouraged.

Confidentiality

Redemptorist St. Gerard Catholic School respects the confidentiality of the families it serves and the faculty/staff it employs. School officials will keep information confidential if no one's life, health or safety is at stake. Parents will be notified promptly of concerns relating to students' life, health, or safety. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Counseling

Redemptorist St. Gerard has the right to require, under certain circumstances, parents to seek outside counseling at their expense from outside sources for their child to remain at Redemptorist St. Gerard.

Custody

Redemptorist St. Gerard Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Redemptorist St. Gerard Catholic School will provide the non-custodial parent with access to academic records and other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If parents have custody agreements through the courts, it is assumed by the school that the parents will abide with such agreement. **If the parent/guardian does not provide legal documentation, it will be assumed that there is no order in place.**

Crisis Plan

Redemptorist St. Gerard has implemented a safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations. Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's badge when visiting the campus.
- Make sure the school has accurate phone numbers and email addresses.
- Follow directions as given by the school. In an emergency, do not report to the campus unless summoned. If on campus during an emergency, follow the directions given.
- If you see a potentially dangerous situation on campus, please report it to the front desk immediately. If you see a suspicious person on campus who you think is dangerous, notify the office.

Emergency Closing of Schools

Redemptorist St. Gerard will follow the lead of East Baton Rouge Parish Public Schools regarding weather-related emergencies and/or early school closures.

Emergency Dismissal

Parents of children who arrive by car will be notified via news media and telephone call to the emergency numbers provided. Procedures will be the same as normal pickup.

The Diocese of Baton Rouge has instituted a Child Protection program and is fully committed to the protection of children and youth in order to maintain a safe environment for students. All volunteers and employees who have ongoing, unsupervised contact with minors during their ministries or employment will be required to complete the following process:

- A. 1 EAAPS application form
- B. The acknowledgment form for the Code of Ethics and Behavior for Adults who minister to Children in the Diocese of Baton Rouge
- C. The Safe in Place training module for adults

When these steps are completed, submit a hard copy of each to the secretary. She will then give a signed form for volunteer Background Check and Fingerprinting to the volunteer. Names of all volunteers will be screened through the Louisiana State Police Sex Offender Registry.

Discipline/Character Development and Formation

The discipline philosophy at Redemptorist St. Gerard Catholic School is based upon the Gospel values and the realization that the student must learn, internalize, and practice the values of the Catholic Church community. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion. The aim is to develop a responsible person capable of making wise choices about behavior. This process requires patience and love on the part of teachers and parents. **In an environment in which the student sees Gospel values in action, he or she will have the best opportunity to develop as an effective, caring, and responsible adult.** To accomplish this goal, Redemptorist St. Gerard Catholic School uses a school-wide discipline plan- **PAWS**. It is expected that parents and students act in cooperation with this discipline plan. Parents can contact the Principal to discuss concerns or questions regarding the discipline program at Redemptorist St. Gerard Catholic School. The Principal is the final recourse in all disciplinary situations. By working as a team, we hope to create an atmosphere in every classroom and throughout the school that enables teachers to teach and students to learn.

Discipline - Diocesan Policy

4.9.2 Discipline

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).

It is the final responsibility of the principal to maintain discipline at each school and at any off campus school activity. In cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with rules and regulations.

Classroom Rules

Teachers follow a classroom plan that includes rules, consequences, and rewards for the students' classroom behavior. This plan will be discussed with the students and parents when the school year begins. Grades 1-8 use behavior logs to record daily behavior.

Classroom Rules

Follow directions first time given.

Keep hands, feet, and objects to yourself.

Be respectful; no offensive language or teasing.

Raise your hand for permission to speak or stand.

Be seated with materials and assignments, when the tardy bell rings.

Work/Study Habits

Uses time wisely and completes assignments on time

Is a self-directed learner and seeks help appropriately

Demonstrates effective organizational skills

Follows school and classroom rules

Completes homework on time

Evaluates and sets goals

Classroom Rewards

The primary reward for good behavior is a sense of self-worth, inner peace, and the smooth flow of the school day. Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities, and other special events. To promote and motivate positive behaviors and wise choices, two students from each homeroom (grades 1-8) are recognized each week for outstanding citizenship. The reward for students who successfully follow the discipline plan each week will be a "Fun Friday" reward.

PAWS School-Wide Rules:

1. Follow directions
2. Raise hand to talk
3. Stay in your assigned area with appropriate body form
4. Keep hands, feet, and objects to yourself
5. Keep unkind comments to yourself



Positive Attitude
Act Responsibly
Wise Choices
Show Respect

Students will record their daily behavior using a pen on their weekly log sheet. Students making the correct choices will be provided with weekly positive rewards and privileges (***Fun Friday!***). Students with unacceptable behavior which interrupts a teacher's instruction will be subject to negative consequences (lunch detention, reflection sheets, time out placement, administration removal from the classroom, etc.)

RSG faculty and staff will ensure that effective learning takes place each day. Your support is very important. Your child should bring his/her student ***PAWS Log Sheet*** home daily. At a quick glance, you should be able to view their behaviors. ***Please take a few moments to praise your child's good behavior (0-5 rule violations) or provide some words of support, concern, and encouragement (6+).***

School Wide-Consequences

- Any student earning less than the established rule violations number in any given week will

participate in FUN FRIDAY.

- **10 or more rule violations/checks per day requires parent signature.** We want to know that you are aware that your child's behavior is beginning to impair his/her ability to learn and is disrupting instruction.
- 5 rule violations/disruptions **in one class** period will result in a student being removed from class by administration and issued a formal written reprimand/discipline referral.
- Written reprimands will be issued for 5 rule violations (checks) in one class or 10+ rule violations (checks) in a day. These numbers will change (with notice to you) as we begin to improve overall behavior on campus.
- 5 written/documented reprimands (office visit and referral) will result in an automatic suspension.

Referral: A discipline referral may be issued by the administration for behaviors that are unacceptable or for behaviors requiring an office visit. This means that the student's name and infraction are entered into our online discipline database for reference should behaviors continue. Major infractions and/or discipline referrals may result in disciplinary action such as, but not limited to, detention, suspension, probation or expulsion.

