

St. Peter School

188 West 7th Street / Reserve, LA 70084 / (985) 536-4296 / Fax (985) 536-4305
www.stpeterreserve.org

Educating the Youth of the River Parish Area Since 1930

**Member of the Archdiocesan Catholic School System
New Orleans, Louisiana**

Approved by
THE STATE DEPARTMENT OF EDUCATION
OF LOUISIANA

and Accredited by

AdvancedED Worldwide

THE SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS SINCE 1927

Member of the
NATIONAL CATHOLIC EDUCATION ASSOCIATION
ARCHDIOCESAN EARLY CHILDHOOD EDUCATION
LOUISIANA ASSOCIATION OF EARLY CHILDHOOD EDUCATION
NATIONAL ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

St. Peter School employs personnel and admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students and personnel at the school. It does not discriminate on the basis of race, color, any national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or any other school administered program.

“Additionally, in compliance with Title IX of the Civil Rights Acts of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.”

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Mission Statement

The St. Peter School Community exists to instill Catholic values and identity, encourage leadership, and develop academic excellence.

History

St. Peter School was a dream of Monsignor Jean Eyraud. He was personally responsible for the opening of our school on September 1, 1930. He helped build this school with his own hands and much prayer. The school began under the leadership of the Dominican Sisters. They remained here until 1976, when the first lay principal took over. St. Peter School has been a major factor in many lives in its 86 years of educating the youth of the River Parishes.

Philosophy

The St. Peter School Community believes that the message and love of Christ is reflected through worship, prayer, and service. We proclaim our belief in Catholic education through our actions. The staff seeks to foster the spirituality, leadership and academic excellence of each individual.

Motto

The Motto for St. Peter School is *Live, Love, and Learn as Jesus did.*

Student Code of Conduct

A St. Peter School student is a true Catholic and behaves in a Christian way in or out of the classroom. He or she commits to academic excellence, and respects herself/himself, others and property. A St. Peter School student is kind, caring, trustworthy, and wears the colors of St. Peter School proudly.

Foreword

The rules, regulations, policies, and other provisions outlined in the 2020-2021 edition of this handbook are a material condition of the contractual agreement between St. Peter School, the parents, and each student enrolled in the school. At the beginning of each school year, each family will be given a contractual agreement to sign and returned to the homeroom teacher within five school days.

In developing the policies and rules for St. Peter School, the administration has tried to anticipate as many circumstances and problems as possible.

However, as new and unusual situations arise, the Principal and the Pastor will have the authority to use his/her discretion in whatever circumstances the handbook rules do not precisely address.

Failure to abide by the regulations and policies of the school handbook by either the student of his/her parent/guardian may result in the student's removal from the school.

Purpose of this Handbook

This handbook is designed to serve several important purposes:

It provides a handy source of virtually all the basic information the student needs for carrying out his/ her course of study and extracurricular activities.

It serves as an official source of school policies and requirements for participation in academic, extracurricular, and social activities.

It provides parents with useful information to assist and support their child's efforts and activities.

School Leadership

ADMINISTRATION

Pastor Fr. John Marse
Principal..... Marie Comeaux

OFFICE STAFF

Development/Finance/Administrative Assistant.....Jane Clement
Secretary/ReceptionistLovey Comeaux

SCHOOL INFORMATION

School Hours7:55 a.m. – 3:05 p.m.
Office Hours.....7:00 a.m. – 3:30 p.m.
School Office.....(985) 536-4296
School Fax.....(985) 536-4305
Church Office.....(985) 536-2887

Administration

All Archdiocese Catholic schools, including ours, cooperate with and seek advice from The Office of Catholic Schools of the Archdiocese of New Orleans and its Superintendent.

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

School Board

Each Catholic school sponsored by the Archdiocese of New Orleans (Ref. 100.1: a.b.c) shall have an Advisory Board/Committee.

The following are the procedures:

- a. The advisory/board committee of the Archdiocesan school has the following responsibilities: advance the mission and Catholic Identity of the school and support institutional development and public relations.
- b. Advisory board/committee members shall be identified by the pastor, head of school (president or principal), and, if requested, the Office of Catholic Schools. All members shall be approved by the pastor/head of schools.
- c. The advisory board/ committee should include members with expertise in at least one of the following skills sets: civic/ legal, finance/CFO, physical plant management, elementary education, secondary education, higher education, religious sponsorship, and CEO/community/business.
- d. The advisory board/committee shall operate under the direction of the head of school, and the pastor, where appropriate, and the ultimate direction of the superintendent of schools.

School Policies and Procedures

CONFIDENTIALITY

Faculty and staff will keep confidential information entrusted to them as long as no one's life, health and safety is at stake. Parents will be notified of concerns.

CUSTODY

St. Peter Catholic School must have accurate custodial information on file.

St. Peter Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

ADMISSION POLICY

St. Peter Catholic School is open to all children regardless of race, color, national or ethnic background.

St. Peter Catholic School's current faculty and staff will make all reasonable accommodations to meet the special needs of students. If there is a question as to whether or not the school has the necessary resources required, students will be admitted on a probationary status.

In those cases in which physical limitations make it necessary to restrict the intake of students, priority shall be given in the following order:

1. Students who have completed the previous year at S.P.S. School.
2. Brothers and sisters of students already enrolled in S.P.S. School.
3. Children of active parishioners of S.P.S. Parishes.
4. Children of active parishioners of other Catholic Church parishes who have written consent of the pastor.
5. Non-Catholic students whose parents agree to allow their children to participate in the school's religious education program other than the actual reception of the sacraments. Non-Catholic students must agree to follow rules, regulations, and policies as outlined in this handbook.

Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent and/or the rules of the school covering all areas of the student's development as stated in the school's mission, vision, and philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications. See Foreword for further information.

All students who are seeking admission to S.P.S. must present a copy of their birth, baptismal, and First Eucharist certificates (when applicable), and health cards showing that all immunizations have been completed and are in compliance with state health regulations. Students are not allowed to attend school until all immunization records have been received by the school and are current. In addition, students in kindergarten through eighth grade must present a copy of their latest test scores and a report card indicating promotion to the grade for which they are seeking admission.

Discovery of withheld information after a student has been accepted may result in the student being required to withdraw.

According to Act. 530 of the Louisiana Legislature (6-10-93), the age at which a child may enter school is as follows:

Pre-K3	Pre-K4	Kindergarten	1st Grade
Age 3 by Sept. 30	Age 4 by Sept. 30	Age 5 by Sept. 30	Age 6 by Sept. 30

New Students

Any new student and his/her parents or guardians may have to meet with the principal of St. Peter School for a personal interview prior to acceptance and payment of any and all school fees. If accepted, all new students shall be placed on a year academic and disciplinary probation. New students will not be accepted without report cards and records from their previous school. This must include copies of yearly achievement test scores.

Any student transferring from a public school going to 5th grade must also provide LEAP scores. Students who fail the LEAP may be retained in the 4th grade. This decision will be made by the principal after reviewing report card and LEAP scores.

REGISTRATION AND TUITION POLICY DEFINED

The policies outlined here have been adopted with the consultation and approval of the St. Peter Catholic School Advisory Board. We feel these policies are necessary for the financial stability of our school, as well as for the continued improvement of our school.

Conditions for registration:

1. Registration for returning students begins in January or February each year. No one may register for the next year if they are not current on their tuition payments through January. This includes any late fees which may have accumulated from tuition not being paid on time. THERE ARE NO EXCEPTIONS. Registration cards will be sent home with students. The registration fee is non-refundable. Completed application cards will not be accepted without registration fee.
2. All returning students are expected to be registered on the Friday preceding the new student enrollment date. This is necessary since we must have a clear idea of how many teachers must be hired, and how many books, desks, and other materials must be ordered. These things must be done before the school year ends. If not registered by this day, your child may be removed from the roster.

3. Registration for new students begins in February each year. After this date registration will be taken on a first-come first-serve basis. Returning students will have no advantage over new students at that point.
4. Request for tuition assistance from families in **severe** financial need may be made through the principal. Applications for tuition assistance will not be accepted until the student(s) are registered and the parents receive confirmation following the registration process. Families selected to receive financial assistance must volunteer a minimum of 15 hours of service to activities identified by the Finance Committee of the School with approval by the principal.
5. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

REGISTRATION FEE

This fee guarantees a place for the student and is charged to all families. This fee is payable at the time of registration; and is non-refundable. A Clarion Herald (Archdiocesan newspaper) fee is also collected as part of the registration fee.

TUITION POLICIES

A. Tuition

1. Tuition rates are set in accordance with the school budget and are established in January by the pastor, principal, and finance committee.
2. The first tuition payment each school year is due on June 1st, and on the 1st day of each month thereafter for a period of twelve (12) months.
3. A delinquent tuition fee of **\$50** will be assessed to any tuition balance after the 10th of the month. **Mail delays are not a valid reason to waive this fee.**
4. A 5% discount will be given to anyone paying tuition in full by June 1st. This discount also applies to new families registering after the June 1st deadline in which tuition is paid in full.
5. **Payments for June & July, must be made before a child may begin school in August.**
6. Only seventh grade and kindergarten students whose tuition accounts are paid in full no later than May 1st will be allowed to take final tests and/or participate in graduation ceremonies.
7. Any student account that is outstanding as of May 11th, will not be allowed to take any final test until the account is paid in full.
8. Any student that has tuition still outstanding on the last day of the month due will not be allowed to return to school until the balance is paid in full. In the event tuition becomes 45 days late, the student will be dropped from the roll.
9. There will be a NSF charge of \$10 per returned NSF check. Payments to cover NSF checks must be made with cash, cashier's check, or money order. Continued problems with receipts of NSF checks will result in all future payments due being paid by cash or money order only.
10. **No checks will be accepted after the completion of the first full week in May of each school year; cashier's check or cash only.**

Out of parish parents are responsible for the Non-Parish fee. If they obtain a signed voucher from their pastor, fees will not be charged.

To qualify for the in-parish tuition rate, you must be a parishioner of St. Peter Church Parish and contribute a minimum of \$300 annually in envelopes to the church. When you register in February, the obligation is based on contributions from the previous calendar year. Please contact the church office for envelopes. St. Peter Church will provide the school with a list of parents who have met their annual obligation.

“Registered” means that the family is registered on the parish membership rolls of St. Peter Church.

“Active” means that the family worships and receives the sacraments regularly at St. Peter Church and is active in parish life.

“Contributing” means the family contributes a minimum of \$300 per calendar year to St. Peter Church through the use of church support envelopes. (“Loose” contributions cannot be verified.)”

