

# **North Little Rock Catholic Academy**

## **Student/Parent Handbook**



**Home of the Panthers**

### **Title IX**

In keeping with the guidance of Title IX, North Little Rock Catholic Academy assures that no person shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program at North Little Rock Catholic Academy.



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# Section 1 School Profile

## *1.1 Handbook as Contract*

This document contains policies and procedures for which school community members are responsible. It is the duty of every parent/legal guardian and student to read this handbook. The handbook agreement form, which states one's willingness to abide by these policies, should be signed by parents and students. The form should be returned to the school office by the date indicated on the form.

**The school reserves the right to review and update the handbook as needed. The parent/legal guardian will be given prompt notification if changes are made.**

## *1.2 Statement of Philosophy*

The philosophy of North Little Rock Catholic Academy is

1. to provide an atmosphere of faith, where students are called to academic excellence, self-discipline, and knowledge of God.
2. to provide a high quality education for each child regardless of race, religion, or socioeconomic background, while proclaiming the message of Jesus.
3. to provide through our faith community and service to others, work to develop both the mind and the body of our students.
4. to provide comfortable well-tended facilities, staffed by priests, lay teachers, support staff, and caring involved parents and volunteers of our school community.
5. to work as partners to provide a safe, comfortable, loving environment where students may grow spiritually and academically.
6. to encourage students to love and respect themselves and others, to be honest and fair, to have a rich and fruitful relationship with God, and to become lifelong learners.

## *1.3 Mission Statement*

The purpose of North Little Rock Catholic Academy is to promote the development of Catholic/Christian principals and Gospel values. As a school community, we provide an atmosphere of faith, where students are called to academic excellence, self-discipline, respect and knowledge of God and their Catholic heritage.

## *1.4 Goals and Objectives*

Broad goals of the Catholic school are to teach the Gospel message, to build a faith community, and to be of Christian service. Specific goals flow from the fundamental understanding of the school as a Christian educational community. The fundamental objective of North Little Rock Catholic Academy is

to provide an educational experience that enhances the development of the whole child: spiritually, mentally, emotionally, and physically. The goals and objectives are:

1. to create a Christian, educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love.
2. to develop religious understanding and provide opportunities for personal commitment to religious values.
3. to foster a Christian understanding of mutual responsibilities for one another.
4. to help each student develop a positive attitude towards life-long education, including the power to think constructively and critically, solve problems and to reason independently.
5. to facilitate and improve the student's opportunity to learn.
6. to guide the student toward the spirit of freedom, which recognizes discipline and personal responsibility.
7. to provide quality education for all children who desire to take advantage of such an opportunity.
8. to play a significant role in raising national levels of knowledge, competence, compassion, and experience.

### ***1.5 Role of Parents***

Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive, that scarcely anything can compensate for their failure in it. Children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor, While belonging primarily to the family, the task of imparting education requires the help of society as a whole. Catholic parents should call to mind their duty to entrust their children to the Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.

### ***1.6 Parent-Teacher Organization***

The North Little Rock Catholic Academy Parent-Teacher Organization meets 2 times per school year. Parents of children in school are automatically members. We urge your active support and participation. The PTO raise funds for our school and provides volunteers for special needs, projects, and school activities. **Please be sure at least one parent or guardian attends each PTO meeting during the year.**

### ***1.7 School Board***

North Little Rock Catholic Academy has a consultative School Board composed of appointed representatives from the school, parish, and community. Each school board member serves a three-year term. The School Board works as an advisory group to the administrators and pastor, as it is pertains to school matters. The School Board follows the guidelines established by the Diocesan Policy Manual.

## ***1.8 Accreditation***

North Little Rock Catholic Academy is fully accredited by the Arkansas Nonpublic School Accreditation Association (ANSAA) and is a member of the National Catholic Educational Association (NCEA). The faculty is comprised of state-certified teachers and a highly qualified experienced staff.

## ***1.9 Volunteers***

North Little Rock Catholic Academy believes that all parents should actively support their child's school. Not only does this involvement help improve the school, but it also demonstrates a strong belief in the importance of education. All families are asked to list any special talents or interests on the registration form or call the school office.

## Section 2 Admission Policy

### *2.1 Admissions*

Enrollment at North Little Rock Catholic Academy is a privilege. NLR Catholic Academy offers a scholastic program from Pre-K3 through Grade 8. Pre-registration for the coming year is held in the spring for currently enrolled students. Applications for new students may be completed at any time following Pre-registration. Final registration is held in early August. To enter any grade, evidence of satisfactory achievement, promotion, and behavior from the last school attended must be provided. If a child is a Catholic, a baptismal certificate must be presented at time of registration.

**NLR Catholic Academy will not consider students with serious emotional or disciplinary problems. No student may continually engage in disruptive behavior or negative conduct which would: (1) significantly affect the rights of personnel to carry out their function, or (2) affect the rights of other students to learn in an appropriately controlled educational environment. If a student violates this policy, he or she may be subject to sanctions including expulsion.**

**Students are admitted on probation, both academically and behaviorally, for nine weeks. At the end of the nine weeks, the administrators, in consultation with the pastor, reserves the right to determine if the student will remain at the academy.**

### *2.2 Non-discriminatory Practices*

Other than the admission priorities established due to the number of available slots at a particular grade level, NLR Catholic Academy does not discriminate on the basis of race, color, handicap, or national or ethnic origin in administration of their educational policies, administration policies, scholarship and loan programs, athletic programs, or other academy administered programs or activities.

### *2.3 Admission Priorities*

Diocesan Policy (2.01) states the following admission priorities:

1. Catholic families who are parishioners with a child currently enrolled.
2. Catholic families who are parishioners without a child currently enrolled.
3. Non-Catholic families with a child enrolled.
4. Non-Catholic families without a child enrolled.

## ***2.4 Transfer Students***

NLR Catholic Academy will accept transfer students who meet the following guidelines:

1. An interview scheduled with the administrator for the parent(s) and student(s)
2. Copies of the past or current year report cards and previous standardized test scores must be presented at the interview.
3. A student transfer recommendation from the previous school.
4. Proof of being in good financial, academic and behavior standing when transferring from a parochial or private school, must be presented from the previous school.

All parent/guardians of transfer students are asked to sign a letter stating their awareness of the academy's probationary status.

## ***2.5 Enrollment Requirements***

(As of July 31,2004 - Subject to change) According to Diocesan regulations and Arkansas State Law, no child shall be admitted to the Pre-Kindergarten program for the current year, unless he/she has attained the age of four (4) by October 1st. Kindergarten, he/she must be five (5) on or before September 15th of the current school year. A birth certificate is required for initial enrollment of new students. If a child is Catholic, a baptismal certificate must also be presented at the time of registration. The student's social security number is also requested.

