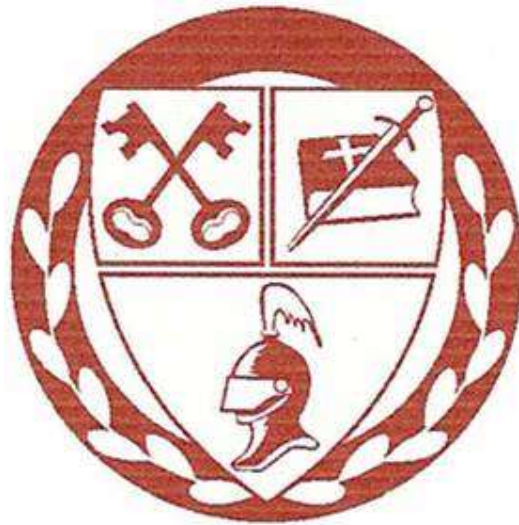


**Sts. Peter & Paul Catholic School**

**Parent/ Student Handbook**

**2011-2012**



1301 Old Spanish Trail  
Scott, LA 70583  
Phone: (337) 504-3400

## **Mission Statement**

“God, you have taught me from my youth; to this day I proclaim your wondrous deeds. Now that I am old and gray, do not forsake me, God that I may proclaim your might to all generations yet to come.” (Psalm 71:17-18)

Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education.” (Code of Canon Law #794)

## **Our Vision**

Sts. Peter and Paul Catholic School is committed to the formation of young Catholics spiritually, morally, academically, socially, and physically in order to go out and evangelize the world in the name of Jesus Christ our Lord as exemplified by Sts. Peter and Paul.

## **Philosophy**

The entire faculty and staff of Sts. Peter and Paul Catholic School seek to lead young minds to see the relevance of the gospel in their daily lives. The staff seeks to foster the realization that God's love makes each person in the school community priceless and each is gifted with the power and responsibility to nurture others in this same realization.

Sts. Peter & Paul Catholic School is committed to the development of Christian leadership for the school, church, and community, the pursuit of excellence in education, the upholding of the dignity of all persons, the promotion of active service to the wider community and to the formation of students who will manifest concern for all God's children.

The responsibility for creating a unique Catholic school climate rests with students, parents, faculty and staff and the community as a whole. We all share in the promotion and practice of these beliefs:

- The school forms its identity as a genuine instrument of the Church, a privileged environment where Catholic education is taught.
- Students are nurtured in a safe, secure environment.
- Students' faith, culture and life are brought in harmony through quality education in a Catholic school setting.
- Parents have a particularly important part to play in the educational process therefore it is necessary to foster initiatives which encourage commitment and involvement in the Catholic school's spiritual and educational programs.
- All students are treated with respect and appreciation.
- Students learn and appreciate the rights and responsibilities of being an American citizen through practicing good citizenship and loyalty to our country.

## **Handbook**

This handbook provides information to parents on all aspects of school policies and procedures. The pastor and principal reserve the right to amend this handbook at any time. Parents will be given prompt notice of the changes.

## **Administration/Staff Reference Guide**

Pastor.....	Reverend Thomas Voorhies
Associate Pastor.....	Reverend David Hebert
Principal.....	Dr. Robert Richard
Administrative Assistant.....	Yvette Lavergne
Secretary/Bookkeeper.....	Donna Quebedeaux
Technology Coordinator.....	Lisa Roberts
Pre-Kindergarten Teacher.....	Michelle Gauthier
Pre-Kindergarten Teacher.....	Lindsay Nardini
Pre-Kindergarten Teacher's Assistant.....	Dodie Domingue
Pre-Kindergarten Teacher's Assistant.....	Kelly Frey
Kindergarten Teacher.....	Tiffany Albarado
Kindergarten Teacher.....	Lacie Barilleaux
Kindergarten Teacher's Assistant.....	Jenni Larivierre
Kindergarten Teacher's Assistant.....	Peggy Baker
First Grade Teacher.....	Katherine Bordelon
First Grade Teacher.....	Allison Sims
Second Grade Teacher.....	Rachel Kimble
Second Grade Teacher.....	Eric Stromer

Third Grade Teacher.....Cassidy Richard  
Fourth Grade Teacher.....Jill Brown  
Fifth & Sixth Grade Teacher (Language Arts, Religion).....Rosemary Benoit  
Fifth & Sixth Grade Teacher (Math, Science, Social Studies)....Deena Campbell  
Music Teacher.....Yvette Broussard  
Librarian.....Etta Tarver  
Physical Education Teacher.....Dione Leger  
Custodial Staff.....Linda Domingue  
Peter Mitch Briscoe  
Cafeteria Staff.....Barbara Picard  
Josephine Henry  
Christine Babineaux

# **ADMISSION POLICIES/PROCEDURES**

## **Non-Discriminatory Policy**

Sts. Peter and Paul Catholic School welcomes all students and does not discriminate on the basis of race, religious beliefs, gender, national origin or disability in administration of its educational policies, admissions, tuition assistance program, athletic programs and other school-administered programs. The school makes a sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment. The school seeks to serve all students who desire the benefits of a quality Catholic education.

## **Priorities for Admission**

An application for admission must be filled out and submitted in a timely manner to the school prior to a student's being considered by school for admission.

### **Priority will be given to:**

- Children currently attending Sts. Peter and Paul Catholic School;
- Siblings of children currently attending Sts. Peter and Paul Catholic School;
- Children of Sts. Peter and Paul Catholic School staff members;
- Children of parents/guardians who are registered members of Sts. Peter and Paul Catholic Parish based on tenure in the parish;
- Children of parishioners of other Catholic parishes;
- And the general public.

Note: If multiple students meet the above priorities for admissions, tenure in the Sts. Peter and Paul Catholic Parish will be the deciding factor in determining placement.

## **Applications for Admissions for New Students**

Applications for admission are available on the school website at [www.sts-peter-paul.org](http://www.sts-peter-paul.org) or may be picked up in the front office of the school. Applications for the next school year are usually available in early January. The application must be complete and returned to the front office by February 1st with all required paperwork attached in order to be reviewed. If there are more applicants than available spaces, a waiting list will be composed based on the above priority list.

## **Registration for Current Sts. Peter and Paul Students**

Registration is held in February each year for the coming fall term. All registration and other fees are due by March 1<sup>st</sup>.

## **Registration Policies and Procedures**

A child entering Sts. Peter and Paul Catholic School must meet the age requirement as stipulated in the State Department of Education Bulletin 741. Registration of all students for the fall term takes place in January each year. Applications are welcomed throughout the year.

## **Applications after Registration Deadline**

All applications submitted after the registration period will be added to the waiting list if there are no spaces available. Spots will be filled on a first come, first serve basis with priority given as stated above.

## **Participating, Involved Catholics**

The faith life of students at Sts. Peter and Paul Catholic School is the most important reason for its existence. Our school is an extension of the Church to which its members belong. The faith of students enrolled at our Catholic School is nurtured by being a member of the school family. In addition, the faith life of the school family should also be lived out in their respective church parishes. Therefore, our registration policies give preference to families that can substantiate their active participation in their church parish. Active participation means families have demonstrated regular attendance and financial participation in their church parish. Thus, the application process includes a *Pastor Recommendation Form* which requires the completion and signature of the applicant's pastor verifying the family's participation and length of membership in their respective parish.

