



**Parent / Student Handbook
2012-2013**

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.

Table of Contents

Admission Policies / Procedures.....	9
Non-Discriminatory Policy.....	9
Priorities for Admission.....	9
Applications for Admissions for New Students.....	10
Participating, Involved Catholics.....	10
Transfer Students.....	10
Parent Cooperation Statement.....	10
Tuition.....	11
Tuition Policy.....	11
Fees (2012-2013).....	12
Tuition (2012-2013).....	12
Discipline.....	12
Bullying.....	13
Cyberbullying.....	13
Behavior Plan.....	13
Conduct Grades:.....	14
Minor Infractions.....	14
Major Infractions:.....	14
Office Referrals.....	15
School Nutrition Program.....	15
After School Care Program - REACH.....	16
(Reach for Enriching Activities taking Children Higher).....	16
Library.....	16
Office Procedures.....	16
Office Hours.....	16
School Hours.....	16
Change of Address/Phone Numbers.....	17
Item Drop-Offs at Front Office.....	17
Student Messages.....	17
Communication.....	17
Student work and test papers.....	17
Renweb.....	17
Sts. Peter and Paul Website.....	17
Parent-teacher conferences.....	17
E-mail.....	17
Medical.....	18
Health Records.....	18
Medications.....	18
Illness or Injury.....	18
Contagious Diseases/Lice.....	18
Hypersensitive/Allergy Student Registry.....	18
Attendance.....	18
School Hours:.....	19
Tardiness.....	19
Absences.....	19
Absentee Procedure:.....	20

Check Out Procedures.....	20
Dismissal Procedures	20
Student Withdrawal Procedures.....	20
Safety Procedures.....	21
Emergency Closing.....	21
Safe Environment- Campus Safety.....	21
Transportation	22
Bus Transportation.....	22
Car Riders	22
Curriculum	23
Supply Lists	23
Books	23
Field Trips.....	23
Homework Policy	24
REPORT CARDS.....	24
Grading Scale.....	24
Communication Regarding Student Progress	25
Promotion/Retention	25
Pre-K and Kindergarten	25
First through Third Grades.....	25
Fourth through Eighth Grade	26
Make-up Work/Test Policy.....	26
Academic Dishonesty	26
Extra-Curricular Activities.....	26
Participation Policy.....	26
Awards	27
Technology Acceptable Use Policy	27
Technology Used at Sts. Peter and Paul	27
General Policies	27
Drug Free Policy	28
Smoking/Tobacco Policy	28
Weapons.....	28
Threats of Violence.....	28
Smoke Free Zone	29
Drug Free Zone	29
Weapons and Firearms Prohibited.....	29
Peanut Free Campus	29
Uniform Dress Code	29
Shirts	29
Shorts / Pants.....	30
Skirts / Skorts / Jumpers / Bloomers.....	30
Socks / Shoes	30
Belts	30
Outer wear.....	30
Hair / Head wear	30
Jewelry	31
Miscellaneous	31

Mass Attire.....	31
Solicitation and Donation Policy	31
Major Fundraisers for Sts. Peter and Paul Catholic School.....	31
Solicitation Policy	31
Volunteer Programs	31
Advisory Council	31
Parent-Teacher Organization	31

Administration/Staff Reference Guide

Pastor.....	Reverend Thomas Voorhies
Associate Pastor.....	Reverend Mario Romero
Principal.....	Dr. Robert Richard
Administrative Assistant.....	Yvette Lavergne
Administrative Assistant.....	Tiffany Albarado
Counselor.....	Marie Romero
Secretary/Bookkeeper.....	Donna Quebedeaux
Technology Coordinator.....	Lisa Roberts
Pre-Kindergarten Teacher.....	Michelle Gauthier
Pre-Kindergarten Teacher.....	Britney Nardini
Pre-Kindergarten Teacher’s Assistant.....	Dodie Domingue
Pre-Kindergarten Teacher’s Assistant.....	Kelly Frey
Kindergarten Teacher.....	Lacie Barilleaux
Kindergarten Teacher.....	Paige Broussard
Kindergarten Teacher’s Assistant.....	Jennie Larriviere
Kindergarten Teacher’s Assistant.....	Peggy Baker
First Grade Teacher.....	Katherine Bordelon
First Grade Teacher.....	Brooke Soileau
Second Grade Teacher.....	Rachel Kimble
Second Grade Teacher.....	Eric Stromer
Third Grade Teacher.....	Cassidy Richard
Fourth Grade Teacher.....	Danielle Comeaux