B. Tuition Balance

All tuition is due by the **1st of each month**. A late fee of \$50 will be posted to accounts with balances not paid by the 10th of each month. When overdue balance becomes 30 days delinquent, a phone call will be made requesting payment. If no payment is received, student(s) are not allowed to attend classes and are marked absent. If payment is not received within 45 days from its due date, student(s) name is dropped from the roll.

C. Refunds

Registration and Student Fees are non-refundable. Only tuition which is paid in full for the coming school year will be given a refund. Tuition will be pro-rated according to months left in the school year.

D. Withdrawals

The principal is to be notified in writing as soon as a student plans to withdraw from school. Parents must settle all debts and return all materials before student records are released.

ST. PETER SCHOOL PTC

PTC (Parent Teacher Club) is the vehicle to mobilize parental effort in support of Catholic schools. PTC is not an administrative or supervisory committee established to operate the school.

The objectives of this association are:

- To support Catholic education.
- To promote cooperation and understanding between the home and the school.
- To provide a channel of communication and interchange between parents and teachers.
- To strengthen home-school-parish-community ties
- To provide a vehicle for community events
- To contribute toward the physical maintenance of the St. Peter School plant, whenever possible.

ST. PETER SCHOOL ALUMNI ASSOCIATION

The purpose of the St. Peter School Alumni Association is to develop a vibrant interest in the school; to gain better understanding of the needs of the school; to promote alumni participation in different activities of the school; to keep alumni informed of the activities and to exchange ideas

between the association and the school; to build and sustain involvement in the school; and to enhance the bonds of leadership and community

ACTIVITIES

In accordance with our philosophy, St. Peter Catholic School will provide activities which will foster spiritual growth of our students. Some of those activities are:

- Mass attendance
- Daily prayer-morning prayer, before and after meals, afternoon prayers
- Celebration of Special Feast Days
- Assemblies
- Class Retreats
- School-sponsored Mission drives

Parents are welcome and encouraged to attend our school liturgies and are reminded of their obligation to bring their children to Sunday Mass. Non-Catholics will be required to attend religion classes and will participate in all assignments. Other activities that will enrich our spirit of community are:

- Altar Servers
- Boys Sports
- Girls Sports
- 4-H
- Activity Day
- First Holy Communion
- Fisherman's Festival
- Kindergarten Promotion
- 7th Grade Promotion
- Missions
- Thanksgiving Baskets
- Field Trips
- Parties on special days
- Drug Awareness Week
- Spring Pageantry
- October Rosary gathering
- May crowning
- Advent wreaths and Jesse Tree
- Athletic Activities and Banquets
- Catholic Schools Week
- BETA Club
- Student Council

Student activities conducted during school hours are restricted to students presently enrolled in St. Peter Catholic School, their parents and immediate relatives. All visitors must sign in at the school office.

Academics

CURRICULUM

Our curriculum is approved by the State of Louisiana and the Archdiocese of New Orleans and exceeds the requirements of the State Board of Education as well as receiving the AdvancEd accreditation. We challenge our students to achieve more than the minimum standards required for promotion. In addition to Reading, Language Arts, Science, Social Studies, and Math, our students

have daily classes in Religion. The curriculum is enriched and enhanced through classes in computer education/literacy, physical education, art, Spanish, and library.

Pre-Kindergarten through eighth grade use materials appropriate for each grade level to address the learning styles of each child: auditory, visual, and tactile. Hands-on science, cooperative groups, writing across the curriculum, integrated units of study, math manipulatives, role playing, fine arts and music are components of St. Peter's program of study. The teachers use a variety of teaching methods and materials to meet the individual, small group, and large group needs of students. Religion is taught throughout the day and prayer is an intricate part of the curriculum. Religious activities are the core of the total school program.

GRADING SCALE

The grading scale for core or major subjects to be used by all teachers in grades 1 – 7 is as follows:

A – (100-94)	D – (77-70)
B – (93-86)	F – (69-0)
C – (85-78)	

Quarterly exams are given for students in grades 5, 6, and 7. Final grades are the average of the four quarter grades. All quarterly averages have equal weight. If the average is 69 or below, the child fails the subject.

All remaining classes may use the following grading systems as appropriate:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

PROGRESS REPORTS AND REPORT CARDS

Report cards will be issued at the close of each quarter in grades 1-7. Kindergarteners will receive Report cards in December and May. Report card envelopes must be signed by a parent or guardian and returned within 3 days. Report cards are generated through the GradeBook Program. Weekly progress reports are generated through GradeBook and can be viewed through your account on Parent Portal. Grades are updated every Tuesday.

Signed Papers – Signed papers are a means of communication between the teacher and parents. All test papers must be signed by the parent and returned by the student the following day. After the second day of no signed papers, the parent may receive a call from the teacher. Kindergarteners receive progress reports in October and February. PreK students receive progress reports in January and May.

SCHOOL AWARDS

End of the Year Awards

The following awards are presented at the end of the school year:

Principal's Honor Roll: Presented to students who obtained **all** "A's" for four Quarters in **all** subjects and conduct.

Ram's Academic Honor Roll: Presented at the end of the school year to students who obtained at least a "B" average in all subjects and conduct.

Most Improved Student: Presented to students who showed the most improvement during the school year.

Perfect Attendance: Presented at the end of the school year to students who obtained perfect attendance, was never tardy, or had an early dismissal during the school year. Multiple year perfect attendance awards are also presented at the end of the school year.

Annual Awards: Club Awards, Helpers, Christian Spirit Award, Highest Average, Presidential School Awards, Fitness award, and Service Awards.

Valedictorian: The Valedictorian will be determined by the highest GPA in 5th-7th grades.

Quarterly Awards

The following awards are presented quarterly:

Alpha Honor Roll: Presented to students who obtained an “A” in all subjects and conduct.

Beta Honor Roll: Presented to students who obtained at least a “B” in all subjects and conduct.

Gold Conduct Award: Presented to students who obtained an “A” in conduct in all subjects.

PARENT-TEACHER CONFERENCES

The administration encourages parents to make appointments with the teachers concerning their children’s progress, behavior, etc. Likewise the administration/teachers will call parents to communicate any academic or behavior concerns they might have with a student.

Since class time belongs to the children, these conferences are not to be scheduled during school hours. A teacher/parent conference is never to be held in a classroom in front of students. All conferences should be scheduled. Drop in conferences are not acceptable.

Teachers will not be called from the classroom other than at planning period for a telephone conference. Any parent wishing to schedule a conference with a teacher must **send a written request to the teacher or call the office 24 hours in advance.**

Parents are asked to respectfully adhere to the following proper **chain of command** any time a problem arises except with circumstances of an extreme nature.

1. Contact the teacher directly. Principal will not meet/talk with parent until parent has spoken to teacher beforehand.
2. Meet with the teacher and principal.
3. Meet with the principal one on one.
4. Contact the Pastor in charge.
5. Notify the Archdiocesan Superintendent of Schools in writing of the problem.

Parent-Teacher Conferences will be held following the issuance of progress reports prior to the next regularly scheduled PTC meetings. Dates are available on the school calendar. Parents are encouraged to attend.

We encourage you to visit the school and to actively participate in your child’s learning experiences at St. Peter School. However, all visitors **MUST** report to the office immediately upon arrival at the school.

HOMEWORK

Homework is the oral or written reinforcement and/or enrichment of concepts presented in class. Homework is essential for the student's success. Homework is necessary to provide continuity of learning, to enrich the curriculum, to direct study, and to encourage student responsibility and parent interest in the student’s school progress. Homework, which provides additional practice away from the classroom, is an important part of the learning process.

Homework is assigned on a regular basis throughout the week and may include weekends. All students are required to write homework assignments in their agenda, provided by the school. Homework will not be posted on the Parent Portals. Weekend assignments are given when necessary for continuity of the learning process, such as completion of a unit or project, or studying for tests. Failure to complete homework will result in a deduction of the grade. It is the students' responsibility to complete class and home assignments, and the teachers' responsibility to hold them accountable. It is also the students' responsibility to write all homework assignments in their agenda.

If a student is absent from class, it is the student's and/or parent's responsibility to consult with the teacher regarding work to be made up. The assignments/materials may be picked up between 3:00 P.M. and 3:30 P.M. in the school office.

HOMEWORK GRADE

In grades 1-3 one point will be subtracted from the 20 homework points posted on Parent Portal when an assignment is missed and/or incomplete. In grades 4-7 ten points will be assigned to each homework assignment. Any homework assignment not turned in on the day it is due the student will receive a grade of 0/10. Any incomplete assignment will receive a grade of 5/10.

In an effort for parents and school to work cooperatively, the parents may help by providing a quiet atmosphere and good working facilities conducive to forming good study habits. It is also helpful to establish a consistent period of time each day for study.

STANDARDIZED TESTING

In order to measure and evaluate our school's progress along with individual progress, students in grades 3 – 7 are given a standardized test each year. Results of all such tests are recorded in the student's cumulative records.

In grades K-2, teachers evaluate students' progress. Results of such tests are kept on file in the office as well as sent home to parents.

CHEATING/SCHOLASTIC DISHONESTY

To cheat means to be dishonest with oneself or to enable another to be dishonest in carrying out assignments and activities, thereby contributing to a false impression or a false grade.

Students involved in cheating/scholastic dishonesty will receive a grade of "0" on the assignment or test and assigned a detention. Cheating/scholastic dishonesty includes copying assignments, tests, projects or homework; allowing one's assignments, tests, projects, or homework to be copied; parents doing homework, and/or activities. Cheating on a test is defined as behavior of any kind, in any manner that involves getting and giving answers.

Lying and stealing is dishonest behavior. Engaging in dishonest behavior will be the cause for serious disciplinary action. Disciplinary action will result in a detention, suspension or expulsion from school. Teachers will notify parents when dishonesty occurs, and a teacher-parent-student conference will be held.

PROMOTION / RETENTION

A student in grade 4 failing one major course (Reading, English, Math, Social Studies, Science or Religion) is conditionally promoted upon attendance at summer school. A student in grades 5-7 failing one major course (Math, Social Studies, Science or Religion) is conditionally promoted upon attendance at summer school. Credit will be accepted from any state approved summer school program, or from any certified teacher who agrees to complete 40 hours of tutoring for the student. This documentation must be submitted to the school at the completion of the work along with the

grade the student received for the work completed. This should be submitted with a copy of the tutor's teaching certificate, to the school by the first day of August of the next school year. Satisfactory completion of a proficiency exam may be required.

