



## PARENT/STUDENT HANDBOOK

St. Richard Catholic School  
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*Learning Through Faith!*

The principal reserves the right to amend this handbook at any time.

Revised 6/20/19

Be it known to all that

enter here, that

*Christ*

is the reason for this school. He

is the unseen

but ever present teacher

in its classes. He is the model of

its faculty and the inspiration of

its students.



June 20, 2019

Dear Parents/Guardians and Students,

Welcome to St. Richard Catholic School! In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education. I am very excited to be your principal and look forward to a fabulous year working together as partners in education.

Our faculty and staff at St. Richard School are eager to begin working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

This handbook reflects the policies and regulations of the school and the Diocese of Jackson. In the event of any conflict between this handbook and the complete terms of such policies and regulations, the diocesan policies and regulations shall control. The complete set of policies can be found in the school office or on the Diocese of Jackson website. After reading and discussing the handbook with your child, please be sure to sign the attached agreement and return it to your child's teacher. This agreement states that you intend to abide by the policies of St. Richard Catholic School during the 2019-2020 school year. In addition, you and your student need to sign the Cardinal Pride agreement and return that document to your child's teacher.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you and your families throughout this new school year!

In Christ,

*Jennifer A. David*

Principal

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## **MISSION STATEMENT**

Saint Richard Catholic School is dedicated to providing academic excellence for all students as well as instilling a reverence for God, a respect for all life, and a commitment to serve others in a safe, Catholic environment.

## **VISION STATEMENT**

We will accomplish our mission through:

- Embodying our Catholic values in all we do
- Instilling integrity and the desire to serve those in need now and in the future
- Identifying students' needs to guide individualized instruction
- Empowering students to excel academically, creatively, physically, and spiritually in a respectful, positive environment

## **PHILOSOPHY**

Saint Richard is a Catholic school. We recognize that the parents/guardians are the primary educators of their students, and the school provides learning opportunities in an atmosphere that reinforces the educational and formational priorities occurring within the home environment. Parents/guardians freely choose to share their parental authority and responsibility for the education and formation of their students with the Catholic school community in a cooperative relationship. It is the school's responsibility to help educate each student - spiritually, intellectually, socially, emotionally and physically – in a safe, Catholic, Christian atmosphere recognizing that each student has a God-given dignity and value as well as individual gifts and needs. Through a carefully planned curriculum and a qualified staff, we help to develop the gifts and meet the needs of every student in so far as is possible.

The U. S. Bishops' Pastoral, "To Teach as Jesus Did," states that the educational ministry of the Church has a three-fold purpose: "to teach doctrine, to build community and to serve others." As a Catholic school, we are committed to providing a Christian atmosphere animated by the Gospel spirit of charity, justice, freedom and brotherhood, in which our students may experience what being a Christian citizen means. Based on Christian values, our policies, programs, and regulations reflect true community in anticipation that students will grow in their commitment of service to God, to others, to the Church, and to the world.

## **ACCREDITATION**

Saint Richard Catholic School is accredited by AdvancEd, formerly the Southern Association of Colleges and Schools, and the Mississippi State Department of Education.

## **HISTORY OF SAINT RICHARD CATHOLIC SCHOOL**

Saint Richard Catholic School opened in 1953 with the establishment of Saint Richard Parish. The original building consisted of four classrooms, a cafeteria, administrative offices, and an auditorium/gymnasium that also served as the church building until the present church was completed in 1967. Originally, three nuns from the Sisters of Mercy taught grades one through five and a lay teacher taught kindergarten. Total enrollment was 117 students.

Additional facilities were added to meet the needs of increased enrollment. In 1989, a new wing was constructed that housed two kindergarten rooms, a music room, and a room for students with learning disabilities. On December 8, 1989, Saint Joseph Junior High moved to the facilities located on Holly Drive. The school cafeteria was renovated for administrative offices and the new cafeteria moved to its present location.

When Saint Joseph High School and Junior High moved to the Madison County campus in 1998, the school and the church purchased the Junior High building providing much needed additional space for the growing elementary school. A computer lab, classrooms, an audio/visual resource center, support services and the administrative offices for the school are currently located in the purchased Junior High building.

Saint Richard Catholic School completed an extensive renovation on the lower elementary wing in 2010. These colorful classrooms are designed to further enhance the educational experience of our students. Today the school has 27 classrooms, a library, an audio/visual resource center, computer lab, administrative offices, cafeteria, art room, and a music room. A multipurpose building which includes a gymnasium and three rooms for Catechesis of the Good Shepherd, built by Saint Richard Church is available for school activities. The students attend Mass in the church.

## **NON-DISCRIMINATORY PRACTICES**

The Catholic Diocese of Jackson, which includes Saint Richard Catholic School, admits students of any race, color, gender or national origin to all the rights, privileges, programs and activities generally accorded or made available to students. Catholic schools seek primarily to serve Catholic parents or guardians who want a Catholic education for their students. Students of other faith traditions may be accepted if enrollment openings are available.

Saint Richard Catholic School, in accordance with the requirements of Title IX of the Civil Rights, announces they are in compliance with the Civil Rights Act regarding discrimination on the basis of race, color, gender nor national origin in their admission policies, employment practices and their treatment of students.

Saint Richard Catholic School, in accordance with the Individuals with Disabilities Education Act (IDEA) continues the availability of their educational programs to handicapped and non-handicapped students. Handicapped and non-handicapped students will be educated together to the maximum extent appropriate.

# **PART I**

## **ADMINISTRATION AND SCHOOL PERSONNEL**

### **BISHOP**

The Bishop is the official teacher in his diocese. The administration, practices, and policies of parochial schools are under his jurisdiction. He exercises his responsibility as chief administrator and supervisor of the Catholic schools in his diocese through the Diocesan School Board and the Diocesan Superintendent of Schools who is his executive officer.

### **PASTOR**

The Pastor of the parish is the immediate representative of the Bishop. He is directly responsible to the bishop for the religious instruction of the students in the school and for the general administration of the school. The pastor is the canonical head of the parish and the key person in the school's administration. The principal of the school and the local School Advisory Board assist him in his educational ministry.

### **PRINCIPAL**

The principal is the educational leader of the school and exercises that role within the guidelines of Diocesan and local School Board policy. It is the duty of the principal to:

- + Supervise the admission of students
- + Carry out the educational policies of the Diocesan School Board and the local Advisory Council
- + Supervise teaching and monitor classroom activity
- + Oversee day-to-day operations of PreK3 - 6<sup>th</sup> grade
- + Further the professional growth of faculty through a program of staff development
- + Lead regular faculty meetings
- + Supervise the overall planning of the academic program of studies and co-curricular programs, and scheduling of classes
- + Ensure that educational objectives are being achieved
- + Supervise the discipline in the school
- + Promote cordial relationships and cooperation with parish and community organizations
- + Enforce the policies set forth in this handbook
- + Oversee curriculum

### **ADVISORY COUNCIL**

1. Membership on the St. Richard Advisory Council shall be comprised of the pastor of St. Richard Parish, the principal of St. Richard Catholic School, representatives of St. Richard Parish, representatives of other subsidizing parishes, and two at-large representatives as outlined in this Article.
2. All members of the Advisory Council are without individual authority and may act only as a body as outlined in these By-Laws.
3. The Pastor of St. Richard Parish or in his absence the Associate Pastor is an ex-officio member with no voting rights. The Pastor will have the right and responsibility of veto in all matters concerning the Advisory Council.
4. The Principal of St. Richard Catholic School is the executive officer of the Advisory Council with no voting rights.
5. Six parishioners from St. Richard Parish shall serve as representatives on the Advisory Council. These members will be appointed by the Pastor, shall have voting rights, and will serve a three-year term.

6. Two additional representative memberships with voting rights will be offered to two subsidizing parishes other than St. Richard Parish. Both of these members will be appointed by the Pastor of St. Richard in consultation with the pastor of the representative parish. These members shall have voting rights and will serve a three-year staggered term.
7. One additional at-large Advisory Council member will be appointed by the Pastor of St. Richard and selected from the school community to represent those families outside of St. Richard Parish. This at-large representatives shall have voting rights and will serve a three-year term.
8. The Pastor will appoint to the Advisory Council one representative from the St. Richard Parent Association and one representative from the Cardinal Men's Club, who shall have no voting rights and will serve a one-year term. The St. Richard Parent Association and the Cardinal Men's Club will select and recommend to the Pastor nominees as their respective Advisory Council representatives.
9. Selection of Advisory Council members will take place prior to the last regularly scheduled Advisory Council meeting in May.
10. Vacancies for an unexpired term on the Advisory Council shall be filled by a majority vote of the remaining Advisory Council members.
11. If the President of the Advisory Council serves in such office in the last year of appointment, then that member will serve an additional one-year term as an ex-officio member with full voting rights. This ex-officio member is referred to as "Immediate Past President."
12. Voting rights of all Advisory Council members are subject to completion of orientation and training provided by the Diocesan Office of Education.

With the exception of the Pastor and Principal, no individual may serve more than two consecutive terms, or six years on the Advisory Council.

## **TEACHING PERSONNEL**

All teachers are qualified and certified according to the standards of accreditation of the State of Mississippi. They are bound by contract to render themselves competent to teach materials for which they are responsible and to be diligent in furthering the educational process of their students. Pre- Kindergarten teachers are certified elementary or early childhood instructors. All teachers of religion are working on the Diocesan religious education requirements.

Classes are compiled during the summer based on student needs, teacher/administrator/counselor recommendations, racial, cultural, and gender diversity. **Parents/guardians may not choose a teacher.**

## PART II GENERAL ADMINISTRATIVE POLICIES

### ADMISSION POLICIES

The parish/school respects the dignity of the student. Neither race, gender nor national origin shall prevent a student from being accepted in the school or religious educational programs. Students of other religions may be accepted upon availability unless attendance would cause conflict for the student because of the unique religious philosophy of Catholic schools. All students are required to participate in religion class and religious activities.

Under State Law, it is mandatory that all kindergarten students, first grade students, and transfer students from outside the state of Mississippi furnish **CERTIFICATE OF IMMUNIZATION COMPLIANCE** from a physician or from the County Health Department (FORM 121). All students in 1<sup>st</sup> through 6<sup>th</sup> grades must take a grade placement test before being assigned to a specific grade.

Applications for admittance are accepted after a personal interview when the application or registration form is completed. A registration fee is required before registration becomes official. The registration fee is non-refundable. **All students are on probation during the first 90-day period of their attendance.**

Enrollment priority follows this order: all students currently enrolled, students of Catholic families with siblings currently enrolled, students of Saint Richard parish members, students from other Catholic parishes, students of other faith traditions (those not members of the Roman Catholic Church) with siblings currently enrolled and then students of other faith traditions. In the event a class is filled, a waiting list is established with Catholic students having priority.

Pre-K3 students must be 3 years old on or before September 1<sup>st</sup> and potty-trained. Students transferring to any grade from an in-state school should have reached the age of five on or before September 1<sup>st</sup> of the kindergarten year or be of the appropriate age for their current grade placement per Diocesan Regulation 5104.

Students transferring to PreK4 – 3<sup>rd</sup> grade from out of state can be accepted if they have followed the age requirements of the state from which they have transferred provided the parents/guardians were legal residents of the state from which the student is transferring, the out-of-state school was duly accredited by the transferring state's accrediting authority, the student was legally enrolled in the transferring school for at least four weeks, and satisfactory progress was being made by the student at the transferring school according to the school's principal.

All students in grades 1<sup>st</sup> through 6<sup>th</sup> seeking admission must be tested by the school for placement. In addition, the students and parents/guardians will meet with the principal. Parents/guardians must provide a copy of any previous educational testing and evaluation of their student. If there are known learning concerns, they must be acknowledged during the pre-registration process. A current report card is also required along with a parent/guardian/student interview.

The administration and special needs teacher must interview the Special Education students applying for entrance into the Special Education program. If a student currently has an Individualized Education Plan from another school, this IEP must be brought to the interview. If the school can provide the needed services, then a student may be admitted on an availability basis with the same 90-day probationary period as every other student in the school. All students in this program must have an IEP

from which to work and will be included in regular education classes as per the IEP. Our Special Education program services students up to age 13.

## **AFTER SCHOOL CARE (ASC)**

After School Care is a service provided by Saint Richard Catholic School to our families. Enrollment is limited to space availability. ASC is available Mondays – Fridays, 3 – 6 PM and Wednesdays 2- 6 PM. ASC follows the school calendar in regard to days of operation. Payment is made through FACTS.

All regulations of the school apply to ASC. Families participating in ASC will receive a separate handbook with signature pages.

## **ATTENDANCE POLICIES**

Saint Richard Catholic School will comply with attendance requirements established by the Mississippi State Department of Education and the Superintendent of Schools of the Diocese of Jackson.

### **Absences**

Parents/guardians are to inform the school by telephone every day a student is to be absent. Please call the office by 9:30 AM. An ill student should be kept at home. However, parents/guardians are urged not to keep their students out of school for slight reasons. Students should be **fever free and symptom free for 24 hours** before returning to school. An explanatory note must accompany a student returning to school after an absence. A doctor's certificate is required for an absence due to a contagious disease.