Fifth, Sixth & Seventh Grade Teacher (Math & Religion).....	Lacia Lantier
Fifth, Sixth & Seventh Grade Teacher (Language Arts).....	Mona Zeringue
Fifth & Sixth Grade Teacher (Science, Social Studies).....	Deena Campbell
Music Teacher.....	Yvette Broussard
Librarian.....	Amanda Vinson
Physical Education Teacher.....	Dione Leger
Custodial Staff.....	Linda Domingue Peter Mitch Briscoe
Cafeteria Staff.....	Barbara Picard Josephine Henry Jane Baudoin Victoria Makemson

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.

ADMISSION POLICIES / 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 for the current year are welcomed throughout the year.

Pre-Kindergarten (Pre-K) students must be four (4) years of age by September 30th of the current school year. Kindergarten students must be five (5) years of age by September 30th 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.

Applications are accepted in January of each year with admission decisions made by early February for the coming fall term. All registration and other fees are due by March 1st.

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 below.

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

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;

Sts. Peter and Paul Catholic School
Parent-Student Handbook
August 14, 2012

- 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 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 January 31st with all required original documents 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.

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.

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.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of Sts. Peter and Paul Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Sts. Peter and Paul Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Sts. Peter and Paul Catholic School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Sts. Peter and Paul Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the

Sts. Peter and Paul Catholic School
Parent-Student Handbook
August 14, 2012

school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

TUITION

Tuition Policy

Fees:

- Administrative, Registration and Supply fees are payable by the registration deadline. Payment secures a student's place in the school for the coming year. **Fees are non-refundable.**

Tuition payments:

- Tuition may be paid in full prior to August 1, 2012 and such payment is afforded a discount of the total tuition fee.
- Tuition not paid in full prior to August 1, 2012 is billed in ten equal monthly increments payable by the 10th of each month
- Tuition payments not received by 30 days after the due date will be considered in arrears with the following consequences:
 - Student(s) will be prohibited from participating in extra-curricular activities including but not limited to field trips and athletics.
- Payments not received by 60 days after the due date will be considered in arrears with the following consequences:
 - Student(s) may be in jeopardy of not receiving the benefits of a Sts. Peter and Paul education and experience.
- Registration for the following school year may be denied until accounts are paid in full.
- Transcripts and records of students transferring to other schools may be withheld until accounts are paid in full.

Tuition Assistance:

- A limited amount of tuition assistance is available each year
- Application for tuition assistance may be made at any time using forms available in the school office or on the school website at <http://www.sts-peter-paul.org/admissions/tuitionassist.cfm>
- The tuition assistance committee meets in March, July and October

Fees (2012-2013)

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:** \$65.00 per student
- **Non-Catholic Fees:** \$150.00 per family

Tuition (2012-2013)

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	\$3,715	\$3,950	\$395
One 1 st - 8 th Grade Student	\$3,575	\$3,800	\$380

****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 August 1, 2012; 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.

****Note:** Families with more than one child opting to pay in full will receive a maximum of a 7% discount (paying in full & multiple child discount)

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, shoving insulting or teasing someone about their race, gender, appearance or size, stealing personal items, threatening, gossiping, purposefully excluding a person or a group. 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.

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.

ALL RULES OF BEHAVIOR APPLY TO ALL VISITORS TO OUR CAMPUS

BEHAVIOR PLAN

Classroom behavior and responsibility guidelines for all grades will be set by each classroom teacher based on approval of the administration. 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.