All students attending Catholic Schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas. **In addition to all previously required immunizations** the following immunizations became mandatory on September 1, 2014:

1. If your child is entering Kindergarten, he/she should have 1 dose of Hepatitis A vaccine.
2. If your child is entering 1st Grade, he/she should have 2 doses of Hepatitis A vaccine.
3. If your child will be age 11 on or before September 1, 2014, he/she will need 1 dose of Tdap. (If your child will be 11 after school starts and before September 1st, your child will need to receive vaccine within 30 days of birthday.)
4. If your child will be entering 7th Grade, he/she will need 1 dose of Meningococcal vaccine.
5. If your child is 16 years of age, your child needs 2 doses of Meningococcal vaccine. (If first dose was received on or after age 16, only 1 dose is required.)

Any child not fully immunized in accordance with the Arkansas State Law will face exclusion from school.

The complete immunization requirements can be found on the Arkansas Department of Health website.

## ***2.6 Checklist for Admission Applications***

Before an application for admission will be accepted, the following items must be submitted to the school office:

- Complete application form.
- Non-refundable registration fee of \$75.00 per child.
- Up-to-date immunization record.
- Baptismal and First Communion records for all Catholic students.
- Voucher from pastor to receive Catholic rates
- Birth Certificate.
- Transfer students - recommendation from teacher or counselor
- Transfer students - school transcript from former school.
- Upon entering 7th and 8th grades, students must have successfully completed Math, Reading, English, Science, and Social Studies before entering the next grade.

## ***2.7 Student Information***

It is extremely important that student enrollment information is kept up to date at all times. If any information changes - name, address, emergency contacts, method of transportation, authorization for pickup, etc., contact the office as soon as possible. We must have up-to-date information at all times.

## ***2.8 Records***

According to the Family Educational Right and Privacy Act of 1988 (FERPA), student's records are confidential and will be open only to members of the professional staff and to the student's parents/guardian(s).

## Section 3 Financial Obligations

### *3.1 Financial Obligation*

Registration fees, tuition, book fees, and building fees are financial obligations of all families. Annual amounts for the items are established and recommended by the administration, school board and approved by the pastor. Parents/Guardians bear the responsibility of being aware of the status of their account. If a family is unable to meet their financial obligation, the parents/guardians will need to make an appointment with the administrator as soon as possible to discuss financial arrangements.

### *3.2 Participating Parishioners*

Eligibility for the “participating” Catholic rate is determined by the student’s pastor/parish administrator. In determining eligibility, the student must be baptized Catholic, registered in a parish and attend Mass regularly. Additionally, consideration may also be given to the family’s commitment of time and talents to their parish. Please note that anonymous contributions are not acceptable in place of regularly recorded contributions.

### *3.3 Tuition*

Current tuition rates may be obtained from the school office. These may be paid annually, semi-annually, quarterly, or monthly. Tuition paid on a monthly basis consists of ten (10) payments August through May. **Payments other than annually must be paid through the Auto Draft System.** If a check or payment is returned by the bank for insufficient funds, you will be assessed a \$25.00 charge. Tuition payments are non-refundable.

### *3.4 Book Rental and Fees*

Textbooks are issued on a rental basis and must be checked in at the end of the school term or before withdrawal. Any student who loses or damages a textbook shall replace the book at full cost. (Average cost for a textbook is \$70.00 Grades K-4 and \$90.00 Grades 5-8). The fees include the cost of purchasing rental books and consumable books. All students are required to have a book bag for carrying books. Current book fee schedules may be obtained from the school office.

It is necessary that all tuition and fees be paid before the end of the school year. **Report cards will not be released until all accounts are satisfied.**

### *3.5 Building Fund*

A building fund fee will be assessed per family. This fee may be paid at registration or over two years. This fee enables the schools to keep the building and grounds in good physical shape.

### ***3.6 Library Fees***

NLR Catholic Academy has an established library system. While older books are discarded, new books are added each year to keep current with trends and development

Students are urged to use the library freely. Fourth through Eighth grade students are allowed to check out two books at a time. These grades are allowed to take these books home for their use. Third graders may check out one book and take it home. First and second graders may check out one book at a time but must keep the book on the school premises.

Students are allowed to keep the books for up to two weeks. At that time they are required to return the book to the library for re-checking. This is required as an effort to keep control as to the whereabouts of the books and make sure that they are still in good condition.

Lost book notices will be sent to the parents if the book becomes lost or the student has not returned the book in the proper time frame. Students will not be allowed to check out another book until the delinquent book is located or the fine is paid.

A lost book fee of \$25.00 will be imposed for all books that can not be accounted for. This fee will cover research to find a replacement, shipping and handling, and time involved in replacement

### ***3.7 Volunteer Fee (Family)***

A volunteer deposit of \$100.00 is collected at the August registration. This fee is refunded on the final tuition payment if the parent has worked a total of four volunteer credits throughout the year. Credits are kept up to date in the school office. These credits are available by working on various major fundraisers and activities throughout the year.

## Section 4 School Day

### *4.1 Daily Schedule*

The school doors will open at 7:30 a.m. students will report to the gym unless the first bell has rung. No students should be dropped off prior to 7:30 unless students are in morning care.

The school day for NLR Catholic Academy begins at **8:05 a.m.**

Students are dismissed at **3:15 p.m.** This schedule allows for lunch and recess.

All students are to leave the school grounds promptly after dismissal. Students awaiting pick-up are to wait in the designated areas, and are not to use the playground equipment. Any student not picked up by 3:30 p.m. will be placed in the after school care program, and parents will have to pay for this extra supervision.

**If students are late for school, parents must sign the student in at the office. Students will be given a tardy slip and sent to class.**

### *4.2 Attendance and Absenteeism*

To comply with state and diocesan policies, school age children should attend school daily unless illness or an emergency prevents it. **A student who accumulates 25 days of school absences during the school year must repeat the grade or attend summer school. Proof of attendance at summer school must be provided at the time of fall registration.**

**NOTE: It is the duty of the school to maintain accurate records of student's attendance. When parents/guardians sign a student in/out, a totally truthful and accurate reason is required.**

At times, absence due to illness or family emergency is unavoidable. If a child is ill, parents **must** call the school office before 9:00 a.m., or send a note to the office via a sibling. **A student returning to school must present a written excuse, signed by a parent/guardian, stating the reason for the absence.** The teacher or principal will mark the excuse "Excused" or "Unexcused". Excuses will be kept in the student's classroom folder. Absences shall be classified as follows:

#### **Unexcused**

- a. Overslept
- b. Vacation or visits
- c. Illegal employment
- d. Parental neglect (ex. needed at home)
- e. Days missed for rules infractions
- f. Hunting/fishing
- g. Athletic events of any kind not sponsored by the academy.