Major infractions include, but are not limited to, extreme disrespect, destruction of school property, plagiarism, dishonesty, cheating, inappropriate language/gesture, use of electronic equipment for communication and/or pictures, possession or abuse of controlled substances (refer to Diocesan Substance Abuse Policy), possession of weapons (real or toy), fighting, threatening a teacher or student, harassment, bullying, repeated minor offenses and failure to respond to correction and subsequent consequences. Misuse of the school uniform including, but not limited to, tearing and writing, demonstrates disrespect and will not be tolerated.

Suspension: A suspension is one of the consequences that may result from a discipline referral. Suspension may include out-of-school, in-school and/or suspension from extra-curricular activities. Suspension is a serious consequence and causes the administration to review the student's continued enrollment at Redemptorist St. Gerard Catholic School.

Suspension Protocol: 1st suspension = 2 days; 2nd suspension=3 days; 3rd suspension=5 days and students may not return until a parent conference is held with administration. Upon the 4th suspendable offense, students will be recommended for dismissal from our school.

A student who is suspended may not participate in or attend extra-curricular activities during the suspension. If the suspension occurs on a Friday, the student may not participate in weekend extra-curricular activities. The student is responsible for obtaining and completing any assignments missed during the suspension. Students will only receive 50% credit of the total score earned on all assignments and tests. Failure to turn in an assignment will result in a zero.

A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school or inconsistent with the values of the school, may receive consequences by the school administration.

Probation and Expulsion: The issuance of a probationary period or expulsion is at the discretion of the principal in consultation with the Director and Pastor.

Moral Turpitude Violations

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of the school by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of the Catholic school as indicated in the parent/student handbook make a student subject to corrective action,

including suspension or dismissal.

Activities prohibited by this regulation include but are not necessarily limited to the following:

- Attending, sponsoring, or participating in activities where alcohol or illegal drugs are sold, purchased, possessed, or consumed.
- Committing, threatening, or attempting to commit acts of vandalism that affect a person's life, health, or property.

Posting or sharing inappropriate content using social media either on/off campus is strictly prohibited.

Substance Abuse Policy

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/ guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian. This diocesan substance abuse policy must be included in each school's handbook of policies and must be adhered to.

Tobacco and Smokeless Tobacco

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

Alcohol

If a student is found to have or be under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated, and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

Prescription/Over-the-Counter Drugs

If a student is found to have, to have provided, or sold a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated, and appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

Illegal Drugs

An "illegal drug" is any drug, the possession of which is prohibited by federal, state, or local law.

1. If a student is found to have or be under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and appropriate action will be taken by the administration. Appropriate action will include but is not limited to suspension or expulsion.

2. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and the student will be expelled.

Drug Paraphernalia

If a student is found to have drug paraphernalia, appropriate action will be taken by the administration.

Look-alike and Imitation Products

If a student is found to have any substance or product that resembles, imitates, or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

Weapons

The safety and well-being of our students, faculty, and staff are our top priorities. Therefore, we strictly enforce a zero-tolerance policy on weapons of any kind within the school premises, including but not limited to firearms, knives, explosives, and any object used or intended to be used to cause harm.

Emergency Drills and Safety Procedures

According to Diocesan regulations, drills such as Code Red Lockdown (Intruder), Code Blue Lockout (Threat outside of Campus), Code Green Evacuate (Fire) and Code Yellow Shelter in Place (Tornado) are practiced regularly.

In the event of a real emergency, parents will be notified through text, email, or phone. It is imperative that all contact information is accurate and updated to receive these communications. The RSG safety plan is located in the school office and is available to view upon request.

Extracurricular Activities

Redemptorist St. Gerard Catholic School provides extracurricular opportunities for development of school spirit and a students' sense of community and belonging. While participation in extracurricular activities is encouraged, schoolwork and good behavior are considered the first priority. Parents should guide their children in choosing extracurricular activities while considering family time and the individual needs of the student. Students who are absent for all or part of a school day due to illness may not participate in extracurricular activities occurring that day. Unexcused absent students may not participate in extracurricular activities occurring on that day.

Field Trips

Field trips are considered part of the instructional day and are designed to correlate with teaching units and curriculum goals. Field trips are evaluated each year to determine their compatibility with these goals. A written official permission slip must be signed by a parent and is required before any student is permitted to attend a field trip. **Verbal permission is not acceptable.**

Students are assigned to approved chaperones prior to the field trip and must remain with their chaperone throughout the field trip. Students must also arrive and depart on field trips with the school provided mode of transportation. **Cell phones are not allowed to be used on field trips by students or parents, except for emergencies.**

A field trip is a privilege and not a right. Teachers, in consultation with administration, reserve the right to restrict or deny a student's participation on any field trip due to, but not limited to, poor academic performance or poor conduct.

Financial Policies

For Redemptorist St. Gerard Catholic School to fulfill its religious and educational mission, it is necessary for the school to operate within a sound fiscal budget. The following policies regarding the collection of tuition and fees will be enforced.

- Tuition payments are due on or before the 15th of the month. If payment is not received by the 15th the student will not be allowed to return to school until payment has been made.
- If the payment is made but is returned for insufficient funds, the student will not be allowed to attend school until payment and any fees are paid in cash.
- Students who have an ACE, Arete or Aspiring Scholars scholarship will be notified when reimbursement checks are received by the school. Parents will be notified to come to school to endorse the check. Parents will be given a deadline for signing the checks. If the check is not signed by the deadline, the student(s) will not be allowed to attend school until the check has been signed.
- Any payments that are returned by the bank for insufficient funds will result in a cash payment having to be made which includes all fees. The student(s) will not be allowed to return to school until the proper payment has been made.
- Diocesan policy allows Redemptorist St. Gerard Catholic School to withhold the administration of exams and participation in end of year celebrations/activities until all accounts are current.
- Those families with delinquent accounts at the time of registration for the next year will not be allowed to re-register until the account has been paid in full or made current.
- Any fees, tuition, fines, late charges, NSF charges, or penalties due to Redemptorist St. Gerard Catholic School may be pursued to the maximum extent allowed by law.
- Redemptorist St. Gerard Catholic School may withhold all records pertaining to a particular child/family until all monies owed to the school are paid in full.

Grades

Quarterly grades are comprised of assessments and academic practice.

Assessments

Assessments may be in the form of tests, graded assignments, projects, classroom participation, and/or teacher observation.

Academic Practice

Academic Practice is a form of homework and a check for understanding. It is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement, and enrich class work. Since each student has different capabilities, it is difficult to denote a specific amount of time to be spent on the assignment. If a problem arises, the teacher should be contacted. Timely completion of academic practice has a direct effect on a student's grades. Students are expected to be prepared for the school day, bringing with them all needed supplies, academic practice, and projects.