Conduct Grades:

Students will receive 100 points for each 9 weeks. Conduct grades will be (percentage) letter grades A, B, C, D, and F instead of E, S, N, and U. Conduct marks and point deductions will be recorded by the child's teacher. Each conduct mark will result in two points off of the child's conduct grade in the class that it occurred. If the child is not in a particular class, points will be deducted from the child's homeroom class conduct grade. A conduct mark / point deduction will occur for any behavior that can be handled within the context of the classroom. After a child has received 7 conduct marks (which is 14 points deducted from their 100 point conduct grade) they will be assigned after school detention. Music and P.E. will have their own conduct and participation grades. Most minor problems will be handled within the context of the classroom. These are the following steps that will be taken before afternoon detention is assigned: 1-2 conduct marks a note will be written in the agenda/planner, 3-4 conduct marks a note /email will be sent home and a conference can be set up if necessary, 5-6 conduct marks the teacher will meet with the counselor to discuss behavior modification strategies, he or she will meet with the student and parents to discuss these strategies and will also notify the administration, at 7 conduct marks afternoon detention will be assigned.

Minor Infractions

- Talking out of turn
- Out of uniform/improper uniform
- Chewing Gum/Candy
- Not following simple directions
- Not following standard classroom procedures
- Not having proper materials for class
- Not turning in items for required deadlines

Major Infractions:

These are inappropriate actions at school which extend beyond typical classroom discipline procedures. An office referral form will be filled out each time a student commits a major infraction. A major infraction will also result in an automatic after-school detention. Each major infraction will result in 15 points off of the child's conduct grade in the class that the behavior occurred. If the infraction occurs outside a class, points will be deducted from the child's homeroom class conduct grade. Infractions should be documented on the office referral form and kept on file so that the child, parent, teachers and other administration can see them. Some major infractions but not limited to is listed below:

- Cheating
- Stealing
- Unacceptable language / gestures
- Disrespect
- Defiance / insubordination
- Willful refusal to follow directions
- Disruption on campus
- Willful damage to school property
- Fighting / violence
- Verbal abuse / bullying / harassment
- Tobacco / smoking

- Drugs / alcohol
- Leaving campus or designated area without permission

Office Referrals

- **First Office Referral**-The first referral will result in the child's parent meeting with the administrative team to reduce the likelihood of continued misbehavior. The child will also receive an after-school detention. Detention will be after school from 3:30-4:15PM. Parents will be notified of the major infraction and the necessary forms will be sent home.
- **Second Office Referral**- The second referral will result in the child's parent meeting with the administrative team to reduce the likelihood of continued misbehavior. The child will also receive an after school detention.
- **Third Office Referral**- The third referral will result in an out of school suspension. The student will not be allowed to attend school for a full day and will receive a grade of 0 on any school assignments or tests given that day. The child will also not be allowed to participate in any school-related extra-curricular activities on that day.
- **Fourth Office Referral**- The fourth referral will result in an out of school suspension. The student will not be allowed to attend school for a full day and will receive a grade of 0 on any school assignments or tests given that day. The child will also not be allowed to participate in any school-related extra-curricular activities on that day.
- **Fifth Office Referral**- The fifth referral may result in the child being asked to leave the school.

Based on the severity of any infraction, the administration team at any time may recommend the withdrawal of a student from school.

- If a child has a D or F in conduct, he or she will not be allowed to attend any field trips or special school activities.
- Pre-K and K will not have letter conduct grades and will not serve after-school detentions. However, they will follow the same policy for major infractions.

SCHOOL NUTRITION PROGRAM

The Food and Nutrition Office of the Diocese of Lafayette is in charge of the school lunch program. All elementary students are required to participate in the School Nutrition Program. If prescribed by a physician:

- the parent will be referred to the diocesan nutritionist if there is a medical reason the cafeteria staff will prepare a special meal for those students on special diets
- if the cafeteria cannot meet the needs of the special diet students may be allowed to bring a special and nutritious lunch from home.

Bills will be sent home to parents for their child's lunch and are due upon receipt. Payment should be returned to the teacher and will then be given to the cafeteria manager. Also, parents may pay lunch bills online at 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 teacher / cafeteria staff in advance. The cost of lunch for parents is \$3.80.

