

Cathedral-Carmel School

“Christ Centered Students”

Where Excellence in Catholic Education is a Tradition



PARENT & STUDENT POLICY HANDBOOK

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Dear Parents,

It is our pleasure to welcome you and your family to Cathedral-Carmel School. In choosing Cathedral-Carmel, you have become part of a faith-filled community where excellence in Catholic education has been a tradition for over 160 years. Cathedral-Carmel School is a co-educational elementary school, grades Pre-K through 8, operated by the Roman Catholic Parish of St. John the Evangelist of the Diocese of Lafayette, Louisiana.

Our school is a fiscal entity supported primarily by tuition, our Cathedral-Carmel Parent Booster Association, and the Cathedral-Carmel Foundation. The pastor of the parish shares his responsibility for the school with a board elected by the parents of Cathedral-Carmel School.

This handbook contains information about our school's policies, procedures, faculty and staff. It has been compiled to inform you of the philosophy and goals of Cathedral-Carmel School in an effort to support positive communication between the home and school. By acquainting you with these policies, we hope to instill in you a better understanding and appreciation of your child/children's school life. When a child is accepted into Cathedral-Carmel School by the administration, has paid all required fees, and is placed on the active roll at Cathedral-Carmel School, the agreement between the school and the parents concerning the school's guidelines and the policies contained in this handbook become legally and morally binding. The school administration and school board reserve the right to revise and interpret these policies as necessary.

We ask that you read this handbook carefully and keep it in a convenient place where you can refer to it as necessary. Please sign and return the attached "*Handbook Contract*", which establishes that you have read and accepted the policies included in this handbook.

If you have any questions or concerns, please feel free to contact the school office. We stand ready to assist you since the school and the home are the two most powerful forces that shape the future of our students.

Yours in Christ,

Kay B. Aillet, *Principal*

Gregory P. Dubois, *Vice-Principal*

**CATHEDRAL-CARMEL SCHOOL
PARENT/STUDENT HANDBOOK CONTRACT**

**The CCS Parent-Student Handbook can be viewed online at www.cathedralcarmel.com.
The administration reserves the right to amend this handbook. Parents will be given prompt notice.*

Please complete the blanks below and return to your child's homeroom teacher by the end of the first week of school.

Parent's Email Address: _____

Name of Student

Homeroom Teacher

We have reviewed the Cathedral-Carmel HANDBOOK together with our child(ren) and understand and acknowledge that this handbook is our contract with Cathedral-Carmel School and agree to be governed by it. We understand and acknowledge that the school administration and school board reserve the right to revise and interpret these policies as necessary.

Parent/Guardian Signature

Date

***Cathedral-Carmel School does not discriminate against
race, gender, or national origin.***

CATHEDRAL – CARMEL SCHOOL
“CHRIST CENTERED STUDENTS”

MISSION STATEMENT

The Mission of Cathedral-Carmel School is to teach our students Catholic values in an environment of academic excellence. We are motivated by our founders, St. John Baptist de la Salle, who calls us to *“teach minds and touch hearts”*, and Mother Therese Chevrel, who calls us to *“Love one another...Uphold one another”*.

VISION STATEMENT

Choosing to accept the challenge to change, to collaborate and to cooperate so that our Cathedral-Carmel community is one of care, concern, and compassion focused on Christ!

MORNING PRAYER

Let us remember that we are in the Holy Presence of God – God watches over us.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

Father in heaven, we come to You thankful for all You have given us. We thank You for our Cathedral-Carmel School Community, our faculty and staff, our students, our parents, our supporters and friends.

Each day You give Yourself to us. We now gather in Your name and we give ourselves back to You and ask for Your blessing and protection.

Be with us today. Pray in us, speak through us, act in us, and through us. May we all reflect the values You taught us. Help us to see You in each other and in all the events of today.

We ask this in Your name and in the name of Mary, our Mother. Our Lady of Mt. Carmel, pray for us. St. John Baptist de la Salle, pray for us. St. John the Evangelist, pray for us. Live Jesus in our hearts forever.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

AFTERNOON PRAYER

Let us remember that we are in the Holy Presence of God – God watches over us.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

May Christ support us all the day long 'til the shadows lengthen, the evening come, the busy world is hushed, the fever of life is over, and our work is done.

Then in His mercy, may He give us a safe lodging, a holy rest, and peace at the last.

Our Lady of Mt. Carmel, pray for us. St. John Baptist de la Salle, pray for us.

St. John the Evangelist, pray for us. Live Jesus in our hearts forever.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

RELIGIOUS EDUCATION AND SACRAMENTAL LIFE

The sacraments have been defined as the meeting places between the action of God and the response of people – encounters between an individual and God, which require a response. Parents who have bestowed life to their children and are the *primary religious educators*, ideally should serve as Christian role models to their children and lead them to the Sacraments.

Cathedral-Carmel School places special emphasis on our religious education program. Students will receive a grade in religion, based upon the content of the course, as is the case in all academic subjects. All students, including non-Catholic students, are expected to participate in our religion education program, along with active participation in our liturgical celebrations throughout the year.

Cathedral-Carmel School upholds the following policy:

- ❖ The school will inform the pastors of the names of their parishioners enrolled in Cathedral-Carmel School.
- ❖ It is not the school's responsibility to educate the students about the Sacraments of First Penance and First Eucharist. According to Diocesan policy, the parish Church, rather than the school, is the appropriate place for preparation and celebration of the Sacraments.
- ❖ It is the parents' responsibility to contact their own Church parish for sacramental preparation and reception for their children.
- ❖ The students' pastor, not the school's administration, has the final decision regarding eligibility for the Sacraments.