#### **Excused**

- a. Illness/personal injury
- b. Death in immediate family
- c. Quarantine
- d. Court Appearances
- e. Dental/Medical Appointment\*

\* Parents are encouraged to make medical and dental appointments, whenever possible, after school or on non-school days.

**Teachers are not required to provide assignments or make-up work for unexcused absences. If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing the work missed.**

If a student is absent, parents may contact the school office concerning homework or assignments. Classes will not be interrupted for this purpose, but the request will be passed on to the teacher. Books and assignments may be picked up immediately following school dismissal.

### ***4.3 Tardy Policy***

For a student to make satisfactory improvement in school, it is necessary that students be present on a daily basis when classes begin. Promptness is a trait to be developed. It is the responsibility of the parents and the students to see that they arrive to school on time.

Students are expected to be seated and ready to work when the bell rings. Any student not in the classroom and seated will be considered tardy. Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class.

**All students, who arrive after the tardy bell rings, must be signed in at the office by an adult and receive a tardy slip. Parents are not to accompany students to the classroom.**

If students are leaving early, they must be signed out by an adult that is authorized to pick the student up (as listed on the student's Emergency Information Form). **All students leaving early must be checked out through the school office.** Students will be called to the office to meet parents. No students are to be checked out directly from the classroom.

### ***4.4 After School Care***

An After School Care Program is available until 6:00 p.m. for anyone needing this service. Students must be registered prior to using the ASC program.

One week payment in advance is required for ALL students enrolled in the After School Care Program. The weekly rate for the ASC program is \$30.00 per week. The fee for drop-ins is \$6.00 per day and must be paid the same day. A student is considered a drop-in if the parents call or send a note requesting that the child be sent to After School Care, or, the child is left after normal dismissal time.

**An additional charge of \$1.00 per minute, will be charged for each minute the parent is late. Any parent that has not picked up their child by 6:00 p.m. will be required to pay the \$1.00 per minute charge at the time of pickup that day.**

If an After School Care account becomes delinquent by more than two (2) weeks, the student will not be allowed to participate in the program until the account is paid in full.

All school rules and policies that apply during normal school hours also apply to the After School Care Program. If a student becomes a discipline problem for the ASC staff, a conference will be set up between the ASC Director and the parents. If the student continues to be a discipline problem, the student will not be allowed to continue to participate in the after care program.

A study hall program will be established during the after care program. The director is responsible for enforcing the program.

#### ***4.5 Faculty Meeting/In-service***

The faculty of NLR Catholic Academy will be holding meetings on the first Friday of each month at 2:00 p.m. School will be dismissed at 1:30 p.m. After School Care is available.

#### ***4.6 Emergency Closings***

In the event of inclement weather or some other emergency, NLR Catholic Academy will abide by the decision made by the superintendent concerning school closings. This may or may not agree with the decisions made for the public schools.

Please listen to the television or radio and do not call the school office or rectory. If you work and are unable to listen to the television or radio, please have a relative or friend keep you informed. If an early dismissal has been announced, please make every effort to be prompt in picking up your children. Students picked up in advance of the announced time must check out through the school office.

#### ***4.7 Delayed School Opening***

When school opening time is delayed because of inclement weather, the school will open 15 minutes before the announced time. Please do not bring your children earlier as the building may not be open due to the arrival time of staff and teachers.

#### ***4.8 Safety and Security***

For the protection of our students, all outside doors are locked (from the outside). You may enter the building through the main entrance door. To gain access through the main door you must ring the doorbell to be let in. There is also a security camera at the main entrance to approve all visitors.

## Section 5 Dress Code

### *5.1 General Regulations*

In order to encourage the environment of unity and school pride, it is the policy of NLR Catholic Academy that a school uniform shall be worn by all students. Each day student's are expected to be clean, well groomed, and uniforms are to be in good repair. The administrator will announce casual days or exceptions to the uniform code. Parents will be notified of any changes in the uniform code. **The following dress is mandatory and will enforced with no exceptions.**

**The school reserves the right to review and update the handbook as needed. The parent/legal guardian will be given prompt notification if changes are made.**

**NOTE: Skirts/jumpers are measured with the student kneeling. A maximum of 3 inches above the knee is allowed.**

**NOTE: Sweatshirt/sweaters may not be worn around the waist.**

**NOTE: Shirts must be tucked in at all times.**

### **Hair Styles Pre-K - Grade 8**

Both girls and boys should wear their hair in a traditional manner and never extreme. Styles must be arranged as to be off the face and out of the eyes. Boys' haircuts must be off the ears, off the eyebrows, and not touching the back collar. Sideburns must be no longer than the ear lobe. Hair color should look natural, with no extreme colors.

### **Hair ribbons Pre-K - Grade 8**

Girls may wear hair ribbons that are traditional in manner and never extreme.

### **Jewelry Pre-K - Grade 8**

The only acceptable jewelry for students is a **watch** and a **cross** or **religious medal necklace**. Girls may wear **one pair** of **stud (post) earrings** on the ear lobe and no larger than the lobe of the ear. **NO OTHER JEWELRY IS ALLOWED. Boys are not allowed to wear any type of earrings.**

### **Cosmetics Pre-K - Grade 8**

Cosmetics are not allowed. This includes nail polish (only clear nail polish is acceptable), artificial nails, foundation, mascara, lip-gloss or eye makeup are not allowed.

### **Belts Grade 2 - Grade 8**

Navy blue, brown or black is required with all pants or shorts. This belt must be visible at all times

## **Shoes**

TENNIS SHOES - predominantly solid navy, solid black, solid gray or solid white should be worn everyday. NO HIGH TOPS. Non-skid shoes are required. Boots, rippled soles, black rubber, sandals, or cleat type shoes are not allowed.

## **Socks**

White socks only (no logo and must cover ankles). Absolutely NO ANKLES SHOWING at any time. During the winter months, navy blue or white tights may be worn under skirt. Pants may not be worn at any time under skirts or jumpers. Navy or black leggings may be worn under skirt, but must cover ankles.

## **Shoelaces**

Only solid black or solid white shoelaces are allowed. No colored or striped shoelaces are allowed.