The school calendar provides for extended weekends throughout the school year. Parents/guardians are encouraged to schedule trips and family outings during these times so as to eliminate the need to interrupt a student's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who is absent for three days will be given three school days to complete the missed work.

When a student is absent for one or more days due to illness, a parent/guardian may call the school office before 9:30 AM to arrange for assignments. Assignments may be picked up in the school lobby between 3:00-3:30 PM or sent home with a sibling or another designee as per parent/guardian request.

For short absences (less than a day), it is the responsibility of the student to make arrangements with the teacher or other classmates for work missed. **Homework assignments may also be accessed on the FACTS: ParentsWeb.**

Any classwork that is missed is expected to be made up within the outlined time frame. There are three types of absences at Saint Richard Catholic School:

- Excused Absence: Illness, medical/dental appointments, court appearances, or attendance at a funeral. The student is allowed to make up all missed assignments for credit. The teacher will assist the student in completing the work at the teacher's convenience. **Regularly scheduled medical/dental appointments during the school day should be avoided.**
- Excused Absence – Parent/Guardian Request (vacations during school time): Only the principal or assistant principal can grant an excused absence request. Parents/guardians must contact the principal or assistant principal and teacher at least one week in advance so that make-up assignments can be arranged if possible. The student will be allowed and is expected to make-up all missed assignments for credit; however, the teacher is not obligated

to provide supplemental instruction. The parent/guardian is expected to assist the student in completing the assignments.

- **Unexcused Absence:** Suspension from school or from a specific class, and a parental request unapproved by the principal or assistant principal as stated above. The student is required to complete missed assignments, but not for credit. The teacher will provide no assistance or instruction.

Perfect attendance means no absences, no early dismissals, no tardies, no time missed during the school day, etc.

## **BIRTHDAYS**

Sending birthday gifts/flowers to students during school is not allowed. Parents/guardians and grandparents may choose to donate a book to the library in honor of the student. Birthday cupcakes or cookies only are allowed after making arrangements with the teacher. There should be enough for each student in the class. Limousines or excessive celebration is not permitted for any student. **All classes including PreK3, PreK4 and Kindergarten students are not allowed to have birthday parties in the classroom.**

**Parents/guardians should check with the teacher to make sure that students with certain allergies have an alternative treat.** Parents/guardians are allowed to eat lunch with their student but may only sit with their student. Students are not allowed to “select friends” to join them at lunch.

Invitations to parties may not be given out at school unless the entire class, all girls, or all boys are invited.

## **CARDINAL MEN’S CLUB**

The Cardinal Men’s Club (CMC) is open to all men having an interest in St. Richard Catholic School and Parish. It specifically provides support and assistance in ways that benefit St. Richard School as it works toward its goal of providing quality Catholic education to all its students. Support is given through service, special projects and fundraising. The club also has as its goal, the building of a sense of community and mutual respect through social activities. Because of the important contribution of athletics to the St. Richard program, activities supporting St. Richard Parish athletic programs may also be undertaken. The CMC meets regularly and sponsors or participates in several school events each year.

## **CARE OF SCHOOL FACILITIES**

Teachers and students cooperate in an effort to prevent damage to school property and in reporting damage when it occurs. Any student who deliberately or through carelessness damages school property shall repair the damage in as far as he/she is able to do so. If serious damage occurs, the parent/guardian will be notified by the appropriate school authority of disciplinary action and may be required to pay for the damage.

## **CARPOOL**

Every family is assigned a carpool number. This number is used to dismiss students in an orderly and safe fashion in the afternoon carpool line and **MUST** be displayed in order to pick-up your student. Please help your student learn this number.

This number is to be displayed in the front windshield hanging from the rearview mirror. Every family is given two copies of their number. Extra carpool tags can be purchased for anyone that will pick up your student. Teachers working afternoon carpool line will not put a student into a vehicle that does not have a Saint Richard carpool number.

**During the first week of school only, parents/guardians may choose to walk their students to class.** Walking students to class after the first week causes a distraction for the teacher and other students.

The school, in conjunction with the local traffic division of the Jackson Police Department, has devised the school's drop-off and pick-up processes. When followed by all those involved, parents/guardians will have a minimum wait each day. Remember we are moving approximately 230 individuals, two times a day.

**Morning drop off**

Students arriving in the morning between 7:00 AM and 7:30 AM go to Before School Care (a paid service). At 7:30 AM students go to the cafeteria where they are supervised until 7:45 AM. At that time, they are dismissed to their classrooms. Students arriving after 7:45 AM go directly to their classrooms.

Saint Richard Catholic School has two drop off locations:

**Front drop off** is the front lobby of the school and ALL students (PreK4 through 6<sup>th</sup> grades) may be dropped off starting at 7:30 AM.

**Back drop off (back gate)** is located at the back of the school. **Only PreK3 (and only siblings of PreK3), PreK4, Kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade students may be dropped off at the back gate.** The back gate opens at **7:45 AM** each morning and closes at **8:00 AM**. (All PreK3 students must be dropped off at the back gate.)

**Front drop off:**

Students are not to exit the vehicles before 7:30 AM. To make the drop off line move faster, we ask that students be prepared to exit the car as soon as it is stopped. Ex: backpack ready to go, breakfast and goodbyes are finished.

It is important that all students exit from the passenger side of the vehicle and should not have to go to the trunk to get books. This puts the student between cars and a potential accident.

Students are not to be dropped off in the parking lot and allowed to walk unattended to the school. If you are walking your student to the building, **walk on the outside of the carpool lane**. This prevents you and your student from walking between cars.

PreK3 and PreK4 students who arrive after 8:00 AM must be escorted to class by a parent/guardian.

**Back drop off:**

**All PreK3 students must be dropped off at the back gate.**

The back gate drop off opens at 7:45 AM and closes at 8:00 AM. If you arrive after the gates are closed and locked, bring your student to the front of the school. Please do not honk for a teacher to unlock the gate.

To make the drop off line move faster, we ask that students be prepared to exit the car as soon as it is stopped. Ex: backpack ready to go, breakfast and goodbyes are finished.

It is important that all students exit from the passenger side of the vehicle and should not have to go to the trunk to get books. This puts the student between cars and a potential accident.

**Parents/guardians are not allowed to walk their student into the building from the back gate.** If you need to go into the building, you must use the front entrance.

Students arriving after 8:00 AM will receive a tardy slip from the office.

### **Afternoon carpool/pick up**

Dismissal for PreK3, PreK4 and Kindergarteners with no older siblings is 2:40 PM at the back gate (1:40 PM on Wednesdays when we have 2:00 dismissal). Rain or shine, the 2:40 dismissal is at the back gate. Regular dismissal for all other students is at 3:00 PM at the front of the school.

### **Back Gate Pickup**

2:45 PM pick up for PreK3, PreK4 and Kindergarteners with no older siblings will use the circle driveway. If you are picking up at 2:45 (1:45 on every Wednesday), tell your student's teacher.

Students are loaded into the right side of the car. Teachers, students and parents/guardians are not allowed to walk to the left side of the car to load.

**Parents/guardians CANNOT park and walk to pick up students. This strict rule is for the safety and security purposes.**

### **Front pick up**

**\*\*\*\*\*All students (carpool numbers 1 and higher) will be picked up in front of the school.** The traffic flow for front afternoon carpool is the same as morning front drop off.

Students are loaded into the right side of the car. Teachers, students and parents/guardians are not allowed to walk to the left side of the car to load.

**Parents/guardians CANNOT park and walk to pick up students. This strict rule is for the safety of all.**

Limousines are not permitted to pick up students.

Any students not picked up by 3:30 PM will be sent to After School Care and a fee will be charged to you.

**If your student needs to be picked up in a way other than the usual, please send a note to your teacher or call the school office before 2:00 PM (before 1:00 PM on Wednesdays).**

### **CHILD ABUSE LAWS**

Saint Richard Catholic School abides by the child abuse laws of the State of Mississippi. In accordance with Section 43-21-105 of the Mississippi Code of 1972, Saint Richard Catholic School requires that all cases of suspected abuse and or neglect be reported to Mississippi Department of Child Protective Services (MDCPS). For additional information, please consult the Diocese of Jackson, Office of Child Protection [website](#).

### **CLASSROOM INSTRUCTIONAL TIME**

Saint Richard Catholic School will comply with regulations established by the Mississippi Department of Education. The school year contains 180 days of instruction as specified with extra days built in each year for possible school closings due to inclement weather or illness. Currently, a regular school day of elementary schools shall be a minimum of five and one-half hours of classroom instruction or 27.5 hours per five-day week. The school day is from 8:00 AM until 3:00 PM except on Wednesdays (with a few exceptions). **School dismisses at 2:00 PM for staff meetings every Wednesday.**

## **COLLECTIONS, SALES AND GIFTS**

No collections, sales or flyers/brochures of any kind may be initiated in the school without prior consent of the principal and Development Director. Saint Richard School discourages door-to-door sales by its students. Parents/guardians are to assume the responsibility outside of extended family sales. The room parents handle expenses for parties and picnics. **Party favors are NOT to be given at class parties.**

Activities sponsored by non-school agencies are available to our students (ex: plays, concerts, etc.). Attendance fees to such events and for field trips are paid by the parents/guardians and are handled by the classroom teacher.

There is no exchange of gifts at Christmas, Valentine's Day, Easter or any holiday. There should be no exchange of birthday gifts at school. Birthday gifts, balloons, flowers, etc. may not be delivered to the school for students. Invitations to parties may not be given out at school unless the entire class, all girls, or all boys are invited.

## **COMPLAINTS/GRIEVANCE PROCEDURES**

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education programs and assist the school to perform its task more effectively. Complaints concerning individual school staff members should be first directed to that staff member. Only in the second instance should the principal be addressed.

Should a complaint not be resolved, it might be considered in the area of a grievance.

**DEFINITION:** A grievance is a claim that there has been a violation, misinterpretation or misapplication of any provision of any policy, rule, order, or regulation applicable to the grievance.

Only matters which fall within this definition are subject to the following grievance procedure. This grievance procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations. Dismissal, suspension and non-renewal of employees are not subject to this procedure.

### **GRIEVANCE PROCEDURE:**

#### **LEVEL ONE**

Any parent/guardian or person connected with the school and not covered by another grievance procedure may bring a serious complaint to the attention of the principal. The first level is an informal one. The person with the grievance shall attempt to resolve the complaint at this lowest level (teacher or staff member).

#### **LEVEL TWO**

If the grievance is not satisfied with the results of the Level One procedure, she/he may proceed to Level Two. The grievant shall prepare a written statement setting forth in detail the basis for the complaint. The school principal shall arrange, within fifteen (15) days, a formal meeting with the person filing the complaint, at which time a further effort will be made to equitably resolve the grievance.

#### **LEVEL THREE**

If the grievant wishes to appeal to the Superintendent, the appeal must be in writing. The appeal must be accompanied by all records pertaining to the grievance;

- 1.) the original statement;
- 2.) the record of the formal meeting with the principal; and
- 3.) any other information pertinent to the case.

Within thirty (30) days of receipt of all the information, the Superintendent will set up a hearing.

Within ten (10) days after the completion of the grievance hearing, the superintendent shall notify all parties of his/her decision.

The decision of Superintendent shall be final.

## **CONDUCT**

Please see the Cardinal Pride Section at the back of this guidebook for details.

## **CONFERENCES**

Conferences between parents/guardians and teachers are held in the fall of each year. Individual conferences with parents/guardians are held as needed. These should be scheduled outside of instructional time. These conferences may be initiated by phone, written note or e-mail. Optional conferences are scheduled in the spring of each year.

Parents/guardians may request a conference by contacting the teacher through a note, by email or by calling the school office for a conference. Parents/guardians should not initiate a conference in the hall or anytime while a teacher is on duty. Parents/guardians are not to call staff members at home unless given prior approval by the teacher.

## **CUSTODY ISSUES**

The custodial parent/guardian has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when the student is in the care of the educational institution.

Non-custodial parents/guardians will not be permitted to use the school/center for student visitation. Barring a court order stating otherwise, however, the school will not refuse a non-custodial parent/guardian who requests to pick up a student at the end of the day.

Schools/centers in the Diocese of Jackson abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, a school will provide the non-custodial parent/guardian with access to the academic records and to other school-related information regarding the student. It is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that specifies there is to be no information given.

All subpoenas, court orders, etc. received by the school/center in student custody issues must be reviewed by the Diocesan attorney. Legal fees incurred in these custody matters will be billed to parents/guardians. If a teacher or other school employee is required to attend court during school hours or to give a deposition or statement during school hours, the parent/guardian will be billed for the cost incurred by the school in providing a substitute teacher and incurred by the teacher for loss of personal time as a result thereof.

If a non-custodial parent/guardian wishes to receive copies of the student's progress and report cards, this parent/guardian must supply the student's teacher with addressed and stamped envelopes to be mailed throughout the year.