A student in grades 1-3 failing one major course (Language Arts, Math or Religion) is conditionally promoted upon attendance at summer school. Credit will be accepted from any state approved summer school program, or from any certified teacher who agrees to complete 40 hours of tutoring for the student. This documentation must be submitted to the school at the completion of the work along with the grade the student received for the work completed. This should be submitted with a copy of the tutor's teaching certificate, to the school by the first day of August of the next school year. Satisfactory completion of a proficiency exam may be required.

A student in grades 1-3 who fails the major course of Reading will be retained in that grade level.

A student in grades 5-7 who fails the major course of English/Language Arts will be retained in that grade level.

Any student in grades 1-4 failing two major subjects (Reading, English or Language Arts, Math, Social Studies, Science, or Religion) will have to repeat the grade level.

Any student in grades 5-7 failing two major subjects (Math, Social Studies, Science or Religion) will have to repeat the grade level.

CUMULATIVE RECORDS

Cumulative records for each student are to be kept on file until the student has completed the 7th grade. At the close of the year, grades are to be recorded on the cumulative record. Cumulative records are permanent records. They are transferred only when a student transfers to another school. Only the permanent record card is kept on file at St. Peter School after a student has transferred or completed the 7th grade. St. Peter School mails a student's records directly to the school upon receipt of a written request from the school.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. These classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Students are allowed to use the library during library hours with the permission of their classroom teacher or librarian. They may use the library to read, check out books, return books, use audio-visual materials, and do reference work on special projects. Each student may check out one or more books for a period of up to two weeks. Lost or damaged books must be paid for. The library collection is constantly up-dated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.

ACCEPTABLE USE OF THE INTERNET

Use of the Internet is incorporated into the educational curriculum. This resource provides students with access to a wide range of information. It assists in preparing them for success in our global society.

Procedures for Use of the Internet

- The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to the Internet World Wide Web information resources throughout his/her classroom, library or school computer lab.

Students will not have a personal e-mail account; however, he/she may be involved in e-mail projects under the direct supervision of the classroom teacher.

- The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.

Rules for classroom use of the Internet

- The student shall use World Wide Web/and or other Internet tools only under the direction and supervision of teachers.
- The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening or disrespectful. He/she shall not use any language online that is not permitted in the classroom.
- The student shall not post any personal information about himself/ herself (last name, addresses, or telephone number) or about any other person. He/she will not forward personal mail without permission.
- The student shall not agree to meet with someone he/she met online.
- The student shall not abuse or waste network resources through frivolous and non-educational use.
- The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. He/she shall respect the rights of copyright owners. He/she shall properly cite the source of information accessed over the Internet.
- The student shall not make any purchases on the Internet while using school equipment or Internet service.
- The student shall promptly disclose to the teacher or other school employee any message received that is inappropriate.
- The student shall immediately tell the teacher if he/she mistakenly accesses inappropriate information to protect him/her against a **claim that** he/she has intentionally violated this policy.
- The student shall avoid the inadvertent spread of computer viruses by downloading data.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use with their decision being final. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

It is possible that your child may find material on the Internet that you may consider objectionable. Although your child's use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material.

PORTABLE ELECTRONIC DEVICES IN SCHOOL

The school recognizes the convenience, logistical, and safety advantages for students to have cellular telephones and other communication devices in their possession while at school and during school activities. All communication devices must be turned off and turned into the office each

morning. Students will receive the device back when they leave at the end of the day. If a communication device is not turned in to the office and the student is caught with it in his/her possession, the student will receive a detention, the device will be confiscated and parents may be called to come to the principal's office to retrieve it.

For school activities such as sports games, field trips, etc., students may only use communication devices with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor.

Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement. For the purpose of this policy, communication devices include cell phones, beepers, pagers, two-way radios, palm top computing devices, and similar devices.

COORDINATION OF SERVICES

St. Peter Catholic School receives services for its students through the St. John Parish Public Schools. Title I, Title II, and Speech Therapy are among the services provided. "Guidelines for Catholic Schools in the State of Louisiana for Addressing Individual Student Needs" are followed when coordinating services are received from the Special Education Department of the St. John Public Schools.

EXTRA CURRICULAR CLUBS AND ACTIVITIES

It is considered a privilege, not a right for a student to participate in any and/or all special activities. Extra curricular clubs and activities include but are not limited to athletics, cheerleading/pep squad, National Junior Beta Club, Student Council, 4-H, drama, and choir.

All students who participate in extra curricular clubs and activities must be in school a full day on the day of the meetings and/or activities in order to participate.

Expectations

If a student has lower than a 75 grade point overall average at the time the student begins participating in the club or activity, he/she will not be able to participate. All students who participate in extra curricular clubs and activities must maintain a 75 grade point overall average. If a student already participating in an extra curricular club or activity reaches below a 75 grade point overall average, he/she will be put on probation and may be removed from the team or club if improvement is not achieved.

Students who have disciplinary problems including but not limited to excessive after school detentions, recess detentions, disrespect to people as well as rules, etc. will be put on probation and may be removed from the team or club if improvement is not achieved. If a student reaches a 69 average in conduct during the quarter, he/she will no longer be able to participate in extra curricular clubs and activities until his/her average is raised from the 69 average.

If a student quits a club, activity, or sport, they will not be allowed to try-out or participate in any extra curricular activity for the next full quarter.

Athletics

St. Peter Catholic School provides students with a well-rounded extracurricular sports program. Specific rules governing these activities will be distributed by the coaches prior to the beginning of each session.

Boys/Girls Activities include: Football, Volleyball, Soccer, Cheerleading, Basketball, Softball, and Baseball. To enter in any of these activities, the permission slip and physical must be signed and returned. St. Peter Catholic School has a no cut athletic policy. All students participating in extra curricular sports/ activities and their parents must be willing to comply with the rules and

regulations. These rules are in no way meant to keep anyone off the team, but rather, are meant to help maintain a high quality among the members of the various teams. The rules will be given to all team members. Parents are staunch supporters of our athletic programs and are expected to be good role models for our student athletes.

Student Council

The Student Council is an organization of official representatives elected by the students to serve the school and the student body. It is the most important student organization in the school and needs the understanding, respect, and cooperation of students, faculty and administration, in order to function effectively.

This organization will consist of:

- A. From the fourth and fifth grades, there will only be a Presidential candidate
- B. From the sixth and seventh grades, there will be a President, a Vice President and a Secretary candidate
- C. From the eighth grade, there will be a President, Vice President, Secretary, Treasurer, and Historian candidate
- D. The officers will come from the seventh and eighth grades only

Purpose of the Student Council

- A. Improving our school
- B. Working together as a group
- C. Preparing for future life
- D. Building cooperation between students and teachers
- E. Developing strong school spirit
- F. Helping students with their faiths
- G. Promoting cooperation within the community

General Qualifications

- A. Must have at least a C in all grade averages
- B. Must have at least a B in Conduct
- C. Must have a positive attitude toward working and be willing to do extra work
- D. Council officers must have at least a B in all grade averages
- E. Council officers must have an A or B in Conduct

Election of Officers and Representatives

- A. Students must fill out an application to run for office and have teacher approval and parent permission.
- B. Once the application is approved, a student may run for office. The candidate with the most presidential votes will be president, candidate with the most vice presidential votes will be vice president, the candidate receiving the most votes for secretary will be secretary, and the candidate receiving the most votes for treasurer and historian will be treasurer and historian.
- C. Elections will be held in August.

Jr. Beta Club

Students in grades 5-7 who earn honor roll status yearly as well as quarterly are invited to join the Beta Club. In order to remain, students must follow the guidelines set by the National Beta Club Society. Induction ceremonies are held at the beginning of the school year. Students who fail to meet the grade point average and conduct of honor roll will be ineligible to participate.

4-H Club

The 4-H Club is a service provided through St. John the Baptist Parish. All rules and regulations must be followed in order to participate in this organization.

Any member who breaks the rules will no longer be allowed to participate.

Cheerleaders / Pep Squad

If rules, policies and or expectations are not followed, consequences will be determined according to the severity. If violations accrue, the Cheerleader/pep squad member may be dismissed from the squad at the coach's and principal's discretion.

There will be no gossip or disrespect (which leads to dissension) between Cheerleaders. If a member has concerns about anyone or anything on the squad as it directly affects the cheerleader, it is the cheerleader's responsibility to communicate with the cheer coach.

Community Service and Social Awareness

Acknowledging that God's kingdom is here on earth and that God calls us not only to love Him but also to love our neighbor as ourselves, we serve God by serving each other. Throughout the year, students are engaged in projects that are designed to help them live out their faith through service to others.

DARE

This drug prevention class is taught to the fifth grade class and is sponsored by St. John Parish Sheriff's Office. A deputy from the Sheriff's office facilitates the class.

Field Trips

Field trips should be educational in nature. Teachers will plan these trips and have them approved by the principal. Because of the early planning and advance payments demanded of a field trip, field trips are non-refundable. Parents are usually invited to join the classes on field trips; the exception would be if the place or destination were limiting the number in attendance. Please keep in mind that if you are attending a field trip, you are the chaperone and are there to help with **all** of the children. **Siblings are not allowed on field trips.**

No student will be allowed to attend a field trip **without written permission from the parents.** Verbal permission **WILL NOT** be accepted. School uniform shirts/ Ram shirts will be worn for all field trips. Students should be on their best behavior since they are representing St. Peter Catholic School. Chaperones and volunteers should sign the Archdiocesan Policy Concerning Abuse and Neglect of Minors.

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Attendance Policies

ATTENDANCE

Students in grades K through 7 must be on the grounds by 7:55 a.m. School begins at 7:55 a.m. and ends at 3:05 p.m. Students are not to arrive before 7:25 a.m.

Any students arriving before 7:25 a.m. must go to Before Care.

ABSENCES

St. Peter School adheres to the State of Louisiana guideline on attendance and tardiness (Bulletin 741). Excessive absences and/or tardies could result in ineligibility for promotion.

Absences should be reported to the office by the parent/guardian. For your convenience and to improve office efficiency, please call and leave a message on the answering machine if calling before 7:25 AM. If a student is absent because of sickness or other reasons, parents must send a dated note to the teacher when the child returns stating the reason for the absence. If no valid reason for absence is given, the absence will be unexcused and the student must take all tests required. EXCUSED ABSENCES – those which are officially documented by a doctor and those related to a death in the family.

UNEXCUSED ABSENCES – notes from parents without official medical documentation. After 10 days of a student's absence, a mandatory meeting with the parents will be held by the principal. The school shall make exceptions in special circumstances.