## ***5.2 Grades 6 - 8 Dress Code***

### **Boys Uniform Requirements**

**NOTE:** Colored or printed undershirts are not allowed.

**NOTE:** No jackets of any type will be worn in the classroom. Except for School Jacket or Hoodie.

**Khaki Pants** (Tan in color) (No cargo pants)

**Khaki Walking Shorts** (Tan in color ) (No Cargo Shorts) Shorts should be no shorter than three inches above the center of the knee.

**Black knit polo shirt** with NLRCA logo

**Hoodie, Sweatshirt or Black School Jacket** with NLRCA logo

**Any Panther School T-Shirt** on P.E. days

### **Girls Uniform Requirements**

**NOTE:** Colored or printed undershirts are not allowed.

**NOTE:** No jackets of any type will be worn in the classroom. Except for School Jacket or Hoodie

**Khaki Skirts** (Tan in color ) (Knife or regular pleat) Skirts should be no shorter than three inches above the center of the knee.

**Khaki Pants** (Tan in color) (No cargo pants)

**Khaki Walking Shorts** (Tan in color ) (No Cargo Shorts) Shorts should be no shorter than three inches above the center of the knee.

**Plaid Skirt** available at School Days - Little Rock (Pattern #49)

**Black knit polo shirt** with NLRCA logo

**Hoodie, Sweatshirt or Black School Jacket** with NLRCA logo

**Any Panther School T-Shirt** on P.E. days

**Tights** (optional during winter months) navy or white tights may be worn under skirts

(NO OTHER COLORS)

**Leggings** (optional during winter months) navy or black leggings may be worn under skirts

(NO OTHER COLORS)

PANTS MAY *NOT* BE WORN UNDER SKIRTS.

**Athletic Shorts** are to be worn under skirts for playing on the playground equipment.

### ***5.3 K - Grade 5***

#### **Boys Uniform Requirements**

**NOTE:** Colored or printed undershirts are not allowed.

**NOTE:** No jackets of any type will be worn in the classroom. Except for Hoodie

**Solid Navy Blue Twill Pants** (No cargo pants) No emblems or designer labels allowed

**Solid Navy Walking Shorts** (No Cargo Shorts) Shorts should be no shorter than three inches above the center of the knee. No emblems or designer labels allowed

**Red knit polo shirt** with NLRCA logo

**Hoodie, Sweatshirt** with NLRCA logo

**Any Panther School T-Shirt** on P.E. days

#### **Girls Uniform Requirements**

**NOTE:** Colored or printed undershirts are not allowed.

**NOTE:** No jackets of any type will be worn in the classroom. Except for Hoodie

**Solid Navy Blue Twill Pants** (No cargo pants) No emblems or designer labels allowed

**Solid Navy Walking Shorts/ Skorts** (No Cargo Shorts) Shorts/Skorts should be no shorter than three inches above the center of the knee. No emblems or designer labels allowed

**Red knit polo shirt** with NLRCA logo

**Hoodie, Sweatshirt** with NLRCA logo

**Any Panther School T-Shirt** on P.E. days

**Tights** (optional during winter months) navy or white tights may be worn under skirts

(NO OTHER COLORS)

**Leggings** (optional during winter months) navy or black leggings may be worn under skirts

(NO OTHER COLORS)

PANTS MAY *NOT* BE WORN UNDER SKIRTS.

**Athletic Shorts** are to be worn under skirts for playing on the playground equipment.

### ***5.4 Casual Day Regulations***

The administrator will designate casual days. A casual day is defined as a special privilege which allows the students, staff, and faculty to dress in casual clothes. Casual days are a privilege, not a right and can be taken away if abused.

Casual clothes will be defined as a T-shirt and a nice pair of jeans (NO HOLES IN JEANS). Shorts may be worn if within the dress code limits.

### ***5.5 Uniform Code Violations and Penalties***

The following will be followed for violations to the Uniform Code:

**First Violation:** A notice will be sent home stating the uniform infraction. This notice must be signed by the parent/guardian and returned to the school office the following day. A conduct mark will be given to the student. Five (5) conduct marks equal a D-Hall.

**Second Violation:** When the same infraction occurs a second time, the student will immediately call his/her parents. Parents will be contacted by the Administrator and a conduct mark will be given to the student.

**NOTE North Little Rock Catholic Academy Administration reserves the right to question any uniform item it deems improper.**

## **Section 6 Behavior Expectations**

### ***6.1 General Expectations***

Parents are the primary disciplinarians. The school community strives to develop a deep sense of respect and personal responsibility in each individual student. The school will enforce a code of behavior to promote a safe and secure learning environment. NLR Catholic Academy is very proud of the self-discipline demonstrated by our students. The following statements are descriptions of the self-discipline expected at NLR Catholic Academy.

- Students are expected to maintain a Christian learning environment at all times.
- Students are expected to model Christian behavior at all times.
- Students are expected to respect others.
- Students are to adhere to the uniform policy, including overall appearance.
- Students are expected to refrain from chewing gum on the school premises.
- Students are expected to obey authority figures, especially their classroom teachers.
- Students are expected to assume responsibility for their education. Therefore they should complete assignments and have the appropriate school supplies at all times.

### ***6.2 Discipline Procedures***

The main purpose of discipline is to learn self-discipline and to guarantee an educational environment. The school is a community and responsible for educating those children who attend. Therefore, it must establish and enforce guidelines and procedures that provide an atmosphere where learning can take place. When corrective measures are needed, the classroom teacher, acting in the absence of the parents, shall strive to use constructive and positive measures. Emphasis is placed on positive values rather than punishment.

Corporal punishment will never be used as a means of student control, but the teacher and/or principal will deal with appropriate punishment. For most students, simple corrective action will result in the appropriate change. Some disciplinary options may include, but not limited to:

- Talk to the student in private.
- Deny privileges to misbehaving students
- Inform parents/guardians of the infraction.
- Detention Hall (Grades 3-8)
- Suspension
- Expulsion

Individual circumstances and student needs will determine which method a teacher/principal will employ with the focus upon improvement of the student's behavior and enhancement of learning.

No student may continually engage in disruptive behavior or negative conduct which would: (1) significantly affect their right of personnel to carry on their function in the school, or (2) affect the rights of other students to learn in an appropriately controlled educational environment. If a student violates this policy, he or she may be subject to sanctions including possible expulsion. The ultimate responsibility for a student's behavior rest with the student and his/her parents. With the advice and knowledge of the Superintendent of Catholic Schools, NLR Catholic academy reserves the rights to exclude from school, through expulsion or denial of reenrollment, any student who, because of his/her violation of the rules and policies of this school, is considered by the administrator and the pastor as deserving of this action. Any involvement, activity, or possession related to drugs, alcohol, firearms, weapons, explosives, or threats shall be considered serious enough to warrant immediate expulsion, if the administrator and pastor so determine. For serious offenses, as determined by the administrator or pastor, the police will also be notified.