Diocesan Grading Scale	
A 90 – 100	4 Quality Points
B 80 - 89	3 Quality Points
C 70 - 79	2 Quality Points
D 60 - 69	1 Quality Point

Health Policies

Redemptorist St. Gerard Catholic School does not have a school nurse or First Aid Room. Our health services are limited to maintaining health, medication, and emergency records; contacting parents in case of student illness; treating the ordinary bumps, scrapes and illnesses that are part of daily life; administering prescription medications for a serious chronic illness diagnosed by a physician; and conducting hearing and vision screenings.

As part of the registration/re-registration process, a parent or guardian must provide Redemptorist St. Gerard School with a current State of Louisiana Universal Certificate of Immunizations that is updated and signed or stamped by a physician's office.

Please contact the school at (225) 355-1437 if you have any questions about immunization requirements.

Services that are **not** available on campus are

- Lengthy monitoring of children who become ill at school.
- Administration of prescription medication on an "as needed" basis.

Students must be picked up within an hour of being contacted by the school. Children should be free of fever, nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms), before returning to school. Students being picked up from school with these symptoms may not return until they have been free of symptoms for 24 hours from the time of pick up. Students absent for three consecutive days due to illness should submit a doctor's note upon returning to school. If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return.

Medication Policy:

Students are not allowed to have any medication, prescription or non-prescription, in their possession at any time on the school grounds. Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action.

If medication must be administered at school on a regular basis a **Redemptorist St. Gerard Catholic School Parental Consent Form for Medication Administration** (available at the school office) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, name of the medication, time/frequency to be administered at school, dosage and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. Verbal phone orders from physicians or parents cannot be accepted. Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made.

Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of the student to be administered medication, name of medication, strength, and amount and time it is to be administered.

Prescribed over-the-counter medications must be brought to school in the original container.

Each child will report to the front office at the prescribed time to receive medication from approved office personnel. The medication chart will be checked to ensure proper medical administration. Only a one-month's supply of medication will be accepted at one time. If medication must be administered in school, but not on a regular basis, the medication that is to be administered must be brought to school by parent or guardian and given to the student in the presence of office personnel.

PLEASE NOTE: The following medications will not be given at school: antibiotics, barbiturates, narcotics, or non-prescription medications including, but not limited to, cough drops, ChapStick, and Vaseline. If necessary, a parent may administer medication to their child in the office.

Water Bottle Policy:

Transparent (no glass or metal), plastic bottles, filled with **water ONLY** are allowed.

Orthopedic Appliance Policy:

Any student wearing an orthopedic appliance, which includes but is not limited to a cast, sling, brace, splint, crutches, tape, ace bandage, boot, etc. must be accompanied by a note from either the parent or the physician. Upon the first day of arrival at school with an apparatus, the student and parent must meet with the school nurse to go over safety procedures. The student wearing an appliance will be restricted from participating in recess, PE and school sports. If the appliance is needed for more than two days, then a physician's note must be turned in to the office outlining any restrictions, limitations, and a plan for clearance. A note must also be submitted to the office when the physician has cleared the student to resume their regular activity.

Head Lice: Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school if their child has lice. Students must be checked by school personnel and found to be lice and nit-free before returning to class.

Nut Allergies: All types of loose nuts are prohibited on the school campus including the school cafeteria. Food items containing nuts/nut particles/peanut butter may be eaten in the cafeteria only. The Redemptorist St. Gerard cafeteria will not serve items with peanuts or peanut products. Students with identified nut allergies will be seated in a designated area separate from students who bring bag lunches from home. Students bringing bag lunches from home will be directed to wash their hands following lunch. Students with identified nut allergies will not be given any food items brought to school by other students, purchased or homemade.

Students with nut allergies will be asked to provide a supply of nut-free snacks for consumption on these days.

Severe and/or Life-Threatening Allergies: Any and all students with severe and/or life-threatening allergies (including nut allergies) must schedule a meeting with a member of the administrative team and the school nurse prior to the beginning of each school year.

Students may not be allowed to begin school until the meeting has been documented. All teachers will receive information on students in their classes with medical problems and explanations regarding these problems (i.e., symptoms, immediate emergency response, etc.)

Teachers may not keep medication for a student in the classroom, nor can a teacher

administer medication to a student except on field trips or in accordance with the Redemptorist St. Gerard Catholic School medication policy.

Immunization Records

A current immunization record must be completed by your child's physician or an acceptable authority and returned before the first day of school. By state law, no child may attend school until this has been submitted.

The following records are required of all students:

- A. Four (4) DPT (Diphtheria, pertussis (Whooping Cough), Tetanus combined)
- B. Three (3) Oral Polio
- C. One (1) Measles
- D. One (1) Rubella (German measles)
- E. Mumps
- F. Hepatitis B (3 doses)
- G. Varicella (Chicken Pox)
- H. Meningococcal (MCV-4) Students entering 6th Grade.

*The last DPT and Polio vaccines must have been received after the student's fourth birthday. Any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

Class Placement

The faculty and administration consider the individual academic, social needs, and abilities of each child when making placement decisions for the upcoming school year. Because, in some cases, there are multiple sections per grade, the faculty works very diligently to balance each class based on appropriate boy/girl ratio and abilities. For that reason, **parent requests for specific teachers are not accepted**. All faculty members are dedicated, and committed to Redemptorist St. Gerard School, and we believe the students are best served by a balanced approach to classroom placement. If your child has a specific educational need that the administration is not aware of, please notify the school.

Individual Needs

To the best of our ability, Redemptorist St. Gerard Catholic School will attempt to meet the needs of students by incorporating minor interventions in the classroom setting. For students to receive accommodations, they must have a current educational evaluation (within 3 years) and have met with the guidance counselor, teacher, and a member of the administration. Final decisions regarding accommodations and interventions are at the discretion of the school administration.

When an evaluation is required to assess special needs, the school coordinates communication between the school and outside agencies. Parents should forward all necessary forms needing to be completed by the school, to the guidance counselor who will distribute them to the teachers. After these forms have been completed, the guidance counselor will forward them to the outside agency. The school requests that a copy of the final evaluation be sent to the school office. These evaluations are kept confidential.

Reasonable measures will be taken to meet the needs of all students. There may be times when the needs of the student outweigh the resources that are available at Redemptorist St. Gerard Catholic School and if this should happen, another educational setting may allow the student to thrive both academically and socially.