Field trips are mandatory school attendance days; failure to attend will result in an unexcused absence. Extended school trips, activities such as Beta Convention, livestock shows, Science/Social Studies fairs are excused and are not considered an absence. Students are considered to be in attendance when he or she is physically present at the school or is participating in an authorized school activity and is under the supervision of authorized personnel. Teachers are to exercise good judgement in assigning make-up work, especially the amount of work. Students are to be allowed "one week" time for make-up tests.

Students who are absent (excused or unexcused) for one day will have two days to make up the incomplete work. It is the student's responsibility to check with the teacher when he/she returns to find out what assignments may have been missed. Assignments and books can be picked up in the school office between 3:00 p.m. and 3:30 p.m.

Students who are absent for several days due to illness or deaths in the family when "graded" work is accomplished by the class or assigned to an individual (test, quizzes, classroom assignments, reports, projects, etc.) are responsible to make up the work within one (1) week. If work is not completed within the one (1) week, a "zero" will be assigned. For longer excused absences, parents must consult with the teacher for extended time.

Parents who choose to take their children on vacations during the school term should be informed that vacations are NOT excused absences and will be counted against the student's attendance days. Class work, tests, exams, etc. will not be provided or administered before the children leave to go on vacation. Any classwork, tests, exams, etc. must be made up AFTER the children return to school at the teacher's discretion.

In the event a student misses an exam or any other assessment required for the quarterly grade, an incomplete (I) will be given on the report card. The Incomplete grade will be changed on the next report card after the student has made up the missed exam or work. Please do not ask for any

special consideration regarding this issue. The office must be notified in advance if the a student is going to be out of school for a vacation.

In order to receive a perfect attendance award, a student may not have any absences, tardies, or early checkouts.

TARDIES AND EARLY CHECKOUTS

All students are to be at school by 7:55 a.m. for the Morning Prayer Assembly. Students arriving after 7:55 a.m. must be signed in at the office and are marked tardy. (Students who ride the bus are excused.) After the fifth tardy in a quarter students will be called to the office and given a letter to take home to their parents informing them of the number of tardies.

Tardiness is to be discouraged. It can affect your child's progress and attitude toward school and is very disruptive to the child as well as to classmates. Please make every effort to you're your child in school on time each morning. This will allow the student to begin each school day prepared, relaxed, and ready to cope with the demands of the day. The number of days tardy is recorded on your child's cumulative record, excused or unexcused. When a student is tardy, the parents must report to the business office with the student, sign the student in and provide a reason for the tardiness. The students will be issued a pass to enter class. Students who have been tardy during the year will not be considered for perfect attendance/ exemption.

Early checkouts must occur before 2:30 p.m. due to carpool and preparation for dismissal.

The student will remain in class until paged by the office.

Parents are encouraged to make doctor and/or dentist appointments after school hours.

Students arriving after 9:00 a.m. or leaving before 1:00 p.m. are recorded as being absent for a $\frac{1}{2}$ day.

RELEASE OF STUDENTS

When a child needs to be released from school, the parent or responsible adult is to sign the student out in the school office. **At no time is anyone to go to the classroom for a student.** This also applies to the playground. This enables us to account for your child at all times.

Parents are to list person(s) designated to check out their child/children on the emergency card on file in the office. Only those listed will be allowed to check out students. It is the parent's responsibility to notify the office of any changes.

At no time is a student allowed to leave the school grounds after he/she arrives, whether before school or at recess or after school, without being signed out or dismissed. Students who stay for after-school care or activities are not allowed to leave the school grounds. If students arrive for extra-curricular activities before the designated time, the school is not responsible.

Students who have medical or dental appointments which cannot be scheduled outside the school hours, must bring a written excuse to the teacher at the beginning of the school day stating the time and reason for dismissal. Parents must come to the office to sign a child out if leaving early. **Parents, grandparents, and visitors are not to go to the classroom without permission from the office**

Policies on Illnesses/Communicable Disease

ILLNESSES

St. Peter School makes a special effort to help students establish good health habits and stay healthy. The success of these efforts, however, depends on parental follow-through. Students should not be at school when they are ill, when they have an elevated temperature (above 99.6) or they have a suspected contagious condition. This is for the safe health of all students. A student will be sent home if he/she has an elevated temperature (above 99.6), has vomited, has diarrhea, has an undiagnosed skin rash, or has red, inflamed eyes. Additionally, students with communicable health problems, such as head lice, will be sent home. Parents must keep students home 24 hours after the last symptom is evident (i.e. fever free for 24 hours, antibiotic in system for 24 hours, no vomiting or diarrhea for 24 hours, etc. For example, if a student leaves school at 10:00 a.m. because of elevated fever, he/she cannot return to school until 10:00 a.m. the following day, provided he/she is fever-free.)

COMMUNICABLE DISEASE

The principal and/ or the classroom teachers of St. Peter Catholic School shall exercise their authority to periodically examine students for visible signs of highly communicable diseases. If needed, the local Health Unit officials may be called in to assist.

Suspected cases shall be isolated until parents are notified of the matter and they will need to pick up their child/ children. Parents shall be advised that in order to reinstate their child/children in school that they must obtain a clearance certificate from either the local Health Unit or from their family physician.

REGULATIONS PERTAINING TO SPECIFIC COMMUNICABLE DISEASES

School attendance recommendations as established by Louisiana Health and Human Resources Administration-Division of Health:

Chickenpox: Isolation at home is required for 7 days after the appearance of rash and until sores are healed, or only a few remain which are well covered by scabs.

Impetigo (Indian Fire): Infected individuals should be excluded from school until the sores are healed, or until released by local health authorities or the patient's physician.

Measles (Rubeola): Report suspected cases to health unit immediately. Cases should be isolated at home for at least 7 days following the appearance of rash.

Mononucleosis: Individual should remain out of school until released by physician.

Mumps: Isolation of patient at home until the swelling disappears.

Pediculosis (Head Lice): Any child with lice must be satisfactorily treated with an effective insecticide before returning to school. It is not necessary for a child to remain out of school after initial treatment, even though nits are present. Parents must obtain a written release from the Health Unit or personal physician before the child returns to school.

Conjunctivitis (Pink Eyes): The child should not attend school during the acute stages but may attend after signs and symptoms have disappeared.

Ringworm: Anyone having ringworm should be placed under treatment by a physician. Return to school is dependent upon being under adequate treatment. No child should be re-admitted to class unless he/she has a note from a physician stating he/she is under medical care. All infected areas must be covered.

Rubella (German Measles): Report suspected cases to parish Health Unit. Isolation of child is not required. Child should remain at home for at least 4 days after appearance of rash.

Scarlet Fever & Streptococcal Sore Throat: The patient is to remain out of school about 10 days or until released by physician.

Whooping Cough: The patient is to be isolated at home or hospital 3 weeks after the “whoop” is heard.

Discipline Policy

Learning can only take place when good discipline is maintained. Students are constantly reminded that Christian behavior benefits them and others. Good discipline originates in the home. **The parent is the first teacher and should develop in the child good behavior habits and proper attitudes toward school.** Any student who fails to cooperate with school personnel will be asked to withdraw after proper consultation with the pastor and parents. This cooperation includes all classroom procedures, class work, homework and/or all activities that take place during the normal teaching day and after school activities.

The School Disciplinary Policy is in place to establish procedures and have an effective learning environment for students. It is a contractual agreement between St. Peter Catholic School, the parents, and the students of the St. Peter Community. Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416). It is the final responsibility of the principal and teachers to maintain discipline at school and at any off-campus school activity.

It is our hope that the students at St. Peter School will learn self-discipline, that is, they will be responsible for their own actions and accept the consequences for bad decisions both during the school day and during school-related functions. As students of St. Peter Catholic School, we hope that they, as unique children of God with talents and gifts, come to respect themselves and others.

PARENTAL COOPERATION

St. Peter School clearly recognizes the role of parents/guardians as the primary educators of their children and that the school exercises its authority in loco parentis. The relationship between parents/guardians and St. Peter School is in the nature of a partnership. Cooperation between parents/guardians and the school is therefore vital to ensure that each student receives an appropriate secular and the Christian education.

Normally a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. However, from time to time the actions or lack of action of a parent or guardian is so persistently and overly uncooperative with the school staff in violation of clear policies, regulations, programs, or strong recommendations that it undermines the authority of the school administration to the detriment of the school's ability to serve the best interest of the child of that parent or guardian or the good of other students. In such cases, after reasonable efforts to elicit the minimum parental cooperation and after appropriate consultation with the pastor and/or other authorities of the archdiocese, the school administration reserves the right to request or require the withdrawal of the student enrolled in St. Peter School.

Posting of negative comments on social media regarding St. Peter School faculty, policies, etc., by parents is considered a breach of parental cooperation.

School Discipline Plan

STUDENT EXPECTATIONS

We expect the students of St. Peter:

- To produce their best academic work
- To cooperate with each other
- To be responsible for their own actions
- To be courteous to all
- To respect self and others
- To follow the rules and regulations of the school
- To follow the rules of the classroom

BEHAVIOR

Morning Behavior

Students are expected to arrive on time, go eat breakfast upon arrival, sit in assigned areas and use inside voices. No rough playing or running is allowed. Students are to remain in areas until the bell rings for morning prayer assembly. They are to stand quietly when the bell rings to begin prayer.

Mass Behavior

Students are expected to enter and exit in silence and in reverence. No talking to others during mass. Participation in prayers and songs is expected.

Restroom Behavior

Students should use the restroom facilities as they are meant to be used. There is to be no playing or loitering in the restrooms. Improper use of the facilities will result in disciplinary action.

Cafeteria Behavior

Students are to walk quietly and orderly to and from the cafeteria with their teacher. No loud talking is permitted. Proper table manners must be used.

Breezeway Behavior

Students will walk under the breezeway. There will be no loud talking or noises. Benches are used for sitting. No one is to hang from the steely beams.

Hallway Behavior

Students must walk quietly and orderly when moving from class to class. Students are not permitted in the halls without permission from the teacher. Students may not return to the classroom during lunch/recess unless escorted by a teacher.

Assembly Behavior

Students are escorted by their teacher to the auditorium. Students are expected to walk quietly and orderly. They will remain quiet and exercise good manners during the activity.

Playground Behavior

Students must remain in assigned areas. There must be no rough playing (such as tackle football and wrestling) that may result in a possible injury to another student. Fighting and name-calling will never be tolerated. No objects that may cause harm to others may be thrown. No hard baseball or bats will be allowed during recess. Students must respect each other and practice good sportsmanship.