## **DETENTION/PROBATION/SUSPENSION/EXPULSION**

Saint Richard Catholic School follows the **Cardinal Pride guide** for behavior and conduct (**see appendix**). **Level 2 or Level 3** issues may warrant the detention, probation, suspension, removal from special activity, or expulsion of a student. Only the school administrators can enforce detention, probation, suspension, or expulsion actions. Probation periods can extend until the issuance of the four- week progress report or until the issuance of the nine-week report card. Suspension periods can be from one to five days dependent upon the seriousness of the situation. Suspensions can be in-school suspension or may require home suspension.

Detention will be held on Thursday of each week from 3:00-4:00 PM. Students must be picked up no later than 4:00 PM. Students not picked up after 4:00 PM will be sent to After School Care where payment will be due. Written notification will be given in the event of an assigned detention. An accumulation of detentions could result in further disciplinary action.

If a student probation or suspension is deemed necessary, the principal will notify the parents/guardians and pastor. The student must satisfactorily make up all work outside of school hours. Tests are made up after school at the directive of the teacher. Students may also not be allowed to participate in special activities/privileges to include field day, field trips, programs, etc.

**Attending a Catholic school is a privilege afforded by the Catholic Church.** If a student is unwilling to abide by school rules and their conduct is a detriment to the learning process of other students, the parent or guardian will be contacted to arrange a conference. If marked improvement is not seen after the conference with the parents/guardians or guardian, they will be required to transfer the student to another school.

Uncooperative parental conduct can also result in a student(s) being asked to leave Saint Richard Catholic School. This is in accordance with diocesan policy. If at any point a parent/guardian is disrespectful or hostile towards a staff member or student, that parent/guardian will be removed and may be unable to attend future events, or the student(s) will be asked to leave Saint Richard Catholic School.

Serious or repeated infractions may result in expulsion of a student from Saint Richard Catholic School. The Pastor/Superintendent is consulted before expulsion takes place. Parents/guardians are notified in writing and have the right to appeal the action according to diocesan regulations.

**All new students are on an automatic 90-day probation period according to diocesan regulations.**

In accordance with the Catholic Diocesan policy: Suspension -In-School:  
Students who receive an in-school suspension will be required to report to school each day.

## **DIOCESAN POLICIES**

Saint Richard Catholic School follows all policies of the Catholic Diocese of Jackson. For a list of policies regarding students, please use this link.

<http://schools.jacksondiocese.org/education-overview/administration/>

**DIOCESAN POLICIES – CALLED TO PROTECT – PROTECTION OF CHILDREN (information on the school website)**

**DIOCESAN PROTECTION OF CHILDREN ELECTRONIC COMMUNICATIONS POLICY**  
(Printed as worded in the Diocesan Called to Protect policy book. In this section, all instances of supervisor refer to the school principal.)

All employees/volunteers are representatives of the Catholic Church. In order to provide a safe environment for our students, to teach our students safe procedures when using electronic communication devices, and to protect the reputations of employees/volunteers and the Catholic Church, all electronic communications between employees/volunteers and minors must be able to be monitored by church officials.

Any violations of this policy and the regulations below are counter to the goals of creating a safe environment for our students and youth. Consequently, any violations of this policy may result in discipline, up to, and including, immediate termination of employment or the volunteer status.

**Text Messaging:**

- Employees/volunteers are prohibited from sending individual text messages to minors.
- A church activity may necessitate the sending of a text message to a club, team, etc., by an employee/volunteer. A supervisor, church designee or a parent/guardian should be included in this “group” text message.
- If an employee/volunteer receives a text message on his/her personal communication device from a minor, the employee/volunteer is prohibited from responding to the minor. In order to prevent any appearance of impropriety, the employee/volunteer should notify his/her supervisor or pastor of this incident and forward the text. The parent/guardian should be contacted by the supervisor or pastor.
- If the text message from a minor concerns a church activity, the employee/volunteer may respond to a minor only if a supervisor/pastor or a church designee is “copied” on the text message and a copy forwarded to the parent/guardian.

**Social Networking:**

- Employees/volunteers are prohibited from communicating with minors using social networking websites like Facebook, Twitter, Instagram, etc.
- Personal social networking profiles and blogs of employees/volunteers must be private and inaccessible to minors. Employees/volunteers with profiles on social networking sites may not request to be “friends” with minors or approve “friend requests” from minors

**Mailing and Instant Messaging:**

- Employees/volunteers are prohibited from sending instant messages to minors and/or e-mailing minors using their personal e-mail accounts.
- If a minor attempts to communicate via the employee/volunteer personal e-mail account or by instant message, the employee/volunteer must notify his/her supervisor or pastor immediately.

**DISCIPLINE/RESPONSIBILITY**

In the spirit of our philosophy, the teachers at Saint Richard Catholic School use the **Cardinal Pride** plan (**see appendix**). A central goal of the school is to help students develop self-discipline. Corporal punishment is not permitted.

Each classroom teacher develops a plan of discipline/responsibility in consultation with other teachers and the administration. The plan is sent home by the classroom teacher to be signed.

## EARLY DISMISSAL

Under no circumstances will a student be released during the day without the written consent of a parent/guardian. Identification will be required of persons unknown to school authorities.

- If a student is ill, his/her parents/guardians or other authorized person will be called to pick up the student. A form with emergency information must be filled out for each student at the beginning of school listing authorized persons. (Please update during the school year if necessary.)
- A **written** request from a parent/guardian or guardian is requested for a student to leave school before the usual dismissal time.
- A student is not released into the custody of anyone not known to a student or staff member unless authorized by the parent/guardian to pick up the student.
- Dental/doctor appointments should be scheduled outside of school hours when possible.
- Students requiring early dismissal are sent to the school office or lobby to wait for their ride. Persons picking up these students must enter the school and sign them out.
- Early dismissals are recorded on report cards in the same manner as tardies. This includes students who leave and return in the same day in which any part of the school day is missed.

## ELECTRONIC ITEMS

Students are not permitted at any time to bring cellular phones or any other electronic devices to school. Such devices will be confiscated and only returned to the parent/guardian. Disciplinary action will result if a student has any such devices.

## EMERGENCIES

**The school has developed and implemented an approved school wide crisis management plan to address areas of crisis and emergencies.**

Since all emergency situations cannot be put into categories, school personnel use procedures dictated by common sense in carrying out the guidelines for emergencies.

In the event that an emergency situation occurs, all students remain under the supervision of school personnel until the students are picked up by the parent/guardian or other authorized person. **It is unsafe to release students to parents/guardians during a tornado threat, bomb threat, lock down, etc.**

To be prepared in case of any emergency situation, classrooms are equipped with communication devices, and they have flashlights. The halls of the school building are equipped with emergency lighting that is activated upon loss of electrical power to provide for safer movement of staff and students.

**Bomb threats** – The principal makes the final decision about evacuation or for a bomb search. The decision to notify the Police Department is made by the principal, assistant principal or designated person in charge. Evacuation follows the same procedure as fire drills. Various school personnel are assigned to inspect areas of the school. If the Police Department is called, that agency determines search procedures.

**Fire** – When the fire alarm is armed, the Fire Department is automatically contacted. The school's fire alarm system is checked annually. The principal, the assistant principal, or other authorized person contacts the Fire Department. The faculty and students evacuate the school buildings using posted fire evacuation plans that are practiced monthly with the entire student body. Once out of the building, each teacher checks class roll to ensure that every student in his/her class left the building.

**Earthquake** – Students will move under desks, tables, etc. in the building or crouch to the ground if outside. Those in the building move outside as soon as it is determined that the earthquake is over and

move away from the buildings and electrical wires. Students are to remain at the school supervised by staff until picked up by parents/guardians or other authorized person.

**Tornadoes/Severe Storms** – If severe weather is imminent or if the City of Jackson’s tornado alarm rings, students move to the halls, or other designated areas, and follow tornado procedures as directed by the teacher/staff. Students will not be dismissed during tornado procedures.

**Lockdowns** – Some emergency situations may require a lockdown of the school building. All rooms are locked from within. The teacher notifies the office of his/her classroom condition(s) using special procedures. The principal or other designated person will call emergency officials if necessary.

**Nuclear emergency** – Civil defense guidelines are followed.

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips are a privilege, and as such if a student’s behavior or schoolwork is unacceptable, participation in field trips or special activities can be denied. Inappropriate behavior is cause for having a student removed from a field trip.

The St. Richard – St. Joseph School buses are used for field trips for students in Kindergarten through sixth grade. Written permission from a parent/guardian is needed for each field trip. Once the bus leaves the school, it will not stop for late students, etc. If a bus must stop for an emergency, it will only do so at a safe location. Field trips must be correlated to the curriculum being studied at the time of the trip. Only Saint Richard students are allowed on the field trips. Siblings may not accompany the class. **ALL chaperones must be over 21 years old and must be a parent/guardian in good standing with the Protection of Children program.**

## **GRADING SCALE**

Grades PreK3 through 2<sup>nd</sup> Grade: Assessment is based on Mastery of Skills – In order to be considered for promotion a student must be operating on a level “P” or “M” in all skill areas by the end of the school year.

Pre K3 – 2<sup>nd</sup> Special Codes as follows:

**M** – Has Met Objective  
**P** – Acceptable Progress  
**I** – Improvement Needed  
**NA** – Not Applicable

3<sup>rd</sup> - 6<sup>th</sup> Grading Scale

**A**      100 – 90  
**B**      89 – 80  
**C**      79 – 75  
**D**      74 – 70  
**F**      69 – Below

3<sup>rd</sup> – 6<sup>th</sup> Special Class Marks (Computer, PE, Art, Music, Library, Foreign Language)

**E** – Excellent  
**S** – Satisfactory  
**N** – Needs Improvement  
**I** – Incomplete

Students will receive a “mark” based on participation and cooperation in each Special Class per quarter.

**3<sup>rd</sup> grade will receive grades as follows:**

- 1<sup>st</sup> semester – Reading, Language Arts, Spelling, and Math
- 2<sup>nd</sup> semester – All above, Social Studies and Science.

2<sup>nd</sup> grade will receive grades as follows:

- 1<sup>st</sup> semester – Standards Based markings as explained below
- 2<sup>nd</sup> semester – Grading Scale markings as explained above.

Achievement Codes 3<sup>rd</sup> – 6<sup>th</sup> grades

- No Mark or S – Satisfactory
- N – Needs Improvement

**GUM CHEWING/FOOD**

Gum chewing is not permitted by students on Saint Richard Catholic School premises at any time. Food is not permitted outside the cafeteria except at designated times and places (e.g. classroom snack time, an occasional classroom treat or the designated classroom parties). Carbonated beverages and beverages in glass containers are not allowed. Gum chewing or eating is NOT allowed during carpool drop off or pick up.

**HARASSMENT/BULLYING**

Catholic educational institutions are havens where Gospel respect is paramount in the learning environment. They should be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero-tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological or verbal action reflecting a lack of respect for another. All forms of harassment have the effect and/or purpose of creating a hostile environment for another person or group. Student derived “clubs” or “cliques” of any kind are not allowed at Saint Richard Catholic School. Any such act to make students feel unwelcome will result in disciplinary action (including bullying through any means of technology in or out of school).

Bullying is another form of harassment. It occurs when an individual takes advantage of another person that he/she perceives as vulnerable since the goal of the bully is to gain control over his/her victim.

All harassment/bullying complaints will be immediately investigated by the appropriate adult (i.e. classroom teacher or administrator). Individuals making threats – seriously or in jest – either physically, verbally, in writing, online or in an email will be subject to immediate disciplinary action, up to and including expulsion.

In order to protect each and every student, as well as employees of Catholic schools/centers and the institution itself, each student and employee is expected to treat the good name and reputation of each of the above with dignity and respect.

All students in grades PreK3 through 6<sup>th</sup> grades are taught age appropriate measures for reporting and decision making.

Public defamation of any of the above by a student, a parent/guardian, or an employee is serious whether this is done orally, in writing, via e-mail, text messaging or on the web and whether it is done on a school or a home computer during school time or after hours. Saint Richard Catholic School’s name, staff names, and student names are not to be used in public or online formats including websites, blogs, social networks and email. Photos taken at St. Richard Catholic School events may not be posted by parents/guardians to Facebook or other social media websites.

All parents have the right to request that their children not be photographed, and our school postings on social media do not include children whose parents made those requests. We are not free to disclose those names. Therefore, while school administration is not able to monitor the social media accounts of individuals, we ask that you respect other parents by not posting your

photos or videos to social media that include other children.

Any individual found to be participating in any defamatory activity will be subject to disciplinary action by the school/center, which could include expulsion/termination.

## **HOMEWORK**

Homework is an essential part of the school program. Assignments are given to reinforce daily lessons, enrich and supplement class work, and to prepare for the next day's class.