CATHEDRAL- CARMEL FACULTY AND STAFF

Principal	Kay B. Aillet	
Vice-Principal	Greg Dubois	
Curriculum Coordinator	Chris Menard	
Religion Administrator	Jill Spikes	
Counselors	Cara Toups (Grades PreK - 4)	
	Katie Mottram (Grades 5 – 8)	
Foundation/Development	Sarah Hyde	
Special Events	Jane DeBlieux	
Computer Lab/Technology	Ginger Chauvin	
Technology Instructor	Donna Ware	
Nurse	Marla Davis	
Business Office Manager	Donna Forman	
Business Office Assistant	Gretchen Stutes	
Admissions Director	Donna Boullion	
Receptionist	Kim Carbo	
Librarian	Erin Soignier	
Library Assistant	Beth Boyd	
Copy Room/Safe Environment	Rachelle Trahan	
	<u><i>Teacher</i></u>	<u><i>Teacher/Tutor</i></u>
Pre-Kindergarten	Suzanne Breaux	Sandra Cox
	Meghan Buisson	Melanie Stokes
	Lindsey Desormeaux	Jodi Mitchell
	Rita LeBlanc	Jan Haydell
Kindergarten	Mary Favaloro	Theresa Voinche'
	Stephanie Mahtook	Jett Angelle
	Michelle Guidry	Kelly Hempen
First Grade	Kristin Balhoff	Lisa Breaux
	Margaret Furman	Sr. Teresa Margaret
	Marie Voorhies	Angie Cox
Second Grade	Brandi Lancon	
	Karen Domingue	
	Alyssa Hebert	
Third Grade	Melanie Marse	
	Bill Doucet	
	Sue Nichols	
Fourth Grade	Rebecca Dubois	
	Myra Malagarie	
	Dawn Frederick	
Fifth Grade	Nanette Lewis	
	Debbie Landry	
	Jennifer Vidrine	

Sixth Grade	Nicole Helo	
	Heather Stemmans	
	Teena Romero	
Seventh/Eighth	Crystal Miciotto (Math)	
	Paul Millett (Social Studies)	
	Brigitte Quebedeaux (English/Language Arts)	
	Colleen Conque (English/Language Arts)	
	Sue Nomey (Religion)	
	Annelle Keller (Science)	
REC	Trudie Lassiegne	Mary Barton
		Jolene Dominique
TLC	Judy Cortese	
	Michelle Duhon	
CHECK	Christine Dubois	
French	Zeina Mikhael	
Algebra I	Pat Fugler	
Speech Therapist	Catherine Macicek	
Music	Debra Gay	
Band	Jody Kovarik	
Art	Lynda Judice	
Physical Education	Nanette Cook	
	Brian Keltner	
	Judy Placer	
Maintenance/Custodial Staff	Gerard Leger – Maintenance Supervisor	
	Harold Allen	
	Donald Griffin	
	Bonnie Leday	
	Laura Gautreaux	
	Gladys Clark	
Cafeteria Staff	Loretta Morton, Manager	
	Ruby Boyance, Clerk	Holly Richard
	Irene Chavis	Theresa Pickney
	Debbie Plouet	
	Sabrina Ardoin	

SAFE ENVIRONMENT TRAINING

Bishop Michael Jarrell and the Diocese of Lafayette have mandated that all employees and volunteers participate in an in-service program, *"A Safe Environment for the Protection of Children and Young People."* This includes anyone who has contact with our CCS students including, but not limited to, parents, grandparents, or other relatives who assist with cafeteria duty, chaperoning field trips, or any other CCS function throughout the school year. A list of training dates for initial training and the one- hour continuing education training will be issued during the school year. Please check the RenWeb calendar or call the Business Office for more information.

Parents who drive for off campus field trips must provide a current copy of their driver's license and proof of insurance. Anyone convicted of crimes involving motor vehicles may not drive for off campus field trips.

STUDENT ATTENDANCE

A student must be present at school a minimum of 160 days to be considered for promotion, regardless of his/her academic performance, as per LA State Bulletin 741. Exceptions can be made in the event of extended personal illness as verified by a physician, or extenuating circumstances as approved by the administration. Students attending school-sponsored events off campus will be considered present at school.

- ❖ A note from the parent/guardian is required after each absence explaining the reason for the absence.
- ❖ A doctor's excuse is required for a student returning after any contagious illness, or if the student has been absent three or more consecutive days.

STUDENT TARDIES

To ensure the effective operation of Cathedral-Carmel School, it is imperative that our students be on campus and in their respective classrooms on time. School begins promptly at 7:55 a.m. A student is considered tardy if he/she arrives after the 7:55 bell. Excused tardies will be allowed only for medical reasons accompanied by a doctor's excuse. Students who are tardy must report to the office to receive a "tardy" slip before they report to their classroom.

Upon a student's 5th unexcused tardy, parents will be notified in writing by the administration. Upon the 10th unexcused tardy, parents will be given a second notice in writing from the administration. Meetings will then be scheduled with the student's parents and the administration. It will be a requirement that a parent/guardian attend a conference with the administration to discuss habitual tardiness. Habitual tardiness is in violation of the *Compulsory Attendance Law*. Further violations of the tardy policy may result in additional action as deemed necessary by the administration.

STUDENT CHECK-OUT POLICY

- ❖ Students may not leave the campus without the permission of a parent and the administration.
- ❖ **Students will not be allowed to check out after 2:30 p.m.**
- ❖ If the parent knows the child will be leaving school prior to the end of the school day, you must send a note to the homeroom teacher that states the time of check-out and reason for leaving.
- ❖ All students leaving school before dismissal are required to sign out in the office before leaving and upon returning to campus.
- ❖ Parents who request that their child(ren) leave school with them for any reason during school hours must report to the office. The student will be called to the office at that time. Parents are not allowed to go to the classrooms during school hours without signing in at the office and obtaining permission.
- ❖ If a student misses more than half of the school day, he/she cannot participate in any extra-curricular activities that day.
- ❖ If a parent/guardian wishes to check out their child after a field trip, the parent must report to the teacher and sign the teacher's class roster indicating that they are taking the student with them. Parents will not be allowed to check out another student, other than their own, from a field trip.

STUDENT UNIFORM REGULATIONS

- ❖ The emblem is to be worn "over the heart" and must be placed on all shirts, blouses, and sweatshirts that are worn on campus.
- ❖ Student ID badges must be worn at all times.
- ❖ A bar coded ID badge is to be worn by all students each day. The ID badge is considered to be a part of the school uniform. If a student does not have his/her ID, the appropriate disciplinary actions will occur. The badges are to be worn for the purpose of safety and security, but are also needed for library book check-out and cafeteria payment. A student's first ID badge will be paid for through course fees, but if an ID badge is lost or damaged, there will be a \$10.00 replacement charge. All ID badges are to be turned in on the last day of school.
- ❖ A brown belt must be worn with all pants that have belt loops.
- ❖ **All shoes worn as part of the uniform must be SOLID white tennis shoes or SOLID dark brown, leather shoes. No brown tennis shoes or Topsiders will be allowed. Shoestrings must be white and match the shoes. Velcro shoes will be allowed.**
- ❖ Only dark brown jackets, fleece jackets, and windbreakers will be allowed. Sweatshirts must be solid white with the Cathedral-Carmel School emblem. Sweaters must be solid dark brown or solid white.
- ❖ On Mass days and special liturgical celebrations: Girls are required to wear skirts. Boys are required to wear long pants.
- ❖ Skirts: The length of the skirt must not be higher than (2) inches above the knee.
- ❖ Walking shorts worn by boys or girls must be a dark brown uniform short purchased from a listed retailer and must be no more than (2) inches above the knee.