### ***6.3 Suspension***

Suspension is the temporary expulsion of a student from school for disciplinary reasons. Students may be suspended by the administrator for serious reason for a period of time not to exceed ten (10) days. The administrator will notify, in writing, the student and the student's parent(s)/guardian(s) the reason of suspension, the time of suspension, and the requirements for reinstatement.

### ***6.4 Expulsion***

Expulsion is the permanent dismissal of a student from school. Expulsion from school will be the decision of the administrator in consultation with the pastor. A written report containing the reason(s) for the expulsion will be sent to the student's parent/guardian and to the Superintendent of Catholic Schools.

### ***6.5 Disorderly Conduct***

All students attending North Little Rock Catholic Academy will be held responsible for their conduct in school, on the grounds, or at any school activity. Disorderly conduct may include but not limited to:

- Fighting
- Defiance of faculty, staff , or authorized personnel
- Cruelty to other students (verbal or physical)
- Willful destruction/defacing of school property
- Theft
- Cheating
- Drugs and/or alcohol
- Consistent lack of cooperation both inside and outside the classroom
- Leaving the school campus
- Profanity, verbal abuse, obscene gestures or pictures
- Any other offense deemed disorderly and not conducive to good order and discipline

The administration reserves the right to impose appropriate consequences, which are warranted for improper behavior or actions by students on or off campus. The administration reserves the right to dismiss a student when the attitude or behavior of the student is judged to be contradictory or harmful to the atmosphere and values of North Little Rock Catholic Academy.

## ***6.6 Due Process***

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. Due process is afforded to students in disciplinary cases of such magnitude such as:

- Suspension
- Expulsion
- Statements removed from student's records
- Clearing one's reputation

The due process rights of students and parents are as follows:

- Prior to any suspension, the administrator shall advise the student in question of the particular misconduct they are accused of as well as the basis for such accusations.
- The student shall be given the opportunity to explain their version of the facts to the administrator.
- Written notice of suspension and the reason of suspension will be given to the parents of the students.
- Parents/legal guardians of a suspended student shall have the right to appeal to the pastor of North Little Rock Catholic Academy.

## ***6.7 Alcohol/Drug Policy***

The possession, use or distribution of illegal, prescription, or over-the-counter drugs by anyone, or alcoholic beverages by students is not permitted in the school, on the school grounds, or at any school function. A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law (AR Statute 80-1917)

Students who have drugs or alcohol in their possession, on school grounds or at any school function, regardless of the time of day, will immediately be turned over to police.

It will be the responsibility of the police to notify the parents/guardians of the student. This will result in immediate suspension.

A return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident. Any additional offense will result in immediate expulsion.

When a student is involved in the distribution of alcohol or drugs to other students, whether for financial gain or not, he/she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony.

## ***6.8 Property Damage***

Malicious and intentional damage to school property should be promptly reported. Students involved will face possible suspension or expulsion and the parent/guardian will be responsible to pay for damage. In the case of accidental damage of school property, the person(s) responsible for the damage should be promptly report the incident and be responsible for repair costs.

## ***6.9 Playground Supervision***

All recess periods and outside activities are under the supervision of a teacher or designee. **Recess is a privilege and not a right.** A written note from the parents must be received in the school office if a child is unable to go outside for health reasons. Any student who can not follow the directions of the duty teacher will have their recess privileges removed for a specific amount of time. Students will not enter the school building during recess without the permission of the duty teacher.

## ***6.10 Leaving School Premises***

No student may leave the school premises during the school day or dismiss themselves from school-sponsored functions and events without the expressed permission of the administrator. Any student who violates this rule will be subject to disciplinary action.

## ***6.11 Classroom Order***

Classroom rules are established to insure a positive learning environment. Each teacher has the right to set up rules to promote good order in each classroom. Students are to acquaint themselves with the rules in each classroom. Classroom rules will be clearly posted in each room.

## ***6.12 Detention Hall***

Students assigned to detention hall (D-Hall) for disciplinary purposes will be required to serve D-Hall at the next session. Detention hall sessions are held on Wednesdays from 6:30 a.m. - 7:30 a.m. for Grades 6th-8th, and from 3:15 p.m. - 4:15 p.m. for Grades 3rd - 5th. Students **MUST** attend the session for the full hour. **NO EXCEPTIONS** will be given as to the time and date. Failure to attend D-Hall will result in another D-Hall being assigned, and missed recess until the missed D-Hall is served.

Parents will be provided with written notification as to the date and time that the students must attend Detention.

## Section 7 Academics

### *7.1 Grading Standards*

Academic marks shall be based on scholastic achievement. Grade reports are provided throughout the school year. Interim reports are given at mid-quarter, followed by the report card at the end of each nine (9) week quarter. The Diocesan grading scale is shown below:

A	Superior Achievement	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Passing-Below Average	60-69%
F	Failing-Unsatisfactory	Below 60%

Kindergarten report cards will be a report of basic skills mastered during the grading period. Kindergarten uses a checklist for skills and receives:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Parents will be notified in advance when failure seems unavoidable. If a student is doing unsatisfactory work, teachers will make every attempt to notify parents prior to the quarterly report. Good communication is essential to the success of your child. The report card should be viewed as one way of recording the progress of the individual child. It is not to be compared to the other students, nor should it be used as a basis for punishment. Good work should be rewarded by positive praise. This attitude will help develop the student's confidence, as well as a positive attitude toward learning.

### *7.2 Conduct Grade*

Conduct grades are based on the academic scale. Students will receive a conduct grade from each teacher. The grade will be based on the student's behavior in the individual teacher's class. An average will be taken from the teacher's conduct grades for the nine weeks. Students participating in extracurricular activities must maintain a "C" average or better.