AFTER SCHOOL 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. To enroll your child in REACH, please contact **Johanna Cole-Pham** @ 337-257-5210 or reach@lusfiber.net. Registration information for REACH is also available on the school website - www.sts-peter-paul.org under the student life tab. 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. Billing is done thorough REACH. A bill will be given the end of every month for the balance to be paid on the first of the month. Payment must be given to a REACH staff member or mailed to the address listed on the bill. REACH tuition fee:

Registration for REACH- \$50

Monthly Tuition: Fulltime- \$120

Four Days- \$104

Three Days- \$84

Two Days- \$60

One Day- \$32

Drop In- \$ 10 per day

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 1st through 8th grade, but also allows Pre-K and Kindergarten opportunities to check out books and listen to good literature during their library time.

OFFICE PROCEDURES

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

School Hours: School hours are from 7:55 a.m. to 3:05 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 access Renweb by clicking on the demographic form and making the necessary changes.

Item Drop-Offs at Front Office

Any items to be dropped off to students must be brought to the front office and the items will be delivered to the student. Any 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 by a written note in the planner or email to the teacher prior to that date. Only in extreme emergencies will the office accept transportation changes.

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 The school's website is designed to provide school information to parents as well as the general public.

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; Yvette Lavergne - [ylavergne@sts-peter-paul.org](mailto:y-lavergne@sts-peter-paul.org) and so on.

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. Teachers cannot give any medication. 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. **Please keep this information (Renweb demographics) updated with any changes of emergency numbers** in case of a serious accident or emergency situation 911 will be called and they may be brought to the nearest doctor or hospital.

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

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: 7:55 a.m. to 3:05 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 after 8:00 tardy
- If a student checks in after 11:30.- half-day absence
- If a student checks out before 9 a.m.- full day absence
- If a student checks out between 9:00-11:30 – half day absence
- If a student checks out between 11:31-2:30 – half day absence
- Three tardies equal half-day absence and six tardies equal full day absence

*****No students will be allowed to checkout after 2:30 p.m.**

The school day begins at 8:00 a.m. and ends at 3:05 p.m. Supervision of students will begin at 7:30 a.m. and the final dismissal bell is at 3:05 p.m. Children not picked up by 3:25 p.m. will be placed in After School Care (REACH) at the expense of the parent. After Care daily cost is \$10.00 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 walk/ unload students as it is too dangerous to cross where the cars are driving. Also, Sts. Peter and Paul Catholic School is not responsible for the students walking to or from school until they arrive at the front gate of the school.

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.

*******Perfect attendance means NO tardies, NO checkouts NO check-ins even if it is excused.**

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 can check Renweb for assignments and books are online if needed
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 18 days in a school year, according to Louisiana law, the student may be in danger of being promoted to the next grade level.

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 must report to the front office and use the Raptor system check out procedure. The student will be called to come to the front office to check out. **No students will be allowed to check out after 2:30 p.m.**

DISMISSAL PROCEDURES

At the first dismissal bell, all bus riders and after school care (REACH) will be dismissed. At the second bell, all car riders will be dismissed. They will sit in the hallway and walk to the car line when called. 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 visible, you will be asked for I.D. and asked to wait until I.D. is verified and approval is given. 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. After school care (REACH) cannot be picked up in the car rider line and must wait until after 3:25. They must park, walk to (REACH) and sign out their child.

STUDENT WITHDRAWAL PROCEDURES

Students and parents are to notify the school of their wish to withdraw from the school in writing.

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 area of the school.** A visitor's badge will be given to visitors and must be worn while on campus. Visitors must also check out at the 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. 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, personnel, and volunteers who have contact with Sts. Peter and Paul students (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 CURRENT 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. 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 Judie). 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).

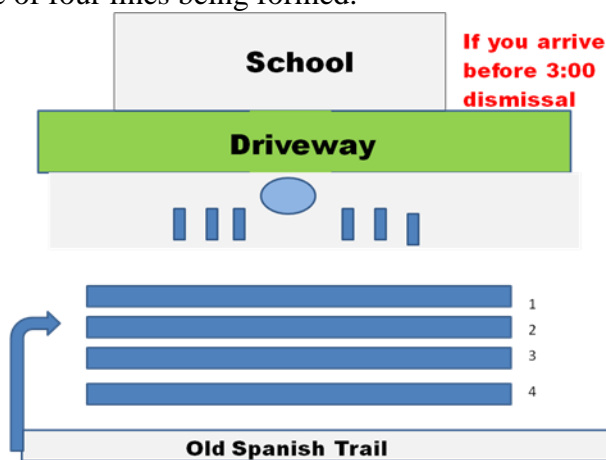
Car Riders

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 (REACH). 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.