- ❖ Girls may wear plain white blouses with button-down front and sport or round collar. Blouses must have the Cathedral-Carmel emblem. Blouses may not have lace or eyelets.
- ❖ Shirts must be white long or short sleeve button-down dress shirt or polo (slipover) knit shirts with the Cathedral-Carmel School emblem.
- ❖ Undershirts must be solid white, long or short sleeve, without any type of printing, drawing, or logos.
- ❖ The uniform must fit the student properly; oversized clothing is not allowed.
- ❖ Girls may wear ribbons and bows in white, brown, or a combination of brown and white.
- ❖ Caps and hats are not allowed.
- ❖ All shirts and blouses must be tucked in.
- ❖ Any form of make-up, as well as nail polish, false nails, or nails of excessive length are not acceptable.
- ❖ Acceptable hair length for boys is above the collar, above the ears, and above the eyebrows. Boys must be clean-shaven and may not have extremely long or short sideburns.
- ❖ Boys or girls may not have hair that has been highlighted, dyed, tinted, or bleached to the point of being a distraction. Shaving or carving into the hairline is not allowed. The administration reserves the right to determine what a distraction is when it comes to treated hair.
- ❖ Girls may wear only one small pair of earrings. Earrings may not dangle below the earlobe. Boys are not allowed to wear earrings. One small necklace is allowed. Only one ring and one bracelet may be worn. Body piercing and tattoos are not allowed.
- ❖ On meeting days, members of Boy Scouts, Girl Scouts or other scouting organizations that meet at Cathedral-Carmel School may wear the appropriate organization uniform for the entire school day.
- ❖ P.E. uniforms (grades 5 – 8) and white athletic shoes are to be worn in all P.E. classes if deemed necessary by the P.E. teachers.
- ❖ The CCS Swap Shop is open on the 3rd Wednesday of each month from 7:30 a.m. - 8:30 a.m.

It would be impossible to anticipate all problems that may arise; each year a few distracting fads occur on campus. The administration reserves the right to determine anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Cathedral-Carmel School may be deemed unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance to the principles implicit in our existing policies.

SPIRIT DAY ATTIRE

School sponsored spirit t-shirts, club t-shirts, or CCS Athletic team t-shirts may be worn with khaki pants, long jeans, or school uniform shorts. Uniform school shoes or CCS crocs can be worn on days designated as “Spirit Days”. Shopping at the “Spirit Stop” is a great way to show your Tiger pride. This little shop, which is operated by our PBA and is located adjacent to the front office, sells hundreds of CCS spirit related items such as athletic shorts, pajama pants, t-shirts, sweatshirts, ribbons and bows, jewelry, car decals, pom poms, etc.

TUITION AND FEE INFORMATION

Tuition REC, Pre-K, KG, 1 st grades (9 months)	\$ 486
Tuition 2 nd – 8 th grades (9 months)	\$ 450
Grade fee (9 months per/student)	\$ 15
Maintenance fee (10 months per/family)	\$ 15
Homeroom fee (August per/student)	\$ 20
PBA dues (August per/family)	\$ 10
Yearbook (August per/family)	\$ 30
Registration fee (December per/student)	\$ 400

DELINQUENT TUITION AND FEES POLICY

Family statements will be sent only if your account is delinquent or extra-curricular fees have been posted on the account. A late fee of \$25.00 per/month will be assessed after the 15th of the month if tuition has not been paid. Any checks that are returned as NSF will be charged a \$25.00 fee. In the event any payment due to Cathedral-Carmel School is past due by thirty (30) days, the school shall have the following options:

1. Immediately require full payment of all tuition and fees due to the school.
2. Remove the student(s) from participation in extra-curricular activities.
3. Dismiss the student(s) from Cathedral-Carmel School.

If any tuition and/or fees are past due at the time of registration, students' registration will not be processed. Any additional cost of collecting tuition and fees incurred by Cathedral-Carmel School, including but not limited to attorney's fees and collection fees, shall be paid as additional tuition. *If you are unable to comply with the policies set forth, please contact the business office immediately.*

GRANTS

The Cathedral-Carmel School Foundation together with St. John the Evangelist Church provide tuition grants to parents who need help in paying school tuition. Grants are awarded based on need and monies available at the time that the grant is reviewed. Requests for grant applications are made through the business office. Please call the school's business office for an application form. All requests for financial aid are held in strict confidence. All grant applications must be completely filled out and returned to the school no later than the first school day of May. Grant recipients will be notified no later than the first week of August about the status of their application.

STUDENT WITHDRAWALS

Students who transfer to another school during the academic term are to notify the administration in writing. The notice should also have the name and address of the student's new school. Cumulative records of students will be released after this procedure is completed and all accounts have been cleared.

REPORT CARDS

Students in grades KG – 8 will receive report cards for each nine-week period. Pre-K report cards will be distributed once at mid-term and at the end of the school year. We strongly recommend that you maintain contact with the teacher and check RenWeb to keep informed of the progress of your child/children.

GRADING SCALE

A = 94 – 100

B = 87 - 93

C = 78 - 86

D = 70 - 77

F = 69 & below

GRADING SCALE CONVERSION CHART

E (Excellent) = 94 – 100

S (Satisfactory) = 93 – 78

N (Needs Improvement) = 77 – 70

U (Unsatisfactory) = 69 & below

NINE-WEEK SESSIONS

<u>QUARTER</u>	<u>BEGINS</u>	<u>ENDS</u>	<u>REPORT CARDS</u>	<u>PROGRESS REPORTS</u>
1 st quarter	8-11-09	10-12-09	10-19-09	9-11-09
2 nd quarter	10-13-09	1-05-10	1-12-10	11-13-09
3 rd quarter	1-06-10	3-15-10	3-22-10	2-06-10
4 th quarter	3-16-10	5-26-10	5-26-10	4-23-10

PROGRESS REPORTS / EXAMS

Progress Reports are issued in the middle of each quarter for grades 1 – 8. The purpose of these reports is to provide information on student academic progress and conduct. Please review these reports carefully with your child/children. Progress Reports should be viewed on RenWeb. Passing grades at Progress Report time do not guarantee satisfactory performance on the report card. Students in grades 7 and 8 will have mid-term exams in December and final exams in May.