### *7.3 Parent-Teacher Conferences*

Parent-Teacher Conferences are expected and encouraged. At least one conference is scheduled in the school calendar for each semester. Dates will be announced at the beginning of the school year. Additional conferences may be scheduled by contacting the teacher. Contact at the office by telephone or send a note to the office to set up an appointment. **TEACHERS SHOULD NOT BE STOPPED BEFORE OR AFTER SCHOOL TO DISCUSS STUDENTS UNLESS ARRANGED BY BOTH TEACHER AND PARENT. TEACHERS CANNOT LEAVE CLASS FOR CONFERENCES OR VISIT WITH ANYONE WHILE STUDENTS ARE IN THEIR CARE.**

## ***7.4 Standardized Testing***

To assist the teacher and staff in providing the best possible instruction, standardized achievement test, accepted by the Diocesan Office, are administered to students in Grades 1 through 8 during the spring semester. The results of these tests are sent to parents and the school. The results become part of the student's permanent records.

## ***7.5 Promotion***

North Little Rock Catholic Academy follows the Diocesan policy concerning promotion. Promotion of the student requires the recommendation of the teacher and administrator. Promotion is based on a passing grade of 60%. Failure in a major subject area constitutes a promotion failure unless the failure(s) are made up during summer school approved by the administrator. Proof of attendance at summer school and proof of passing marks must be presented to the administrator before the student will be promoted. Major subject areas are Language Arts (Reading and English), Science, Social Studies, and Mathematics. **Failure of more than two major subjects constitutes a grade failure.**

Promotion of students Grades 1 and 2 is based largely on reading ability and on the recommendations of the teacher and administrator.

## ***7.6 Homework***

Homework is essential for reinforcing learning and achieving mastery in academic skills and concepts. Homework consists of both written and study assignments. Parents need to provide a quiet place and a definite time for the student to work, as well as the necessary materials with which to work. **Homework times may vary according to the needs of the individual student.**

## ***7.7 Learning Disabilities***

A modified grading scale may be used in academic area(s) affected by a student's diagnosed learning disability or other diagnosed handicapping conditions. On the report card, an asterisk will be placed beside the modified subject area(s). The description of the subject modification will be attached to the student's permanent record card. Letter grade are given in the modified areas will be based on the academic performance of the individual student.

## ***7.8 Assignment Books***

The expectations at NLR Catholic Academy are that all students in school use the supplied assignment book. The purpose of the assignment book is to:

- Help the student in developing good study habits;
- Assist the student in completing homework assignments;
- Help parents to know and supervise what the students must do at home;
- Provide communication between the school and the home.

***Parents sign homework assignment books each day after the student completes the homework. Teachers check this assignment book according to their classroom rules.***

## Section 8 Medical/Health

### *8.1 Health*

Health records must be kept in accordance with Act 224 of the General Assembly of the State of Arkansas. Each year students are tested for hearing, vision, and scoliosis. Permission slips are sent home in advance for the scoliosis testing. Parents will be notified if there is a problem in any of these areas, as they may wish to seek further review by their child's physician. Shot and health records must be filed with the school when a child enters NLR Catholic Academy.

### *8.2 Medication at School*

As stated in Diocesan Policy 2.13, "Medicine, whether prescription or over-the-counter, is not to be provided by the school." If your child needs to take medicine of any kind at school, a note should accompany the medication (in its original container), providing the following information: DATE, CHILD'S NAME, NAME OF MEDICATION, HOW AND WHEN IT IS TO BE GIVEN. All medication will be kept and administered in the school office. The school office will maintain a log of medication given to students. This log will contain date/time medication is given, child's name, name of medication, amount of medication given, and who administered the medication

A teacher or staff member will take care of minor accidents. In case of serious accidents the administrator/designee will contact the parents as soon as possible. If the parents cannot be reached, the emergency number on file will be called. If the individuals cannot be contacted, the injured child will be taken to the hospital immediately.

### *8.3 Immunizations*

#### **All immunizations will be current prior to the students starting school**

All students attending Catholic Schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas. **In addition to all previously required immunizations** the following immunizations became mandatory on September 1, 2014:

1. If your child is entering Kindergarten, he/she should have 1 dose of Hepatitis A vaccine.
2. If your child is entering 1st Grade, he/she should have 2 doses of Hepatitis A vaccine.
3. If your child will be age 11 on or before September 1, 2014, he/she will need 1 dose of Tdap. (If your child will be 11 after school starts and before September 1st, your child will need to receive vaccine within 30 days of birthday.)
4. If your child will be entering 7th Grade, he/she will need 1 dose of Meningococcal vaccine.
5. If your child is 16 years of age, your child needs 2 doses of Meningococcal vaccine. (If first dose was received on or after age 16, only 1 dose is required.)

Any child not fully immunized in accordance with the Arkansas State Law will face exclusion from school.

The complete immunization requirements can be found on the Arkansas Department of Health website.

#### ***8.4 Illness***

If a child becomes sick at school, the parents will be contacted so that they or a designated adult can pick the child up from school. No student will be allowed to go home alone. **Any child running a fever must be picked up from school and should not return until the fever has been gone for at least 24 Hours**

#### ***8.5 Head Lice***

If a student is found to have nits, parents/guardians will be notified to pick up their child at this time. The student will not be allowed to return to school until the administrator or designee has determined that the student is “NIT FREE”. Notification will be sent to all student(s) in the affected grade(s). Parents/guardians are encouraged to check their children during the next several weeks when the notice is received.

#### ***8.6 Communicable Diseases***

Any student having or suspected of having a communicable disease, as defined by the Arkansas Department of Health, will be excluded from school for the period of time designated by the department’s policies.

Acquired Immune Deficiency Syndrome - Decisions regarding the type of educational setting for the child who is infected with AIDS (HIV) virus will be based upon their behavior, neurological development, and physical condition of the child. The administrator will decide the appropriate educational placement in conjunction with the pastor and the superintendent of schools, after reviewing the recommendations of the attending physician and the public health personnel.

#### ***8.7 Child Abuse Reporting***

It is the responsibility of every faculty and staff member to report suspected child abuse. It is not the administration’s responsibility to investigate the allegations. Child abuse is defined as any mental or physical injury or injuries inflicted on a child other than by accidental means. Where the injury appears to have been caused as a result of abuse or neglect, the county DHS Office shall be notified.

## Section 9 Extracurricular Activities

### *9.1 Policy Statement*

It is the policy of North Little Rock Catholic Academy to place primary importance on the emotional, educational, spiritual and physical growth and development of our students. The athletic program is under the supervision and direction of the administrator and athletic director. Specific information and requirements regarding academic eligibility will be given by the athletic director and explained to the students. **In order to be eligible to participate in any sport, the student must have a current physical or letter from the family physician on file in the school office. Also, a signed copy of the Diocesan Parental Permission form that includes Proof of Insurance must also be on file in the school office.** Any questions or concerns about the athletic program should be directed to the athletic director. Participation in extracurricular activities (i.e. sports, clubs, etc.) is considered a privilege, not a right.