Homework is assigned on most days. If there is no written assignment, students should be encouraged to read. Homework during absences will not be sent to the office unless you call and request this be done. You must call the office by 9:30 AM to allow the classroom teacher time to gather the assignments. Homework will be ready for pick up in the lobby between 3:00-3:30 PM. **Check the FACTS: ParentsWeb for your teacher's weekly update.**

On occasion, teachers send papers home that indicate areas where the student may need extra help. Graded papers and tests will also be sent home to be signed. This is part of their homework. Check your student's "Home Folder" each night.

The average time spent on homework should be approximately 30 minutes for kindergarten through 2nd grade; 45 minutes for 3rd and 4th and 60 minutes for 5th and 6th grades. This is an average time and some students may take longer to complete homework correctly. Homework should be a priority in the home.

**TEACHERS REQUEST PARENTS/GUARDIANS NOT BRING HOMEWORK (OR OTHER FORGOTTEN ITEMS) TO THE SCHOOL WHEN IT IS LEFT AT HOME.**

**THE OFFICE AND PARENTS/GUARDIANS ARE NOT ALLOWED TO MAKE DELIVERIES TO THE CLASSROOM AS THIS DISTURBS INSTRUCTION.**

## **HONOR ROLL**

3<sup>rd</sup> grade (second semester) and 4<sup>th</sup> – 6<sup>th</sup> grade recognition for scholastic achievement is accomplished by meeting the following requirements:

**First honors:** All A's in all academic subjects and A's or S's in non-academic subjects. An A or B in conduct and responsibility.

**Second honors:** A's and/or B's in academic subjects and A's, B's or S's in non-academic subjects. An A, B, or C in conduct and responsibility.

Scholastic achievement will be sent to local newspapers and students will receive Honor Roll certificates.

## **INCLEMENT WEATHER**

Saint Richard implements a mass calling, text, and email system to notify parents/guardians any time during the day of school closings or emergencies. Other notification is through TV stations. Parents/guardians are reminded NOT to come to school and remove a student during such weather conditions. Parents/guardians should make sure the school office has the current home and cell phone numbers at the beginning of each school year to make sure they receive these and other important announcements.

## LITURGY

Students attend Mass once a week. Opportunities for the Sacrament of Reconciliation and other religious activities are offered throughout the school year. Students are expected to demonstrate SUPERIOR behavior and reverence while in Mass and other religious services. No talking is allowed before, during or after Mass. If Mass is on a Friday, students are not allowed to wear jeans.

## LUNCH

**Piccadilly** is a food service company that offers a school lunch to students at St. Richard School. Menu selections include nutritious, student friendly foods for students. Parents may choose a salad, ham sandwich, turkey sandwich, or the hot lunch as outlined on the monthly menu, which changes on a daily basis. Each meal comes with a choice of water, milk, or juice. Each meal is \$5.00 and orders should be placed by 6:00 PM the night before. All payments and orders must be submitted through an online web-based program called EZ School Apps. There is a service charge added each time money is loaded into the student account.

If it is necessary for a parent/guardian to bring a student's lunch to school, it is to be delivered to the office, not the classroom.

Students who do not order a lunch or forget a lunch will be fed a sandwich and a fruit cup and charged \$5.00 which should be paid at the office the next day.

Microwaves are available for students in grades Kindergarten – 6<sup>th</sup> grade to heat their own lunches. **Students will heat food at their own risk – school staff will not heat the lunches for the students.**

## MULTI-CHILD DISCOUNT

All St. Richard Catholic School students with older siblings at St. Joseph Catholic School are eligible for a 20% tuition discount at St. Richard. This discount applies to tuition only and not to registration or other fees.

## PARENT ASSOCIATION

The welfare of the student is paramount to the parents/guardians, school faculty, and staff. This organization promotes and encourages cooperation in discharging their respective responsibilities and in sharing time, talents, and treasures for the betterment of the students and school. The base objectives of the Parent Association are:

1. To foster communication and fellowship among parents/legal guardians, administration, faculty, staff, and students of the school.
2. To assist in carrying out the School's Mission and Vision by encouraging and facilitating the involvement of all parents/legal guardians in the activities and events of the school.
3. To function as a support group to the administration, faculty, and staff of the school.
4. To promote cooperation between all approved diocesan organizations working toward the goals of the school;
5. To help fund needed educational and school projects and programs.

The Parent Association meets at least two times a year and sponsors various school-related activities throughout the year.

## **PARENT/GUARDIAN COMMUNICATION**

The school administration and staff communicate with parents/guardians in a variety of ways. The school website and school social media pages contain important information about the school and school events. A biannual publication called the Cardinal Curriculum gives parents/guardians and community members insight into student learning activities.

Text messages and email reminders are another avenue of communication.

Teachers post homework information, as well as important dates and events, weekly on class web pages and/or the FACTS: ParentsWeb.

In order to bolster the connection between home and school and to be aware of important changes, events, and information, it is imperative that parents/guardians read the school's communications provided through the Monday Memo and other emails, as well as, the weekly Blue Folder and the daily classroom folders.

## **PARTIES**

Students in all grades have approved parties. Party favors and gifts are not allowed. Students do not exchange gifts at any of the parties. The teacher and the room parents handle parties. All classes may have an end of the year picnic/party on school grounds. This end of the year activity is usually held on Field Day.

Please see **BIRTHDAYS** for additional restrictions. No age inappropriate games, movies or activities such as "cocktail" type glasses or drinks. Contact the administration prior to the party for approval if you are unsure of any activities or events you have planned. Limousines or excessive celebration are not permitted for any student.

## **PHOTOS**

Only students with parental permission may be photographed. Photographs of students, with permission, may be used by the school for social media, in recruitment or promotional materials, in newspapers or other publications, or on the school website. Special permission may be obtained by the school for use of photographs in other instances.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is said at the start of each day in each classroom and at all appropriate school events.

## **PRAYER**

Each classroom has a prayer center. Various prayers and the Pledge of Allegiance are said in the morning and another prayer may be said at the end of the day. Teachers are encouraged to give students opportunities for prayer at appropriate times. A grace is said before all meals. Morning Prayer is shared school-wide over the intercom at 8:00 AM.

## **PROGRESS REPORTS**

In order to promote communication between parents/guardians and the faculty, progress reports are sent home after the first four and a half weeks of each quarter for grades 3<sup>rd</sup>-6<sup>th</sup>. PreK3 through 2<sup>nd</sup> grade rely on regular communication of mastery of skills and areas in need of improvement on an individual basis.

## **PROMOTION/RETENTION**

When retention in the same grade seems likely, parents/guardians are contacted several times during the year. The final decision on retention rests with the school administration. The student **MUST** complete all state mandated benchmarks successfully in order to be promoted to the next grade. Saint

Richard Catholic School does not “skip grades” for promotion.

Teachers shall develop a program of remedial action for students exhibiting learning difficulties as recommended by the Response to Intervention Team (RTI). In an effort to support our students, the RTI will meet regularly to discuss the needs of students in the school. Only after remediation is attempted shall retention be considered. Students will be referred for complete diagnostic testing or to the Title I programs when there is little or no success of classroom interventions.

- At the end of the first semester, parents/guardians are notified if their student is being considered for retention.
- In grades PreK-2<sup>nd</sup> grade, students must master the basic skills (Benchmarks) in all areas to be promoted.
- In a few cases, students in 3<sup>rd</sup> through 6<sup>th</sup> grades who fail one major subject may attend summer school to try and make up the failed subject **after consultation and approval by the administration** prior to the beginning of the summer course.
- Students in grades 3<sup>rd</sup> through 6<sup>th</sup> who fail two or more major subjects are retained in their present grade.

## REPORT CARDS

Report cards are issued every nine weeks. Parent/guardian, student and teacher conferences are held after the first grading period and as needed. A conference can be called by the individual teacher, parent/guardian, or administration.

## SOCIAL MEDIA

Saint Richard Catholic School participates in social media. Only photographs of students with parental permission will be posted on the school social media sites. The school's social media policy (see appendix) outlines the procedures for use of social media by the school.

## STUDENT DIRECTORY

Within the first few months of the school year, each family will receive a Student Directory listing students' and parents'/guardians' names, addresses, email addresses and telephone numbers. These directories should be used to acquaint parents/guardians with the names of their student's classmates and parents/guardians. These directories should not be used or sold for other purposes. The directory will also be available on the FACTS: ParentsWeb after the parent has “opted in.”

## STUDENT HEALTH

Mississippi law states "It shall be unlawful for any student to attend any school, kindergarten or similar type facility intended for the instruction of students, either public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Officer." A Certificate of Compliance (form 121) may be secured from a private physician or the local health department. If a contagious condition is suspected, a student will be excluded from school and a doctor's statement is required for re-entry.

**Students must be symptom and fever free for a continuous twenty-four (24) hour period (below 100 degrees) before returning to school.** Students under the care of a physician must bring a doctor's certificate to return to school.

**Prescription medicine** - All prescription medicine must be in the original container with the student's name and instructions printed clearly. A medication consent form must be completed for each type of medicine a student is to take. (Ziploc baggies or other such containers will NOT be accepted.) A doctor must sign the medication consent form.

**Non-prescription medicine** - Since we do not have a nurse on staff, we strongly discourage the use of non-prescription medicine. When it is absolutely necessary, a medication consent form must be completed. The medicine must also be in the original container. (Ziploc baggies or other such containers will NOT be accepted.)

A medication consent form is inserted in the back of this handbook, may be obtained in the office, or downloaded from our website.

Any student known to have had a communicable disease must present a statement from a physician or the County Health Department stating that he/she is past the communicable stage of the illness before returning to school. This includes, but is not limited to head lice, pink eye, chicken pox, measles, fifth disease, etc. Parents/guardians are required to follow the accepted method of treatment before sending the student back to school. The school will notify each class when a lice infection is determined to exist.

Saint Richard Catholic School is a tobacco/smoke-free institution.

## **STUDENT RECORDS**

Information, which can identify an individual student, will be maintained by the school and provided to other agencies in accordance with the Family Rights and Privacy Act of 1974 (Section 438: amended 1994) and FA-B. The parent/guardian is guaranteed the right to inspect any information about their student in the presence of a professional person qualified to explain and interpret the records. Access to this information is forbidden to any unauthorized person without a subpoena or written permission of the parent/guardian. If a student transfers to another school, Saint Richard will forward all records to the school involved only upon request from that school. If there are parties that legally may not have access to your student's record or school information, the school must receive such notice in writing from a legal entity.

## **STUDENT RESPONSIBILITIES**

See Cardinal Pride (appendix).

## **STUDENT SAFETY**

Students who leave early must be checked out and are released only to authorized persons.

Students are not allowed to leave the school grounds during recess, lunchtime, or any time during the day.

If a student is injured on the playground or in the school building, he/she is brought to the school office immediately and a parent/guardian is notified if the injury is deemed serious. If parents/guardians cannot be reached, a person on the student's emergency form is called.

Any student who feels he/she has been subjected to sexual, physical or mental harassment by another student or staff should contact the principal. If the problem cannot be solved on the local level, the Superintendent of Schools shall be consulted.

To the extent a complaint of sexual harassment involves sexual touching or the apparent/guardian infliction of emotional damage by an adult or other student, the appropriate authorities will be notified.

**Traffic safety** - Students and parents/guardians shall follow the directions of school personnel at all times during drop off in the mornings and pick up after school. Access may be limited at the discretion of the principal or other appropriate school officials designated by the principal. Please see **CARPOOL** for detailed traffic safety rules and procedures.

**Under Mississippi law, all staff members are required to report any student abuse (neglect) or suspected student abuse (neglect) to the principal.** The principal will report the case officially to the Department of Human Services. Faculty and staff who have a reasonable belief that a student is battered, abused, and/or neglected physically or emotionally, are required by law to report the case to the administration.

Any volunteer must complete Protection of Children training and monthly certification in VIRTUS. This training includes a background check. This is mandated by the Diocese of Jackson for all schools and parishes.

## **SUBSTANCE ABUSE**

Saint Richard Catholic School follows Diocesan Policy 5607 and Diocesan Regulation 5607R with regards to substance abuse. At no time should e-cigarettes be in the school building. The battery in e-cigarettes can ignite and cause a fire. Use of cigarettes and vapors is prohibited on school property.

## **TARDIES/EARLY DISMISSALS**

Students are tardy if they are not in the classroom when the bell rings for class at 8:00 AM. If a student is tardy repeatedly, the teacher will confer with the parents/guardians in an effort to correct the situation. If such communication cannot correct the situation, then the principal and/or school counselor will be notified. Once in the classroom in the morning, a student may not leave without permission. Habitual or frequent tardiness is distressing to a student and disrupts the orderly functioning of the class. Excessive tardiness may have the same consequences as absences.

## **TEACHER SUPPORT TEAM**

When learning difficulties are noticed, the teacher meets with the parents/guardians and develops a program of intervention through the assistance of the Cardinal Support Team (CST).

## **TELEPHONE**

Only in an emergency are teachers or students called to the telephone. Messages are given to the person answering the phone and they will have the messages delivered before dismissal. Teachers are expected to return calls within 24 hours.