HOMEWORK

An absent student will be allowed to make up work upon returning to school. It will be his/her responsibility to get missed assignments. Homework is not assigned on the weekends.

Homework assignments may be obtained by:

- ❖ Checking RenWeb
- ❖ Calling another student on the day he/she is absent
- ❖ Asking the teacher for the assignments upon the student's return
- ❖ Worksheets and supplemental materials requested by the parent/guardian will be in the office by 2:30 p.m.

It may be necessary for the parent/guardian of a student in grades five through eight to get the books from the student's locker after getting the assignments.

SAT 10 - STANFORD ACHIEVEMENT TEST

Every spring, students in grades 1 - 8 are administered the Stanford Achievement Test. This norm-referenced test measures how well a student has performed in relation to students across the nation. The overall results may be used to make changes to the school's curriculum and to the School Improvement Plan. Individual student results indicate areas of strengths and/or weaknesses and provide teachers and administrators areas where students may need special attention.

CONFERENCES

Open, on-going communication with the teacher is advised. "*Parent/Teacher Conference Day*" will be scheduled during the school year so parents may meet with teachers to discuss student progress. Parents are invited at anytime during the year to schedule a conference with a teacher. Please call or email the teacher to schedule a conference.

PROMOTION AND RETENTION POLICY

Kindergarten:

- At the kindergarten level, promotion is based primarily upon the child's mastery of basic skills.
- If academic weakness occurs, the school reserves the right to have the child repeat the year in order to have more time to mature, as well as time to acquire the skills necessary for success at the next academic level.

First-Second Grades:

- In first through second grade, a student will repeat the grade if he/she fails *reading* or *math*.

- If a student fails *language or spelling*, he/she must make up the deficiency in an accredited summer school program -or by private tutoring meeting all state requirements.

Third-Eighth Grades:

- In third through eighth grade, a student will repeat the grade if he or she fails *two core subjects* - math, science, reading, language, and social studies.
- If a student fails *one subject*, the student must make up the deficiency in an accredited summer school program - or by private tutoring meeting all state requirements.
- If a student fails *religion*, he/she will be required to make up the work through private tutoring in the summer by a certified Catechist teacher.

The final decision for a student to be promoted to the next grade, or for a student to continue at Cathedral-Carmel, will be made by the administration.

CATHEDRAL-CARMEL LIBRARY

Cathedral-Carmel School has a fully equipped centralized library, which is available to all students and teachers. Students in grades Pre-K through 8 are able to use the wide variety of library materials and resources for study, reference, and enjoyment. Classroom work of the students is closely correlated with the school library, and each student learns proper use of the library and its resources. The library has a certified librarian and a full-time library assistant. The library uses a computerized card catalogue system, and students are able to check out books electronically.

ACCELERATED READER

The Accelerated Reading Program is a computerized reading software program that is utilized at Cathedral-Carmel for students in grades 3 - 8. It enables teachers to manage literature-based reading by their students. Accelerated Reader's main purpose is to motivate students to read more and to become lifelong learners who love to read. The program is also designed to help teachers assess reading comprehension and to aid in diagnosis and intervention. The Accelerated Reading Program has proven to be a successful component in the language arts curriculum and is a fine example of blending technology with literature-based reading.

COUNSELING PROGRAM

The focus of the counseling program includes the enhancement of communication among all individuals in our school. The program fosters relationships as a Christian community, helps to improve academic achievement, furthers student self-discipline, and provides guidance for social and emotional growth. Staff members and/or parents can make referral to the counselors. Students may also visit the counselors on their own. If a parent refuses counseling services, they must notify the school in writing.

THE LEARNING CENTER (TLC)

“The Learning Center” is designed to provide academic support for the students of Cathedral-Carmel School. TLC provides the least restrictive environment for meeting students’ individual needs. CCS will not discriminate against any student with a disability when reasonable accommodations can be made to meet our program requirements. Students participating in the program are screened to determine their individual needs. Scheduling and placement of students in TLC is based upon recommendation by TASK (Teachers Assessing Students’ Knowledge), availability of classes, and the resources of the school.

The following are goals of “The Learning Center”:

- ❖ To improve basic reading, math, and language arts skills
- ❖ To develop independent learners
- ❖ To improve study skills
- ❖ To assess personal strengths and weaknesses

CHECK - Challenging Hands-on Enrichment for Creative Kids

The CHECK Program provides students who qualify an opportunity to practice higher order thinking skills, problem solving, logic, and critical thinking skills through an assortment of enrichment activities. The CHECK Program is designed to foster leadership, risk-taking, creativity, cognitive development, and self-confidence in a highly stimulating environment. Individual needs are assessed and met by utilizing a variety of learning styles in a wide range of subject areas.

EXTRA-CURRICULAR ACTIVITIES

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

- ❖ Grade in conduct must be 78% or higher
- ❖ Grade must be 70% or higher in any graded subject on the progress report and/or the report card
- ❖ A suspension has not been served on the day of the activity
- ❖ Overall academic average is 78 % or above

If the above requirements are not satisfied, students will be declared ineligible until the following reporting period.

A grade below 70% in any graded subject will result in the following:

- ❖ A failing grade at progress report time will result in 10 school days of ineligibility.
- ❖ A failing grade at report card time will result in ineligibility until the next progress report.

Once a student obtains verification of passing grades from the teachers, the ineligibility will be lifted. At the end of a grading period or progress report period, all coaches and/or moderators will be informed about student eligibility and/or ineligibility.

If a student is declared ineligible on two consecutive reporting periods, he/she will be restricted from extra-curricular participation for forty-five (45) school days beginning at the time of notification.

Any unacceptable behavior at Cathedral-Carmel School, or when representing Cathedral-Carmel School off-campus, may disqualify a student from participation in any extra-curricular activity. Final decisions will be left up to the discretion of the administration. All athletic fees are non-refundable.

CLUBS & ORGANIZATIONS

Athletic Programs

Students in grades 5, 6, 7, and 8 are eligible to participate in the following sports:

football (7 th /8 th grade)	cheerleading (7 th /8 th grade)
baseball (6 th /7 th /8 th grade)	girls' softball (6 th /7 th /8 th grade)
basketball (6 th /7 th /8 th grade)	volleyball (6 th /7 th /8 th grade)
soccer (6 th /7 th /8 th grade)	golf (5 th – 8 th grade)
track (6 th /7 th /8 th grade)	tennis (5 th – 8 th grade)
	cross-country (5 th - 8 th grade)

Beta Club

The National Junior Beta Club is an educational organization for junior high school students in grades 6-8. Membership in Beta signifies that "the student is a student of good character and mentality, creditable achievement, and commendable attitude – a student worthy of special recognition because of outstanding attainment and promise."

