

2018-2019

Parent and Student Handbook

Mission Statement

Through the abundant spiritual riches of the Catholic Church, Sts. Peter and Paul Catholic School is dedicated to the formation of students focused on Catholic beliefs while delivering academic excellence that builds future citizens of the world.

Motto

Doing the Will of God.

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 Catholic Church.
- 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 and students on all aspects of school policies and procedures. The pastor and principal reserve the right to amend this handbook as needed. Parents will be given prompt notice of the changes.

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Leadership/Faculty/Staff 2018-2019	
Pastor/Chancellor	Reverend Mark Derise
Principal	Danielle Babineaux
Assistant Principal	Tiffany Albarado
Advancement Director	Renee Ory
Technology Director	Lisa Roberts
Religion Coordinator	Rachel Kimble
Curriculum Coordinator	Cassidy Richard
Counselor	Julie Broussard
Bookkeeper	Donna Quebedeaux
Receptionist	Mary Ligon
Pre-Kindergarten	Michelle Gauthier
Pre-Kindergarten	Katelyn Abshire
Kindergarten	Katherine Bordelon
Kindergarten	Lacie Barilleaux
First Grade	Morgan Deshotels
First Grade	Tiffany Duke
Second Grade	Renee' Broussard
Second Grade	Lauren Hatley
Third Grade	Nicole Copeland
Third Grade	Hilary Wynn
Fourth Grade	Danielle Comeaux
Fourth Grade	Celeste Bergeron

Fifth Grade	Lindsey Leger
Fifth Grade	Leslie Gossen
Middle School Religion	Heather Augustin
Middle School Science	Deena Campbell
Middle School Reading	Casey Giglio
Middle School Math	Corissa Guidry
Middle School Language Arts	Mary McDavid
Librarian	Amanda Vinson
Physical Education	Dione Leger
Physical Education	Christine McCleary
Music / Chorus	
Digital Learning / Makerspace	Kristen Angelle
Academic Interventionist	Karen Molbert
Teacher Assistant	Morgan Arceneaux
Teacher Assistant	Dodie Domingue
Teacher Assistant	Kelly Frey
Teacher Assistant	Jennie Larriviere
Custodian	Abraham Simon
Custodian	Charlotte Smith
Cafeteria Staff	Barbara Picard
Cafeteria Staff	Jane Baudoin
Cafeteria Staff	Angela Leger
Cafeteria Staff	Monica Arsement

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 current students takes place in November of the current school year. Applications for new students are accepted in January with registration of admitted students taking place in February each year. Applications within the current year are welcomed at any time. **All fees for new students are due in early February.**

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 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:

1. Children currently attending Sts. Peter and Paul Catholic School;
2. Siblings of children currently attending Sts. Peter and Paul Catholic School;
3. Children of Sts. Peter and Paul Catholic School staff members;
4. Children/siblings of Sts. Peter and Paul Catholic School Alumni;
5. Children of parents/guardians who are active, registered members of Sts. Peter and Paul Catholic Parish;
6. Children of active parishioners of other Catholic parishes;

7. And the general public.

Note: If multiple students meet the above priorities for admissions, the pastor will make the final decision on admission.

Applications for Admissions for New Students

Applications for admission are available on the school website at www.sts-peter-paul.org under the admission tab. Applications for the next school year are available on the first school day in January. The application must be completed and submitted electronically by the last school day in January. **All required documents must uploaded by the last school day in January** 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

A copy of earned grades, test scores, discipline records, and letters of recommendation will be required. Students transferring from non public schools must also submit accounting statement indication zero balance.

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 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

Tuition Schedule for the current year is located [here](#).

Tuition Payments:

- Tuition may be paid in full on or before the last Thursday in July and such payment is afforded a discount of the total tuition fee.
- Tuition not paid in full on or before the last Thursday in July 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 extracurricular activities including but not limited to field studies and athletics.
 - RenWeb will be disabled until payment received.
- 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 Catholic School 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.
- Those families receiving tuition assistance are not eligible for the 4% discount if tuition is paid in full prior to August 1.

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

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

****Note: Must have a zero balance by January to register and a zero balance by August 1st to enroll.**

****Note: Prepayment is only accepted on or before the last Thursday in July; if not paid in full by that date, the remaining tuition fee is due in ten (10) monthly payments.****

****Note: NSF checks will be charged a \$25.00 fee.****

Non-Catholic Fees

Non-Catholic families will pay \$200 per family (due at Registration). A pastor form must be on file or families will be charged the non-Catholic fee.

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 the School Nutrition Program.