Dismissal/ Bus Behavior

2:55 Bell – 5-7 grade students return to homeroom to pack and get ready for closing Prayer

3:05 Bell – Bus Riders, Car Riders, and Walkers are dismissed in this order. No one is allowed to walk through the carpool line. This is to ensure everyone's safety.

Bus

Students will walk in a quiet, orderly fashion to the bus. Students must be seated and follow the rules set by the St. John School Board. Fighting, loud talking, profanities, throwing objects, or making loud noises are not permitted. Violation of these rules may result in the loss of bus privileges.

Car Riders

Students will walk in a quiet, orderly fashion to the car riders' line. Students must sit in designated area until the duty teacher calls them to come to the car. They must wait for the car to stop before trying to enter the car.

Walkers

Students who walk will be dismissed after the carpool line is complete. No one is allowed to walk between cars in the carpool line.

POSITIVE REINFORCEMENT

The focus throughout the school is to be on positive reinforcement for students. Examples of positive reinforcements include verbal praise, an option to decrease the amount and/or time of a consequence, points to put toward improving a conduct grade, etc.

CORRECTIVE TEACHING

When a student chooses not to follow school rules, a staff member will give a warning. If a staff member feels the rule broken is serious, the four steps of corrective teaching will be used.

1. Describe inappropriate behavior
2. Describe appropriate behavior
3. Give rationale
4. Request acknowledgement

DISCIPLINARY ACTION

When a student's behavior does not meet the expectations of the school, disciplinary action must be taken. All students are responsible for their own actions. If a student does not act properly, the teacher will handle the offense with appropriate disciplinary action. It may be verbal reprimand, removal from an activity, loss of conduct points, or detention.

It is expected that the judgment of school authorities concerning the discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training. When it is in the best interest of the student, parents or guardians must follow up on suggestions of outside tutoring, outside counseling, etc.

When there is evidence of the lack of a working partnership between the school, the parents, and the student, as evidenced by follow up of school recommendations, support of classroom and school policies, etc., the school reserves the right to ask for the student's withdrawal or decline to accept registration for the next year.

Teachers should contact parents before a discipline problem becomes severe. Severe discipline problems must be brought to the attention of the principal. A formal conference may be held with the teacher, parents, and principal.

Students and their parents must read the handbook to become familiar with the rules and procedures. Ignorance of school rules and procedures will not be accepted as an excuse.

Continual poor behavior choices will result in referring the student for counseling in addition to the possibility of suspension or expulsion.

Teachers may use recess time for a student not completing classwork, homework, or disciplinary reasons.

DISCIPLINE CONTRACT

Each student and parent/guardian must sign the Discipline Contract (Handbook Acknowledgement Form) at the beginning of the school year.

DEMERITS AND AFTER SCHOOL DETENTION

Demerits are issued to students for minor infractions of the school rules (e.g., dress code, talking in class, etc.) The accumulation of three (3) demerits constitutes as a major violation and will result in an after school detention. Some misbehavior, by its very nature, constitutes a major violation and an after school detention will be issued. After school detentions are from 3:25 p.m. to 4:15 p.m. Students will not be permitted to enter the detention after it begins at 3:25 p.m. Failure to serve an after school detention will result in a suspension (the first school day following the missed

detention), probation, or dismissal. **After school detentions must be served on the day scheduled (no rescheduling permitted) and students are required to attend after school detentions dressed in complete uniform.**

CONSEQUENCES OF RECEIVING DETENTIONS

A student receiving detentions may be prohibited from participating in any type of after school extracurricular activities for one week, starting with the day that the detention was initially issued.

DISCIPLINARY PROBATION

After three major violations (3 after school detentions), the next major offense will result in an in school suspension. If there are further offenses, the student must appear before the Discipline Committee and may be placed on disciplinary probation. Students who violate the terms of the disciplinary probation may be subject to dismissal. Ordinarily, probation shall be for one semester. However, the terms of this probation (including the length of probation) will be put in writing and signed by the student, the student's parents, and the principal or designee

SUSPENSIONS

In School Suspensions: Parents are responsible to pay for a substitute. The work assigned for the day must be satisfactorily completed, but the student is assigned a "0" in each class for the day.

At Home Suspensions: Designed to remove the student from the school situation. Students will receive a "0" for work assigned during the suspension period.

Possible reasons (but not limited to) for suspension:

- Leaving the campus without permission of the principal.
- Possession of obscene or pornographic books or materials.
- Displaying obscene behavior, using obscene language, or sexual harassment (including verbal comments and actual improper touching).
- Inappropriate usage of school computers.
- Defiance of or disrespect toward any adult.
- Destroying school property (including writing on desks, walls, etc.)
- Fighting, Bullying, stealing, or violation of any local, state or federal law.
- Continuous disregard for the school's policies and rules.
- Multiple after school detentions.
- Any actions deemed by the principal to seriously endanger the student or another person or any actions deemed by the principal to be contrary to the Philosophy of St. Peter School.

The decision to suspend a student is made by the principal or a designee. A student who has been suspended may not be allowed to participate in extracurricular activities.

EXPULSIONS

Students may automatically be expelled for the following:

- Drugs – possession, use, being under the influence of, transfer, or sale of an illegal drug or controlled substance while at school functions or while in uniform.
- Smoking tobacco products and drinking alcohol – possession of, or use of any tobacco or alcohol product at school, a school or parish function, or while in uniform.
- Possession of any type of weapon, ammunition or fireworks at school or school function.

- Willful disobedience to school rules or any other offense which is not in keeping with the Philosophy of St. Peter School or which endangers the student or another person, which the principal, in consultation with the teacher, deems to be sufficient cause for expulsion.
- Multiple suspensions.
- Willful threatening another person with mortal or bodily harm.
- Possession of any illegal articles or materials is sufficient grounds for suspension or expulsion with the possibility of involvement if law enforcement authorities. This applies to any student or non-student on school property, on a school bus, or at a school event.

DISCIPLINE COMMITTEE

The principal, at his/her discretion, will convene a meeting of an advisory-only committee in instances involving a serious breach of discipline to review the situation and circumstances and advise him/herself accordingly. This body is comprised of three faculty members. The student and/or his parents will be requested to appear before the committee for a hearing. A counselor, if one is available, is usually present in an advisory capacity to represent the student. The committee will advise the Principal as to remedial discipline, if any. The Principal may or may not follow the advice of the discipline committee and will be the final decision-maker in the first instance. Expulsions will be determined by the principal in consultation with the pastor.

Any request for an appeal by the student and his parents/guardians, but only in cases involving student dismissal, must be submitted in writing directly to the Pastor within 5 days of the date postmarked on the letter of notification or communication date. If the Pastor judges the request to have merit, he will hear an appeal. In such instances, he will appoint an advisory-only Appeals Committee to **review the previous decision making process** to determine if all parties abided by the school policies and acted in good faith. The membership of the Appeals Committee will be as noted: the Pastor who serves as Chairperson but is a non-voting member, a representative from the School Board, a representative from the administrative staff, and three faculty members who did not serve on the previous Discipline Committee. The Appeals Committee, after consultation, will make a recommendation to the Pastor, who will then render a decision regarding the final disposition of the case.

CONDUCT GRADES

The quarterly conduct grade for Grades 1 – 7 is an average of the student's weekly conduct grades. If a student receives a "69 or lower" on his/her report card for the quarter, he/she may not be able to participate in extra curricular activities the following quarter.

CLASSROOM MANAGEMENT PLANS

Teachers are to provide parents with their individual classroom management plans at the beginning of each school year. Any variations to the handbook will be noted.

ITEMS PROHIBITED AT SCHOOL

St. Peter School is a drug and violence free school. The following items are not permitted on school grounds or at school sponsored activities:

1. Students must not bring or have on their person guns, knives, sharp implements or devices equivalent to these which may cause harm. Violations may result in expulsion.

2. Toys, radios, Walkmans, cassette and disc players, computer/electronic games and devices, personal sports equipment, etc. are not allowed at school unless special permission is given by a teacher.
3. Possession of cigarettes or other tobacco products including matches, lighters, or pipes may result in a suspension.
4. Possession of drugs, alcohol, over-the-counter or prescription drugs or contraband may result in expulsion.
5. Expensive articles or large amounts of money are not to be brought to school. The school will not be responsible if these articles are lost or stolen.

Search and Seizure Policy

The school/parish is co-tenant of desks, lockers and storage areas and reserves the right to search them at any time without notice. A school official may search pupils or his/her belongings, including but not limited to book bags, purses, etc., for neatness and/or for contraband for purposes of maintaining discipline and order.

The school official must have a reasonable belief that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule has been committed.

The school official must have a good reason for the search and seizure. The search of pupils will be conducted with a minimum of embarrassment to the student, preferably in the privacy of an administrator's office when possible.

Harassment/Bullying/Hazing

Harassment/bullying/hazing of any kind is not condoned. All students are to be treated with dignity and respect.

All members of the St. Peter community are expected to act in a civil and courteous manner towards one another. An environment of mutual respect must prevail for parents, teachers, coaches and students to effectively work together. Inappropriate or derogatory e-mails or comments on social networking sites destroy morale, reflect poorly on the school and negatively impact our school community. Thus, we expect all members of the St. Peter family to behave, communicate, and interact with another in a manner that reflects good sportsmanship and our Christian values. Failure to do so may result in immediate dismissal from the school and/or not asking the student to return.

A. Harassment

- **Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 1. Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the students.
 2. Such conduct has the purpose of or of creating and intimidating, hostile, or offensive school environment.
- **Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

- **Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.
 - **Written or electronic communication harassment** includes communication of any threat of, or act of sexual, verbal and/or physical harassment.
- B. Bullying**, a form of harassment, is the act of intimidating a person to make them do something. Typically, it refers to teasing in a mean way, ‘ganging up’ on others, keeping certain people out of a group, spreading rumors, punching, shoving and other acts that hurt physically.
- C. Hazing** is a form of harassment. Hazing is defined as any intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the school. Culpability includes hazing practices mandatorily or voluntarily entered into by any party.

Substance Abuse Policy

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

Cafeteria Program

Our school participates in the Federal School Lunch Program, and all students are required to participate. Only students with documented medical illnesses, i.e. diabetes, hypoglycemia, Crohn’s disease, kidney disease, colitis, etc. will be considered for exemption. Participation in the breakfast program is voluntary. If a child is allergic to a certain food or milk, a note from a doctor must be given to the cafeteria manager stating this fact. Arrangements need to be made between the parent and the cafeteria manager for possible solutions. If there is a medical problem that the school cannot accommodate, a letter must be on file from the student’s doctor stating why it is not possible to be a part of the program. This letter must be submitted on a yearly basis.