Usually, students are not permitted to use the phone except in the case of an emergency. **Students are not allowed to call for forgotten homework, lunches, money, or PE uniforms.** Permission to use the phone is given by the principal or in extreme cases by a secretary or a teacher. Cell phones for students are not allowed at Saint Richard Catholic School at any time.

## **TESTING**

Standardized achievement tests are given according to Diocesan and Mississippi Department of Education directives. The ACT Aspire is given in grades 3-6. This test is administered each year, and results are typically reported to the School Advisory Council and parents/guardians. Other tests may be required at certain times.

## **TEXTBOOKS**

State adopted textbooks are the property of the state and loaned to the students. If any textbook is lost, damaged, or destroyed, the parents/guardians of the student to whom the book was loaned is financially responsible for its replacement. Books must be returned in good condition.

Non-state textbooks are the property of the school. They are loaned to the students and should be returned in good condition. Parents/guardians of a student are financially responsible for a non-state textbook, which is lost, damaged, or destroyed. Book fees finance the cost of non-state textbooks and

workbooks.

## **TOYS/GAMES**

Toys are NOT allowed and should remain at home unless specifically requested by the teacher. Please refer to **ELECTRONICS** for more restrictions.

## **TUITION**

Saint Richard Catholic School Advisory Council determines the rate for the following year for all grades.

- The preschool tuition payments can qualify for the childcare tax credit benefits, which could directly reduce the parents'/guardians' federal income tax liability (Tax ID #46-1541862).
- Registration fee is due at time of registration and is a NON-REFUNDABLE FEE. After the registration deadline, a \$100 LATE FEE will be assessed if availability exists.
- Non-refundable Fees - Book/Supply Fee, Technology Fee, Capital Fee, and Parent Association Fee are assessed annually.

### **Payment Plans**

The School Advisory Council has approved FACTS as the tuition management system. The Registration Fee is required on or before the given deadline to guarantee the student's place in their designated grade. There is a late fee for registration paid after the registration deadline if availability exists for registration. Families have the following two options for paying tuition each year through the FACTS tuition management system:

**Pre-payment Plan** – This plan requires enrollment in the FACTS tuition management system including all account set-up fees and full tuition payment by the specified date. Payments should be received by the school office by the specified date per the tuition and fee schedule to avoid a \$400 increase in tuition per family.

**Monthly Payment Plan** – This plan requires enrollment in the FACTS tuition management system including all account set-up fees and monthly tuition payments by the specified date. Monthly payments will be automatically debited from the assigned bank account or credit card as designated in the FACTS management system in 10, 11, or 12 month installments as chosen in the FACTS management system.

The parent/guardian of any student who is accepted by the school is responsible for all payments through the FACTS system. The parent/guardian of any student is required to keep his/her FACTS account and payment plan up-to-date and are responsible for making all payments by the due date. Delinquent tuition should be paid immediately or late fees and other consequences may apply.

**ANY STUDENT WHOSE FAMILY HAS OUTSTANDING TUITION WILL RECEIVE "INCOMPLETES" UNTIL ALL OBLIGATIONS ARE MET.**

## **WITHDRAWAL FROM SCHOOL**

Parents or legal guardians of students withdrawing from Saint Richard Catholic School must complete the required paperwork in the school office, including providing the office with a **written letter regarding the intended withdrawal**. A Withdrawal Form must be completed by the student's teacher. All library books, textbooks, and lunch records must be cleared before the student's transfer record is completed. School

records cannot be forwarded to the student's new school unless he or she has been properly withdrawn and cleared with the business office.

Permanent records cannot be given to parents/guardians or students, but will be forwarded to the school to which the student transfers upon receiving the school's request and clearance from Saint Richard Catholic School business office. However, an unofficial copy of the records may be requested by the parents/guardians.

Once the parent/guardian has completed the withdrawal process, tuition refunds will be prorated according to the following schedule. Families are obligated to pay all prorated tuition. The registration fee, book supply fee, Capital fee, and Parent Association fee are nonrefundable. Please allow twenty (20) days from the last day of attendance for processing of any refund. Tuition will be refunded as follows:

PRIOR TO OPENING DATE OF SCHOOL	FULL TUITION LESS \$100.00
ON OR BEFORE SEPTEMBER 15	80% OF TUITION
ON OR BEFORE END OF QUARTER 1	70% OF TUITION
ON OR BEFORE END OF QUARTER 2	50% OF TUITION

### RETURNED CHECK POLICY

If a family writes more than three NSF checks at the school, no further checks may be written for the remainder of the school year. All further items must be paid in cash or cashier's check. *The family will also incur a \$30.00 service charge for processing each NSF check.*

- **Catholic Tuition Policy-** Parent/guardian(s) and student(s) must be registered, practicing, and contributing members of a subsidizing parish. A contributing member is one whose financial contribution is recorded through use of Church envelope system or some other identifiable means as determined by the parish pastor. The parish pastor must sign a Parish Verification form by the date required by the school. A completed Parish Verification form must be on file before a family can receive the Catholic tuition rate. A new form is required each year.
- **Non/Parish-Non/Catholic Tuition Policy-**Members of Catholic parishes that subsidize tuition at Saint Richard Catholic School receive the lower rate of tuition if a Parish Verification Form is signed by their parish pastor and returned with the Registration Form and Registration Fee. Failure to meet these requirements will result in having to pay the higher tuition rate. Members of a parish that does not subsidize tuition or non-Catholics, pay the non-parish/non-Catholic tuition rate.
- **Financial Assistance** - Limited financial assistance in financial hardship situations is available. Financial assistance information is obtained in the school office. Students must have been enrolled for one year in order to apply for this assistance. Financial assistance forms are sent out after registration and due in the school office by date determined by administration. Parents/guardians must reapply each year for financial aid.

### UNIFORMS

The following guidelines have been established to enable families to comply with uniform requirements. Questions regarding permissible uniform dress should be directed to the Principal. Uniforms are required for all students. All new uniforms must be purchased from TC's SCHOOL UNIFORMS.

**An Oxford blue Mass Uniform shirt with the Saint R emblem is required for Mass and some school events.**

#### Boys-

Approved uniform for boys includes:

- Navy blue shorts with grey performance or red knit shirt with Saint R emblem;  
OR
- Navy blue pants with grey performance or red knit shirt with Saint R emblem.

OR

- Navy blue shorts or navy blue pants with Oxford blue Mass Uniform shirt

- PreK-1st should wear all-elastic shorts or pants. No belts should worn.
- 2nd through 6th Grade students are required to wear a belt. Belts must be black, brown, or navy.
- Socks must be solid white with no lettering or graphics.
- Shoes must be closed-toe, closed-sides, and closed-heel of one main color. No boots, Crocs, Heelys, or light up shoes are allowed. On P.E. days, students must wear tennis shoes with non-marking soles.
- Boys may not wear earrings of any kind.

#### **Girls-**

Approved uniform for girls includes:

- Navy blue skort with Peter Pan blouse or red shirt with Saint R emblem;

OR

- Plaid skort with Peter Pan blouse or red shirt with Saint R emblem;

OR

- Navy blue pants with Peter Pan blouse or red shirt with Saint R emblem;

OR

- Navy blue shorts with Peter Pan blouse or red shirt with Saint R emblem.

OR

- Oxford blue Mass Uniform top with navy blue skort, plaid skort, navy blue pants, or navy blue shorts.

- PreK-1st should wear all-elastic skorts, shorts, or pants. No belts should be worn.
- 2nd through 6th Grade students wearing pants or shorts require belts. Belts must be black, brown, or navy.
- Socks must be solid white with no lettering or graphics.
- Solid white or solid navy blue tights are optional substitutions for socks. Solid navy or white leggings are permitted if the socks cover the bottom of the leggings. No skin should be showing between the leggings and the socks.
- Shoes must be closed-toe, closed-sides, and closed-heel of one main color. No boots, Crocs, Heelys, or light up shoes are allowed. On P.E. days, students must wear tennis shoes with non-marking soles.
- Girls may wear stud earrings ONLY—no hoops or dangles.
- Girls are required to wear modesty shorts under dresses. (PK-1<sup>st</sup> Grade)
- Girls are strongly encouraged to wear a camisole under white shirts.

#### **OUTERWEAR FOR ALL STUDENTS:**

Only approved uniform outerwear with Saint R logo can be worn in the classroom and school building.

Approved outerwear includes:

- Red sweatshirt with Saint R logo;
- Navy blue fleece jacket with the Saint R logo;
- Red cardigan sweater with Saint R logo;
- Navy blue windbreaker jacket with Saint R logo;
- Red Saint R athletics hoodie sweatshirts (available through special order)

- An approved school uniform shirt MUST be worn under any outerwear item.
- Outerwear items should be clearly labeled with the student's name to avoid loss. All monogramming (optional) for outerwear must be ordered through TC's Uniforms.

#### **GENERAL GUIDELINES FOR ALL STUDENTS:**

- All uniform items must be in good condition and free from holes.
- Uniform shirts and blouses may be long or short sleeved and must have Saint R emblem.
- Shirts must be tucked in at all times.
- School t-shirts are allowed at the discretion of the Principal and can only be worn on Fridays.
- House t-shirts are only permitted on designated House t-shirt days which are announced in

- advance and posted on the calendar.
- PE Gym t-shirts are only permitted for PE class.
- 5th and 6th graders must wear a Saint R gym t-shirt and Saint R gym shorts to P.E. class and may wear the PE uniform to school on PE days. Solid, navy colored sweatpants may be worn over the PE uniform by 5<sup>th</sup> and 6<sup>th</sup> grade students on cold days.
- Hair should be neat and trimmed regularly, combed, out of the eyes and appropriate length. No excessive hair styles, colors, unusual designs or tails (at the discretion of the administration).
- Boys' hair is not to touch the eyebrows, collar, or ears.
- Students may not wear make-up of any kind. Nail polish and perfume are not permitted.
- No fake tattoos or other body decoration is allowed.
- Undershirts may be worn under the uniform shirt must be solid white with no lettering or graphics.
- No excessive head wear or accessories. Head wear should be in keeping with uniform colors of red, navy, or white.
- Fridays are designated as "Jeans for Green." Participation is voluntary. Students are permitted to wear jeans, jean shorts, and jean skirts (fingertip length) with a uniform shirt or school t-shirt for a \$1 donation.
- Appropriate dress is always required for special events including May Crowning and Graduation.
  - Girls - No spaghetti straps, halters or strapless dresses are permitted. No heels higher than 3 inches. Hemlines no higher than 3 inches above the knee (measured from the floor while kneeling).
  - Boys – Dress slacks or khakis with belt. Dress shirt (tie optional). Jackets may be worn but are not required. Dress shoes with appropriate socks
- Girls may wear stud earrings –no hoops or dangles. Boys may not wear earrings of any kind.
- Only Saint medallions and cross necklaces are allowed.

FREE DRESS DAY reward may be given with the approval of the principal. Students must wear appropriate clothing and are not permitted to wear short shorts, short skirts, spaghetti straps, halters, or strapless tops.

SAINT RICHARD APPROVED UNIFORM SOURCE:

TC's Uniforms, Inc.  
 2725 North State Street  
 Jackson, MS 39216  
 601.981.9274  
[www.tcsyms.com](http://www.tcsyms.com)

## VISITORS

**All parents/guardians and/or visitors must sign in at the school office and obtain a pass before going to ANY AREA of the school.** Parents/guardians should not consult with the teachers during school hours or call students from the classroom. Anyone wishing to observe a classroom must make advance arrangements with the teacher and principal. If you are on campus without a visible visitor's sticker, you will be asked to go directly to the office.

## VOLUNTEERS

All employees and volunteers are representatives of the Catholic Church. **In order to provide a safe environment for our students, the Diocese of Jackson requires a Protection of Children screening/training process for all employees and volunteers. ALL PARENTS/GUARDIANS ARE ENCOURAGED TO COMPLETE TRAINING SO THAT THEY MAY FULLY PARTICIPATE IN CLASS AND SCHOOL ACTIVITIES.** Information about Protection of Children training is posted in the Monday Memo and other emails sent during the school year.

## **VOLUNTEERING POLICY**

"The Son of God did not come to be served but to serve and to give His life as a ransom for many (MK 10:45)." With these words, our Lord illustrates for us the commitment to serving others that we are called to strive for as His disciples. This commitment to service is one that St. Richard Catholic School tirelessly attempts to instill in all of the students entrusted with us.

It is not just our students who are called to service. Our students' families, especially parents, are also called to serve our school community and volunteer their time in furtherance of our mission. Tuition and fees, although vital to our School's continued success, are only the starting point for providing a quality, Catholic school education to your children.

In light of this, St. Richard Catholic School is asking each of our families to support our School by volunteering at least 10 hours each school year through the "Give 10!" program through the PA.

Your commitment to volunteering with St. Richard Catholic School sets a positive example for our children and gives you firsthand involvement in what we can accomplish as a thriving school community working together.