- Student cost \$2.30
- Parent /Visitor cost \$4.25 (subject to change, prices have not been released)

If a medical condition exists that limits a student's diet,

- 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.

Parents may pay lunch bills online at www.schoolpaymentsolutions.com. 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. Parents are welcomed to join their child for lunch any day but are asked to inform the teacher / cafeteria staff preferably 3 days in advance if eating a meal.

After School Care Program - REACH

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 3:30 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 through 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 will not be available in an emergency closing.

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 they can be dropped off without disrupting class.

Student Messages

In cases of extreme emergency, messages are referred to the office 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 and carbon copy Principal as far in advance as possible. Only in extreme emergencies will the office accept transportation changes.

Communication

Renweb

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. Our school calendar is available in RenWeb and on the school website.

E-Mail

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 - Danielle Babineaux - dbabineaux@sts-peter-paul.org; Tiffany Albarado - talbarado@sts-peter-paul.org and so on.

Student Work and Test Papers

Student work and test papers requiring parent signatures will be sent home every Tuesday in 1st – 4th grade. Pertinent information, including graded test papers are sent home every Tuesday for parents to review students work. Parents are to acknowledge receipts and review of the information by returning the information, signed, to teachers within one day, i.e. by Wednesday.

In 5th - 8th grade it is the responsibility of individual students to share with parents information about their academic progress recognizing that information concerning grades and behavior are available through RenWeb. Students will be given the opportunity, as part of homeroom time, to review and record grades on a weekly basis.

Parent-Teacher Conferences

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 in advance to request an appointment. Parents may contact the teacher and/or principal. However, calling a teacher's personal numbers or spontaneous visits to the classroom are not allowed.

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 the 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 will end at 3:30 p.m. Car riders not picked up by 3:30 p.m. will be sent to the After School Care program (REACH) at the expense of the parent. 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/biking to or from school until they arrive at or depart from 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 and must be checked in by a parent/guardian. Excessive tardiness (more than five) will result in disciplinary action such as conduct marks, detention, and possibly jeopardize registration and enrollment status for the following year. 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 above. A student may not attend after-school functions on a day that he/she has been absent for more than one-half 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 not 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 checkout 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. or within 30 minutes of dismissal.**

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 current year 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 car rider dismissal process is complete. They must park, walk to REACH, and sign out their child.

Student Withdrawal Procedures

Students and parents are to notify the school in writing of their wish to withdraw. All registration fees are non-refundable. Transcripts and records of students transferring to other schools may be withheld until accounts are paid in full.

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. We ask that visitors refrain from taking photos while on campus. Visitors must also check out at the front office before leaving the school.

Crisis Management

In the event of a crisis involving law enforcement personnel, the school will defer to law enforcement procedures and request that parents do likewise.

Emergency Closing

Under most circumstances, if Lafayette Parish Public Schools close for emergency situations Sts. Peter and Paul Catholic School will also close, however the school administration, after consultation with the pastor, reserves the right to determine otherwise. 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. Announcement of school closure will be made on the local television and radio stations. If time

allows, an announcement will appear on our website, 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. In the event of an emergency closing Sts. Peter and Paul Catholic School **will not** utilize LPSS buses nor will REACH services be available. Thus, it is very important for parents to keep Renweb demographics information updated.

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. Checks will be repeated every 5 years.
- Mandatory training of ALL volunteers, faculty, staff, and personnel must be updated yearly. Recertification may be completed at Virtus.org.

****All parents, grandparents, volunteers, chaperones, faculty, and staff who are frequent visitors must be Safe Environment certified. A person will not be allowed to attend or participate, as a chaperone in field studies, parties, and other student related activities if their CURRENT certification is not available for Sts. Peter and Paul School to view / access.****

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 near our school (e.g. L. 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/she knows he/she is to pick**

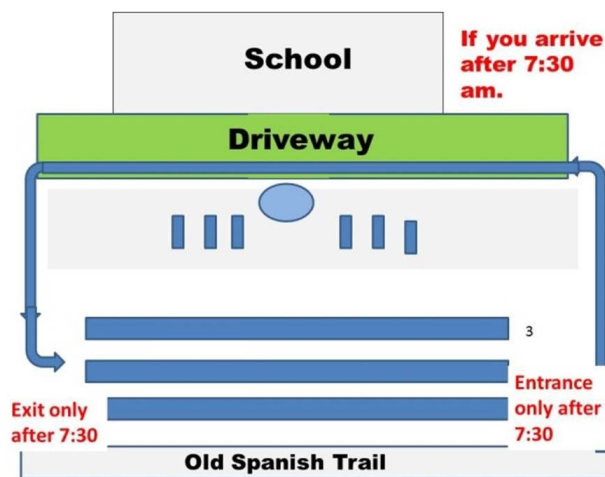
up/drop off your child. It is also important to get pick-up/drop-off times from the driver and inform him/her of when your child will ride the bus (morning/afternoon/both).