Lunch and breakfast prices are determined at the Archdiocesan level and are announced at the beginning of each school year. School lunch fees are to be paid in advance by the week, month, semester, or year. This policy of payment is a result of the Archdiocesan School Lunch Policy and Director. Lunch money is to be brought in every Monday or the first day of the school week. It is to be in an envelope, marked with the child’s name, grade, lunch number, and the amount enclosed,

and addressed to CAFETERIA MANAGER. Checks will be accepted. The school should not have to call parents to remind them about paying lunch fees.

A. BREAKFAST

- Breakfast is served between **7:20 a.m. – 7:45 a.m.** only.
- All carpoolers must arrive in the cafeteria before 7:40 a.m. to be served.
- Only students on late buses will be served after 7:40 a.m.
- Students must eat breakfast as soon as they arrive at school.
- Trays are to be emptied by 7:50 a.m.
- No one should be eating or emptying trays during prayer.
- Students who remain in the cafeteria to eat breakfast after 7:55 because they did not eat when arriving will have to give up recess time. This is to ensure that all students are in assembly on time ready to pray.

B. LUNCH

- Teachers will accompany students to the cafeteria for lunch.
- Teachers dismiss students from the cafeteria by tables.
- Students are to walk, not run in and out of the cafeteria.

C. RULES

- Use good table manners.
- Remain seated while eating.
- Speak in a quiet voice.
- Leave table, seat, and floor clean.

General Policies

A. BEFORE AND AFTER SCHOOL HOURS

Students are not allowed in classrooms after school to get items that are forgotten. **FORGOTTEN ITEMS REMAIN FORGOTTEN.** Students are not allowed on the school campus or in the school building at any time unless they are under the direct supervision of an adult. In order to insure the safety and proper conduct of children whose parents are performing any service for the school such as maintenance hours, helping with fund raisers, setting up for a dance or school activity, etc. **one or more parents are to supervise the children.**

If a parent brings his/her children on campus and no other adult is available to supervise the children, the children are to remain with the parent. No child is to be on campus without direct supervision.

B. BEFORE AND AFTER SCHOOL CARE

Before and After Care Program is offered to all students on school days at reasonable rates. Students who attend Before and/or After School Care must obey all school rules. Before School Care begins at 6:30 A.M. and ends at 7:25 A.M. and is monitored by faculty members. The cost of

Before School Care is \$2.50 per child. Families will be invoiced on the 1st of each month for Before School/ After School Care attendance in the prior month.

After School Care begins after normal school hours. After School Care ends at 6:00 p.m. After care employees monitor children for homework, offer a nutritious snack through the Archdiocesan cafeteria program and monitor a free play session. Parents or designated individuals must sign the child/children out each day. After School Care is \$2.50 per child per any portion of an hour and an additional \$1.25 for children who stay between 5:30 and 6:00 p.m. For any child who remains in the After School Care program after 6:00 p.m., there will be a charge of \$2.00 per child per minute the child remains. Families will be invoiced on the 1st of each month for After School Care attendance in the prior month.

Overdue balances must be paid within a month. Failure to pay the balance will result in services not being provided to the child. Parent will have to find another form of care.

C. ANNOUNCEMENTS, COMMUNICATIONS, PUBLICITY

Parents should carefully read communications sent home from the school with students. Ask your son/daughter on a daily basis if the school/teacher sent any information for you as parents/guardians. This will eliminate unnecessary phone calls.

All announcements made at the school must be approved and initialed by the principal or her designated personnel. All written communications and publicity related to school activities, curricular, co-curricular, or extracurricular, being handed out or mailed to students and/or parents must be reviewed and approved in advance by the principal.

Only urgent messages will be relayed to pupils during class hours. It is practically impossible to deliver to the children messages relating to outside activities without disturbing the entire class. Please make children aware of any changes you require at routine dismissal time before he/she leaves home in the morning. A note should be sent to school informing the teacher of the change in routine.

D. TELEPHONE

Students may use the telephone only with permission from the principal or teacher. Permission to use the telephone will be granted only in urgent matters. In the case of a cancelled school activity, students will be allowed to call home during their recess period. No students are allowed to call home for materials. **Students will not be called down to the office to receive work from home. Forgotten items remain forgotten.** Students and teachers will not be called from class to receive phone calls except in cases of emergency.

E. EARLY DISMISSAL/ EMERGENCY CLOSING

Early scheduled dismissal

Sometimes it is necessary to dismiss school early. Notices will be sent to the parents informing them of the day and time of dismissal, except in emergency situations. Parents who do not ordinarily pick up children, but will on early dismissal days, are required to follow regular carpool procedures.

After Care is not offered on these days. **ALL** students must be picked up within 20 minutes of the dismissal time. Any student remaining after this time will be charged a **late fee** of \$1.00 **per minute**.

Early emergency dismissal

Since time may be an important factor in getting students home safely, it is not always possible to contact all parents. A School Phone Reach message will be sent when possible. However, the announcement may be made over the news media-WWL Radio and WWL-TV. Parents should discuss this possibility in advance with their children so that there is a definite plan worked out for such a situation. The official news station of the Archdiocese is WWL Radio and WWL TV.

Emergency closing of school/cancellation of classes

Emergency messages will be sent through the School Reach phone system. Should an emergency situation arise (extreme bad weather, flash flood warning, etc.) it may be necessary to cancel school for the day or to dismiss students early. In general, St. Peter School follows the Archdiocesan Policy regarding Catholic schools in St. John the Baptist Parish since so many of our students come from those areas. The announcement is made over the news media as soon as possible and through the School Reach phone system.

Please insure that the school always has your current telephone information. This will enable the school to be sure that the School Reach phone system always has your current contact information. If school is cancelled for the day prior to the start of before care (approximately 6:30 a.m.), no student should be dropped off or left at school. Parents should always be careful when dropping off students to insure administration, faculty, and/or staff are present. Should it be necessary to cancel school for the day after before care time students arriving at school unaware of the announcement are to report to the office to check in and they are to contact parents to make arrangements for returning home.

Emergency Evacuation of school grounds

In case of an emergency evacuation of the school grounds, students will be taken to the St. Peter Church for safety.

SCHOOL REACH PHONE SYSTEM

The School Reach Phone system is a program which enables the school to send a message to all phone number listed in the program. This system is used for emergency as well as special messages.

There are two lists used in the phone system:

General list which includes the student's home phone number is used for general announcements, publicity of events or reminders to parents or students. This is a non-emergency list.

Emergency list includes parents' cell phone numbers. This list is used for emergency only.

If the home phone number is listed as a cell phone, you will receive both general and emergency at this number. Please listen carefully to instructions given if it is an emergency.

The recording will always begin with "This is a recorded message from St. Peter School" followed by who is recording the message.

F. STUDENT INFORMATION CARDS

A student information card requesting information on each child will be sent home the first day of school. Please see that this card is filled out as accurately and completely as possible as its main purpose is for use in an emergency situation, including unannounced early dismissals. If a change of address, telephone number, place of employment, person(s) designated to check out a child(ren),

etc., should occur, this change should be given to the office as soon as possible. **This is the parent's responsibility.**

G. PARENTAL CUSTODY/RELEASE OF SCHOOL RECORDS

If parents become divorced and custody of the student is part of the decree, a copy of the court decrees must be secured as part of a student's file. The school must know if only one or both parents have permission to sign a child out or pick a child up after school. This notification must be in official, notarized court order document form.

Also, it should immediately be ascertained whether one parent alone will have agreed access to the student's school records or whether both parents have such access. Under the Buckley Amendment, either parent has the authority to secure a student's records unless a state law or court decree states the contrary.

H. PHOTOS

St. Peter School occasionally may include your child's pictures from school related activities in newsletters, Clarion Herald, the school's website, social media sites, and other school related media.

The school will obtain written, informed consent from the parent before releasing any information or photographs from which the child might be identified, except authorized state and federal agencies. A consent form must be file and is valid as long as the student is enrolled at St. Peter School.

I. SAFETY

Safe Environment

Any person who works with or has regular contact with students at a school at any time, even if they volunteer just once a year, must be trained through the Archdiocesan Safe Environment Program. If you plan to do anything in the classroom or volunteer on the campus working with students in any way on a regular basis, you must be certified through the Safe Environment Program. Parents should contact the office for further information.

Crisis Training

The faculty has been in-serviced on safety measures, and crisis response teams are in place for medical help, a command post and a parent area. Below is an explanation of emergency codes:

Code 1 - Lockdown

- A. Life-threatening Emergency
- B. Examples:
 - 1. Intruder (armed or unarmed)
 - 2. Hostage situation
 - 3. Chemical leak

Code 2 – Prepare to Evacuate

- A. Serious Situation
- B. Examples:
 - 1. Fire
 - 2. Bomb threat (**Code Blue)

Code 3 - Crisis Assist Response Team

- A. Members- administrator and three teachers
- B. Examples:

1. Student disruption – fighting
2. Accident
3. Serious injury or illness

Code 4 – Weather Situation

The St. Peter Church will be used as a student holding area if there is a need to evacuate the school premises. Parents will be contacted as soon as possible.

Through a joint effort between the St. John School Board and the St. John Sheriff's Office crisis situation training and information is provided.

J. FIRE DRILLS, TORNADOS AND OTHER DISASTERS

St. Peter School prepares its students to deal with emergency situations by instructing them on the proper procedures to follow. The purpose of these drills is to make the student's reaction to them automatic.

In Compliance with State Law, fire drills are conducted monthly for the children. During these drills, the school is completely evacuated in an orderly manner. Routes are posted in each classroom for students to proceed to a designated location. Students are asked to remain calm, be quiet, move quickly, and leave everything behind.

Shelter in place drills are also conducted in the event of a disaster.

K. ASBESTOS

St. Peter Catholic School is in full compliance with the Asbestos Hazard Act of 1987. In accordance with the Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for your review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00 which covers the cost of reproduction. We will continue to monitor our plant to assure a safe and healthy environment.

L. HEALTH POLICIES

Since we have no sickroom facilities, students must be picked up as soon as possible when parents are notified.

The school staff will treat minor injuries or accidents. Accidents of more serious nature will be immediately reported to parents. First aid information is readily available in the office.

Any student who has a contagious disease, skin rash, head lice, etc., must notify the office and have written permission from a professional health person to return to school.

M. MEDICATION

Parents are advised to give medication (prescription and non-prescription, including cough drops) at home on a schedule other than school hours. If it is necessary that medication be given during school hours, the following procedures must be followed. Students are not allowed to keep any type of drug, prescription or over-the-counter medications, in their possession. This includes cough drops. The policy will be enforced for the safety and protection of each child.