Dyslexia and Instructional Support Lab Services

Small groups of 3-4 students per 40-45 min session 3 times a week with a minimum of 120 minutes per week.

The lab program aims to support students with a diagnosis of dyslexia and students who are in need of Instructional Support Services (ISS.) typical of those who would receive 504 accommodations in the public setting.

Lab services are designed to meet students where they are by first identifying deficits through diagnostic assessment (ex. Lexia, Orton-Gillingham, Moby Max) and then by using strategies appropriate to the students as individuals (to include learning style). Learning styles are considered, but the services are generally multi-sensory as part of a best-practice model in addition to having qualified and caring staff and on-going collaboration with classroom teachers. Initial and periodic goal meetings are conducted where assessment data is interpreted, and progress data is reviewed.

“D.A.R.E.” (Drug Abuse Resistance Education) is a series of classroom lessons, led by a police officer, taught to fifth grade students.

Instructional Materials

Textbooks, workbooks, and Chromebooks/iPads are purchased by the school. These instructional materials are expensive, and students are expected to handle them carefully. All books must be kept free of pencil or ink marks. Students will place their names on the cover of all workbooks, and, at the direction of the teacher, inside the front cover. If a book, workbook, Chromebook, iPad, or any other materials are lost or damaged the student will be expected to pay either replacement cost or a damage fee. Final report cards are held until replacement or damage fees are paid in full.

Logos, Names, and Images

The school logo, all names, or images that represent Redemptorist St. Gerard Catholic School and their likeness cannot be used without express permission of the principal. All requests must be submitted in writing and approved by the principal.

Lost Articles

Personal items such as book sacks, gloves, jackets, sweaters, caps and pencil bags should be clearly marked with the student's full name. Lost articles are kept for a limited period of time and can be located in the school's commons area.

Off-Campus Behavior

Members of the Redemptorist St. Gerard Catholic School community must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals and commitments of Redemptorist St. Gerard Catholic School as set forth in the Parent/Student Handbook. Redemptorist St. Gerard recognizes that parents are the principal caregivers of their children, however, a student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school or disruptive to the educational environment, may be disciplined by school officials.

Violations of civil or criminal law or other conduct that could cause discredit to Redemptorist St. Gerard Catholic School or disruption of the Redemptorist St. Gerard Catholic School community that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of Redemptorist St. Gerard Catholic School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion.

The administration of Redemptorist St. Gerard Catholic School reserves the right to discipline students for off-campus behavior that is not in line with behavior expectations of its students during the school day. The following behaviors are prohibited but not limited to:

- Attending, sponsoring, or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed, or consumed by minors.
- Committing or attempting to commit acts of vandalism that affect a person's life, health, or property.
- Using technology inappropriately such as, but not limited to, communicating in a manner that bullies another person, showing disrespect for self or others, using offensive language, and misusing social networking sites.

In all cases, communication among parent, student, and the administration will be required to determine a course of action. Decisions concerning consequences for this type of misconduct are made by the administration with the support of the pastor.

Parents as Partners

It is considered a privilege to work with parents in the education of their children and we are grateful that you have chosen to partner with Redemptorist St. Gerard Catholic School. By natural law, parents are their children's first teachers, therefore, their role in education and their relationship to the school must be properly acknowledged and encouraged. Mutual respect and cooperation between parents and school authorities must be developed. Parents and teachers are expected to work collaboratively in this process and be role models for the children. **Dividing authority between school and home or within the home will only teach disrespect of all authority.** Mutual respect between parents and teachers will model good mature behavior and relationships. Students need both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.

- As partners in the educational process at Redemptorist St. Gerard Catholic School, we ask parents:
- to use social media in a positive way, it is a great way to promote Redemptorist St Gerard school,
- to see that the student pays for any damage to school property due to carelessness or neglect on the part of the student,
- to notify the school with a written note when the student has been absent or tardy,
- to actively participate in school activities such as Parent-Teacher Conferences,
- to notify the school office of any changes of address or important phone numbers,
- to meet all financial obligations to the school,
- to inform the school of any special situation regarding the student's well-being, safety, and health,
- to complete and return to school any requested information promptly,

- to read school notes and newsletters and to show interest in the student's total education,
- to support the religious and educational goals of the school,
- to attend Mass and teach the Catholic faith by word and example,
- to support and cooperate with the discipline policy of the school, and
- to treat teachers with respect and courtesy in discussing student problems.

Together, let us partner and support one another in helping your child to become the best person he/she can be. Parental cooperation is necessary for the welfare of students. **If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, Redemptorist St. Gerard Catholic School may require parents to withdraw their children from the school. This type of action would be very drastic and undertaken only after other attempts at conflict resolution have not been successful.** See "Student Withdrawal" section in this handbook.

Parent Organizations

At Redemptorist St. Gerard, we recognize the vital role that parents play in the education and development of our students. To foster a strong partnership between the school and families, we are excited to announce the formation of a Parent Teacher Organization (PTO) for the 2024/2025 school year.

The PTO aims to create a collaborative environment where parents, teachers, and staff work together to enhance the educational experience for all students. The PTO will focus on:

- Promoting Communication: Facilitating open lines of communication between parents and the school to ensure everyone is informed and involved.
- Supporting School Activities: Organizing events, fundraisers, and volunteer opportunities to support school programs and activities.
- Enhancing the Learning Environment: Providing resources and support to improve classroom environments and extracurricular activities.
- Building Community: Fostering a sense of community and school spirit through social events and collaborative projects.

All parents and guardians are encouraged to join the PTO and participate in meetings, events, and volunteer opportunities. Together, we can make a significant impact on our children's education and school experience.

Additional Parent Involvement Opportunities

In addition to the PTO, we are open to forming other parent organizations that address specific interests or needs within our school community. Some potential ideas include:

- Booster Clubs: These clubs can support specific extracurricular activities such as sports, music, or arts programs through fundraising and volunteer efforts.
- Parent Advisory Committees: These committees can provide feedback and advice to the school administration on various issues, ensuring that parent voices are heard in decision-making processes.
- Classroom Volunteers: Parents can volunteer their time to assist teachers in the classroom,

helping with activities, projects, and events.

We believe that active parent involvement is essential for the success of our students and our school. If you have ideas for additional parent organizations or are interested in volunteering, please contact the school office. We look forward to working together to create a supportive and engaging educational environment for our students.