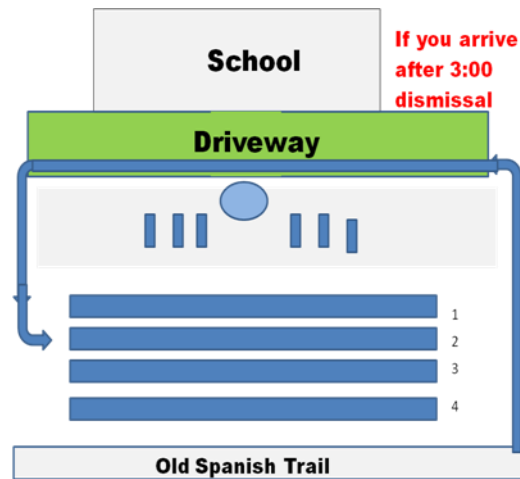
Traffic Flow

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.

Supply Lists

Initial school supplies (paper, pencils, composition books, colors, scissors, etc.) are being bought by a teacher from each grade. Parents are assessed \$65 for each child's supplies at the beginning of each school year. The only thing that will need to be provided is a book sack. No rolling book sacks are allowed.

Books

Most books are available online. Students are responsible for school issued textbooks, workbooks, and library 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.

Field Trips

Field trips 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. (If any student has a D or F in conduct or if their tuition is delinquent for 30 days or more, the student will not be allowed to attend.)

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.** The dress code for field trips is the school uniform. **Students attending field trips must return**

Sts. Peter and Paul Catholic School
Parent-Student Handbook
August 14, 2012

to school with the group. No check outs will be allowed on field trips. All persons chaperoning field trips must have CURRENT Safe Environment training. This training must be done at least THREE weeks in advance of any filed trip so the certification can arrive at the school well in advance of 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 agenda/planner. 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.

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.

REPORT CARDS

Every nine weeks, parents of Kindergarteners and above will have access to report cards. The dates these report cards will become available are noted on the calendar. Renweb is available at any time to access your child's grades. In Pre-K and Kindergarten report cards will indicate what academic and adaptive skills are being developed or mastered by the student. Pre-K students will not receive a report card until the 2nd 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

A	100-94
B	93-88
C	87-76
D	75-70Arts
F	69 and below

Core Subjects

Religion
 Reading
 Language Arts
 Spelling
 Mathematics
 Social Living (Grades 1-3)
 Science (Grades 4 and above)
 Social Studies (Grades 4 and above)

CONDUCT is 100 points each nine weeks.

Grading scale for non-core subjects (Music, Physical Education, and Handwriting)

- 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. Emailing is highly recommended.

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. (The final decision in Kindergarten is determined by the teacher and administration.)

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) with 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.**

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 receive a zero "0". On the first incident, the student will be written up for a major infraction and serve detention or suspension at the discretion of the administration. 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.

1. Students must maintain a Satisfactory (A, B, or C) 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. A student's tuition may not be delinquent for 30 or more days.
5. Students must be willing to follow all school rules, guidelines, and policies at all school events.
6. Parents must also represent the school in a Christian way. (See Parent Cooperation Statement)

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.

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, grade book, 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 NOOKS; 1st through 4th grade have 4 classroom computers. 5th and 6th grade students will have access to individual laptop 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 treat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

Smoke Free Zone

Sts. Peter and Paul Catholic School and the school grounds are a smoke free zone. No smoking is allowed on the school grounds or in any of the school buildings.