Campus Ministry

Campus Ministry is composed of eighth grade students who desire to assist in building the faith-filled community at Cathedral-Carmel. These students serve as role models in Christian service.

Quiz Bowl

Quiz Bowl is an academic competition that covers all subject areas. Cathedral-Carmel's team competes with other students in grades 7 and 8 from schools in the Acadiana area.

Science Olympiad

Science Olympiad is a nation-wide organization devoted to improving the quality of science education by increasing student interest in science and by providing recognition for outstanding achievement in science-related competitions.

Student Council

Student Council is composed of elected representatives from grades 5 - 8, with fifth graders as non-voting members. The executive board - President, Vice-President, and Secretary/Treasurer - is made up of eighth graders.

4-H Club

The 4-H Club is open to any student in grades 4 – 8 who is interested in furthering his/her education in environmental and livestock programs.

Drama Club

The Drama Club is open to any student in grades 6 – 8 who is interested acting in plays and learning the fundamentals of acting. The Drama Club students meet before and after school on an as needed basis.

ATHLETIC / BAND PROGRAM FEES

Cathedral-Carmel School offers a complete competitive sports program for those students who wish to participate and meet the required criteria for eligibility. In our effort to maintain this extensive and quality sports program, the participation fee is \$50.00 per/student - per/sport, with the exception of football which is \$125.00 per/year. The monies collected from each student athlete will be used for equipment, uniforms, and supplementation of the coaches' pay.

CCS offers a complete competitive band program for those students, grades 5 – 8, who wish to participate. To maintain a quality band program, the participation fee is \$40.00 per/student.

SCHOOL-WIDE DISCIPLINE PLAN

Cathedral-Carmel utilizes a School-wide Discipline Plan to promote positive behavior among our students. The goal of our School-wide Discipline Plan is to create and maintain a learning environment that will assure each child the opportunity to achieve his/her potential. In order for this goal to be realized, students, teachers, parents, administrators, and other school personnel are involved. Discipline problems will be handled according to the rules and regulations of our School-wide Discipline Plan. Unacceptable behavior or disruption of the learning environment at Cathedral-Carmel may result in disciplinary actions such as detention, suspension, or expulsion as deemed necessary by the administration.

CODE OF CONDUCT

General Campus Rules:

Show respect for all staff members and school property.
Avoid profane, disrespectful language or gestures.
Show respect for all CCS students.
Leave all electronic devices at home.
Report to school in proper uniform.
Line up in assigned areas and observe silence.
Respect rules about eating, drinking, and chewing gum on campus.
Report to school with proper ID.

Playground Rules:

Leave rocks, sticks, and dirt on the ground.
Use equipment properly.
Keep hands, feet, and objects to yourself.
When whistle blows, stop and line up.

Hallway Rules:

Always walk quietly.
Face forward and walk in a single file.
Keep hands, feet, and objects off the walls and to yourself.

ELEMENTARY SCHOOL SCHOOL-WIDE DISCIPLINE PLAN

- When students are disciplined, faculty or staff members will write a pink slip and put it in the homeroom teacher's mailbox. Pink slips will be sent home on a daily basis with the Weekly Progress Report and returned to homeroom teacher the next day in the student's folder.
- One infraction/pink slip = (-2) conduct points. Students begin each week with a 100% in conduct.
- A copy of each pink slip earned by a student will be sent home to provide opportunities for optimum communication between the school, the parent, and the student. Parent conferences are encouraged and welcomed at ALL levels. If problems continue, parents are invited to be a part of the total team -administration, counselors, teachers- that will work to develop an effective behavior management plan.

- Weekly Progress Reports will be sent home with signed papers on Communication Wednesday, also indicating the student's conduct grade for the week.
- An accumulation of (10) pink slips per/week will result in an assignment to after-school detention.
- An accumulation of (15) pink slips per/week will result in another after-school detention. Once a student has received (15) pink slips per/week, an evaluation by the student's team of teachers, the counselor, and administration, or any other school personnel may be a necessary. A conference with the parents should be arranged at this point. At this point, an individual behavior plan will be designed as an attempt to change the inappropriate behavior. The parents, administration, teachers, and other appropriate staff members will work together to design the individual behavior plan.
- Severe Infractions – stealing, cheating, fighting, bullying, threat of violence, weapon on campus, substance abuse, blatant disrespect. Student will be sent immediately to the administration for consequences to be issued.

MIDDLE SCHOOL SCHOOL-WIDE DISCIPLINE PLAN

- When students are disciplined, faculty or staff members will write a pink slip and put it in the homeroom teacher's mailbox. Parents will be notified upon each infraction by email. Additionally, a corresponding pink slip will be sent home on that day. Parent signature will be required on the pink slip, and students should return the pink slip to the homeroom teacher the next day.
- One infraction/pink slip = (-1) conduct point. Students begin each quarter with 100 % in conduct.
- A copy of each pink slip earned by a student will be sent home to provide opportunities for optimum communication between the school, the parent, and the student. Parent conferences are encouraged and welcomed at ALL levels. If problems continue, parents are invited to be a part of the total team - administration, counselors, teachers - that will work to develop an effective behavior management plan.

ACCUMULATION OF MARKS OR PINK SLIPS

- An accumulation of (10) pink slips will result in an assignment to after-school detention.
- An accumulation of (15) pink slips will result in another after-school detention. Once a student has received (15) pink slips, an evaluation by the student's team of teachers, the

counselor, and administration, or any other school personnel may be necessary. A conference with the parents will be arranged at this point.

- An accumulation of (20) pink slips will result in an in-school suspension. At this point, an individual behavior plan will be designed as an attempt to change the inappropriate behavior. The parents, administration, teachers, and other appropriate staff members will work together to design the individual behavior plan.
- An accumulation of (25) pink slips will result in an out-of-school suspension. The suspension will last a minimum of one and a maximum of three days and will end when a parent conference is held.
- A continued accumulation of pink slips (30 total) will result in corrective action – administrative hearing.