*****In the event of emergency closing, LPSS bus service and REACH will not be available.**

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 know how many days a week their child will use these services.

Traffic Flow – Arrival The intended flow of traffic as students arrive in the morning is shown below. Vehicles from each line (1, 2, 3, 4) alternate to form the driveway line.



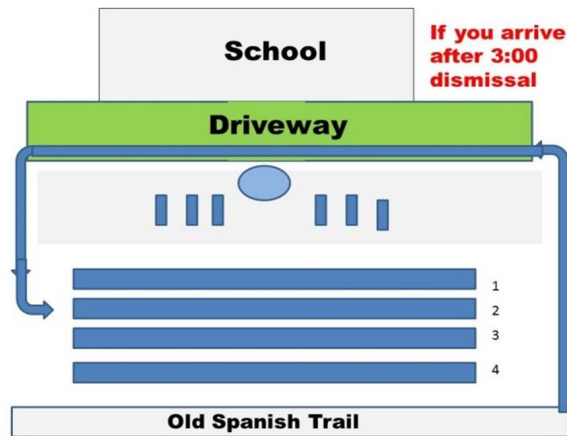
If you arrive before 7:30 please enter the parking lot on the east side (nearer Piggly Wiggly) and take a place in one of four lines being formed.

If you arrive after 7:30 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

Traffic Flow – Dismissal 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 have 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.

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. Sts Peter and Paul Catholic School's resale shop is located at Uniformity, which has a selection of gently-used uniforms.

School Time Uniforms

1875 A West Pinhook Road
Lafayette, LA 70501
337-988-9740 or 337-234-1248

Uniformity

601 Kaliste Saloom Road
Lafayette, LA 70508
337-205-0200

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 conduct mark. School Spirit Apparel ordered from Knights Armor on the school website is NOT considered uniform.

I.D.

- School I.D. must be worn at all times during school hours.

Shirts

- Polo shirts must be burgundy in short or long sleeve with the school logo (School Apparel (A+) brand).
- The white peter pan shirt can only be worn under the plaid jumper.
- Shirts may not be monogrammed with the exception of Peter Pan shirt collars.
- Shirts must be tucked in at all times.
- Undershirts must be solid white and cannot hang below the sleeve.
- Burgundy colored sweatshirts, sweaters, fleece 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 / Jumpers must be school plaid only and cannot be 2 inches above the knee while kneeling.
- A white peter pan shirt can only be worn under the jumper.
- Bloomers or shorts must be worn under all skirts and jumpers; bloomers and shorts must be school plaid, burgundy or black.

Socks / Shoes / Tights / Leggings

- Socks must be solid white.
- Shoes must be solid white.
- No high top or Converse tennis shoes allowed.
- Tights / Leggings must be solid white. (Footless leggings are not allowed)

Belts

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

Outerwear

- All outerwear must be burgundy with the school logo or Knights screen. Sweatshirts, sweaters, fleece and nylon jackets are available exclusively at School Time. Outerwear

can be monogrammed exclusively at School Time with the first initial and last name of the student.

- Sweatshirts may be crewneck or hoodie and must be purchased through School Time.
- Hats may be worn on extremely cold days but must be removed inside the building.

Hair / Headwear

- 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, solid burgundy, gray, black or white in color. Hair fasteners (ponytail holders and barrettes) must be brown or black.

Jewelry

- Jewelry must be simple and / or religious in nature.
- No piercings other than ear piercings are allowed.
- No dangling or hoop earrings (boys cannot wear earrings).
- Girls may wear only one simple pair of earrings at any given time.
- One finger ring, one bracelet and / or one necklace may be worn. These items must not be distracting to the wearer or others, if so the student will be asked to remove the item and refrain from wearing it in the future.
- The administration has the final determination on whether the jewelry is appropriate for school.

Miscellaneous

- No makeup; no nail polish, no tattoos.

Mass Attire

- No Shorts. Boys must wear pants with uniform shirts. Girls must wear skirt, skort with full skirt in front and back, jumper or pants with uniform shirts.

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 Catholic 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

School supplies (paper, pencils, composition books, colors, scissors, etc.) are purchased by the school. Parents are assessed an annual fee for each child's supplies at the beginning of each school year. A student book sack will need to be purchased. No rolling backpacks 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.

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 student's 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.