Redemptorist St. Gerard School Board

The role of the School Board is:

- To promote the school mission and the goals of the Education Commission
- To have prayer as the foundation
- To discern God through prayer and sharing of faith
- To encourage a spirit of cooperation through commitment to parents, children, faculty and staff
- To build cooperation among school organizations
- To come together to make Redemptorist St. Gerard Catholic School a better place
- To bond with the parish as one of its ministries
- To facilitate communication among parents, faculty, and administration
- To discern needs within the school community and make recommendations
- To communicate regularly with the school support organizations
- To advise the school administration in the areas of: facilitating problem solving; facilitating future visioning & insuring the school remains faithful to the parish and school missions
- To hear appeals, concerns and suggestions.

Membership includes the principal, the director, the pastor, and four at-large representatives appointed by the pastor, one of whom serves as a faculty representative.

Redemptorist St. Gerard Catholic School Finance Committee

This committee reviews the financial report quarterly in consultation with administration concerning finance. The committee reports annually. Members are appointed by the pastor and the principal.

Photographs and Videos

Students, faculty, and staff cannot be photographed or videoed without the approval of the administration. The school reserves the right to use student photographs in publications and on the school website. Your signature for receipt of this handbook constitutes consent. Any parent who does not wish his or her child's photograph to be used must notify the principal and teacher(s) in writing prior to the beginning of each school year.

Private Parties

Party invitations and any general information regarding private parties may only be distributed at school if sent to all students (all boys and all girls) in the class. Collections of any sort for providing funding or party favors/souvenirs cannot be conducted at school.

Promotion/Retention Criteria

Retention, Conditional Promotion, Remediation

- Pre-Kindergarten and Kindergarten: Promotion will be determined by satisfactory mastery of core standards targeted for readiness for kindergarten and 1st grade.
- 1st Grade: A student may not be promoted if he or she is not progressing, fails reading or achieves lower than a 75% in any subject for the year.
- 2nd and 3rd Grade: A student shall not be promoted if he or she has failed two or more major subjects (ELA, Math, or Religion).
- 4th through 8th Grade: A student shall not be promoted if he or she has failed two or more major subjects (ELA, Math, Religion, Science or Social Studies).

A student who fails a subject for the second semester fails that subject for the year. Students in grades 2nd through 8th who fail only one subject may be passed conditionally. The student must successfully complete approved summer remediation as designated by the administration. The ultimate decision regarding retention or conditional promotion is supported by academic performance records and determined by the principal in consultation with teachers.

Promotion

Promotion from grade to grade at Redemptorist St. Gerard Catholic School is based upon successful completion of the year's work. Students are required to attend a minimum of 166 school days to be eligible to receive credit for the courses taken. The ultimate decision regarding retention or conditional promotion is supported by academic performance records and determined by the principal in consultation with teachers and/or school staff.

Grade PreK and K — The school has established minimum standards of performance which the child must meet if he/she is to be promoted to the next grade level.

Grades 1-8 — Promotion of students in grades 1-8 is based upon successful completion of studies in the major subject areas. Successful completion of a major subject area means that a student must accumulate a minimum of four quality points in that subject area for the year, with at least two quality points earned during the second semester. Additionally, the student must also obtain a minimum yearly average of 67% for that subject.

Quarterly GPA includes core subjects and activity and does not include PE. Yearly GPA includes core subjects and does not include Activity or PE.

Retention

Students may be retained at the discretion of administration in partnership with teachers, because of some deficiency in overall academic achievement, lack of maturity or social/emotional development, or failure to attend the minimum 166 required school days.

Quarterly GPA includes core subjects and activity and does not include PE. Yearly GPA includes core subjects and does not include Activity or PE.

Major subject areas considered for promotion in grades 1-2 are:

Religion

Math

English Language Arts

Major subject areas considered for promotion in grades 3-8 are:

Religion

Math

English Language Arts

Science

Social Studies

Religion

The school is a support to the parents in their task of educating their children. Prayer in the home, attendance at Mass with the family on Sunday, and life in a faith-centered family is the center of the child's religious training. Non-Catholic children will be expected to participate in all classes and liturgies to the degree that Catholic Doctrine permits.

Catechesis

Religion is considered of primary importance at Redemptorist St. Gerard Catholic School. At all grade levels, Religious Studies is considered a major content area. All faculty members continue to study and learn their faith so that the students will have the best possible preparation for life in today's Church and world. Redemptorist St. Gerard provides its students with a dedicated catechist for scheduled religious instructional time in grades K-8th. Grades in Religious Studies are based on student's participation in class and on performance on teacher prepared tests and examinations. Students in grades 5 and 8 participate in a program of religious education assessment. This instrument, Assessment of Catechesis Religious Education (ACRE), is administered each school year.

Religious Education Goal

Redemptorist St. Gerard School seeks to encompass the threefold purpose of Catholic education: to teach doctrine, to build community, and to serve one's neighbor.

To realize this, we strive to:

- Instill in each child a sense of his/her privilege and responsibility in helping to build God's Kingdom here on earth by internalizing Catholic doctrine.
- Encourage each student to respond to the Lord through experiences in silent, spontaneous, and formal prayer.
- Give students the opportunity for active participation in liturgical celebrations and provide special sacramental preparation programs which include parents and students.
- Encourage student involvement in parish/school activities both in the local and larger community.
- Make gospel values the norm, thereby fostering in each student a respect for self and others.
- Emphasize world needs by fostering in students a social awareness of their responsibility to humanity, which is part of their Catholic calling to serve one another.

Report Cards

Report cards are issued each nine weeks while Progress Reports are issued at the 4 ½ week mark.

Search and Seizure - Diocesan Policy

The legal relationship between the Catholic school and the student (or student's

parents/guardians) is one of contract law. Therefore, the Catholic school handbook of rules and regulations governing the school operations must contain this policy and the resulting disciplinary action for violation of the school rules in these areas.

A school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

School officials (2 or more) may search student(s), his or her belongings, (i.e. including but not limited to locker, handbag, briefcase, and book bag) and vehicle driven by student, if one or more of the following exist:

The students are informed in writing (parent/student handbook) that searches may be conducted. The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of a student(s), his/her belongings, shall be conducted by no less than two (2) school officials (at least one (1) the same gender as the student when possible). The search shall be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office. Strip searches shall not be conducted.