AFTER-SCHOOL DETENTION

After-school detentions are held from 3:00 to 3:30 each day in Room 103. Parents must make arrangements for pick-up no later than 3:30. If a student fails to attend the after-school detention, a second after-school detention will be added to the consequence. A second missed detention will result in an in-school suspension.

IN-SCHOOL SUSPENSION / SUSPENSION

In-school suspensions are held for the entire school day in the curriculum coordinator's office. The student will receive all work from the classroom teachers and credit will be given for the work completed. If a student receives an out-of-school suspension, he / she is removed from the campus and no credit is given for schoolwork missed.

MAJOR INFRACTIONS

The following infractions are considered major disruptions to the learning environment and will be dealt with directly by the administration and points will be deducted accordingly. Any major infraction received during a nine-week period could disqualify a student from school activities and incentives.

- ❖ Blatant disrespect
- ❖ Threat of violence
- ❖ Weapon on campus
- ❖ Substance abuse
- ❖ Bullying/Harassment
- ❖ Cheating
- ❖ Stealing
- ❖ Fighting

BULLYING / HARASSMENT

Bullying is defined as verbal or physical intimidation. Our school-wide "Bullying Prevention Program" assists students in identifying bullying/harassment and provides students with skills to deal with situations. Students who participate in bullying or harassment of another individual will receive disciplinary actions such as detention, suspension, or expulsion.

CHEATING

Consequences for students found to be cheating on examinations, quizzes, and/or any graded assignment are as follows:

- ❖ The student will receive a "0" on the examination, quiz, or graded assignment.
- ❖ The student will receive a minimum of (6) points deducted from his/her conduct grade.
- ❖ The student will serve a one-hour Saturday detention.
- ❖ A second instance of cheating within a school year, will result in an in-school suspension, as well as steps 1-3 above.
- ❖ Additionally, the student will be excluded from extra-curricular activities for (22) days beginning at the time of suspension.

SEARCH AND SEIZURE

The administration reserves the right to search any and all students' properties such as desks, book bags, lockers, and seize any articles in violation of school policy

CELL PHONES / IPODS

Cell phones and I-pods will not be allowed on campus. If it is discovered that students have cell phones or I-pods in their possession, the administration will take disciplinary action as deemed necessary.

PHONE CALLS HOME

In order to make students responsible for their actions, students will not be permitted to call home if they forget gym bags, reports, homework, class projects, field trip forms, notes for after school activities, etc. An exception will be made in cases of medical emergencies or changes in school-sponsored activities.

**DIOCESE OF LAFAYETTE
POLICY ON THREATS OF VIOLENCE**

Safety in our schools is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, school administrators should take this information seriously and follow these procedures in addressing the issue. The school should have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those, which may be considered frivolous. Even frivolous threats can disrupt the operation of the school. This no-tolerance is to be communicated to all students, and their parents/guardians. The appropriate penalties for violation of this policy should be clearly stated. Upon a thorough investigation by the administration involving a threat or threats of violence, the parties involved in provoking incident(s) will be dealt with in accordance to the severity of the provocation.

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

Upon each threat of violence the incident will be investigated. The parents and the pastor will be notified. A meeting with the administration, parents/guardians, and the student will be held immediately (on the same day) to discuss the incident as well as the potential consequences.

**IMMEDIATE DANGER OF VIOLENCE OR HARM
TO STUDENTS/ FACULTY**

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

WEAPONS ON CAMPUS

R. S. 14:2 of the Third Extraordinary Session of the 1994 Louisiana Legislature creates the crime of the carrying of a dangerous weapon by a student or non-student on school property. The crime is defined as the intentional possession of any dangerous weapon by any student or non-student on a school campus, within 1,000 feet of school property, on a school bus or at any school function. Whoever is convicted of said crime is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

SUBSTANCE ABUSE

The use, possession or sale of tobacco products, alcohol, or drugs by students on school premises or at school-sponsored functions not on school property is prohibited.

A student who possesses, distributes, or ingests any mood-altering chemical or illegal drug on school property or at a school function is liable for immediate intervention, assessment, and follow-through according to the school's policy.

In the event that a student is referred to the administration for a first violation of the substance abuse policy, the following procedure will be employed:

- a. The student must call his/her parents and inform them of the charges and arrange transportation home.
- b. The student will be suspended. The length of suspension will be determined by the administration.
- c. The administration shall confer with the student's parents during the suspension period.
- d. The administration may require that the parents obtain a professional assessment for the student's condition and may require the student to agree to participate in follow-through treatment as deemed necessary by a healthcare professional in order to be re-admitted to school.
- e. Any student referred to the administration for a second violation of the substance abuse policy will be suspended immediately and the administration shall convene an expulsion hearing.

HEALTH & EMERGENCY INFORMATION

FIRST AID/MEDICATIONS

The State Board of Health requires each student to have on file in the school office a health card indicating proper immunization, completed and signed by a physician or the parish health unit.

A first aid program is maintained at school; however, it is necessary for the school to have two people to contact in the event that parents cannot be reached. Please make sure that the parental contacts are willing to come to school to get your child/children and care for them in the event of illness. You are requested to keep the school office informed of any changes in phone numbers, emergency numbers, residence address, or email addresses.

In order to protect your child and other children at school, the following guidelines have been established for the taking of medication during school hours:

- ❖ Do not send prescription or non-prescription medicines to school with your child.

- ❖ If your child must take medicine during school hours, the parent must bring the medicine in the original container from the pharmacy to the nurse's office, together with a "Medication Form" filled out by the attending physician.
- ❖ All medicines will be stored in a locked area at the nurse's station.
- ❖ Epi-pens may be carried by students with proper medical documentation.

When a student checks out of school due to a fever or vomiting, he/she must remain home the following day and/or be fever free for 24 hours. If the nurse suspects that a child has pink eye or any other contagious illness, a parent will be called to pick up the child. The student must remain at home until the doctor and the school nurse have cleared the student to return to school.

Before being readmitted after any contagious condition, the student must be checked by a family physician. If a health care official checks the child and finds that the child is free from the contagious condition, the student will be readmitted to school upon verification from the physician and clearance from the school nurse.

When a case of head lice is reported, all students in the grade level in which the case is reported are screened privately to determine if head lice are present. Parents of students at that grade level are notified. Students found to be infected are sent home to receive treatment. Students will not be allowed to return to the classroom until they have been cleared by the school nurse.

STUDENT INSURANCE

Cathedral-Carmel does not have insurance to cover student accidents on campus. The family's health insurance is expected to provide coverage in these instances.