Non prescription medication will not be stored at school. If nonprescription medication is needed, parents must bring it to the office at the time it needs to be administered. Prescription medication that is stored in the office for special conditions must be in the original prescription bottle and properly labeled with doctor's orders. Only under these conditions will office personnel administer a prescription drug. A medication log will be maintained by the school for any prescription medication dispensed. All medications left in the office for more than a week after last dispensing date will be disposed of. Exceptions will be made in cases of chronic illnesses only.

BE SURE TO HAVE 2 EMERGENCY PHONE NUMBERS AND CUSTODY PAPERS (IF APPLICABLE) ON FILE IN THE OFFICE

Exceptions to this rule are:

1. Medication for behavior modification (e.g., Ritalin)
2. Insect sting allergy
3. Anti-convulsive medications (e.g., Dilantin, Phenobarbital)
4. Medication for asthmatic conditions

If a student must take one of the above-mentioned medications at school, a parent must follow these rules.

1. The medicine must be clearly labeled; unlabeled medicine CANNOT be dispensed.
2. Parents must bring medication to school in the container in which it was originally packaged. The label should have the student's name, the name of the medication, dosage, and the specific time it is to be given at school.
3. A signed note must accompany the medication from the physician (with child's name, name of medication, and specific time and dosage to be administered). If medication for behavior modification (e.g., Ritalin) is to be given, the school must have a signed form from the physician (copy of which can be obtained from the school office) stating as such. This form must be kept in the office at all times. If dosage changes during the school year, a current form must be obtained from the physician.
4. No more than a one-week supply of medication for each student can be kept at school. A student may bring the empty bottle home with him/her.

To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location.

N. INSURANCE

Archdiocesan school insurance is required of all students in Catholic Schools even though parents may have other accident or health insurance policies. When a child has been injured through an accident at school, or when attending a school function, parents are to secure a claim form from the office. Additional information may be obtained from the office on this partial insurance plan.

O. LOST AND FOUND

All books, school bags, and clothing should be marked with the child's name, not initials. Purses and wallets should have some identification. Lost articles are sent to the office and can be claimed after school or during recess. **Articles not claimed within a reasonable time will be given to charity.**

P. MONEY

Any money necessary for payment of any bills must be given to the child in an envelope, clearly marked with the child's name, grade, purpose and teacher's name. Only one fee to an envelope. Please instruct the child to give this envelope to the teacher when he/she comes to school in the morning. **Do not send loose money to pay fees.**

Q. PARENT PARKING

The area immediately across the street from the school on either side of the flag pole is reserved for administrative, secretarial, and other staff parking. This area of parking must be kept open at all times; reserving the area nearest school for teachers. The street must be kept clear in front of the school for school bus traffic. No parking is allowed on the road in front of the school or along the shell drive in the yard running along breezeway area; otherwise, your car can be towed away by civil authorities. This will be enforced.

R. SCHOOL PROPERTY

The school building and its contents, including books, are owned by the school and are provided for the student's use and benefit. If a student loses or damages an item belonging to the school, students and their parents must pay adequate compensation. A protective book covering is to be kept on books at all times. Students are not permitted to deface school property or in any way abuse what doesn't belong to them. Respecting other people's property is implied in keeping the Ten Commandments, and is expressive of a Christian spirit.

S. VISITORS

Visitors are to sign-in at the office and obtain a pass. Teachers are not allowed to receive visitors who do not have a pass. The visitor's pass assures school personnel that you are on campus with the knowledge of the school administration and are following the correct procedure. Parents are required to wear appropriate attire when coming to school. Short shorts, sports bras and tight fitting clothing are inappropriate. This serves as a reminder that school is a special place.

T. PARTIES

All classroom socials must have prior approval by the principal. Appropriate holiday parties are allowed for grades 7 and under. Teachers are to set the time and rules for parties after checking with the office. Money cannot be collected to give individual gifts to students. Visitors and parents must have a visitor's pass before going to parties.

Individually wrapped birthday snacks are permitted for Prek – Kindergarten. Snacks for birthdays are to be sent to the office at the beginning of the school day. They are to be left in the office for the teacher to pick up. Party invitations are allowed only if the entire class receives an invitation. **Balloon bouquets are available for purchase from the front office and will be given to the student during assembly or homeroom time.** No birthday presents, flowers, etc. are to be delivered.

SCHOOLS ARE FIREARM FREE ZONES

This is a reminder that Louisiana law provides that school properties (and within 1000 feet of the property) are firearm free zones. This law applies to both students and nonstudents (Law enforcement personnel are exempt from this law.) and also applies to school-sponsored events.

Transportation

A. BUS SERVICES

St. Peter School receives bus services through the St. John Parish School Board.

St. Peter School follows a dismissal procedure that meets the requirements of the Louisiana Department of Public Safety and Corrections.

1. Students riding buses are dismissed.
2. Car-poolers are dismissed after buses have departed.
3. All other students are dismissed **after** car-poolers have departed.

No students are to be checked out from the office once dismissal procedures begin. Changes will be made in the dismissal procedure if they are deemed necessary by the principal.

Buses drop off and pick up students in the designated bus loading and unloading zone in front of the school. This area must be kept clear before school and at dismissal time in order to keep buses on schedule. Students are to adhere to the rules and regulations for pupils riding St. John Parish school buses. These rules are for their safety and protection.

Students are to:

1. Cooperate with the driver. Safety depends on it.
2. Be on time. The bus will not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow driver's instructions when loading or unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get off at a stop other than their own.
7. Be seated and not stand until bus comes to a complete stop.
8. Be courteous, be safety-conscious, protect riding privilege; enjoy the ride.

Students are not to:

1. Stand when a seat is available and bus is in motion.
2. Extend arms, head, or objects out of windows or doors.
3. Throw objects neither in the bus nor out of windows or doors.
4. Use emergency door except in emergencies.
5. Eat or drink on the bus.
6. Damage the bus in any way.
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene materials, abusive or offensive language.

B. CARPOOL

Parents are to drop off and pick up students in the designated loading and unloading areas of the school. Once carpool begins, cars will remain in a single line progressing to where children will be discharged. Do not attempt to pass another car, back up into the street, take any shortcuts, or make a U-turn. Stay with the traffic flow. Do not create your own route. Do not attempt to park elsewhere and walk to the buildings to pick up your child or have a child walk to meet you. **Buses will have priority at all times.**

Students who do not ride buses are not allowed on school grounds before **7:25 a.m.** and are to report to the auditorium upon arrival. **The school is not responsible for students who are dropped off before duty teachers are on duty posts.** Parents who carpool their children are reminded to take all necessary safety precautions when they leave the campus. Failure to do so could result in serious bodily harm to a student.

Afternoon carpool line up time is 2:45 p.m. All carpoolers are asked to line up on West 7th Street and to stop at the edge of the cafeteria. Do not enter the bus loading area until the bus has departed. Parents picking up their children after school must remain in the car line until their children have been dismissed at 3:05 PM. Please stay in your car and drive through the line in the bus loading area. **NO STUDENTS** will be allowed to exit the front entrance of the school for carpool. Parents who park and want to pick up their child should go to the porch area where students are designated to wait. Students are to be picked up by 3:15 p.m. or they will be sent to After School Care. Applicable fees will apply.

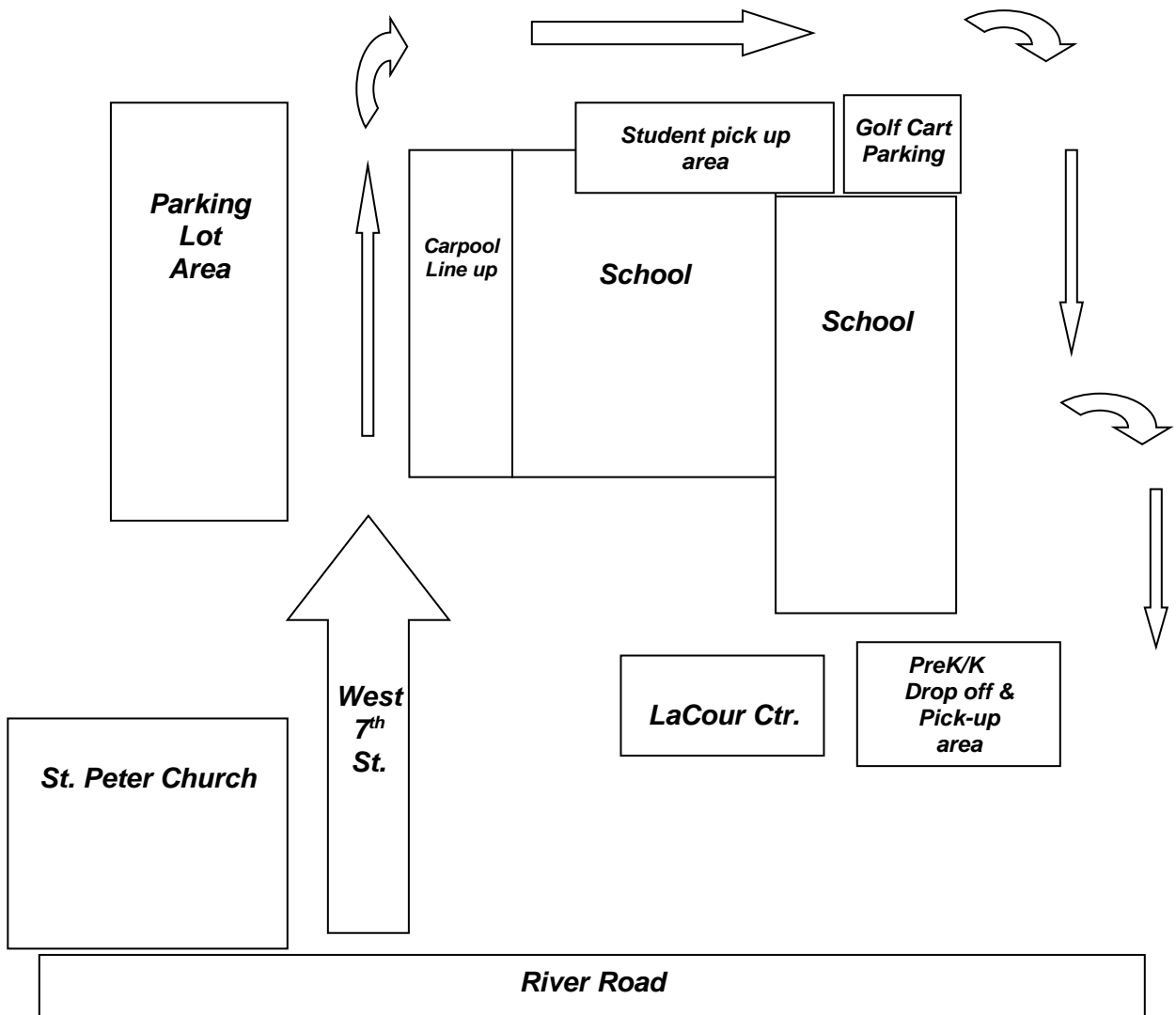
Golf Cart Parking

Parents who choose to pick up their child(ren) in the golf cart parking area are asked to wait for buses to pass before leaving. Also watch for carpool traffic before pulling out. This is for everyone's safety.