Standardized Testing

Redemptorist St. Gerard Catholic School participates in the Diocesan standardized testing program (ACRE, Beacon, and Terra Nova). In addition, all students attending on state scholarships (LSP) must take the state's LEAP assessments in ELA, math, science, and social studies. Students on the ACE and ARETE scholarships must take the ELA and Math parts of the LEAP test. These tests are administered to measure group and individual achievement.

STAR Reading and STAR Math are administered in grades 1-2.

Student Records

A student's academic records are available for parent review upon request. Academic records as well as student demographics are made available to high schools during the high school admissions process. See Transfer and Withdrawal section for more details.

Substance Abuse Policy - Diocesan Policy

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and drug-free climate on campus, and at all school related functions. The use of all chemicals, including tobacco, smokeless tobacco and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

Tobacco and Smokeless Tobacco

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension. Any tobacco product found in the student's

possession shall be confiscated.

Alcohol

If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated, and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

Prescription or Over-the-Counter Drugs

If a student is found to be in possession of, to have provided or sold, a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated, and appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

Illegal Drugs

An illegal drug is any drug the possession of which is prohibited by federal, state or local law. If a student is found to be in possession of or under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and appropriate action will be taken by the administration. Appropriate action will include but is not limited to suspension or expulsion.

If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and the student will be expelled.

Drug Paraphernalia

If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration. Appropriate action will include but is not limited to suspension or expulsion.

Look-alike and Imitation Products

If a student is found to be in the possession of any substance or product that resembles, imitates, or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

Drug Testing

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

Technology (See *Acceptable Use Policy*)

Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers and students as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action may be taken for any violations that are unethical and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Diocesan school district.

Telephone Messages

Students may not use the phones on campus without permission. Any messages regarding dismissal changes will be relayed to students at the end of the day. Dismissal changes must be made prior to 1:00 pm.

Transfer and Withdrawal Procedure

Parent and student cooperation is necessary to ensure the orderly functioning of Redemptorist St. Gerard Catholic School as well as the furtherance of the student's education. If parental cooperation is not forthcoming, the student's continued enrollment at Redemptorist St. Gerard Catholic School must be reviewed in order to ascertain if the student's presence in school serves the best interest of the school and the student. After opportunities have been provided for reasonable and fair dialogue among parents, administration and pastor, and the pastor and administration deems the parents no longer honor the expectations found in the school's contractual agreement, the parents shall be directed to withdraw their child/children from the school.

Parents wishing to have their student transferred or withdrawn from Redemptorist St. Gerard Catholic School must contact the school secretary. Upon notification of transfer or withdrawal, the school will begin the transfer/withdrawal process by preparing final records for the student. Prior to the release of final records, all financial responsibilities must be met, and all school-owned books and materials must be returned to the teacher. A copy of the student's report card and health and immunization records will be furnished by the school office. Upon request from the student's new school and after a release form has been signed by parents and all check-out procedures are complete, the student's records and test scores will be forwarded to the new school. Please allow 24 hours to send records to the requesting school.

Transportation

Transportation/Dismissal changes must be submitted to the office by 1:00 p.m. Once the office notifies the teacher, the teachers are responsible for notifying students of any transportation changes.

Bus-

General Guidelines: Redemptorist St. Gerard Catholic School students who ride the school bus are subject to the authority of the bus driver who serves as the representative of the principal when students are on the bus. The bus driver is responsible for the safety and behavior of the students on the bus and has been directed to report any infraction of school bus rules to the administration.

Service Guidelines: East Baton Rouge Parish provides transportation for students who reside within the Redemptorist St. Gerard Catholic School's service area. Bus and stop assignments are determined by East Baton Rouge Parish Transportation and not by Redemptorist St. Gerard Catholic School.

If a permanent change is needed in the bus or stop assignments, a request must be made in the school office. A request form will then be filed with the office of East Baton Rouge Parish Transportation for approval. Only with the approval of East Baton Rouge Parish Transportation can a change be made in a bus or stop assignments. Redemptorist St. Gerard Catholic School cannot make changes in service. The school bus driver cannot make changes in service.

On the rare occasion when a student is to get on or off the bus at a stop other than the assigned stop or to ride a bus other than the student's assigned bus, the student must be a registered bus rider and present to the bus driver a written note signed and dated by the parent and the school principal or designee. Space limitations may prevent a student from riding a bus other than the student's assigned bus.

School Bus Rules and Regulations: Regulations intended to insure the safety of the students riding the school bus. A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the student can lead to accidents. Serious infractions of bus rules may lead to the administration's refusal to admit the child on the bus. In these cases, the administration will decide when and if the child will again be admitted. Less serious infractions which are reported by the bus driver will be dealt with accordingly. Please speak with your child about the following:

Before leaving home:

1. Check to be sure you have everything you need for the school day to prevent having to return to the house.
2. Check weather conditions so that you can dress appropriately.

Waiting for the bus:

1. If you cross the street to get to the bus stop before the bus is in sight, a) Check traffic in all directions b) When crossing the street, ensure there is ample time to cross without having to run. c) Once you have crossed the street, remain at the bus stop until the bus arrives.
2. Wait quietly for the bus to come. Do not play in the street.
3. Do not damage the property of others.
4. Do not leave litter at the stop.
5. Stand back from the street/road as the bus approaches and give the driver room to stop.
6. Be at the stop 10 minutes before pick-up time.

Boarding the bus:

1. If you must cross the road after the bus is in view,
 - a. Wait until the driver stops the bus and signals for you to cross the street/road.
 - b. Check traffic in both directions.
 - c. Walk at least 10 feet in front of the bus.
2. Form a single line and do not crowd or push.
3. Use the front door only.
4. Use the handrail and take steps one at a time.
5. Go directly to your seat and remain seated.

Leaving the bus:

1. Stay seated until the bus stops.
2. Do not push or shove, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take steps one at a time.
5. If you do not have to cross the street, walk immediately away from the bus.
6. If you must cross the street,
 - a. Stop when you are even with the traffic side of the bus and look carefully both ways.
 - b. Cross the street quickly but do not run.
7. If you drop something in front of the bus or close beside the bus, get the driver's attention before you try to pick it up.
8. Never run back to the bus when the door has been closed and/or the bus is beginning to move.