## **WEAPONS AND VIOLENT ACTS POLICY**

**No Weapons or controlled substances are allowed at Saint Richard Catholic School. Students violating this policy are subject to immediate expulsion.** Mississippi Law states:

**§ 37-11-18. Expulsion of student possessing controlled substance or weapon or committing violent act on school property.**

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject, in the case of a Catholic School, to the student's right to appeal to the Superintendent of Schools. The school will determine what constitutes a "weapon" in each case.

**Students who threaten the life of another student are liable for suspension or expulsion.** This will be determined by the principal and circumstances surrounding the incident.

Please refer to the **HARASSMENT/BULLYING** section for further information.

## **PART III**

# **THE EDUCATION PROGRAM**

### **WHOLE SCHOOLS INITIATIVE**

Saint Richard Catholic School has a rich tradition in the arts. Our work with the Whole Schools Initiative is supported through the Mississippi Arts Commission. This partnership brings artists and educators together for collaboration to integrate the arts into all aspects of the curriculum, to provide professional development for teachers to effectively use the arts to engage all learners, and to allow students at Saint Richard to receive enriching arts experiences through dance, music, visual art, and drama. We are continually recognized by the Mississippi Arts Commission as a Whole Schools Initiative Model School for our outstanding work in integrating the arts throughout our curriculum and throughout our school culture.

The Kennedy Center defines arts integration as an approach to teaching in which students construct and demonstrate understanding through an art form. Students engage in a creative process which connects an art form and another subject area and meets evolving objectives in both. Our teachers utilize this approach to extend learning for all students and to meet the needs of our diverse body of learners. Students reach higher levels of learning and thinking as they apply their knowledge through an art form.

### **RELIGIOUS EDUCATION**

The Religious Education Program of Saint Richard Catholic School reflects the direction found in the National Catechetical Directory of the National Conference of Catholic Bishops and the curriculum policies of the Religious Education Department of the Diocese of Jackson.

The purpose of catechesis is "to make a person's faith become living, conscious and active through the light of instruction ... Catechesis is a lifelong process for the individual and a constant and concerted pastoral activity of the Christian Community." (#32 of the NCD)

Specific criteria are followed in choosing materials according to proper sequence, presenting essential truths in a manner appropriate to the abilities of the age group. In addition to the actual religious formation programs, students help prepare for and participate in school masses as well as para-liturgical services, community service projects and retreats.

Saint Richard School and Parish religious formation program for grades PreK3 through 6<sup>th</sup> grade includes the Catechesis of the Good Shepherd. Through this program, the students form an authentic and faithful relationship with God in a sacred space prepared for them called "the Atrium." The students grow in this relationship first proclaimed to them through Jesus, the Good Shepherd.

Level I serves students in PreK3 through Kindergarten. The central theme of this level is the Parable of the Good Shepherd who knows His sheep, loves His sheep, and calls His sheep by name. In Level I, the students are introduced to the Bible, the Life of Christ, and the Liturgy.

Level II serves Grades 1 through 3. The central theme of this level is the Parable of the True Vine. Also in this level, the students are introduced to the History of Kingdom of God through the presentation of works relating to Salvation History. At this age, students are preparing for the Sacraments of Reconciliation and First Holy Communion.

In Level III, students in Grades 4 through 6 study a central theme of the Plan of God. In this level, the students further their study of Salvation History by focusing first on the Plan of God for human beings, and look at the progression of human history leading up to and including the birth, life, death, and resurrection of Jesus Christ, and the history of the world since the time of Christ up to and including the present day.

In addition to the Catechesis of the Good Shepherd, students in grades PK3, PK4, and Kindergarten will use “Allelu” while students in grades 3-6 will use “Alive in Christ” series all by Our Sunday Visitor. This program is rooted in scripture, faithful to the tradition of the Catholic Church, and spirited by the General Directory for Catechesis. Its teachings holistically embrace the four pillars of the Catechism of the Catholic Church—Creed, Liturgy and Sacraments, Moral Life, and Prayer.

A family life component is integrated into the regular Religious Education Program at all levels in order to foster personal growth, Catholic moral development and respect for life. The Bishop and his director of Religious Education approve all elements of the Family Life program. Human sexuality courses are taught in grades 5<sup>th</sup> & 6<sup>th</sup> during second semester by qualified school staff. Notification of these sessions and parent/guardian meetings will take place prior to the course.

As part of the total parish program, students in the second grade are prepared for the Sacrament of Reconciliation and for First Holy Communion.

## **CURRICULUM**

Catholic Identity and Academic Excellence are at the very heart of Saint Richard Catholic School, and this is evident in our curriculum. Our teachers empower all students to excel academically, creatively, physically, and spiritually through a challenging curriculum based on national and state standards. The outcomes within this curriculum, developed by our diocese, provide a consistent, clear understanding of what students are expected to learn, and our teachers exceed those expectations in a variety of innovative and challenging ways that meet the needs of all learners. This results in a curriculum that ensures rigor, a commitment to Catholic education, and a prioritization of skills and standards. In addition, we choose to advance our academic excellence even further through collaborations with entities such as the Mississippi Arts Council Whole Schools Initiative, Project Fit America, and STREAM (Science, Technology, Religion, Engineering, Arts, and Math) programs, so that students experience higher order thinking and real-life application of knowledge through the arts, technology, engineering, and physical activity. Our commitment to engaging students through the latest technology challenges students in all content areas and provides them with real-life preparation and application of their learning. Our special education services provide a quality education to students with a variety of exceptional learning needs. We are so proud of the quality curriculum that we have to offer at Saint Richard Catholic School and of the efforts that our students and our teachers put forth each day to advance the excellent, Catholic education we have offered for the past sixty years!

Students are able to expand their knowledge, recognize their strengths, and develop interests through special area classes in art, music, physical education, technology, and foreign language, and in after school CASA enrichment classes. Our Catholic faith is emphasized, modeled, and taught as part of the regular curriculum, through weekly Mass attendance, and through special area classes in the Catechesis of the Good Shepherd.

Learning is personalized for all students through the use of differentiated instruction, balanced literacy, and an emphasis on multiple intelligences. Students experience their learning in action in our science lab, our learning lab, and our computer lab. In Pre-K 4 and Kindergarten, students experience a hands-on, multi-sensory, literacy-rich approach that engages students in the learning process and provides them with an excellent foundation for learning. The curriculum includes integrated language arts, mathematics, music, social studies, science, dramatic play, and physical activities, as well as activities to develop social and emotional skills. Lower and upper elementary students build on the love for learning achieved in previous years by continuing to utilize multi-sensory, hands-on approaches that ensure student success in all subject areas. Balanced literacy, Orton-Gillingham methods, Saxon Phonics, Handwriting Without Tears, guided reading, writers’ workshop, and a combination of small- and whole-group instruction are used for direct instruction of essential skills in language arts, whereas a hands-on, lab-based, workshop approach, with emphasis on small group instruction, create an outstanding learning environment for math and science.

The curriculum and the highly qualified teachers, counselors, administrators and staff members of Saint

Richard Catholic School prepare students for future success in an ever-changing world and ensure an atmosphere where students are challenged to maximize their potential and to develop a love of learning that will last a lifetime.

## **SPECIAL AREA CLASSES**

Students at Saint Richard Catholic School are able to expand their knowledge, recognize their strengths and develop interests through our wide variety of special area classes. Classroom teachers and special area teachers plan instruction collaboratively to enrich and develop skills throughout all areas of the school day. Our special area classes continue to develop the whole student spiritually, creative, physically, and academically in ways that emphasize real life skills and applications that students carry with them throughout their lives.

All students from PreK3 to Sixth Grade experience enrichment and skill development in:

- Catechesis of the Good Shepherd
- Technology and Computer Applications
- Library and Media Skills
- Music
- Physical Education
- Foreign Language
- Visual Art

## **EXCEPTIONAL EDUCATION (SPECIAL KIDS PROGRAM)**

At Saint Richard Catholic School, we are dedicated to providing a quality, Catholic education for all students. For over 30 years, we have provided special education services at our school, and each year, we continue to expand on those services to continually meet the various special education needs of our students.

## **SPECIAL EDUCATION AND RESOURCE**

Our special education classroom and our resource program offer inclusion and self-contained support for students with documented special education needs in prekindergarten through sixth grade. Our special education teachers collaborate with general education teachers and parents/guardians to develop and provide an Individualized Education Plan for each student. Our special education program is accredited through the Mississippi Department of Education and operates under their guidelines.

## **SPEECH AND LANGUAGE THERAPY**

Speech and language therapy is offered through our school's speech language pathologist for eligible students in prekindergarten through sixth grade. Students with documented speech and/or language needs work with our speech therapist according to their Individualized Education Plan to learn to communicate effectively with others and learn to solve problems and make decisions independently. Communication with peers and educators is an essential part of a fulfilling educational experience.

## **DYSLEXIA THERAPY**

We also provide dyslexia therapy through a licensed dyslexia therapist on our staff. We offer dyslexia screenings in kindergarten and in first grade to aid in our recognition of students with learning needs. Students in this program experience an Orton-Gillingham based approach to language development that specifically targets instruction in phonological and phonemic awareness, sound symbol recognition, encoding skills, alphabet knowledge, rapid naming, and decoding skills. Parents/guardians pay for this service monthly through our business office.

## **GIFTED PROGRAM**

A gifted program, known as Kaleidoscope, is offered to qualifying students in second through sixth grades. This differentiated learning program enables these students to realize their potential contribution of their exceptional skills to self and to society. Tests in the regular program will not be scheduled during gifted instruction. However, it will be the responsibility of the student to make up any missed work completed in the classroom with the exception of drill or practice work. Certain criteria must be met for a student to be recognized as intellectually gifted.

In order to be eligible, students must meet the following criteria within three of these four areas:

- Score 90th percentile or higher in at least two subtests of the ACT Aspire
- Score 95th percentile or higher in at least one subtest of the ACT Aspire
- Passing score on the Raven's Test
- Characteristics of Gifted Checklist completed by the classroom teacher with a favorable recommendation

\*\*Students that have an IQ of 125 or higher will automatically be considered for this program

## **COUNSELING SERVICES**

Counseling services are offered on our campus through our school counselor. Our counselor is part of a preventative program in emotional health for our students. The counselor works with administration and teachers to conduct sessions or to schedule guest speakers for grade levels on relevant topics for each age of students. In addition to the preventative role, our counselor also works specifically with students needing a haven of support and understanding.

## **CREATING ART with SPIRITUALITY & ACADEMICS (CASA)**

Our CASA program, which stands for Creating Arts through Spirituality and Academics, is an after-school enrichment program available to all students. Each year, we offer an exciting variety of classes, drawing upon the expertise of our parents/guardians, staff, and community to build upon interests, talents, and the multiple intelligences of our students. We emphasize classes in the arts, such as dance, visual art, and drama, as well as kinesthetic activities and STREAM related topics.

## **PART IV CO-CURRICULAR ACTIVITIES**

Co-curricular activities can be definite aids in assisting the student to grow in the love of God and of neighbor. All such activities at Saint Richard Catholic School are planned to correlate with the course of academic study and to help expand learning experiences.

### **ALTAR SERVERS**

Catholic students in fifth and sixth grades are eligible to become altar servers. Training includes the recognition of the spiritual benefits of active participation in the Eucharistic Celebration. Participants are made aware of their responsibilities and the importance of dependability.

### **CHOIR**

Students in fourth through sixth grades are eligible to participate in the Saint Richard Catholic School Choir. The choir program provides opportunities for special music training for participating members and to represent the school in the community through performances of sacred and secular music.

All students in grades PreK4 – sixth grade are eligible to participate in the Saint Richard Church Choir. This choir is under the direction of the Saint Richard Church Choir Director. This director will communicate with the parents/guardians regarding practice schedules and performances.

### **ASSEMBLIES**

Assembly programs are structured to achieve various instructional, inspirational, cultural and/or recreational objectives. These programs help promote school spirit and foster the development of correct presentation and audience habits.

### **ATHLETICS AND CHEERLEADING**

Saint Richard Parish has an athletic program for boys and girls in grades three, four, five and six. Coaches and the parish athletic director assist the students in learning habits of good sportsmanship. This is a parish and not a school activity. Basketball, football, volleyball, and cheerleading are the sports programs offered through the parish.

Girls in grades three, four, five and six are eligible to become cheerleaders for the football teams. Students must be registered at Saint Richard Catholic School or Saint Richard Parish before they can participate in cheerleading. Each girl participating provides her own cheerleading uniform and accessories.

Although the sports program is under the direction of the Parish, the athletic director, and the cheerleader sponsor maintain close contact with the principal, teachers and parents/guardians so as to maintain a balance of time to be spent in practices, games, homework and other family and school activities and responsibilities. Students must meet the grade point average requirements set by the athletic director for Saint Richard Parish to be able to participate in said program.

### **SERVICE AND MISSIONARY ACTIVITIES**

Students are encouraged to pray for the mission of the church as well as for all missionaries. Service projects and activities are integrated into our house system and regular classrooms and spread throughout the school year.