## **Special Circumstances**

Some situations may warrant special consideration in their level of priority for enrollment. These will be considered on an individual basis.

## **Entrance Requirements**

Pre-Kindergarten (Pre-K) students must be four (4) years of age by September 30<sup>th</sup> of the current school year. Kindergarten students must be five (5) years of age by September 30<sup>th</sup> of the current school year. **All students must be potty trained.** Occasional accidents are expected and acceptable, however, excessive accidents will be brought to the attention of the parents and school administration.

## **Transfer Students**

Sts. Peter and Paul Catholic School will place on probation, students transferring from other schools for a period of one year. A copy of earned grades, test scores, discipline records and letters of recommendation will be required.

## **Special Services**

### **School Nutrition Program**

The Food and Nutrition Office of the Diocese of Lafayette is in charge of the school lunch program. All students are required to participate in this program. Requests for special meals as prescribed by a physician will be accommodated. Envelopes will be sent home to parents with the bills for your child's lunch. These will be returned to the teacher and given to the cafeteria manager. Also, parents may pay lunch bills online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com). The cost of lunch is \$1.80 for all students. Parents are welcomed to occasionally join their child for lunch but are asked to inform the cafeteria staff in advance. The cost of lunch for parents joining us is \$3.70.

### **Extended Care Program**

#### **REACH (Reach for Enriching Activities taking Children Higher)**

After School Care is run by REACH and is provided for parents who are unable to pick their child up daily by 3:25 p.m. REACH is provided from 3:00-5:30 p.m. daily. REACH is an enrichment program designed to foster a healthy academic, nutritional and fitness lifestyle for students. REACH will give each student the guidance and direction needed to achieve. REACH strives to get to know each student's likes and dislikes aiding in activity development and student satisfaction. Healthy snacks are served daily, peer and individualized tutoring is given, and physical fitness activities are done daily weather permitting. REACH staff members are trained and able to assist students with homework from grades 1-8 if necessary.

**Registration for REACH- \$50**  
**Monthly Tuition: Fulltime- \$110**  
**Four Days- \$96**  
**Three Days- \$78**  
**Two Days- \$56**  
**One Day- \$30**  
**Drop In- \$9 per day**

To enroll your child in REACH, please contact **Johanna Cole-Pham** @ 337-257-5210 or [reach@lusfiber.net](mailto:reach@lusfiber.net). Registration information for REACH is also available on the school website - [www.sts-peter-paul.org](http://www.sts-peter-paul.org) under the student life tab.

## **Library**

The library is used as a support system for the reading aspect of the curriculum, comprehension specifically. The program used is Accelerated Reader (AR), which is a research based program that correlates the independent reading level of each child to the material that they should be able to read and ultimately succeed when taking the tests. AR provides several areas for the teachers to assess the students' performance: the TOPS reports that are generated after each test, the certification reports that designates the levels that each child has accomplished, and many others that the teacher can access.

The Library is here to facilitate the use of AR for the students 1<sup>st</sup> through 6<sup>th</sup> grade, but also allows Pre-K and Kindergarten opportunities to check out books and listen to good literature during their library time.

## **Finance**

### **Fees (2011-2012)**

**Please note that all fees paid at registration are non-refundable.**

Registration for all current students takes place in January. Students accepted after January are registered after notification of acceptance.

The following fees are due in January upon Registration and are non-refundable:

- **Registration Fee:** \$160.00 per student
- **Administrative Fee:** \$160.00 per family
- **Supply Fee:** \$60.00 per student
- **Non-Catholic Fees:** \$150.00 per family

## Tuition (2011-2012)

Number of Students	Pre-Payment (One payment made by the first day of school)	Annual Tuition	Ten Monthly Payments (August-May)
One PreK or K Student	\$3,542	\$3,850	\$385
One 1 <sup>st</sup> - 8 <sup>th</sup> Grade Student	\$3,404	\$3,700	\$370

**\*\*Note: Families with two (2) students (as per grade level) receive a 3% discount; Families with three (3) students (as per grade level) receive a 5% discount; Families with four (4) students (as per grade level) receive a 7% discount.\*\***

**\*\*Note: Prepayment is only accepted before the first day of school; if not paid by that date, the tuition fee is due in ten (10) monthly payments.\*\***

**\*\*Note: NSF checks will be charged a \$25.00 fee and the school requires that only cash or certified checks be used to pay fees after an NSF check has been issued for any one account.\*\***

## REACH Tuition

A bill will be sent home at the end of every month for the balance to be paid on the first of the month. Payment may be given to a REACH staff member or mailed to the address listed on the bill. See the REACH tuition fees under Special Services.

## Lunch Fees

Lunch bills will be sent home once a month and are due upon receipt of the bill. Lunch payments can be placed in the student's folder and will be given to the cafeteria manager or they can be paid online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com).

## Office Procedures

**Office Hours:** Office hours are from 7:30 a.m. to 3:30 p.m.

**School Hours:** School hours are from 8:00 a.m. to 3:00 p.m.

## Change of Address/Phone Numbers

It is vital that the school be able to reach you in the event of an emergency. Please contact the school if you have any change in address, phone number, or e-mail address. Changes may also be made through Renweb by clicking on the demographic form and making the necessary changes.

## **Item Drop-Offs at Front Office**

All items to be dropped off to students must be brought to the front office and the items will be delivered to the student. All non-academic items will remain at the front desk until it can be dropped off without disrupting class.

## **Student Messages**

In cases of extreme emergency, messages are referred to administrators who will notify the teacher. Please make sure your child knows your arrangements for pick-up prior to coming to school. For the safety of the children, any changes in transportation, arrangement must be communicated with the front office by 2:00 p.m.

## **Communication**

**Student work and test papers** requiring parent signatures will be sent home every Tuesday. Please review these papers with your child and send them back to school on Wednesday. The papers will give you a clear picture of what your child knows and what they need to study more.

**Renweb** is a computer-based application which allows you to view your child's grades, homework assignments and several other features such as the school calendar of events. You will be given the specific information needed to access this site once school begins.

**Sts. Peter and Paul Website:** [www.sts-peter-paul.org](http://www.sts-peter-paul.org)

The school's website is designed to provide school information to the general public. This is the site that can be used to find information about registration and admissions for the school. This site can also be used to view this handbook.

**Parent-teacher conferences** are another important means of discussing student progress. Conferences occur at scheduled times throughout the school year. Also conferences may be requested by the teacher or parent. Parents wishing to have a conference with a teacher or with the teacher and principal should call the school at least one day in advance to request an appointment. Parents may call the school to request a teacher call them about a concern they have about their child. However, calling a teacher at home or spontaneous visits to the classroom are discouraged.

**E-mail** is also a very effective means of communication if generic questions or comments need to be communicated with teachers, administrators, or other staff members. Email nomenclature for faculty and staff is the first initial of the first name then last name @sts-peter-paul.org. For example - Robert Richard - [r-richard@sts-peter-paul.org](mailto:r-richard@sts-peter-paul.org); Yvette Lavergne - [ylavergne@sts-peter-paul.org](mailto:ylavergne@sts-peter-paul.org) and so on.

## **Resolving Internal Problems**

Concerns about a student should be discussed with the teacher first. If an agreement cannot be reached, then the principal should be contacted. If issues cannot be resolved at the school level, the pastor may be contacted. At any time during the discussion of a concern, it may be better to have a conference with all persons involved to open communication between the parties to help solve the issue.