### *9.2 Parochial League Athletic Policy*

It is the policy of the parochial league that the academic and religious development of the student is the primary importance at all times. The privilege of athletic participation may be earned only through satisfactory levels of achievement in academics and religion.

### *9.3 Academic Eligibility*

Student's participating in a sport or any other extracurricular activity must maintain a grade of 70% (C). This will be accomplished by averaging the grades in religion, language arts, spelling, science, math, social studies, and reading/literature. No individual grade in any subject may be below 60 % (F). An overall average of 80% (B) in conduct must also be maintained, with no conduct grade for any course lower than a 70% (C).

Academic Grade Scale	A	90-100%
	B	80-89%
	C	70-79%
	D	60-69%
	F	Below 60%

A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychologist and/or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or IEP ( individual educational plan) must be on file in the school office. A modified grading scale may be used in the student's area(s) of disability. In areas of academics not affected by the particular disability, standards for non-disabled students will apply.

## ***9.4 Athletic Policy***

**Quarterly Grades (Report Cards) only** - will be used to place a student on academic probation. They may also be used to place a student on conduct probation, or remove a student from academic or conduct probation.

**Interim Grades** - will be used to place a student on conduct probation, or to remove a student from academic or conduct probation

**NOTE: The administration will use no other time frame (i.e. weekly review of academic or conduct grades) to determine eligibility.**

**Fourth quarter academic grades WILL NOT affect fall sports eligibility. Fourth quarter conduct WILL affect fall eligibility**

Only students eligible or signed up for sports or activities may attend and participate in practice, games, meetings, or events at discretion of the school principal. **All others (younger and older) will be spectators only and must be accompanied by an adult. No student or adult that is not authorized by the Athletic Director and/or administrator may participate in practices in any capacity.**

Students should **NOT** arrive more than ten (10) minutes before practice and thirty (30) minutes before games.

Students attending any extracurricular event/activity must be accompanied by an adult who will remain at the event/activity and who will be responsible for the student(s).

**NOTE: Student's who are absent from school on the day of the event/activity, may not participate in that day's event/activity.**

## ***9.5 Transfer Students***

Transfer students from non-league schools will serve a probationary time, at the discretion of the administrator, until the next interim report or quarterly grading period. Transfer students from league schools will continue any academic or conduct probation when transferring from one league school to another.

## ***9.6 Coaches***

**All coaches are required to attend the Diocese of Little Rock Child Abuse Training Program (VIRTUS). No one will be allowed to coach in the parochial league until this training is accomplished.**

Coaches should remember at all times that sports are only games and their actions and behavior should reflect a Christian attitude. The coach should keep in mind his or her position as a leader. **Coaches must not physically or emotionally abuse any student who is under his/her supervision. Coaches also must not physically or emotionally abuse parents or adults during events or practices. Such actions will result in the loss of coaching privileges at North Little Rock Catholic Academy.** All coaches should be aware of the individual abilities, skills, and attitudes of the students and realize that children are not adult athletes.

Each student who is a member of the team should have ample opportunity to play in games on a regular basis. Persons who abuse these guidelines may be asked to give up their role as coaches in the parochial league.

### ***9.7 Parents***

It is very important that parents function as role models for their children. Parents are strongly encouraged to attend games in which their children are participating. This expresses concern for the child's strengths and weaknesses. Parent behavior at the games should be the same as you would expect from your child. **Belligerent or demeaning comments or actions towards coaches, opposing players, and game officials can be transferred to students and will not be tolerated and will result in ejection from the site.** Such comments or actions will result in ejection from the site. As in the case with students, the reflection upon the parochial league caused by parent behavior should be positive.

### ***9.8 Unruly or Disruptive People at School Events***

North Little Rock Catholic Academy defines unruly behavior as actions that are "clearly, in the opinion of the administrator or his/her designee, in excess of the ordinary and customary enthusiasm or anger expressed as a normal part of viewing or participating" in any school sponsored event.

**Someone ejected (kicked out) of a school event also can be banned from attending any other events for up to a year or longer in extreme cases, at the discretion of the administrator.**

Ejected players will be given an immediate, one game suspension.

## Section 10 Miscellaneous Matters

### *10.1 Non-custodial Parents*

North Little Rock Catholic Academy abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents.

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order, stating visitation rights, will be required to be on file in the school office. The administrator will allow a non-custodial parent to take the child as specified in the court order. A copy of the child's report card may be given to the non-custodial parent. It is the responsibility of the custodial parent to keep the school informed about any custodial matters, which may involve the school.

### *10.2 Field Trips*

No off-campus field trip will be taken without the approval of the principal. All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience. Before groups of students are taken off the school grounds, written approval will be obtained from the parent/guardian of each child.

### *10.3 Class Interruptions*

Every effort is made to avoid class interruptions. Messages will be delivered several times throughout the day. **Visitors and guests are asked to call in advance to make appointments if they wish to visit with a teacher or visit a class. Teachers cannot visit with anyone while they are responsible for students.**

### *10.4 Money/Checks/Valuables*

Students are discouraged from bringing cash or anything of value to school. **Cash** for tuition, fees, or other charges should be dropped off in the office by an adult. **Checks or money**, of any amount, should be **in an envelope with the student's name, the amount, and the purpose clearly labeled on the front**. Nothing of monetary or sentimental value should be brought to school. The school is not responsible for personal items due to loss or damage.

### *10.5 Telephone Usage*

To avoid class interruption, neither students nor teachers will be called to the phone except in an emergency. Student use of the telephone shall be limited to EMERGENCY calls only with the permission of the teacher and/or the administrator.

## ***10.6 Electronic Devices***

Arkansas Code 6-18-502 (b) states that possession of electronic devices, such as cell phones, pagers, beepers or similar electronic communication devices on the school campus by a student, is prohibited during normal school hours. If the device is required, students are to bring it to the office during normal school hours and pick the device up at the end of the school day.

## ***10.7 School insurance***

Application blanks are available in the school office at the beginning of the school term. The student accident insurance, approved by the Diocesan School Office, is written by the Monumental Life Insurance Company.

## ***10.8 Flowers and Gifts***

Flowers, balloons, and gifts should not be sent to students at school for birthdays or other special occasions. This causes disturbances in the classroom and can be the source of friction and disappointment among the students. The school office reserves the right to refuse delivery of such items.

## ***10.9 Class Parties***

Class parties, which take place during school time, must be cleared through the administrator. Room parents will coordinate the parties, treats, activities, and time with the teacher.