Every Friday (unless it is a Mass day), the students may wear jeans and pay \$1. This money is donated to a specific charity as designated by the administration.

### **SCOUTING PROGRAM**

Scouting is encouraged by the school and is available through Saint Richard Parish to students in grades one through six through parish sponsorship.

# **PART V**

## **APPENDIX (additional Policies and Forms)**

### **ACCEPTABLE USE POLICY (AUP) FOR STUDENTS (TECHNOLOGY)**

**Please read this entire section carefully (a special signature page must be signed for this section).**

Saint Richard Catholic School is committed to bringing the latest technologies to our students. The safety of all our students still remains our paramount concern. In order to implement this technology integration, every student and parent/guardian or guardian should study this Acceptable Use Policy, which outlines guidelines for the use of technology at Saint Richard Catholic School.

In this document a "Computer" or "Device" is termed any technological device owned by Saint Richard Catholic School that is used for educational purposes and is not specifically assigned to a student.

### **GENERAL PRINCIPLES**

#### **General**

Technology at Saint Richard Catholic School is a privilege, not a right. Each student is accountable for his/her actions. If there are any questions involving the use of technology, please contact the Technology Coordinator.

#### **Network Resources**

Network resources refers to all aspects of Saint Richard Catholic School's owned or leased equipment, including computers, devices, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of Saint Richard Catholic School's network resources whether this use access occurs on or off campus.

Students may not use network resources to:

- Download, stream, or listen to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users
- Alter, add, or delete any system files that affect the configuration of a computer or device
- Install software onto Saint Richard Catholic School computers.
- Write or publish harmful or inappropriate material
- Facilitate the illegal sharing of copyrighted material using file sharing tools
- Upload or create a computer virus or malware
- Misuse copyrighted material
- Conduct any type of harassment or bullying
- Plagiarize material or misrepresent another's work
- Conduct any commercial business
- Attempt to maliciously harm the data of another person
- Pursue inappropriate material (i.e. pornographic, sexist, racist, etc.)
- Utilize chat rooms or instant messaging programs that are not approved first by a teacher
- Encourage or support prohibited activities by other students

#### **Negative Effects**

Students may not use any type of technology at any time or place that has a negative effect on:

- School order and discipline
- Safety and welfare of other students or staff
- The reputation of Saint Richard Catholic School, its students, and staff

### **Equipment Use**

Personal use of the technology equipment other than on a student device is prohibited. Students may use technology equipment under teacher supervision for academic purposes only. This includes but is not limited to the use of projectors, audio, video, or lighting equipment.

## **COMPUTERS AND DEVICES**

### **Software**

Software and apps that are loaded onto computers are a property of Saint Richard Catholic School and under Saint Richard Catholic School copyright and licensing agreements. No one is allowed to copy any software from a Saint Richard Catholic School computer. Students are prohibited from installing any type of software or apps onto a computer unless authorized by the Technology Director.

### **Hardware**

Saint Richard Catholic School provides devices for student usage as a service. Students are allowed to access only designated computers and labs for students as well as their student assigned device. Students are not allowed to use a teacher's device unless approved by their teacher.

### **Computer Care**

In order to continue to provide the best in technology, students must help in taking care of the devices they use. No food or drink is allowed around computers or devices. No student should try to open or fix a computer or device. Students are liable for any physical damage to computers (removing keys off keyboard, cracked screens, etc.). Students are not allowed to make any physical changes to a computer or student device without permission from the Technology Coordinator.

## **SECURITY**

### **Student Security Online**

No student should give out his/her or any other student/faculty member's personal information via electronic communication. This includes but is not limited to: name, address, picture, etc.

### **Monitoring**

Saint Richard Catholic School reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the school's network resources the school administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy

### **Network Access**

Students should not attempt to gain access to the Saint Richard Catholic School network with any equipment that is not owned by the school and/or not approved by the Technology Coordinator. This includes, but is not limited to cell phones, computers, or any other network capable device.

## **INTERNET**

### **Overview**

Saint Richard Catholic School offers internet access to its students for academic purposes. Internet access is filtered for protection of our students and faculty.

# St. Richard Catholic School Acceptable Use Policy

School Year (2019-2020)  
1:1 iPad Initiative (3rd and 4th Grade)

The Acceptable Use Policy (AUP) is designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. Each student will be required to sign and abide by all the policies outlined in this document.

We believe that our curriculum will be enhanced by putting effective technology into the hands of each student. In response to this need, each classroom in grades 3rd and 4th will be issued a class set of iPads. The iPads and their protective cases are the property of St. Richard Catholic School and will be returned to the school at the end of each academic year.

I understand that the use of the school-provided iPad is a privilege that is subject to the following rules:

- 1. Technology Privacy:**  
The school-issue iPad and Logitech Case are tools for schoolwork only. Each student has specific accounts and/or logins and is assigned storage areas. These accounts are only for my assigned usage.
2. I will not trespass within other students accounts.
3. I acknowledge that my teachers, the Technology Director and the administration of St. Richard Catholic School has the ability and right to monitor my iPad usage, files, photos and internet history.
- 4. Online Privacy:**  
To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and passwords are never to be given out.
- 5. Inappropriate Materials or Language:**  
The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials I wouldn't show to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.
- 6. Safety Issues:**  
I will not use the iPad to participate in cyber bullying. If I come across any communications that are inappropriate, I will notify my teacher immediately. If I become aware of any student participating in cyber bullying I will notify my teacher and/or the administrator. If I come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then I will let the instructor know so corrective action can be taken.
- 7. Social Media:**  
I will not use my classroom-issued iPad to access any social media website as well as Youtube.
- 8. General iPad Use and Care**  
I acknowledge that I have read and will abide by the items outline in the General iPad Use and Care section of this document.

### General iPad Use and Care: 3rd and 4th Grade

Each iPad has unique identification numbers (asset tags) and is assigned to a specific classroom. The names and numbers on the iPad and case are recorded by St. Richard Catholic School.

STUDENTS MAY NOT REMOVE ANY ID FROM THE DEVICE OR CASE.

#### Appropriate Device Use and Care at School

- Devices should be kept in the school issued case at all times.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desktop.
- Follow all directions given by the teacher.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. **A device should never be on the floor!**
- Extreme care should be taken when in close proximity of food or drink.
- If lost or damaged, it is the student's/parent's responsibility to replace the charger with an Apple brand charger. A \$50 fee will be assessed for all non returned or damaged chargers (adapter plus cable). Any devices deemed lost or stolen are still subject to a full replacement cost of \$350 for both the iPad and the Logitech case.
- Cords and cables must be inserted carefully into the iPad when placing it back on the classroom cart.

As a student of St. Richard Catholic School, I have read and agree to follow the rules as found in this policy. I understand that if I break the rules, my iPad privileges may be canceled, and I may face disciplinary action.

***As a student of St. Richard Catholic School, I have read and agree to follow the rules as found in this policy. I understand that if I break the rules, my iPad privileges may be canceled, and I may face disciplinary action.***

\_\_\_\_\_  
Student Name (please print)                      Student Signature

\_\_\_\_\_  
Homeroom Teacher                                      Date

***As the parent or legal guardian of the minor student mentioned above, I have read and agree to the Acceptable Use Policy.***

\_\_\_\_\_  
Parent/Guardian (please print)                      Parent/Guardian Signature                      Date

## St. Richard Catholic School Acceptable Use Policy

School Year (2019-2020)

1:1 iPad Initiative (5th and 6th Grade)

The Acceptable Use Policy (AUP) is designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. Each student will be required to sign and abide by all the policies outlined in this document.

We believe that our curriculum will be enhanced by putting effective technology into the hands of each student. In response to this need, each student in grades 5th through 6th will be issued an iPad. The iPads and their protective cases are the property of St. Richard Catholic School and will be returned to the school at the end of each academic year. Once issued, the safe keeping and protection of the devices are the responsibility of the student.

I understand that the use of the school-provided iPad is a privilege that is subject to the following rules:

1. **Technology Privacy:**

The school-issued iPad and Logitech Case are tools for schoolwork only. Each student has specific accounts and/or logins and is assigned storage areas. These accounts are only for my assigned usage.

2. I will not trespass within other iPads or accounts.

3. I acknowledge that my teachers, the Technology Director and the administration of St. Richard Catholic School has the ability and right to monitor my iPad usage, files, photos and internet history.

4. **Online Privacy:**

To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and passwords are never to be given out.

5. **Inappropriate Materials or Language:**

The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials I wouldn't show to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.

6. **Safety Issues:**

I will not use the iPad to participate in cyber bullying. If I come across any communications that are inappropriate, I will notify my teacher immediately. If I become aware of any student participating in cyber bullying I will notify my teacher and/or the administrator. If I come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then I will let the instructor know so corrective action can be taken.

7. **Social Media:**

I will not use my school-issued iPad to access any social media website as well as Youtube.

8. **General iPad Use and Care**

I acknowledge that I have read and will abide by the items outline in the General iPad Use and Care section of this document.

### **General iPad Use and Care: 5th and 6th Grade**

Each iPad has unique identification numbers (asset tags) and is assigned to a specific person. The names and numbers on the iPad and case are recorded by St. Richard Catholic School.

STUDENTS MAY NOT REMOVE ANY ID FROM THE DEVICE OR CASE.

#### **Appropriate Device Use and Care at School**

- Devices should be kept in the school issued case at all times.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desktop.
- Follow all directions given by the teacher.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. **A device should never be on the floor!**
- Extreme care should be taken when in close proximity of food or drink.

#### **Appropriate Device Use and Care at Home**

- Students are responsible for keeping their iPad battery charged for school each day. If lost or damaged, it is the student's/parent's responsibility to replace the charger with an Apple brand charger. A \$50 fee will be assessed for all non returned or damaged chargers (adapter plus cable). Do not substitute chargers with non Apple hardware as off-brand chargers have been proven to damage Apple devices. Any devices deemed lost or Stolen are still subject to a full replacement cost of \$350 for both the iPad and the Logitech case.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The device stays in the school-issued case, even while charging.
- Always place the device on a desk or table – **never on the floor!**
- Protect the device from direct sunlight, extreme heat or cold, foods or liquids, or small children.
- Do NOT leave the device unattended in a vehicle.

***As a student of St. Richard Catholic School, I have read and agree to follow the rules as found in this policy. I understand that if I break the rules, my iPad privileges may be canceled, and I may face disciplinary action.***

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

***As the parent or legal guardian of the minor student mentioned above, I have read and agree to the Acceptable Use Policy.***

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ADMINISTRATION OF MEDICATION TO STUDENTS

Do not send medications to school with students or in backpacks.

All medications must be brought to school by the parent/guardian and signed in by the school administration.

No medication shall be given to a student by any school employee unless the following are delivered to the individual administering the medication:

- 1.) Written instructions signed by the prescribing physician for the administration of medication.
- 2.) A written statement from the prescribing physician which:
  - a. Identifies the specific conditions and circumstances under which contact should be made with physician in relation to the conditions or reactions of the student receiving the medications, and
  - b. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- 3.) A written statement from the parent/guardian/legal guardian:
  - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
  - b. Authorizing school personnel to contact the physician directly.
- 4.) No medication will be administered by school personnel without completion of the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication.
  - a. Medication Consent Form must be filled out by the parent/guardian/legal guardian and addressed and returned to the individual(s) administering the medication.
  - b. \*\*\*Physician Order for Medication Administration Form\*\*\* must be completed by the prescribing physician and addressed and returned to the individual(s) administering the medication and school nurse.
- 5.) Medication to be given in the school must have the following information printed on the container:
  - a. Student's full name;
  - b. Name of the drug and dosage;
  - c. Time to be given, and
  - d. Physician's name
  - e. Expiration Date
- 6.) Medication will be taken by the student at the designated time administered by the school nurse, or by another designated school employee. It is the responsibility of the student, if appropriate, not school personnel, to take his/her medication at the designated time.

- 7.) Only limited quantities of any medicine are to be kept at school.
- 8.) All medication administered at the school will be kept in a safe, locked place.
- 9.) The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
- 10.) School personnel are asked to report any unusual behavior of pupils on medication.
- 11.) School personnel may permit a student to take non-prescription medicine with written authorization from the student's physician and/or parents/guardians. The non-prescribed medicine must be brought from home in the original container and the **\*\*required form\*\*** must be signed by the parent/guardian.

### **ALLERGY POLICY**

In the event that a student has been diagnosed with a life-threatening allergy, it is the parents/guardians' responsibility to provide the school with written documentation from a physician that includes an allergy action plan. This written information will be required at the beginning of each school year along with emergency medications needed to care for the student. Furthermore, it is the parents/guardians'/guardians' responsibility to notify the school of any changes in medication and/or medical status of the student.

### **SELF-ADMINISTRATION OF ANAPHYLAXIS MEDICATION**

Students with written authorization from a parent/guardian and a written statement from a physician indicating that the student has received instruction in self-administration may possess and use anaphylaxis medications when at school. Self-administration authorization is required at the beginning of each school year.