## **Parental Involvement**

Parental involvement is a concept that Catholic schools across the nation have promoted for many years. It comes as no surprise that the importance of engaging parents in the spiritual and academic education of their children had been an integral part of the Catholic school culture and is considered one of the unique strengths of Catholic education. The partnership between parents in the education process builds school community and has a tremendous influence not only on academic achievement, but also on creating positive attitudes and fostering the long-term success of students.

## **Medical**

### **Health Records**

The Louisiana State Department of Health requires that all students have a current record of immunizations on file at the school.

The student health records will be reviewed each year to insure we are complying with regulations of the Louisiana State Department of Health.

All health records should be kept up-to-date and on file in the school office. It is the responsibility of the parents to notify the school office of any changes.

### **Medications**

Students may not keep medications (prescription or over-the-counter medications) in their pockets, purses, school bags or lockers.

If a student has an illness and requires medicine that must be given several times a day, please administer this medication before school, after school, and at night. Parents may come to school during lunch recess and administer medication to their own child if they so desire.

If a student has a chronic medical condition requiring medication on a daily basis during school time and is under a doctor's care, the medication must be kept in the school office at all times. All medications to be given at school must be sent in the original container or prescription bottle and must be accompanied by a note from the parent, stating the dosage and the time it is to be given. **The parents must sign the note and medical forms must be updated each year by the doctor.**

### **Illness or Injury**

Parents will be contacted if a child becomes sick or injured. Family Information sheets with emergency phone numbers are kept in the office. **Please keep this information updated with any changes of emergency numbers.** In case of a serious accident, the doctor will be contacted if permission is stated on the Family Information Sheet.

### **Contagious Diseases/Lice**

Parents are asked to inform the school if their child becomes ill with a contagious disease (chicken pox, measles, pink eye, flu, lice, etc) and if the student has been in contact with other students. The child is to remain at home until the contagious period has ended and he/she is well enough to attend school.

If a child becomes ill at school with symptoms appearing to be a contagious disease (chicken pox, measles, pink eye, flu, lice, etc), the parents will be called to pick up the child until the nature of the illness can be verified.

### **Hypersensitive/Allergy Student Registry**

A Hypersensitive and Allergy Student Registry is maintained at the school. Parents must complete the appropriate form and include a written verification by a licensed physician or physician extender (Physician's Assistant/Nurse Practitioner). This information will be shared with all staff for the protection of the student. Medication for the students will be kept in the office and administered as directed.

## **Attendance**

### **Attendance Policy**

Every effort must be made to ensure your child is in attendance every day of school; excessive absences can hinder a child's educational process. According to policies in *Bulletin 741(Nonpublic)*, students must be in attendance at least 160 days in each school year to receive grades and be promoted to the next grade level. Exceptions can be only in

extreme extenuating circumstances as outlined in the above mentioned Bulletin and must receive approval from Principal. This policy is a mandated state requirement.

## **School Hours: 8:00 a.m. to 3:00 p.m.**

Morning Tardy Bell: 8:00 a.m.

Final Dismissal Bell: 3:05 p.m.

Attendance for full and half days is calculated as follows:

- If a student checks in between 7:55 a.m. and 9:40 a.m.-considered tardy
- If a student checks in between 9:40 a.m. and 12:40 p.m.- half-day absence
- If a student checks in after 12:40 p.m.-full day absence
- If a student checks out before 10:10 a.m.- full day absence
- If a student checks out between 10:10 a.m. and 1:10 a.m.-half-day absence
- If a student checks out after 2:00 p.m.-No absence
- Three tardies equal half-day absence and six tardies equal full day absence (see section on tardies for specific information)
- 

**\*\*The school day begins at 8:00 a.m. and ends at 3:00 p.m. Supervision of students will begin at 7:30 a.m., and the final dismissal bell is at 3:00 p.m. Children not picked up by 3:25 p.m. will be placed in After School Care at the expense of the parent. After Care daily cost is \$9.00 per day.\*\***

**All students must enter and leave the school grounds through the front gates. In the interest of student safety all other gates and doors will remain locked. All bus riders and car riders must unload at the covered walkway. Parents are not to use the front parking lot to park and unload students as it is too dangerous to cross where the cars are driving. Also, students walking to school should be accompanied by a parent or adult until they arrive at the front gate. Sts. Peter and Paul Catholic School is not responsible for the students walking to school until they arrive at the front gate of the school.**

## **Absences**

Please see the guidelines for full and half-day absences as they are specified below the attendance policy. A student may not attend after-school functions on a day that he/she is absent if he/she has been counted as absent for a full day.

Excused absences can only be granted in the event of extenuating circumstances as stated below:

- Extended personal physical or emotional illness
- Extended hospital stay
- Extended recuperation from an accident
- Extended contagious disease within a family

- Death in the family (not to exceed one week)
- Natural catastrophe and/or disaster
- For any other extenuating circumstances, parents must make a formal appeal in writing to the principal

Certificates from participating physicians and dentists substantiating all illnesses and that additional absences were medically necessary must be provided to school personnel upon return from such absences.

#### Absentee Procedure:

1. Parents or guardians should call the school office by 10:00a.m. to report a student's absence and request their child's textbooks and assignments which they will pick up in the office at the end of the day. Assignments may not be requested after 12:00 p.m. (noon). The only students that will be allowed to pick up assignments and textbooks for a student are siblings at the school. Parents may also check Renweb for assignments.
2. Upon the student's return to school, a written document from the doctor's office is required for the absence to be excused.
3. If a student is absent for five (5) or more days because of a contagious illness, including if the student contracted lice, a doctor's excuse is required.
4. A child must be symptom free as well as fever free for 24 hours before returning to school. A fever constitutes a temperature of 100 degrees or above.

In cases of absences numbering more than 20 days in a school year not covered by the extenuating circumstances mentioned above, according to Louisiana law, the student may not be promoted to the next grade level.

Absences approved in advance by the principal, and educational trips are considered excused absences. For a student to be eligible to receive credit and make up work during an absence, the student shall be required in each instance to submit parental confirmation of the reason for the absence. A note informing school personnel as to the reason for the absence must be turned in to the office within three (3) days upon return. Personal educational trips are lawful absences, but still count as absences. School sponsored trips are excused absences and do not count against the attendance.

## **Tardiness**

Please make the necessary arrangements to have your child at school on time. Students arriving at school late can be stressful for the child and also disrupt the rest of the class. All students are considered tardy after the 8:00 a.m. bell. The only excused tardies are those coming from a doctor and written documentation must be presented at the time of arrival.

## Check Out Procedures

Checking out a child during school hours is excused only when a child is ill or has a necessary doctor's appointment. A doctor's excuse is to be presented upon the child's return to school. If a child is ill, they will be given permission to go to the front office where the receptionist will call the child's parent/guardian. If parents cannot be reached, the emergency contact person will be called.