Drug Free Zone

Sts. Peter and Paul Catholic School and school grounds are a drug free zone as per State Statute. According to Diocesan Policy; the use, possession or sale of alcohol or drugs by students on school premises or at school sponsored functions not on school property is prohibited

Weapons and Firearms Prohibited

Sts. Peter and Paul Catholic School prohibits the possession of weapons and firearms by any student or adult on campus or at school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

Peanut Free Campus

There are an increasing number of young children developing peanut allergies; therefore, Sts. Peter and Paul Catholic School and the school grounds are peanut free. **No peanuts or tree nut products are allowed on the school grounds or in the classrooms.**

UNIFORM DRESS CODE

All students who attend Sts. Peter and Paul Catholic School must wear the approved school uniform. School Time Uniforms is the exclusive vendor for Sts. Peter and Paul Catholic School. Please be aware that School Time is the **ONLY** vendor with the approved logo for use with our uniforms.

Contact information: School Time Uniforms
 1875A W Pinhook Road
 Lafayette, LA 70501
 337-988-9740 or 337-234-1248

Students are to begin wearing uniforms on the first day of school. If for any reason students are unable to adhere to the dress code policy their parents must contact the office prior to their arrival. The dress code is to be adhered to by all students. Students not in compliance will be issued a minor violation.

Shirts

- Polo shirts must be wine in short or long sleeve with the school logo (School Apparel (A+) brand). We will allow polo shirts with the previous logo for one more year transitioning to the School Apparel shirt with the current logo by August 2013.
- The white peter pan shirt can only be worn under the plaid jumper.

- Shirts must be tucked in at all times.
- Undershirts must be solid white and cannot hang below the sleeve.
- Wine colored sweatshirts, sweaters (crew neck and pull over), fleece sweaters and nylon jackets are available at School Time. (School Apparel (A+) brand)

Shorts / Pants

- Khakis shorts or pants (School Apparel (A+) brand) must have a small knight's emblem above the right back pocket and can be worn by boys or girls.
- Plaid shorts / pants must be school plaid only; shorts cannot be 2 inches above the knee while kneeling.

Skirts / Skorts / Jumpers / Bloomers.

- Skirts / Skorts must be school plaid only and cannot be 2 inches above the knee while kneeling; wine colored bloomers or shorts must be worn under skirts/skorts.
- Jumpers must be school plaid and cannot be 2 inches above the knee while kneeling a white peter pan shirt must be worn under the jumper; colored bloomers or shorts must be worn under jumpers
- Bloomers or shorts dark in color including wine/burgundy or black must be worn under all skirts/skorts / jumpers.

Socks / Shoes

- Socks must be solid white and cover the ankle.
- Shoes must be solid white tennis shoes. (It is recommended that PreK and K wear shoes with Velcro)

Belts

- Belts (brown or black) must be worn if there are belt loops on the shorts/pants. (excludes Pre-K and K)

Outer wear

- Any outer wear that is worn inside the building must be School Apparel (A+) brand and have the school logo. Wine colored sweatshirts, sweaters, fleece and nylon jackets are available at School Time. We will allow sweatshirts with the previous logo for one more year transitioning to the School Apparel sweatshirt with the current logo by August 2013.
- Heavy coats/jackets needed during cold weather may be any color but must be removed once inside the building.
- Hats may be worn on extremely cold days but must be removed inside the building.

Hair / Head wear

- Haircuts must be above the eyebrows, above the ears and collar for boys. Hair must be natural in color (not dyed, colored, tinted or bleached). The style of the hair cannot be distracting. The administration has the final determination on whether hair styles, lengths and colors are appropriate for school.
- Girl's hair bows and headband must be school plaid, wine color, gray or white in color. Hair fasteners (pony tail holders and barrettes) must be brown or black.

Jewelry

Jewelry must be simple and / or religious in nature. No loop earrings (boys cannot wear earrings). One finger ring, one bracelet and / or one necklace may be worn. It cannot be distracting. The administration has the final determination on whether the jewelry is appropriate for school.

Miscellaneous

- No make-up; no nail polish, no tattoos.

Mass Attire

- NO Shorts. Boys must wear pants with uniform shirts. Girls must wear skirt, skort, jumper or pants with uniform shirts.

SOLICITATION AND DONATION POLICY

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”.

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 reserves the right to limit or refuse a proposed solicitation.

VOLUNTEER PROGRAMS

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