Park and Pick-Up

If parents choose to park in the parking lot and walk to pick up their child in the designated student area, they will have to wait until the carpool line is complete before leaving the student area. This will be enforced for everyone's safety.

Map of Traffic Flow



C. CHANGE OF TRANSPORTATION

If there is any change in the way a student goes home, such as changing buses, etc., a dated note must be written by the parent stating the change for that day. The note must be given to the teacher at the beginning of the school day, or can be faxed into the office before noon (536-4305). If a note is not received, the student will be sent home in the usual way. **Please take care of these changes before school begins for the day.**

Uniform and Personal Appearance Policy

The official school uniform helps to shape and form us as St. Peter Catholic School Community. The uniform is to be worn at all times in accordance with the published uniform policy. It is the parent's responsibility to check their child's appearance. A child is expected to arrive at school neat and clean and to remain that way throughout the day. Children with improper, torn or seriously soiled uniforms will be sent home or will be provided with a proper uniform if one is available. Students are not to intentionally degrade or damage the uniform. A note from home is not a substitute for an improper uniform.

Body Graffiti (drawings, writing, carvings, tattoos, etc.) are not allowed.

The school reserves the right to determine what is or is not appropriate dress, hairstyle, hair color, and/or jewelry.

Uniforms can be purchased at Children's World; 924 Carrollwood; LaPlace, LA; 985-652-3602 or Southern Stylz, 1705 W Airline Hwy, Laplace, LA; 985-651-7557.

Boys

1. **Shirts**-All boys will wear the green uniform shirt with St. Peter logo (triangle). Shirts must be tucked in at all times.
2. **Pants**-Gray uniform long or knee length short pants with black web belt or black leather belt. Pre-schoolers and Kindergarteners may wear gray twill pull on shorts or long pants. No cargo pants or cell phone pockets allowed.
3. **Socks**-Solid white socks. NO ATHLETIC LOGOS. Socks must be visible.
4. **Shoes**-Solid black low-quarter lace up tennis shoes. Pre-schoolers must wear Velcro. NO HIGH TOPS OR ATHLETIC LOGOS.
5. **Jewelry**-A wristwatch and small chain with a cross or medal are permitted, nothing else (no earrings).
6. **Hair**-Hair cuts shall be well groomed and conventional. No grooves, lines, wedges, mohawks, extreme layers, pony-tails, braids, or extreme fades are permitted. Hair length should be kept trimmed above the collar. Bangs should not touch the eyebrows. Tinting or dying hair will result in students' going home to have the dye or tint removed. Only natural hair color allowed.
7. **Outerwear**-SPS sweatshirts, SPS fleece or hooded jacket with the St. Peter logo. Gray sweatshirts must be ordered from the school office. No other topcoat is permitted inside the school buildings.
8. **Undershirts**-Students will not be allowed to wear long sleeve undershirts without the sweatshirt or jacket over it. If they need more than the shirt, they should wear the sweatshirt or jacket first. If they need more than the sweatshirt or jacket, they may wear an all white undershirt.
9. **PE Uniform**-Grades 1 – 4 may wear the SPS green mesh elastic waist gym shorts from Children's World worn under the uniform OR the school uniform shorts.

Middle school students (grades 5 – 7) must wear SPS green mesh elastic waist gym shorts. No spandex or boxer shorts will be allowed. St. Peter sweatpants may be worn only with the P.E. teacher's permission. All students must wear the school uniform shirt.

Girls

1. **Dresses**-All PK3 and PK4 girls will wear the green gingham dress with bloomers.
2. **Shirts**-Girls in grades K-7 will wear the green uniform shirt with St. Peter School logo.
3. **Skirts/Shorts**-Girls in grades K-7 will wear St. Peter plaid knee length skirt or shorts with a black web or black leather belt.
4. **Socks**- Solid white socks. NO ATHLETIC LOGOS. Socks must be visible. Black or white footed leggings are permitted in cold weather. White socks must be worn over the leggings in winter. NO ATHLETIC LOGOS. Sweatpants, purchased through the school office, may be worn under the skirt on cold weather days.
5. **Shoes**-Solid black low-quarter lace up tennis shoes. Pre-schoolers must wear Velcro tennis shoes or Velcro Mary Janes. NO HIGH TOPS OR ATHLETIC LOGOS.
6. **Jewelry**- No extremes in jewelry – small earrings (no hanging, one per ear lobe, no cartilage piercing), a wristwatch, a small chain with a medal or cross and 1 ring are permitted. Expensive jewelry is inappropriate for school wear, and the school will not be responsible for any lost or stolen jewelry.
7. **Make-up**-No make-up nor painted nor false fingernails – even on dress down days (Clear nail polish is allowed).
8. **Hairstyles**-No extreme hair styles. No bandanas. Tinting or dying hair is not allowed, and students will be sent home to remove the tint or dye. Only natural hair color allowed.
9. **Accessories**-Bow and ribbons in the school colors of green, gray and white or the school plaid may be worn. No other color ribbons or bows allowed. Headbands must be in neutral colors (brown, black, beige, white) or school colors (green and gray).
10. **Outerwear**- SPS sweatshirts, SPS fleece or hooded jacket with the St. Peter logo. Gray sweatshirts must be ordered from the school office. No other topcoat is permitted inside the school buildings.
11. **Undershirts**-Students will not be allowed to wear long sleeve undershirts without the sweatshirt or jacket over it. If they need more than the shirt, they should wear the sweatshirt or jacket first. If they need more than the sweatshirt or jacket, they may wear an all white undershirt.
12. **PE Uniform**-Grades 1 – 4 may wear the SPS green mesh elastic waist gym shorts from Children's World worn under the uniform OR the school uniform shorts. Middle school students (grades 5 – 7) must wear SPS green mesh elastic waist gym shorts. No spandex or boxer shorts will be allowed. St. Peter sweatpants may be worn only with the P.E. teacher's permission. All students must wear the school uniform shirt.

Promotional Exercise Dress Code

Note: All fees must be paid in advance to participate.

SEVENTH GRADE

Below is the dress code for 7th grade promotional exercises. All students will wear a graduation robe, which will be paid for by parents and purchased through the school.

BOYS: White, collared, button-down dress shirt; tie (clip-on or tied); dark dress pants; black shoes.

GIRLS: Age appropriate dress. The dress may be sleeveless (no spaghetti straps) and any length with the exception of a mini dress or visible below the robe. Any neutral or white shoes must be worn.

KINDERGARTEN

BOYS: Full uniform - school pants, shirt, shoes, with white socks and graduation caps.

GIRLS: Full uniform - school skirt, shirt, shoes, with white socks and graduation caps.

PK 3 & 4 YEAR OLD PROMOTION

BOYS: Full uniform. School pants, shirt, and shoes.

GIRLS: Full uniform. Uniform dress and school shoes

DRESS CODE FOR DRESS DOWN DAYS:

Students who are allowed to participate in Dress Down Days should dress appropriately for school. This includes:

1. No open shoes, platform shoes, sandals, crocs, or boots. Shoes must be closed.
2. Socks must be worn.
3. Usual rules for jewelry and makeup apply.
4. T-shirts must not advertise alcohol, tobacco, offensive language, rock groups, or music.
5. No sleeveless shirts, tight-fitting pants, wind pants or sweatpants (SPS sweatpants are allowed). Jeans must not be tight fitting, too baggy or have holes. Wide bottom and low-waisted pants are inappropriate.
6. No other inappropriate clothing is allowed. Clothing must completely cover the student's torso. No skin should be seen between shirt and pants.
7. Caps may be worn outside of the buildings only.
8. Students in **PK-K only** are allowed to wear shorts as long as they come to the knee or below.
9. The only outerwear allowed for dress down days is the official school jacket or sweatshirt.

Students who do not comply with Dress Down Day guidelines will call home for their school uniform.

Policy on Responsible Use of Archdiocesan Information Resources

GENERAL STATEMENT

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of

the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct in violation of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor. Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocese computer, even though the deletion may cause damage to any files belonging to the owner/user.

APPLICABILITY

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific

computer, computer system, voice-mail system or network in which you are interested for further information.

POLICY

All users of archdiocesan information resources must:

Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the archdiocese’s sexual harassment policy; the archdiocese’s policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in “hacking” and/or “cracking” break into someone else’s computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user’s account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonable with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop.

Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

ENFORCEMENT

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

SECURITY AND PRIVACY

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese's e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information – whether deleted or not – may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

These Guidelines shall appear on a bulletin board when all users log on the system. These Guidelines are to act as a reminder to the user of their significance.

Note Regarding School Policy

The purpose of any policy is to promote the efficient operation of an institution and the effective achievement of institutional goals. Nevertheless, even the most thoroughly considered policy statement cannot anticipate every possible circumstance. There are rare occasions when the execution of policy will, in reality, contravene the intended spirit to which the policy was directed. In such cases where enforcement is not in the best interest of the school or larger community, the administration reserves the right to suspend enforcement of the policy in question.

Louisiana School Scholarship Students

Students and parents of Louisiana scholarships are to abide by all the rules and policies set forth by St. Peter School and the Archdiocese of New Orleans. Policies set by the Department of Education to be eligible for the scholarship program must be met in order to continue participation in the program.

Students, in the scholarship program, will be tested according to the Department of Education policies and must meet the criteria set forth. St. Peter School will follow its present curriculum with the intent to give students the tools and knowledge needed to be successful in the classroom as well as any evaluations.

Any student or parent who does not abide by the policies set forth by St. Peter School and the Archdiocese of New Orleans is subject for removal from the program/ school after consulting with the pastor, Superintendent of the Archdiocese or Louisiana Department of Education.

School Authority

The ultimate authority in all school matters lies with the principal of St. Peter School. The principal's decisions regarding the implementation of school policy are final.