Any parent wishing to check out their child before the dismissal bell must report to the front office and complete the sign-out log. The student will be called to come to the front office to check out. Any check out before 1:10 p.m. will be counted as a half-day absence. Early check out after 1:30 p.m. will be recorded on report cards as a tardy. **No students will be allowed to check out after 2:30 p.m.**

**\*\*Please be aware that all absences, whether excused or unexcused, are counted toward required attendance.\*\***

## Dismissal Procedures

At the first dismissal bell, all bus riders will report to the front of the school. At the second bell, all car riders will report to the front gate where they will be lined up accordingly in the car line and walked to the car that is picking them up. **Parents are given signs to place in their windshield so that school personnel can identify which children are to be placed in specific vehicles. If you do not have your sign ready, you will be asked to go to the back of the car rider line and go through again. Please leave the sign in a visible position until the child is in the vehicle. This ensures efficient pick up and less confusion in the car rider procedure.**

Students not picked up 3:25 p.m. will be placed in After School Care (REACH) at the expense of the parent which is \$9.00 per day.

## Student Withdrawal Procedures

Students and parents are to notify the school of their wish to withdraw from the school in writing. Teachers will complete all items in ink on the withdrawal form and submit the form as well as updated cumulative records, report card, and withdrawal form to the office.

## Safety Procedures

Sts. Peter and Paul Catholic School has a closed campus to ensure your children's safety. **All visitors must check in at the front office before going to any other area of the school such as their child's classroom.** A Visitor's Badge will be given to visitors and must be worn while on campus. Visitors must also check out at front office before leaving the school. All doors to halls will be locked from the outside to ensure the safety of the students. Doors will open from the inside but only staff members will have keys to enter into the halls from the outside.

### Emergency Closing

In the event that inclement weather forces Lafayette Parish Schools to close, Sts. Peter and Paul Catholic School will also close. Announcement of school closure will be made on the local television and radio stations. The emergency parent alert system will be activated at school and a phone call will be automatically made to the number listed for the parent with the announcement of closure and action the school is taking. If time allows, an announcement will appear on our web site, [www.sts-peter-paul.org](http://www.sts-peter-paul.org). If closure is determined before the end of a school day, parents will be notified with all pertinent information regarding the reasons for closing and the approximate time the school will be closed. Thus, it is very important to notify the school of any changes that occur to contact information.

### Safe Environment- Campus Safety

According to Diocesan Policy "A Safe Environment for the Protection of Children and Young People" provides Sts. Peter and Paul Catholic School with a means of monitoring more closely everyone who has direct contact with our students. The program educates the adult leaders of Sts. Peter and Paul on recognizing the signs of abuse. The following applies to anyone who has contact with students:

- A mandatory training session for all faculty, staff, and personnel who have contact with Sts. Peter and Paul students (Initial Certification 2 hour session)
- A mandatory training session for all volunteers who have contact with Sts. Peter and Paul students (e.g. field trip chaperones, volunteer coaches, cafeteria helpers, classroom helpers, etc.) (Initial Certification 2 hour session)
- A criminal background check along with fingerprinting will be conducted on all faculty, staff, and personnel who have contact with our children.
- A criminal background check will be conducted on volunteers who have contact with our students.
- All volunteers who have contact with students will be asked to complete a Volunteer Profile.

- Mandatory training of ALL volunteers, faculty, staff, and personnel must be updated yearly (Re-Certification 1 hour session).

**\*\*All parents, grandparents, volunteers, chaperones, faculty, staff, who are frequent visitors must be Safe Environment certified. A person will not be allowed to participate in field trips, parties, and other student related activities if they do not have a copy of their certification on file at the Sts. Peter and Paul School.\*\***

## Transportation

### Bus Transportation

Currently, Lafayette Parish Buses are used to drop off and pick up children from Sts. Peter and Paul Catholic School. To find a bus that can transport your child(ren), visit the Lafayette Parish School System website at [www.lpssonline.com](http://www.lpssonline.com). Click on the Bus Stop Information link. Enter your address or an address where you can meet a school bus and your child's grade. A list of school codes and school names will come up. Enter the school code of a school nearby our school (e.g. Leo Judice). A list of drop-off and pick-up points with bus drivers' names, telephone numbers and bus numbers will display. You can also coordinate directly with the bus driver to arrange transportation. **You must contact the driver so he knows he is to pick up/drop off your child.** It is also important to get pick-up/drop-off times from the driver and inform him/her of when your child will ride the bus (morning or afternoon or both).

### Car Riders

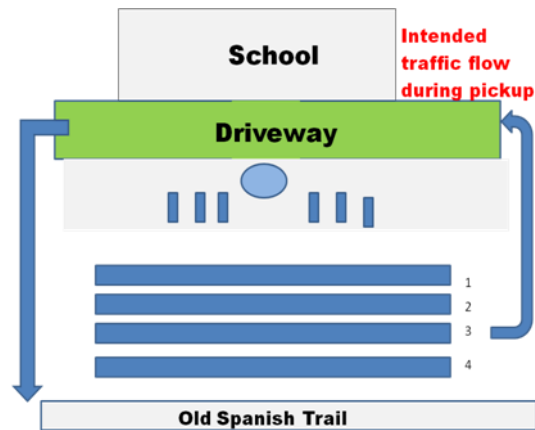
At the beginning of each school year, parents are asked to provide the school with information as to whether their child will ride a bus, be a car rider, or participate in aftercare. Also, parents will need to let the school how many days a week their child will use these services.

In the morning, cars are to line up on the right side of the driveway in front of the school to allow buses to drive up the left side of the driveway. Bus riders will be unloaded first and then car riders will be unloaded.

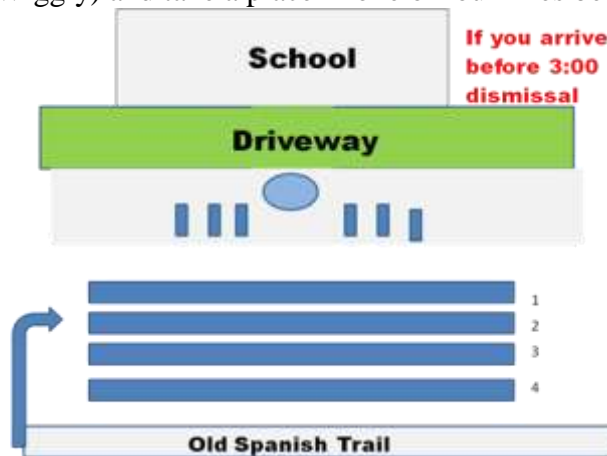
In the afternoon, cars are to line up as per the directions below in the section on traffic flow. Again, buses will be allowed to drive up to the school and load bus-riding students before the car riders are loaded into the cars.

## Traffic Flow

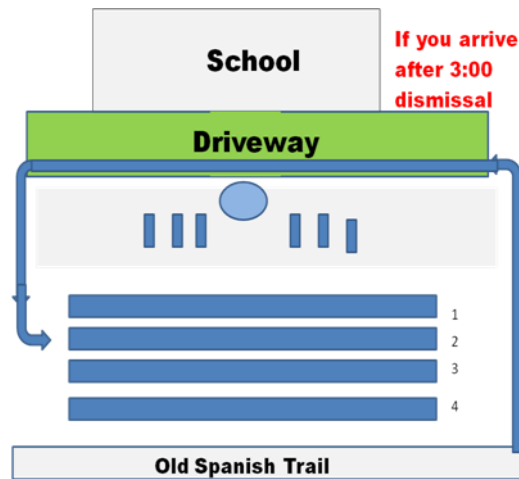
The intended flow of traffic as students are being dismissed is shown below. Vehicles from each line (1, 2, 3, 4) alternate to form the driveway line.



If you arrive before the 3:00 dismissal bell you may enter the large parking lot on the east side (nearer Piggly Wiggly) and take a place in one of four lines being formed.