EMERGENCY CLOSURE OF SCHOOL

Any decision made concerning the closing of Cathedral-Carmel School is at the discretion of the Administration. If Lafayette Parish schools announce closure *PRIOR* to the beginning of the day, Cathedral-Carmel will also be closed. In the event of inclement weather, Cathedral-Carmel follows decisions made for the Lafayette Parish Schools. Please check the local radio, TV stations and Cathedral-Carmel website for confirmation. In the case of other emergencies, parents will be notified by radio, television, and the Cathedral-Carmel website as to the procedure for dismissal.

CRISIS PLAN

To ensure the orderly and safe evacuation of school buildings in emergency situations, regular drills are necessary. Emergency evacuation routes are posted near the doors in all the rooms. All drills are to be treated seriously; no inappropriate behavior will be tolerated.

CATHEDRAL-CARMEL SCHOOL FOUNDATION

The mission of the Cathedral-Carmel Foundation is to support the school in its efforts to teach Catholic values in an environment of educational excellence. The Foundation seeks to build a corpus of funds to be invested for the long-range support of the school. The Foundation provides earnings from these investments for projects which fulfill the mission of Cathedral-Carmel School. The Cathedral-Carmel Foundation is a non-profit corporation whose purpose is to support the moral, social, educational, and material welfare of Cathedral-Carmel School. Specific objectives include:

1. *Establish, maintain, manage, and administer funds and distribute income to aid the school as approved by the board of directors. In practice, the pastor and principal provide guidance as to school priorities and make such requests to the board of directors.*
2. *Provide networking activities around the school among stakeholders especially alumni, faculty, and parents.*

EYE OF THE TIGER PUBLICATION

The “Eye of the Tiger” is published once a year in June by the Cathedral-Carmel School Foundation. This newsletter is distributed to all CCS families, faculty, and staff, in addition to grandparents, alumni and community leaders. This publication also contains information on selected school events, foundation updates, and alumni news.

CATHEDRAL-CARMEL ALUMNI ASSOCIATION

By restructuring under the supervision and authority of the school and foundation board, the Alumni Association was re-established in a manner that will provide a focused effort in alumni outreach. The Alumni Association is open to all men and women who formerly attended Cathedral, Mt. Carmel, Cathedral-Carmel High School or Cathedral-Carmel School.

The mission of the Cathedral-Carmel Alumni Association is to promote fellowship among alumni, to strengthen the ties of loyalty to their alma mater, to honor the traditions of the Sisters of Mount Carmel and the De LaSalle Christian Brothers and to support the school in fostering the present and preparing for the future.

SCHOOL DEVELOPMENT OFFICE

The Development Office of the school coordinates the marketing, public relations and strategic planning efforts of the administration, Parent Booster Association, and School Board. This office also works with the Foundation to solicit contributions from all potential sources, in order to fulfill the short-term and long-term goals of Cathedral-Carmel School.

STUDENT PHOTOGRAPHS / NAMES

CCS reserves the right to use student names and photos for publicity purposes. If the parent objects, please notify the school in writing on the "Computer Usage and Internet Access – Publishing Permission" form and your child's photo or name will not be used.

TRANSPORTATION

The Lafayette Parish School Board Transportation Department provides bus service for our students; therefore, students may only ride assigned buses. In the morning Lafayette Parish requires students to be at the bus stops at least ten (10) minutes before scheduled arrival of the buses. Only in an emergency will a child be allowed to ride an unassigned bus. Students needing to ride a different bus home or to school are required to have a note for the bus driver signed and dated by a parent, submitted to the front office for approval by the administration. Parents must be aware that, even with a note, the bus driver may refuse admission on the bus because of overcrowding.

Students who do not ride a bus must be picked up by 3:15 p.m. near the exit door of the gym on Versailles Street. Students who walk home or to a parent's office must not leave school before the 2:55 p.m. bell and must have written permission on file in the office. All students who do not ride a bus remain in the gym until parents arrive. Students not picked up by 3:15 p.m. are assigned to Tiger Care.

DROP-OFF / PICK-UP PROCEDURES

❖ MORNING DROP-OFF

Bus students will begin arriving at 7:15 a.m. Car riders may be dropped off beginning at 7:15 a.m. using the Versailles Street entrance only. The morning bell will ring at 7:55 a.m. Students will be considered tardy after 7:55 a.m. All students are to report to the gym upon arriving at school. If tardy, parents must accompany students to the front office for a tardy slip.

Parents will not be allowed to drop off students in the church parking lot. The drop-off procedure calls for cars to approach the campus from University Avenue and drop off students between the cafeteria and the Pre-kindergarten area. Since this will likely be a congested area, parents are not to park on the campus side of Versailles Street between the gym and Parkside Drive.

❖ AFTERNOON PICK-UP

Dismissal will begin at 2:55 p.m. Car riders may be picked up between 2:55 – 3:15 p.m. If your child is not picked up by 3:15 p.m., he or she will report to Tiger Care and you will be charged a \$10 per day fee.

Because of safety issues for our students, we will no longer allow parents to come onto campus to pick up their children each day. If your child is going to be a car rider, you must utilize the car rider line on Versailles Street. There have been many close calls because the church parking lot is congested at dismissal time; therefore, we will utilize this new dismissal procedure for the 2009-2010 school year.

Parents are to post signs in the windshields of their vehicles with the names of the students they are picking-up. This will assist the duty teachers in getting the students to their cars quickly. Signs will be provided the first day of school in the gym.

CAFETERIA

- ❖ All students are required to participate in the School Nutrition Program.
- ❖ Each student will be required to pay for meals. No refunds will be given unless a student withdraws from school. Checks should be made payable to: Food and Nutrition
- ❖ If a child has a food allergy please inform the cafeteria:
 - a. If prescribed by a physician, the cafeteria staff will prepare special meals for those students on special diets;
 - b. If the cafeteria cannot meet the needs of the special diet, special arrangements can be made through the cafeteria manager and the school nurse.
 - c. The school nurse must approve any special diet.
- ❖ Applications for federally subsidized free or reduced price lunches for students are distributed yearly. Parents are responsible for filing an application for each child according to instructions and deadlines on the form. The Food and Nutrition Office may authorize the non-payment of cafeteria fees if the circumstance in a particular case warrants.

CAMPUS VISITORS

All parents and visitors must report to the office for a "visitor's pass." The pass is to be worn on the outside of clothing so that it is visible at all times. Please return the pass upon leaving campus. Parents and visitors are not to visit the classroom during the school day unless an appointment has been made. This procedure is necessary since unscheduled visits interrupt the class during valuable instructional time.