A current allergy action plan including the severity of the student's allergy, current allergy medications, and emergency contact information, will be provided to the school nurse and/or administration at the beginning of each school year.

Back up anaphylaxis medication will be kept in the administration office and in the student's classroom. Anaphylaxis medications will be required on all field trips.

Parents/guardians must sign a liability waiver.

### **SELF-ADMINISTRATION OF ASTHMA MEDICATION**

Students with written authorization from a parent/guardian and a physician indicating that the student has received instruction in self-administration are permitted to possess and self-administer asthma medication while at school. Self-administration authorization will be provided at the beginning of each school year.

A current asthma action plan including the severity of the student's asthma, current asthma medication, and emergency contact information will be provided to the school nurse and/or administration at the beginning of each school year.

Back up asthma medication will be kept in the administration office and/or with the PE teacher. Parents/guardians must sign a liability waiver.



**Prescription Medication Consent Form  
Catholic Diocese of Jackson**

**Saint Richard Catholic School**

Student Name \_\_\_\_\_

Physician's Order for Prescription Medication Administration

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Times to be given \_\_\_\_\_

Special Instructions \_\_\_\_\_

The physician must be notified immediately if the following conditions or circumstances arise in connection with the administration of this medication.

\_\_\_\_\_

\_\_\_\_\_

Physician's Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

**Parent/guardian Request and Authorization**

I authorize the school to administer the above medication and release the school/center and its employees from any liability in administering the above medication according to stated dosage and times.

Parent/guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_



**Request and Authorization For Non-Prescription Medication  
Catholic Diocese of Jackson**

**Saint Richard Catholic School**

Student Name \_\_\_\_\_

**Parent/guardian Request and Authorization**

I authorize the school to administer the non-prescription medication noted below. I release the school/center and its employees from any liability in administering this non-prescription medication according to the designated dosage and times.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

**Non-Prescription Medication Administration**

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Times to be given \_\_\_\_\_

Special Instructions \_\_\_\_\_



## Cardinal PRIDE

### Saint Richard Catholic School Positive Behavior System

A major initiative at Saint Richard Catholic School is the implementation of a positive behavior system called Cardinal PRIDE.

<b>Participation</b>	Active learners are involved, present, and prepared.
<b>Respect</b>	Taking care of yourself, others, and your environment.
<b>Integrity</b>	Be honest. Be true to yourself and others. Take responsibility for your actions and words.
<b>Dedication</b>	Demonstrate commitment. Maintain perseverance. Don't give up!
<b>Excellence</b>	Do your personal best. Challenge yourself. Support the best in others.

This system includes proactive strategies for defining, supporting, and teaching appropriate behaviors to maintain a positive learning environment. Attention is focused on sustaining a leveled system of support to enhance student learning. Students often need encouragement and instruction in new skills to improve their behavior as well as assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

Positive behavior systems are a nationally recognized means of creating a positive discipline structure and are derived from decades of behavior research. These systems use organizing practices to build a culture of consistency and fairness.

A set of school-wide expectations provides consistent reinforcement and correction of student behavior by all staff members and sets students up for behavioral success. Each student knows exactly what each staff member expects. Along with the Student Code of Conduct, these rules define our expectations for behavior in our school. These expectations posted throughout the school and are specifically taught and modeled to each student.

Our school-wide expectations are as follows:

- I will keep myself to myself.
- I will work and play safely.
- I will respect myself, others, and my environment.
- I will take responsibility for my words and actions.
- I will do my best.

As part of Cardinal PRIDE, teachers and other staff members use evidence-based practices to

increase student learning and decrease classroom disruptions. To consistently enforce our expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide and classroom expectations.
- Provide students with more praise than correction.
- Speak to students with respect using a positive tone of voice.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

In the Cardinal PRIDE system, students take ownership of their behavior through their agreement and understanding of the Student Code of Conduct.

Students will be positively recognized for consistently following the Student Code of Conduct and levels of intervention will be consistently enforced if violations occur.

Students who consistently behave in a positive way will be recognized through ideas such as:

- Receiving house points
- Free dress days
- Homework passes or bonus points
- Lunch with a buddy
- Positive notes home
- PRIDE movie and popcorn party



## **Saint Richard Catholic School Student Code of Conduct**

*We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, modeling, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.*

### ***I will show RESPECT for....***

#### **Myself by...**

- Wearing the proper school uniform each day
- Attending school regularly and on time
- Following rules and directions of adults
- Doing my schoolwork and homework neatly and completely
- Practicing positive behavior choices
- Learning from the consequences of my behavior
- Choosing not to bring weapons, tobacco, alcohol, or other drugs, to school

#### **Others by...**

- Being understanding of others' feelings
- Using only positive words with others
- Treating others like I want to be treated
- Not bullying or threatening at any time or place
- Being honest by telling the truth and admitting to things I have done
- Working with others in positive ways
- Keeping my myself to myself (hands, feet, and body)
- Refraining from using profanity or unkind or inappropriate words
- Using a positive, respectful, and considerate tone of voice and body language when I am speaking to others
- Listening when others are speaking to me

## Learning by...

- Following school rules and school staff directions
- Keeping focused on my work
- Not disrupting the learning of others
- Coming to school prepared to work
- Participating in class activities and discussions
- Completing my own schoolwork and homework
- Keeping my eyes on my own paper during quizzes and tests

## Property by...

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol, tobacco, other drugs, etc.
- Using school materials for their intended purpose
- Using computers as directed by adults
- Following rules about safety
  - Refraining from touching a fire alarm unless there is an emergency
  - Refraining from making threats
  - Using playground equipment in a safe manner
- Not bringing cell phones or other electronic devices



## **Levels of Interventions and Consequences for Violations of the Student Code of Conduct**

Teachers, counselors, and school administrators must exercise informed judgment in determining the proper course of action for student behavior. The levels of intervention guide teachers and administrators to use progressive interventions to change student behaviors. The administrator or teacher always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Levels of consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. For serious violations, interventions/consequences begin at a higher level.

### **Levels of Intervention**

#### **Level 1- All Students**

Includes:

- general curriculum enhanced by acknowledgements of positive behaviors, and clearly stated school-wide and classroom expectations that are applied to all students

#### **Level 2- Selected Interventions**

Focus on:

- specific interventions for students who do not respond to universal efforts
- interventions that are part of a continuum of behavioral supports
- can be delivered individually or to groups of students who require more support

#### **Levels 3 and 4- Individualized Interventions**

Focus on:

- the needs of individual students who exhibit a pattern of problem behaviors
- diminishing problem behaviors and increasing positive interactions
- interventions involving functional behavioral assessments and behavioral intervention plans



## Saint Richard Catholic School Disciplinary Levels

Level 1 Minor Violations	Level 2 Serious Violations	Level 3 Major Violations	Level 4 Illegal Violations
Documentation Recommended  Parent/guardian involvement in some cases	Documentation Required  Parent/guardian Involvement	Documentation Required  Parent/guardian Notification Required	Documentation Required  Parent/guardian Notification Required
Follow classroom management plan	Follow classroom management plan	Office Referral	Office Referral
<ul style="list-style-type: none"> <li>• Violation of classroom expectation</li> <li>• Violation of hallways expectation</li> <li>• Violation of cafeteria expectation</li> <li>• Violation of bathroom expectation</li> <li>• Violation of carpool expectation</li> <li>• Missing homework, tests, or classwork (after efforts made by teacher to obtain)</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform infractions</li> <li>• Lying</li> <li>• Unsportsmanlike or unfair behavior</li> <li>• Inappropriate language/gestures (not directed specifically at someone)</li> <li>• Severe classroom disruption</li> <li>• Possession/use of electronic devices (cell phones, handheld video games, iPods, etc.)</li> <li>• Name calling</li> <li>• Unsafe behaviors</li> <li>• Being unkind to others</li> <li>• General reference in conversation, writing, or pictures to weapons or acts of violence</li> <li>• 3<sup>rd</sup> Level 1 Offense</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate language/gestures (directed at someone)</li> <li>• Fighting/physical aggression</li> <li>• Harassment/bullying</li> <li>• Cyber bullying</li> <li>• Overt defiance</li> <li>• Property destruction/misuse</li> <li>• Theft</li> <li>• Forgery/Plagiarism</li> <li>• Academic dishonesty</li> <li>• Internet misuse</li> <li>• Direct reference in conversation, writing, or pictures to weapons or acts of violence</li> <li>• 3<sup>rd</sup> Level 2 Offense</li> </ul>	<ul style="list-style-type: none"> <li>• Drug use/possession</li> <li>• Weapon use/possession</li> <li>• Arson</li> <li>• Bomb threat</li> <li>• Extreme property damage/vandalism</li> <li>• Combustibles</li> <li>• Assault/threats</li> <li>• Dangerous item(s)</li> </ul>



## Saint Richard Catholic School Levels of Consequences

Level 1	Level 2	Level 3	Level 4
<b>Classroom level interventions/ consequences</b>	<b>Classroom level interventions/ consequences Parent/guardian involvement</b>	<b>Counselor/ administrator interventions/ consequences Parent/guardian involvement</b>	<b>Administrator Consequences Parent/guardian Involvement</b>
Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.	Teachers use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be necessary.  Also for use when level 1 intervention/ consequence has been ineffective	Teachers work with counselor and/or administrator to change behavior in the classroom.  Also for use when level 2 intervention/ consequence has been ineffective	Administrator action to change behavior  Also for use when level 3 intervention/consequence has been ineffective
<ul style="list-style-type: none"> <li>• Warning</li> <li>• Letter of apology</li> <li>• Loss of recess</li> <li>• Student Problem-Solving worksheet</li> <li>• Seat change</li> <li>• Teacher/ student conference</li> <li>• Mentoring</li> <li>• In class time-out</li> <li>• Reinforcement of appropriate behaviors</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call/ letter to parent/ guardian</li> <li>• Confiscation of item</li> <li>• Teacher and/ or administrator Conference with parent/guardian and/ or student</li> <li>• Behavior contract</li> <li>• Conflict resolution</li> <li>• Class or schedule change</li> <li>• Counselor referral</li> <li>• Supervised time out outside of classroom</li> <li>• Any level 1 consequence beyond warning</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral required</li> <li>• Detention</li> <li>• Counselor referral</li> <li>• In school suspension</li> <li>• Functional behavior assessment</li> <li>• Behavioral intervention plan</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral required</li> <li>• Functional behavior assessment</li> <li>• Behavioral intervention plan</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>



## **Cardinal PRIDE Contract** **(To be returned to homeroom teacher for each student)**

**I understand that when I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices. I also understand that I represent Cardinal PRIDE and my school at all times.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

**The Student Code of Conduct shall apply to all students at all times, including but not limited to:**

- in school or church buildings
- on school or church grounds
- in all school or school-provided vehicles
- at all school, school-related, or school-sponsored activities including but not limited to:
  - school field trips
  - sporting events
  - diocesan events
- over social media at school or off campus



## Social Media Policy St. Richard Catholic School

Saint Richard Catholic School welcomes you and your comments to our social media site(s).

This site intends to inform and engage Saint Richard Catholic School families, staff, community members, and other interested persons.

All content on Saint Richard Catholic School social media sites is subject to the permission of the page administrators.

All content posted and displayed on these sites, including comments, must reflect the values of the Catholic faith and should always follow the teachings of the church.

Comments are accepted and must be in keeping with our guidelines below:

- No abusive, obscene, vulgar, or inappropriate language or postings. Profanity block settings have been set to high on this page.
- We will not allow comments that easily identify students and/or staff in a defamatory, abusive, or generally negative tone.
- Respect copyright and fair use laws.
- We will not allow comments or postings that do not show proper consideration for others' privacy or are likely to offend or provoke others.
- Our site administrators reserve the right to not post or to remove any comments at any time for any reason.

Photographs, Privacy, and Communication:

- Messaging and chat capability have been disabled on this site.
- Concerns or questions should be directed to the school office.
- To protect privacy, tagging capability has been disabled on this site.
- Pictures of children cannot be posted without the express permission from their respective parents/guardians. For this reason, posting of photographs will be handled only by the administrators of this site.
- Student names will not be posted in comments or tagged in photos.
- This site will not be used as a means to communicate with students. For this reason, age restrictions have been set on this page.

Saint Richard Catholic School reserves the right to amend this policy as needed.

Saint Richard Catholic School thanks you for your contributions to and involvement in the school's social media sites, and for your help and cooperation in creating a safe, positive online community to discuss our wonderful school!



## Parent/Guardian Consent Form

Saint Richard Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via e-mail and the Parent/Guardian's FACTS ParentsWeb.

All parents/guardians are required to sign below and return to this page to the school showing their support and understanding of the policies of the school and diocese. Parents/guardians must sign this form in order to keep their student in attendance at Saint Richard Catholic School.

**PLEASE RETURN TO SCHOOL BY SEPTEMBER 6, 2019**

I, (Print name) \_\_\_\_\_, have read, understand and agree to abide by the regulations and practices in the 2019-2020 Parent/guardian/Student Handbook. Only one form per family is necessary. Thank you!

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_