If you arrive after the dismissal bell has rung and we've begun moving vehicles you are asked to come into the parking lot on the west side (nearer the church), drive through the driveway nearest the school – staying on the left side of the drive and enter the lines which have already formed.



Your cooperation in following the process is critical and we ask that you resist the temptation to circumvent the process. Obviously as we continue to increase our student numbers the challenge increases. With your help and cooperation we are confident that we can continue to move forward.

## Curriculum

Sts. Peter and Paul Catholic School affords students an opportunity to address grade level standards in Catholic Religion, reading, language arts, mathematics, science, social studies and physical education. This core curriculum of skills and information will be enhanced by fostering learning that requires students to process what is taught. Catholicism is essential and central to the curriculum of Sts. Peter and Paul School. Students will have a period of Catholic Religion each school day as well as immersion of religion in each class. Learning will be enriched with music, art, and computer technology.

Each day begins with a school wide prayer. Hourly meditations on the presence of the Lord are practiced by the students. Students will attend mass weekly on Tuesdays in Sts. Peter and Paul Catholic Church. Students will celebrate the Liturgical seasons of the church throughout the year.

## **Classroom Instructional Resources**

Below is a listing of textbooks used at Sts. Peter and Paul:

### Pre-K

Religion	Sadlier
Reading	SRA Open Court
Mathematics	Harcourt

### Kindergarten

Religion	Sadlier
Reading	SRA Open Court
Mathematics	Harcourt
Social Studies	Houghton Mifflin
Language Arts	Harcourt and SRA
Spelling	Harcourt
Science	Macmillian

### 1<sup>st</sup> through 4<sup>th</sup> Grades

Religion	Sadlier
Reading	SRA Open Court
Mathematics	Harcourt
Social Studies	Harcourt
Language Arts	Harcourt and SRA
Spelling	Harcourt
Science	Macmillian

### 5<sup>th</sup> through 8<sup>th</sup> Grades

Religion	Sadlier
Reading	SRA Open Court
Mathematics	Harcourt
Social Studies	Harcourt
Language Arts	Harcourt and SRA
Spelling	Harcourt
Science	Macmillian

## **Supply Lists**

Initial school supplies (paper, pencils, composition books, colors, scissors, etc.) are being bought by a teacher from each grade. Parents are assessed \$60 for each child's supplies at the beginning of each school year.

## Books

Students are responsible for textbooks, workbooks, and library books. All textbooks must be covered. Do not use contact paper to cover books. Books will be used by a number of students through the years. Students must **NOT** write in books, tear pages, fold corners, etc. They are to keep books clean and new for the next student to use them. Parents are responsible for paying for lost or damaged books. No rolling book sacks are allowed.

## Electives

The school council is currently working on the addition of electives as the school will be adding junior high grades beginning the 2012-2013 school year.

## Field Studies

Field trips/field studies are privileges to students. Students who fail to meet academic or behavioral requirements can be denied participation in a field trip at the discretion of the teacher and administration.

Permission slips must be signed by the parent or guardian and returned to school by the stipulated deadline in order for the student to participate in the activity. **No over-the-phone, faxed, or hand-written permission will be accepted.** All students riding in cars must wear seatbelts.

The dress code for field trips/ field studies varies according to the type of trip and the duration of the trip. Unless notified, students are expected to wear complete uniforms. **Students attending field trips must return to school with the group. No check outs will be allowed on field trips.**

**All persons chaperoning field trips must have Safe Environment training. This training must be done in advance so the certification can arrive at the school ONE WEEK before the trip.**

## Homework Policy

Homework is a part of the curriculum. Therefore, homework serves the following purposes: provides essential practice and needed skills, enhances development of independent study habits, enriches and extends school experiences, fosters contact with out-of-school learning resources, and promote growth in responsibility.

Teachers initiate assignments as an extension of class work, meaning that it is begun under the supervision of the teacher and completed at home. According to the developmental level of the student, assignments are such that they can be completed within a reasonable amount of time. It is the student's responsibility to inform his/her parents of homework assignments and to complete them to the best of his/her ability. Students are to record their homework assignments in their assignment pads. Parents should check these daily to keep aware of their child's work in school.

Parents can best support a child in this learning process by:

- Establishing a routine homework time and place (without distractions);
- Encouraging his/her child to work independently. This teaches a life-long value of work ethic.
- Reading with them every night.

In keeping with this homework philosophy, Sts. Peter and Paul School has established these general guidelines. Some of the homework time may include reading with your child.

<b>Pre-Kindergarten</b>	Homework may be given an average of once or twice per week for approximately ten minutes.
<b>Kindergarten</b>	Homework may be given an average of once or twice per week for approximately ten minutes.
<b>First Grade</b>	Homework may be given an average of four times per week for approximately ten to fifteen minutes.
<b>Second Grade</b>	Homework may be given an average of four times per week for up to twenty minutes.
<b>Third Grade</b>	Homework may be given an average of four times per week for up to thirty minutes.
<b>Fourth &amp; Fifth Grades</b>	Homework may be given an average of four times per week for up to forty-five minutes.
<b>Sixth through Eighth Grades</b>	Homework may be given an average of four times per week for up to 1 ½ hours.

The above guidelines are general statements and may vary to meet the individual needs of the children. On a daily basis, student planners should be brought home and homework assignments should be written in the planners. As a reference, parents may check Renweb for posted homework assignments. Also, on nights before tests, homework may take a little longer to allow for studying.

# ASSESSMENT

## Assessment Policy

Every nine weeks, students in K and above will receive report cards. The dates these report cards will go home are noted on the calendar. In the middle of the nine weeks, the students in grades 1 and above will receive progress reports to let you know how your child is doing. At this time if you have questions, please contact the teacher to learn how you may help your child do better.

In Pre-K and Kindergarten these progress reports will indicate what academic and adaptive skills are being developed or mastered by the student. Pre-K students will not receive a progress report until the 2<sup>nd</sup> nine weeks because there are so many skills being introduced and students need time to master all of this new learning. Much of the evaluation of students this age is on an individual basis. It is done when the child demonstrates an understanding of the skill.

In grades 1 and above a grading scale is used for the core subjects. Actual points earned divided by total points of each assessment will be used to determine averages. Grades are based on tests, quizzes, projects and class work. Special reports and projects, some of which is done at home, may be graded. A close working relationship between the school and home is recommended to ensure your child's school success.

Grading Scale for core subjects is as follows:

A	100-94	Core Subjects
B	93-88	Religion
C	87-76	Reading
D	75-70	Language Arts
F	69 and below	Spelling
		Mathematics
		Social Living (Grades 1-3)
		Science (Grade 4-8)
		Social Studies (Grades 4-8)

Example of how grades are calculated:

Possible Test Points	10	15	20	8	25	10	20	5	10	20	143
Student Points	8	14	19	5	23	10	17	5	8	15	124

Take the total possible points **143** and divide this into the total student points which are **124**. This equates to 86.7% which is a **C**.

Grading scale for non-core subjects (Music, Physical Education, Handwriting, and Conduct) is as follows:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

## **Communication Regarding Student Progress**

Student work and test papers requiring parent signatures will be sent home every Tuesday. Please review these papers with your child and send them back to school on Wednesday. The papers will give you a clear picture of what your child knows and what they need to study more.

**Renweb** is a computer-based application which allows you to view your child's grades. You will be given the specific information needed to access this site once school begins.