Bus passenger conduct:

Students on the bus must:

1. Respect and obey the driver at all times.
2. Remain in their seats.
3. Not fight or scuffle.
4. Keep hands to themselves.
5. Keep feet out of the aisle.
6. Never use profane or indecent language.
7. Not put hands, feet or head out of the window.
8. Not throw articles on the bus or out of the window.
9. Not disturb the driver.
10. Not possess harmful items (glass objects, knife, weapons, cigarettes or other tobacco products, matches or lighter, drugs, etc.).
11. Not eat, drink or litter.
12. Not damage the bus or other property on the bus.
13. Not use electronic equipment on the bus.
14. Not have objects too large to be held in laps or placed under the seat.

Responsibilities of parents are as follows:

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready on time and at their designated pickup points along the route. Bus drivers cannot wait or blow horns.
3. Provide apparel for children in inclement weather. Buses cannot make stops at each home and remain on schedule.
4. Cooperate with the school/bus driver in teaching children safety precautions and good manners/habits for school bus passengers.
5. Assist when there are disciplinary problems.
6. Avoid detaining the driver on the route. Parents should not board the bus to speak with the driver.
7. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the principal or Supervisor of Transportation.)

****You can download the "Where Is The Bus" app which provides real-time bus stop information.****

Carpool

Students are not to be dropped off before 7:00 am, except for those students in the Aftercare Program. Students who are not enrolled in Aftercare but are dropped off before 7:00 am will be sent to Aftercare. The charge for this service is \$5.00 per day per student. Students who are not enrolled in the After Care Program but remain on the school campus 25 minutes after dismissal, will be cared for by After Care. A \$15.00 fee, per child, per day, is charged for this service. Dismissal is at 2:20 p.m. and After Care fees will be charged after 2:45 p.m.

The following procedures, developed in the interest of safety, are in effect for drop-off and pick-up of children who arrive or depart by car. While in the vehicle, the child must remain buckled in the seat until the vehicle comes to a stop. The students should not hang out of windows or sunroofs. Louisiana Law states that all school zones in Louisiana are hands-free zones. It is illegal to hold your cell phone and talk on the phone while driving in a school zone.

There are two carpool drop-off and pick-up areas. In all circumstances, grade level assignments to specific drop-off/pick-up areas will remain the same. All students arriving AFTER 7:30 must be signed in by a parent/guardian in the office. **Students ARE NOT allowed to come through the office before 7:30. They must be dropped off in the carpool line.**

Back Carpool Area (nearest the cafeteria): Students in grades 1-8 and other students who will ride with them are assigned to the back carpool for ALL arrival and dismissal schedules.

Front Carpool Area (between the main office and the gym): Students in grades PreK and K, their OLDER siblings, and other students who ride with them are assigned to the front area for ALL arrival and dismissal schedules. Parents are not to park across the street to walk over to pick up a child. Crossing afternoon traffic presents a safety risk for our students.

When a student is to be released to a person other than the child's parent, that person must have a green carpool pass. If no pass is visible, that person must report to the main office for formal identification and student checkout. .

Uniform

Students are required to wear the Redemptorist St. Gerard Catholic School uniform. Uniforms may be purchased at **Inka's, 11626 Sherwood Forest Court, Baton Rouge, LA (225-922 9495)**. Adherence to a specific dress code is considered a basic form of discipline and applies to all students at all levels. Parent cooperation is necessary. It is expected that students will attend school each day in a full uniform that is clean and fits properly. Parents are encouraged to label their child's shirts, sweaters, jackets and coats in the event they are lost.

Please remember that your children are growing; therefore, uniforms, socks and shoes may require adjustments during the year. Additionally, parents are asked to be aware of the weather changes, especially when it begins to get cold, and to dress the children appropriately.

Boys Grades PreK-8

Pants: Khaki walking shorts or khaki long pants must be worn. A black, brown or khaki belt must be worn. *Please note: 100% cotton or faded pants/shorts or cargo pants/shorts are not acceptable.* Pants must fit properly and be worn at the waist. Shorts must be to the knee but not below the knee. *Pull-on pants are allowed for Pre-K boys only.

Shirt: The hunter green short sleeve shirt with the Redemptorist St. Gerard emblem. Shirts should be purchased from the approved uniform store, Inka's. Shirts are to be worn completely tucked into the pants. If an undershirt is worn, it must be solid white and it may not hang out of the uniform.

Socks: Solid white crew socks. No stripes or labels should be visible on socks. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, dark green, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must be visible at all times. Sandals, flip-flops, and Crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not have black soles that mark the floor. Light-up shoes and shoes with extra attachments are not allowed.

Sweatshirts: The hunter green or gray pullover uniform sweatshirt with the Redemptorist St. Gerard Catholic School emblem may be worn in the classroom or outdoors. These can be purchased from Inka's or the school.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. Outerwear coats, jackets, fleece, or windbreakers made of

sweatshirt material are not permitted. Outerwear jackets may not be worn in the classroom.

Girls Grades PreK-5th

Jumper: Hunter green and gray uniform plaid. The jumper must touch the top of the kneecap. Matching plaid or black shorts must be worn under the jumper.

Blouse: The white broadcloth blouse with a rounded collar should be worn with jumpers. Blouses can be purchased from an approved uniform store. If an undershirt is worn under a blouse, it must be solid white and may not hang out of the uniform.

Socks: Solid white crew socks or ankle socks.. No stripes or labels should be visible on socks. Black, gray or white tights or full-length leggings with school socks may be worn under the uniform in cold weather. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, dark green, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must be visible at all times. Sandals, flip-flops, and Crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not have black soles that mark the floor. Light-up shoes and shoes with extra attachments are not allowed.

Sweatshirts:

The hunter green or gray pullover uniform sweatshirt with the Redemptorist St. Gerard Catholic School emblem may be worn in the classroom or outdoors. These can be purchased from Inka's or the school.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. No outerwear coat, jacket, fleece, or windbreaker made of sweatshirt material is permitted. Outerwear jackets may not be worn in the classroom.

Girls Grades 6-8

Skort: Hunter green and black plaid uniform skort. The skort must touch the top of the kneecap.

Blouse: There are two options for the middle school girl's blouse. One is the white oxford cloth uniform blouse with the Redemptorist St. Gerard emblem. The other option is a white or green cotton polyester knit polo style shirt with the Redemptorist St. Gerard emblem. Both blouses/shirts can be purchased from our approved uniform store: Inka's or Uniform Mart. Blouses must be completely tucked in at all times. If an undershirt is worn it must be solid white and may not hang out of the uniform.