## ***10.10 Forgotten Books, Homework, and other Paraphernalia***

Our philosophy of education is teaching children to accept responsibility. This particularly applies when they have forgotten books, homework and other paraphernalia. (We ask that these items not be delivered to the school.) We will not give permission to students to make telephone calls for such items (see Section 10.5). It is our hope that this kind of experience will teach children they have to learn to take care of their own items and be responsible.

## ***10.11 Student Birthdays***

Birthday parties will not be held during school hours. However, if a student wishes to celebrate the occasion by treating the class to cookies, cupcakes, or such, he/she may do so after conferring with the teacher.

**Birthday party invitations may only be distributed on campus when everyone in the class is invited.** Invitations to individuals in other classes are not permitted on campus, including in the drop-off and pick-up lines. Students should not exchange individual gifts in school.

### ***10.12 Toys and Games***

Toys and games may not be brought to school unless requested by an individual teacher. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, trading cards, pagers, cell phones, palm pilots, laser lights, athletic balls, DVD's, CD's or anything that will detract from a learning situation are not allowed at school at any time.

### ***10.13 Student Lunch Program***

North Little Rock Catholic Academy participates in the Federal Type "A" lunch program on a daily basis. Please check with the school office for the current prices. Parents may apply for free and reduced-price meals. Application forms will be available at the August registration or in the school office. All families are required to fill out the name and address portion of the form.

Menus can be found on the school's website. Parents are urged to pay for meals in advance: one week, two weeks, monthly, etc. One check may be written to cover lunches for all students in the family.

There will be no substitutions available for the regular school meals. Regulations require milk to be part of the meal. If your child has severe food or milk allergies, please contact the lunch supervisor or the administrator to discuss these problems.

Students who bring their lunch may purchase milk to drink. Individual milks may not be charged. Glass bottles and canned soft drinks are not allowed.

**NOTE: If a student's lunch account becomes delinquent by more than two (2) weeks, the student will not be allowed to charge or participate in purchasing (except for cash) lunches until the account is paid in full.**

### ***10.14 Traffic Safety and Regulations***

"No Parking, Stopping, and Standing" signs have been posted on 16th Street between Moss and Parker during the following times:

7:30 a.m. to 8:00 a.m.

and

2:30 p.m. to 3:00 p.m.

For safety and security, the gates to the school parking lot/playground are secured from 8:00 a.m. until 5:00 p.m. During this time, vehicles are to be parked in the parking lot across from the school.

**Drop Off Procedures** — Vehicles are to enter the school grounds through the 16th Street Gate. Students are to be dropped off at the entrance of the Parish Center between 7:00 and 7:50 a.m. Students arriving after 7:50 a.m. should be dropped off at the school’s main entrance. Vehicles are to exit the school grounds through the same gate. **Vehicle speed should never exceed 5 MPH.** If you must come into the school, please park in the parking lot.

**Optional Drop Off and Pick Up** — Drive south from 16th Street onto North Little Rock Catholic Academy’s private drive to the double gates for drop off and pick up. Only Pre-K3 and 4 are allowed to park on the left side of the private driveway. It is hoped that all parents will cooperate and drop their children off quickly so that a continuous flow of traffic will prevail and the safety of our children will be insured.

### ***10.15 Harassment Policy***

Each Catholic School shall maintain a learning and working environment that is free from harassment and violence. It shall be a violation of this policy to harass another student or an employee through conduct or communication. The administration shall investigate all complaints, formal or informal, verbal or written, and take appropriate action.

### ***10.16 Photo/Video Release Policy***

Any photographs or videos of North Little Rock Catholic Academy students that are to be released to the public will require a signed consent form by a parent/guardian. This may include, but not limited to, school directories, advertisement, press releases, social media, etc. All children will receive a release form at the beginning of the school year.

### ***10.17 Acceptable Telecommunication Policy***

North Little Rock Catholic Academy recognizes the need to effectively use computers and the Internet to further enhance educational goals. Faculty, staff and students are expected to use computers and the Internet responsibly. All computing resources must be used in an ethical and lawful manner. All activities while using the computers, or in accessing the Internet in this school must be in support of education and research, and consistent with the educational objectives of North Little Rock Catholic Academy. **Use of the computers and the Internet are a privilege, not a right,** and are subject to terms and conditions. Users are expected to learn and follow normal standards of polite conduct and responsible behavior.

### ***10.18 Bullying***

Taunting, name-calling, or bullying of any kind is not just mean, it’s against the rules. The policy of North Little Rock Catholic Academy makes unacceptable “any pattern of behavior by a student or group of students that is intended to harass, intimidate, humiliate, or instill fear in another student”. This pattern of behavior can lead to suspension or expulsion.

### ***10.19 Complaints***

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

- If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
- If the matter cannot be resolved satisfactorily, the person will contact the administrator for an appointment.
- If the problem is still not resolved - the person will contact the pastor to discuss the matter.
- If no solution is found to the problem, the matter will be referred to the superintendent.
- **School Board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the administrator.**

### ***10.20 Search of Property***

Since desks and lockers are the property of the school, periodic checks of desks and lockers, together with their contents may be made by authorized personnel. Such action may also be taken when the administrator has reason to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may also be searched.

### ***10.21 Smoking***

Smoking within the boundaries of North Little Rock Catholic Academy by any student or adult is prohibited. Violations by students will lead to suspension and/or expulsion. Adults smoking on campus will be asked to properly extinguish and dispose of the smoking item. Repeated violations by adults will result in the adult being removed from the property.

### ***10.22 Recess***

Weather permitting, students will be allowed outdoor recess. Because of the different weather conditions, it is the administrator's/teacher's prerogative not to allow students to participate in recess if they are not dressed appropriately (i.e. wearing of coats during cool/cold weather).

### ***10.23 Students' Personal Items***

Students are encouraged to have their names on all personal items in case of misplacement. Unidentified objects are placed in the lost and found box in the office. Students are not to leave personal items in their desks over the weekend or during vacations. The school is not responsible for loss of these personal items.





CUT ALONG THIS LINE

# North Little Rock Catholic Academy Parent and Student Handbook

**We have read, understand, and agree to follow completely the North Little Rock Catholic Academy Parent and Student Handbook. We have discussed these guidelines with our son(s) and/or daughter(s). We agree, that my signature makes this a contract for all information included in the North Little Rock Catholic Academy Parent and Student Handbook.**

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**Family Name**

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**Parent/Legal Guardian Signature** **Date**

Student(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Administrator reserves the right to review and update this handbook throughout the year.**

Please remove this page from the handbook and return to the campus office.