When visiting campus, visitors are reminded that parking in the church parking lot, parking in front of L'Eveche', or parking at MidSouth Bank is not allowed. Parents / Visitors are asked to park in the faculty parking lot by the oak tree, the playground, and the mausoleum.

CCS COMMUNICATION

RenWeb: RenWeb is the web-based school management software that Cathedral-Carmel uses to manage the flow of information. This totally integrated database allows for up-to-date communication between administration, staff, parents, and students. Through the use of the secure password protected ParentsWeb feature, the school shares valuable information such as calendar information, announcements, newsletters, lesson plans, homework, grades, attendance, and accounting information.

Website: Our school website (www.cathedralcarmel.com) is a vital source of information for prospective parents, as well as our existing school community. Along with a comprehensive overview of our academic and spiritual curriculum and athletic events, the website also provides a link to our RenWeb database which allows parents to view student grades online within a secure environment. All school calendar activities can be viewed under the RenWeb calendar.

Communication Wednesday: Every Wednesday, parents are encouraged to check their children's backpacks for important school-related information, test papers, flyers, etc. Included in this communication packet is the "Tiger Beat", which is a weekly calendar of upcoming school-related events. The "Tiger Beat" is also posted on the RenWeb database for the convenience of our parents and students.

PHONE CALLS HOME

In order to make students responsible for their actions, **students will not be permitted to call home** if they forget gym bags, reports, homework, class projects, field trip forms, notes for after school activities, etc. An exception will be made in cases of medical emergencies or changes in school-sponsored activities. If an item is delivered for a student by his/her parent during the school day, we cannot guarantee the time of delivery.

TIGER CARE – AFTER SCHOOL PROGRAM

Tiger Care is our in-house, after-school care program. Participants will receive homework assistance, snacks, and recreational opportunities. Our Tiger Care Program follows the same "code of conduct" as our CCS School-wide Discipline Plan.

ASBESTOS INFORMATION

Our school's physical plant contains a small amount of asbestos in a non-friable (not powdery or brittle) state. The Asbestos Contact Person inspects the buildings several times a year and maintains them in a non-friable condition. A copy of the asbestos management plan required by the federal government is located in the business office. This is updated annually.

SCHOOL PARTIES

All classroom parties must be approved by the roommother and the administration. All parties in Pre-K – 8 are to be held in the classroom, beginning at 2:00 p.m. Pre-K – 8 may celebrate birthdays only with a prayer service. Siblings cannot be checked out of class to attend parties or special programs that involve classes other than their own. Refreshments are to be simple and pre-approved by the teacher. As a reminder, we are a tree nut and peanut-free school.

Private party invitations or gifts given out at school in grades Pre-K – 8 will be allowed only if all girls and/or all boys receive an invitation. Teachers should distribute the invitations and/or gifts.

GUIDELINES FOR ADDRESSING CONCERNS

If there is a concern with a teacher or a teacher's policy:

- ❖ Discuss the concern directly with the teacher as soon as possible.
- ❖ If a resolution is not obtained between the parent and the teacher, the parent or the teacher should then discuss the concern with the administration.

SCHOOL BOARD APPEAL PROCESS

General

When the parent of a student at Cathedral-Carmel School believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, a local appeal may be made to the Cathedral-Carmel School Board. If, after the issue is reviewed by the school board, the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan School Board.

Local Appeal

To file a local appeal, the complainant should contact the Cathedral-Carmel School Board president.

1. The selected chairperson will obtain whatever details necessary and discuss the matter with the principal. If the school's administration has not, in fact, been consulted or has not completed action, the individual(s) concerned will be referred to the school and the chairperson will take no further action at that time.
2. If the school has completed its actions then immediately thereafter the chairperson will put the complainant on notice in writing of its findings and decisions and that an appeal may be submitted to the Board. The complainant must submit an appeal to the School Board within a five (5) working day period. The written appeal should briefly provide details and specifically cite the rule, regulation or policy that is involved in this situation. The School Board will have ten (10) working days to submit an answer to the complainant.
3. Upon receipt of the written appeal the chairperson will so advise the pastor.

- a. The pastor will consult with the executive committee of the board. If it is decided that the appeal does not merit a formal review, the complainant will be informed of that fact and the case will be closed at the local level. The complainant may appeal that decision to the Diocesan School Board for review.
 - b. If the pastor believes, after consultation with the executive committee of the board, that the appeal should be referred to a local grievance committee, he will appoint, or direct the chairperson to appoint, such a committee. The committee may include board members, parents, faculty or any others that can provide a fair and impartial hearing. The committee should consist of 5 individuals and the hearing should be conducted without undue delay.
4. At the hearing,
 - a. The committee will normally meet separately with each party; however, a meeting with both parties simultaneously may be held if the committee chooses.
 - b. The committee must understand that its review is to focus only on whether or not a rule, regulation, or policy was violated, misapplied or misrepresented.
 - c. The committee will confer privately after all concerned parties have been heard and relay its recommendations to the pastor.
 - d. If, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate, it may take suitable recommendations to the board and to the Principal.
 5. The pastor will communicate the appeal decision directly to all concerned or he may ask the chairperson of the board to do so. Notification should be in writing and should be made within five (5) working days after receipt of the report of the committee.
 6. Either party may appeal the local decision to the Diocesan School Board should a review at that level be desired. The appeal should be made in writing to the Superintendent of Catholic Schools within five (5) working days after receipt of the result of the local appeal.

Diocesan Appeal

1. Upon receipt of a proper request for diocesan review, the superintendent, after consultation with the president of the Diocesan School Board, will decide whether or not to conduct a formal hearing. The superintendent will inform all concerned as appropriate.
2. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan School Board then appoint an Ad Hoc Committee of the Diocesan School Board to hear the grievance.
3. The procedure to be followed by this Committee is the same as on the local level. When the hearing is complete, the superintendent will make the appropriate notification.
4. All decisions at the diocesan level are final and the case is closed at this point.

This handbook is a guide for parents, students, and faculty of Cathedral-Carmel School, Lafayette, Louisiana. All guidelines, rules, and policies contained herein are subject to change at any time by the governing bodies of the school. Parents will be notified of significant changes should any occur.

Judy Mahtook, *School Board President*

Kay B. Aillet, *Principal*

Msgr. Keith DeRouen, *Pastor*

Date