Socks: Solid white crew socks or ankle socks. No stripes or labels should be visible on socks. Black, gray or white tights or full-length leggings with school socks may be worn under the uniform in cold weather. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, dark green, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must be visible at all times. Sandals, flip-flops, and crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not have black soles that mark the floor.

Sweatshirts: The hunter green or gray pullover uniform sweatshirt with the Redemptorist St. Gerard Catholic School emblem may be worn in the classroom or outdoors. These can be purchased from Inka's, Uniform Mart or the school.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. No outerwear coat, jacket, fleece, or windbreaker made of sweatshirt material is permitted. Outerwear jackets may not be worn in the classroom.

Grooming

General Information:

- Grooming policies also apply to students wearing out of uniform dress, an athletic uniform or participating in extracurricular activities.
- Watches are allowed, but electronic devices worn on the wrist are not allowed.
- Excessive jewelry is not allowed. For safety reasons, only post earrings are allowed.
- Uniforms/shoes/skin must be free of pencil, pen, or marker writing.
- Grooming styles considered by the administration to be extreme are not acceptable.

Hair: Hair must be clean, neat, natural color and appropriately/moderately styled at all times.

Out-Of-Uniform Dress Guidelines

On designated Out-Of-Uniform days the following may be worn:

- Shirt with sleeves in Class Spirit color (see below; no midriff cut, no offensive advertising or language.) or current spirit t-shirt.
- Properly fitting long jeans may be worn by either boys or girls. **Leggings and legging-style jeans/pants are not permitted. No jeans with holes may be worn.**
- Girls and boys may wear the *Uniform Shorts/Pants*.
- Girls may wear Class Spirit Color Shirt or current fair t-shirt with their skirt. Any style tennis shoes with any style sock may be worn. Sandals, flip-flops, and Crocs are not permitted.
- In cold weather, any color sweatshirt, jacket/coat may be worn. Hoodies are not allowed.

Backpacks

All backpacks must be clear. Due to space limitations, safety concerns and stairs, students are not allowed to use rolling backpacks. **Backpacks can have colored trim.**

PE

PE Uniforms are required for students in grades 6-8. The PE uniform consists of the gray t-shirt with the school PE logo and official green shorts, with the school PE logo, which may be purchased at Inka's, Young Fashions or School Time.

Volunteers and Visitors

For the safety of our students, all persons entering the school campus are expected to sign in at the office and obtain a Visitor's Pass. School officials reserve the right to refuse admittance to the school campus. All volunteers must meet the Child Protection criteria as stated in the Parent-Student Handbook. Volunteers are not allowed to bring siblings on campus for safety reasons.

The Diocese of Baton Rouge has instituted a Child Protection program and is fully committed to the protection of children and youth in order to maintain a safe environment for children and students. All volunteers and employees who have ongoing, unsupervised

contact with minors during their ministries or employment will be required to complete the following process:

A. 1 EAAPS application form

B. The acknowledgment form for the Code of Ethics and Behavior for Adults who minister to Children in the Diocese of Baton Rouge

C. The Safe in Place training module for adults

When these steps are completed, submit a hard copy of each to the secretary. She will then give a signed form for volunteer Background Check and Fingerprinting to the volunteer. Names of all volunteers will be screened through the Louisiana State Police Sex Offender Registry.

Weapons on Campus (Diocesan Policy)

Redemptorist St. Gerard is committed to protecting the safety and welfare of employees, students, volunteers and visitors in the workplace and does not tolerate acts of workplace violence committed by or against employees, students, volunteers or visitors. As part of that commitment, the School believes that deadly weapons or destructive devices have no place in workplaces and establishes a weapons-free environment for its campus and all its workplaces. The School complies with all federal and state laws and regulations regarding workplace and school violence and use of weapons on the campus, including any allowances for storing firearms in locked private vehicles in parking lots.

Prohibited weapons include but are not limited to: firearms, illegal knives and knives with a blade longer than 5 inches, explosives or objects which can be used as weapons and are not necessary equipment assigned for use in one's job. If the School reasonably believes that students, volunteers, or visitors possess any prohibited weapons or devices, the appropriate law enforcement authorities will be immediately contacted and consulted with. Exemptions to this policy are granted to federal, state, and local law enforcement authorities as authorized by federal, state and local laws and regulations.

Volunteers and visitors who feel imminently threatened by any violent act or who observe any possible act of workplace violence should immediately report this to the Principal who will immediately respond to any observed or reported incidents of workplace violence or threats of workplace violence. Federal, state and local law enforcement authorities can be contacted in response to any such incidents and as required by federal, state and local laws and regulations. The School treats all such information reported as confidential and only releases such information: to appropriate federal, state or local law enforcement authorities as necessary to protect workplace safety; as required by federal and state law and regulations; or in response to court orders.

Anyone violating this policy will be removed from school premises as quickly and safely as possible and shall remain off School premises pending the outcome of an investigation. Violations of this policy will lead to corrective action up to, and including, termination of employment and/or referral to appropriate law enforcement agencies for arrest and prosecution.

Redemptorist St. Gerard Catholic School Policies & Permission Form

Student Name: _____ Grade: _____

The Redemptorist St. Gerard Catholic School Parent/Student Handbook is located on the school website, www.rsgbr.org. Please read and review the policies and procedures contained in the handbook with your child/children. **Then sign and return the following form by August 15, 2025.** Please return one signed form for each child enrolled in Redemptorist St. Gerard Catholic School.

School Policies and Procedures

I have read, understand, and agree to abide by the policies and procedures outlined in the *Parent and Student Handbook*.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Parent and student signatures are required in grades 1 – 8. Parents' signatures are required for Pk-K students.

Permission to Publish Work and Photos

(Check One) _____ I DO _____ I DO NOT grant permission for Redemptorist St. Gerard to release for publication my child's name and/or likeness, work, and/or photographs to media outlets, and to the Redemptorist St. Gerard's website, which appears on the Internet. I hereby further release, indemnify, and hold harmless Redemptorist, their directors, agents, employees, and insurers from all claims and/or damages on behalf of myself and my child arising from the publication of my child's name, photograph, work, or likeness on Redemptorist website.

Parent's Signature: _____ Date: _____

Acceptable Use Policy for Technology

I have read, understand, and agree to abide by the policies and procedures outlined in the school's AUP (Acceptable Use Policy).

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Parents' signatures are required for Pk-K students.

Parents **AND** students in grades 1 – 8 signatures are required.