Parent-teacher conferences are another important means of discussing student progress. Conferences occur at scheduled times throughout the school year. Also conferences may be requested by the teacher or parent. Parents wishing to have a conference with a teacher or with the teacher and principal should call the school at least one day in advance to request an appointment. Parents may call the school to request a teacher call them about a concern they have about their child. However, calling a teacher at home or spontaneous visits to the classroom are discouraged.

## **Promotion/Retention**

Promotion is based on several factors including academic achievement, standardized test scores, teacher assessment, general readiness (language, visual and auditory perception, and motor skills, maturity, social adjustment, and attendance).

### **Pre-K and Kindergarten**

At the Pre-K and Kindergarten level, placement is based upon the child's ability to function emotionally, academically, and socially within the group and mastery of essential skills. If a child is found to be weak in any of these areas, the school reserves the right to have the child remain in that grade level so that they may master the appropriate skills. Students who need to be retained will be recommended to the

principal. Parents will be notified of the reasons why the teacher recommends retaining the child in these grades. In any cases of retention, parents who disagree with the teacher's evaluation should schedule a meeting with the principal and the teacher.

### **First through Third Grades**

At the first through third grade level, students must pass Reading, Language Arts, and Mathematics with a final minimum average of 70% to be promoted to the next grade level. A student failing two (2) of the other core subjects, (Religion, Spelling, Social Living) an average below 70%, is not eligible for promotion and will be retained in the present grade.

### **Fourth through Eighth Grade**

All core curriculum subjects (Mathematics, Science, Language Arts/ Reading, and Social Studies) must be passed with a minimum final grade of 70(D).

**\*\*Please be reminded that students must meet minimum state attendance requirements to be promoted. See Attendance section in this handbook for specific information.\*\***

## **Make-up Work/Test Policy**

Make-up tests will be administered at the teacher's discretion. Guidelines for missed work or tests are as follows:

1. Any student missing fewer than two days of school and not making up a test on the next designated make-up test session will take a different form of the test and receive an infraction. This will occur unless prior arrangements have been made with the teacher and a valid reason is given.
2. Students missing make-up tests due to illness, doctor appointments or a death in the family should contact the teacher as soon as possible.
3. If there is a question, the administration may make a final decision on missed make-up tests.

## **Academic Dishonesty**

Any student cheating on a test or major assignment will have to retake another form of the same assessment. On the first incident, the student will be written up for a major infraction and serve detention at the discretion of the Principal or Administrative Assistant. If possible, the assessment will be given during the detention. On any future incidents in the same academic year, the student will be referred to the Principal for further discipline.

# Extra-Curricular Activities

## Participation Policy

The following guidelines are minimum pre-requisites for participation in extra-curricular activities offered by Sts. Peter and Paul Catholic School. Club moderators and coaches may assign higher standards with the approval of the administration.

1. Students must maintain a Satisfactory conduct standing.
2. Students must maintain a minimum grade point average of 2.0. In addition, students may not have an academic grade below a 70. Any student not meeting these minimum requirements will be placed on academic probation.
3. Students must be present at school for at least three and ½ hours to be eligible to participate in any extra-curricular function held that evening.
4. Students must be willing to follow all school rules, guidelines, and policies at all school events.
- 5.

**An athletic handbook, when developed, will be available for review by any parent or student wishing to participate in athletics.**

Sts. Peter and Paul Catholic School offers the following organizations and athletic programs:

### Clubs

4-H  
Little Flowers Club  
Blue Knights

### Sports

TBD

## Awards

The administration at Sts. Peter and Paul has established awards to recognize students who display a variety of characteristics. The goal is to help students recognize their gifts and to develop those gifts. The purpose of awards given at the school is to help students realize the personal growth that happens when they accomplish something. The awards that students may receive are listed below:

## Discipline

Our school has adopted a proactive plan addressing respect for one another by accepting responsibility for one's actions, especially as to the prevention of bullying. Students need to be taught acceptable behavior before we can hold them accountable for such behavior. Therefore, the faculty will teach students what is acceptable behavior in the classrooms, halls, library, chapel, cafeteria and playground. Once this is taught, students will be held strictly accountable for their actions. Students are expected to conduct themselves in a manner reflecting credit to their parents, school, and community at **all** times. The following rules will be enforced:

1. Teachers, classmates and others with whom you come in contact will be treated with respect.
2. Students must be appropriately reverent and attentive during liturgies.
3. Quiet is expected in the hallways.
4. The proper uniform must be worn at all times. (See Sts. Peter and Paul Uniform Policy)
5. School property will not be vandalized or defaced. Students must show respect for the school and the school grounds at all times.
6. A hall pass must be used to leave the classroom.
7. Fighting and Bullying\* is not allowed.
8. You must have proper authorization from a teacher or the administration to:
  - leave the school grounds
  - remain on campus when school is not in session
  - bring toys, balls and other items from home for special occasions.
9. Gum, candy and other treats are not permitted on the school grounds. (On special occasions an exception is made to this rule.)
10. Inappropriate show of affection or vulgar language is not tolerated.
11. Forgery of parent's signature results in automatic Referral Infraction.
12. Cheating results in "0" grade.

**\*Bullying** is defined as repeatedly hurting a less powerful individual or group with harmful words or actions. Examples of bullying include but are not limited to:

- hitting, kicking, tripping, pushing, or shoving
- insulting or teasing someone about their race, gender, appearance or size
- stealing personal items
- threatening
- gossiping
- purposefully excluding a person or a group

**Cyberbullying** is being cruel to others through electronic means by sending or posting harmful material using the Internet. This can be done through e-mail, instant

messaging, chat rooms, or online sites such as MySpace or Facebook. In some states this is considered criminal behavior.

Bullying is often times hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied. The bully hides his/her actions or defends it as play or normal “joking.” We will no longer accept that response as long as the adult sees that the other party does not view it as play.

Sts. Peter and Paul students are a representative of the school. Students are expected to follow all of the school’s behavioral expectations when off campus at school sponsored events. Disciplinary actions will be taken for any student who misbehaves at school sponsored events, whether they occur on or off campus or are during or after school hours.

Classroom behavior and responsibility guidelines for all grades will be set by each classroom teacher based on approval of the administration. The Positive Discipline Model will be used by teachers in developing their classroom guidelines. Students will be taught proper expected behavior then held accountable for displaying such behavior. The teacher’s behavior plan for his/her classroom will be shared with students and sent to parents.

**\*ALL RULES OF BEHAVIOR APPLY TO ALL VISITORS TO OUR CAMPUS\***

## **Discipline Referral Infractions**

When a student has not followed the behavior and responsibility guidelines for the classroom, he/she will be sent to the office with a Referral Infraction Form completed and signed by a school staff member. When the general conduct/discipline rules are not followed, the same process with the Referral Infraction Form will occur.

### **First Referral Infraction**

Students will be counseled to include discussion about what type of behavior resulted in the infraction and what assistance they might need from other students, teachers, administration, and parents in order to minimize the chance that this behavior will reoccur.

### **Second Referral Infraction**

A student’s parent/guardian will be notified of the second infraction and asked to schedule a conference with the administration and all other necessary staff members within three (3) school days. Parents/ guardians will be reminded that a third referral will result in a one-day suspension. Failure to schedule a conference within three (3) school days will result in the student getting a third referral.

### Third Referral Infraction

A student will be given a one-day suspension by the administration. The out-of-school suspension will be served the next full day after the third referral infraction.

Parents/guardians will be asked to schedule a conference with administration and all other necessary staff members within 24 hours of the third infraction.

### Grounds for Dismissal

Three (3) one day suspensions will result in a recommendation that the student be withdrawn from the school.

Note: In some cases, the administrators may deem it necessary to require specialized professional testing or care for the students as a condition of continued enrollment in the school.

**Based on the severity of the infraction, the Administrative Team at any time may recommend the withdrawal of a student from school.**

## Technology Acceptable Use Policy

Students will use the computers during the school year with some access to the internet. Sts. Peter and Paul Catholic School has adopted an Acceptable Use Policy. The purpose of this document is to set guidelines for exploring and using the Internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the school. Appropriate use of technology will be discussed with the students by teachers and the technology coordinator.

**\*\*Only school-approved electronic devices may be brought and used by students while at school\*\***

### Technology Used at Sts. Peter and Paul

RenWeb is an Internet-based school management system that manages all school information in one integrated, real-time database, student and family information, billing and tuition management, library maintenance, enrollment and scheduling and email. Renweb allows all school data to reside in one Internet-based database.

RenWeb's ParentsWeb is a private and secure website that allows parents to see complete information specific to their child, while protecting their child's information from others. ParentsWeb also provides classroom management with class websites, gradebook, attendance, reports, lesson plans, and email addresses.

Polyvision ENO 75” interactive whiteboards are installed in all classrooms, grades Pre-K through 5th grade, 30 Renaissance Learning Neo2 laptops for mobile technology and a 25 unit Qwizdom handheld student response system.

All classrooms have student computers: all Pre-K and Kindergarten classrooms have 3 Dell netbooks and 1st – 5th grade have 4 classroom computers.

## **General Policies**

1. No student may be in a classroom without supervision from a staff person.
2. Students are urged to help keep the building and grounds clean by putting paper and trash in wastebaskets and garbage cans.
3. Students are expected to exercise due courtesy towards all teachers, school personnel, and fellow students at all times.
4. Any student damaging school property must pay for that damage and face disciplinary action.
5. There will be no selling of any product on campus unless approved by the administration.
6. Student phone calls to home should be limited to emergencies only. All emergency calls must be made from the front office.
7. Students may not leave school grounds unless checked out by a parent or someone authorized by the parent.
8. Students are not permitted to bring visitors to school without permission from administration.
9. All clothing and materials should be marked with the student’s name.
10. Sts. Peter and Paul Catholic School is not responsible for valuable personal belongings brought to school by students. Radios, cell phones, MP3 players, toys, games, iPhones, iPods or any other electronic devices are not allowed on campus.
11. Gum and candy are not allowed in the classrooms or on campus without permission from administration.

## **Drug Free Policy**

According to Louisiana State policy, all illegal drugs are prohibited on campus. Any student found with drugs or drug paraphernalia, legal or illegal, in their possession will face disciplinary action. Any student found with illegal drugs will be reported to the proper civil authority.

## **Smoking/Tobacco Policy**

No smoking is allowed in the building or on campus. Any student found with tobacco or related items will face disciplinary action.

## **Weapons**

According to Louisiana legislative policy, all weapons are prohibited on campus. As a reminder to parents, please remove all hunting weapons from your vehicle before coming on campus. Incidents involving students and weapons will be considered a threat of violence.

## **Threats of Violence**

Safety in our school is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, Sts. Peter and Paul Catholic School will take this information seriously. The Diocese of Lafayette has a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. In the event that there is a violation of this policy by a student, the following steps will be followed:

1. The student will be separated from class until interviewed by administration.
2. If it is determined that a threat is serious or otherwise, the proper civil authority will be contacted and the student will be detained on campus in a safe place until parents are contacted.
3. If a threat is deemed frivolous by the civil authority and administration, the student will rejoin his/her class.
4. Parents of both parties will be contacted. Diocesan superintendent and Pastor will be contacted.
5. If a threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

## **Uniform Dress Code**

### **Uniforms**

All students who attend Sts. Peter and Paul Catholic School must wear the approved school uniform. The uniform is representative of the school. The focal colors of the uniform are gray and wine.

### **Description of Emblem**

## **Dress Regulations for Girls:**

### **I. Pre-K through 2<sup>nd</sup> Grade may wear the following:**

#### **A. Official gray/wine colored plaid jumper (high round collar):**

1. Must be worn with a white Peter Pan collared blouse.
2. Shorts, bloomers or bike shorts must be worn under the jumper and can not be visible. Shorts, bloomers or bike shorts may be the official plaid, or wine colored.
3. During cold weather, plain white footed tights may be worn with the jumper. Socks may or may not be worn with tights.
4. Jumpers shall be no shorter than two (2) inches above the knee while kneeling.

#### **B. Official gray/wine colored plaid or khaki shorts or pants:**

1. May be worn with the wine colored “polo” style shirt bearing the school emblem.
2. Approved khaki pants or shorts may be worn only with the approved wine colored “polo” style shirt bearing the school emblem.
3. Pants or shorts may or may not have cuffs.
4. Shorts shall be no more than two (2) inches above the knee while kneeling.
5. During cold weather, plain white tights may be worn with shorts. Socks may be worn with tights.
6. Pre-K pants or shorts must have elastic waist (no belt).
7. Kindergarten students may wear either pants or shorts with elastic waist or belt loops.
8. Shorts are not allowed on Tuesdays-Prayer services are scheduled for Tuesdays and shorts are inappropriate for church.

### **II. Girls in 4<sup>th</sup> through 8<sup>th</sup> grade may wear either of the following:**

#### **A. Official gray/wine colored plaid skirt.**

1. May be worn with a white oxford style blouse (button down collar) or the approved wine-colored “polo” shirt bearing the school emblem.
2. Shorts, bloomers, or bike shorts must be worn under the skirts at all times and cannot be visible. Shorts, bloomers, or bike shorts may be official gray/wine plaid or wine colored.
3. Approved blouses may be short or long sleeved.

#### **B. Official gray/wine colored plaid or khaki shorts or pants**

1. May be worn with white Peter Pan collared blouse or the wine colored “polo” style shirt bearing the school emblem.
2. Approved khaki pants or shorts may be worn only with the approved wine colored “polo” style shirt bearing the school emblem.
3. Pants or shorts may or may not have cuffs.

4. Shorts shall be no more than two (2) inches above the knee while kneeling.
5. During cold weather, plain white tights may be worn with shorts. Socks may be worn with tights.
6. Shorts and pants may or may not have belt loops.
7. A solid colored brown or black belt must be worn with shorts or pants having belt loops.
8. Shorts are not allowed on Tuesdays-Prayer services are scheduled for Tuesdays and shorts are inappropriate for church.

## **Dress Regulations for Boys:**

### **I. Pants/Shorts**

#### **A. Pre-K:**

1. Approved khaki pants or shorts with elastic waist only (no belts).
2. Approved wine colored “polo” style shirt (short or long sleeved) bearing the school emblem must be worn.
3. Shirts must be tucked in at all times.
4. Only short sleeved solid white undershirts may be worn under the uniform shirt. No long sleeved shirts may be worn under uniform shirts. Undershirt sleeves cannot be below the uniform shirt sleeves and must be tucked in at all times.

#### **B. Kindergarten:**

1. Approved khaki pants or shorts with belt loops may be either elastic waist or with belt loops.
2. Approved wine colored “polo” style shirt (short or long sleeved) bearing the school emblem must be worn.
3. Shirts must be tucked in at all times.
4. Only short sleeved solid white undershirts may be worn under the uniform shirt. No long sleeved shirts may be worn under uniform shirts. Undershirt sleeves cannot be below the uniform shirt sleeves and must be tucked in at all times.

#### **C. 1<sup>st</sup> through 8<sup>th</sup> grades:**

1. Approved khaki pants or shorts with belt loops must be worn.
2. Pants/shorts must have a plain design (no flair legs, cargo or below navel), and may or may not have cuffs.
3. Shorts must be no more than two (2) inches above the knee from a kneeling position.
4. Pants/ shorts must not sag below the waistline.
5. Approved wine colored “polo” style shirt (short or long sleeved) bearing the school emblem must be worn.
6. Shirts must be tucked in at all times.
7. Only short sleeved solid white undershirts may be worn under the uniform shirt. No long sleeved shirts may be worn under uniform shirts. Undershirt sleeves cannot be below the uniform shirt sleeves and must be tucked in at all times.

## **Dress Regulations that apply to all students:**

### **I. Outerwear:**

- A. Belts: Black or brown solid belts must be worn with shorts/ pants with belt loops. No designs or decorations are permitted on belts.
- B. Sweatshirts: Only solid wine colored sweatshirts may be worn in the school buildings. The only markings allowed on the sweatshirts will be the school emblem or monogram. No hoods are allowed.
- C. Sweaters: Only solid wine colored sweaters (pullover or cardigan) may be worn in the school buildings. The only markings allowed on the sweater will be the school emblem or monogram
- D. Hats: Hats may be worn outside on extremely cold days. However, they must be removed once inside the building.
- E. Overcoats - On extremely cold days, overcoats may be worn outside. Overcoats may be of any color. No hoods. However, they must be removed once inside the building.

### **II. Footwear: Only the following may be worn on school campus:**

- A. Socks: Solid white socks must be worn each day. Socks must be above the ankle. Girls may wear plain white knee socks.
- B. Tennis Shoes: Tennis shoes must be solid white and be in good condition. No tennis shoes with characters, lights, wheels, or sound producing devices will be allowed. Pre-K tennis shoes must be slip-on, have Velcro straps or be double-knotted if they have laces.

### **III. Hair**

- A. Hair cuts should be above the eyebrows, off the ears and off the collar. No braids are allowed for boys.
- B. Dyed, tinted, or bleached hair is not allowed-hair must be of natural color.
- C. Carving or shaving into the hairline is not allowed.
- D. Style of hair must be so that it does not attract excessive attention or disrupt the learning process. Hairstyles may be deemed inappropriate at the discretion of the school administration.

### **IV. Jewelry**

- A. Earrings for boys are not allowed.
- B. Only one finger ring may be worn.
- C. One religious or simple bracelet may be worn.
- D. Only one necklace which must be a crucifix, religious medal, or scapular is permitted. The necklace must be worn inside the shirt.
- E. Watches are permitted in grades one and above if they are not a distraction.
- F. Girls may wear small post style earrings.

### **V. Nails and Make-Up**

- A. No nail polish is permitted.
- B. Make-up is prohibited.

VI. Miscellaneous

- A. The official school emblem is worn “over the heart” and placed on all shirts or blouses that conform to the school uniform, unless white blouses are worn under the plaid jumper.
- B. Shirts must be tucked in at all times.
- C. Uniforms should be clean, neat, and free of tears.
- D. On designated Spirit Days during the school year, students will have the option of wearing spirit shirts which can be purchased through the school with jeans that fit the above stated criteria for pants or they can wear their uniform pants. If they choose not to wear their spirit shirts, they are to wear the proper uniform as stated above for their grade level.
- E. Oversized or tight fitting clothing is not allowed.
- F. Body piercing and/or tattoos are not permitted.

\*\*Note: It would be impossible to anticipate all problems related to uniforms that may arise in the future. Anything that disrupts or distracts from the spirit, education, or philosophy of Sts. Peter and Paul will be unacceptable even though not explicitly set forth in this policy. Such situation will be dealt with by the administration.\*\*

**Approved Sts. Peter and Paul Vendor List**

A Plus Uniforms  
 4416 Johnston St.  
 Lafayette, LA  
 337-981-5946

Linda’s School Time (1st location)  
 2041 NW Evangeline Thruway  
 Lafayette, LA  
 337-234-1248

Young Fashion School Uniforms  
 2722 Kaliste Saloom  
 Lafayette, LA  
 337-988-3600

Linda’s School Time (2<sup>nd</sup> location)  
 3809 Ambassador Caffery, Ste 120  
 Lafayette, LA  
 337-988-9740

Fashion World Uniforms, Inc.  
 3607-D Ambassador Caffery Pkwy  
 Lafayette, LA  
 337-991-0017

**Solicitation and Donation Policy**

**A. Major Fundraisers for Sts. Peter and Paul Catholic School**

Major fundraisers are: the fall “Skeet Shoot for Education”, the mid-winter School musical or Gala (held in alternate years), and the spring “Knight’s Golf Classic”.

## **B. Solicitation Policy**

It is the responsibility of the Administration to coordinate all fund raising efforts. Prior to any fund raising transactions, all persons and organizations that solicit in the name of Sts. Peter and Paul Catholic School must complete a fund raising project proposal and receive approval in writing from the Principal and the Pastor. The Principal and the Pastor reserve the right to limit or refuse a proposed solicitation.

## **Volunteer Programs**

### **Safe Environment Training Program**

According to Diocesan Policy “A Safe Environment for the Protection of Children and Young People” provides Sts. Peter and Paul Catholic School with a means of monitoring more closely everyone who has direct contact with our students. The program educates the adult leaders of Sts. Peter and Paul on recognizing the signs of abuse. The following applies to anyone who has contact with students:

- A mandatory training session for all faculty, staff, and personnel who have contact with Sts. Peter and Paul students (Initial Certification 2 hour session)
- A mandatory training session for all volunteers who have contact with Sts. Peter and Paul students (e.g. field trip chaperones, volunteer coaches, cafeteria helpers, classroom helpers, etc.) (Initial Certification 2 hour session)
- A criminal background check along with fingerprinting will be conducted on all faculty, staff, and personnel who have contact with our children.
- A criminal background check will be conducted on volunteers who have contact with our students.
- All volunteers who have contact with students will be asked to complete a Volunteer Profile.
- Mandatory training of ALL volunteers, faculty, staff, and personnel must be updated yearly (Re-Certification 1 hour session).
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**\*\*All parents, grandparents, volunteers, chaperones, faculty, staff who are frequent visitors must be Safe Environment certified. A person will not be allowed to participate in field trips, parties, and other student related activities if they do not have a copy of their certification on file at the Sts. Peter and Paul School.\*\***

### **Advisory Council**

Sts. Peter and Paul Catholic School has established an Advisory Council to serve as an advisory body to the Pastor and Principal of the school. This Board has scheduled monthly meetings to interact with the administrators of the school.

## **Parent-Teacher Organization**

Sts. Peter and Paul Catholic School has established a Parent-Teacher Organization to encourage parents to support the school. This organization will be working closely with the School Board on projects for the school. All parents are encouraged to volunteer to help with these projects.