Field Studies

Field studies are afforded to students to enhance the learning process. Students who fail to meet academic or behavioral requirements can be denied participation in a field study 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.** The dress code for a field study is the school uniform. **Students attending field studies must return to school with the group. No checkouts will be allowed on field studies. All persons chaperoning field studies must have CURRENT Safe Environment training. This training must be done at least THREE weeks in advance of any field study so the certification can arrive at the school well in advance of the field study.**

Homework Policy

Assigning homework is done at the discretion of the teacher. 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.

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 to teach 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, however, the agenda book trumps RenWeb since changes may be made. Also, on nights before tests, homework may take a little longer to allow for studying.

Report Cards

At the end of each nine weeks, parents will have access to report cards on Renweb. Renweb is available at any time to access your child’s grades. In Pre-K, Kindergarten, 1st and 2nd grade report cards will indicate what academic and adaptive skills are being developed or mastered by the student. 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 3rd Grade through 8th Grade, a grading scale is used for the all subjects. Actual points earned divided by total points of all assessments 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.

PreK-2nd Grade Grading Scale		3rd-8th Grade Grading Scale	
4	Exceptional mastery	A	100-94
3	Meets the standard	B	93-87
2	Approaching the standard	C	86-76
1	Below/beginning standard	D	75-70
	X-not mastered M-mastered	F	69 and below

CONDUCT is 100 points each nine weeks.

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.

Promotion/Retention

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

Pre-K, Kindergarten, First and Second Grade

At the Pre-K, Kindergarten, first, and second grade levels, promotion 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 and retention is considered, parents will be notified to schedule a meeting with teacher and administrators to determine appropriate remediation and/or retention for the following year.

Third and Fourth Grades

At the third and fourth grade level, students must pass Reading, Language Arts, Mathematics, and Religion with a final grade of 70% to be promoted to the next grade level. If a student fails two (2) of the following subjects (Spelling, Social Living, Social Studies, Science, P.E. or Music) with a grade below 70%, promotion and / or remediation will be determined by the administration.

Fifth through Eighth Grade

Mathematics, Language Arts, and Reading must be passed with a minimum final grade of 70% (D). Students failing any of these academic subjects will be required to participate in and successfully complete the Lafayette Parish School System (LPSS) summer school program in order to be promoted. A student failing 2 or more subjects will be retained. If a student fails one or more of the following subjects (Social Studies, Science, P.E., Music, Elective and Religion) with a grade below 70%, promotion and / or remediation will be determined by the administration and pastor.

Please be reminded that students must meet minimum state attendance requirements to be promoted.

Make Up Work / Test Policy

Make-up work will be administered at the teacher's discretion in the classroom for grades PK-5th. Make-up testing is offered twice a week for grades 6th-8th in the office area, once before school and once after school. A student is given two opportunities from day of return from absence to make up missed test. Guidelines for missed 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 may be asked to take a different form. This will occur unless prior arrangements 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 assignment will receive a zero “0”. Repeated offenses of this nature will result in a conference with student and parent to determine course of action.

Awards

The administration at Sts. Peter and Paul Catholic School 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.

Student Behavior

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. Students must show respect for the school and the school grounds at all times.
6. Fighting and Bullying are not allowed.
7. Administrative approval is necessary for students to:
 - leave the school grounds
 - remain on campus when school is not in session
 - have fidget devices
 - teachers may allow students to bring toys, balls, and other items from home for special occasions.
8. Gum, candy, and other treats are not permitted on the school grounds. (On special occasions an exception is made to this rule.)
9. Inappropriate show of affection or vulgar language is not tolerated.

10. Forgery of parent's signature results in automatic Referral Infraction.
11. Cheating results in "0" grade on the assignment/test in question.

Behavior Plan

Sts. Peter and Paul Catholic School endeavors to assist students in living according to our Catholic principles to be best prepared for success in the future. To that end certain behavioral expectations and standards are in place to ensure the safety and growth of all students.

Sts. Peter and Paul Catholic School believes that behavioral expectations fall into three broad categories which require students to **Be Safe, Be Responsible, and Be Respectful**.

In an attempt to help students mature and prepare for their future, Sts. Peter and Paul Catholic School guides them to practice behaviors which allow them to adhere to these three basic criteria during their time as a student here.

Pre-K – 1st Grade

Behavior for the students in Pre-K through First Grade will largely be handled in conjunction with classroom management interventions and strategies. Students who need additional assistance will be addressed on an individual basis with input from parents, the school counselor and school administrators. If a student and/or his parents cannot make progress toward conformity in the school situation, further action will be taken, which can include the student being asked to find another educational setting.

2nd Grade through 8th Grade

Students in 2nd through 8th grades will be held accountable for all school rules and behavioral expectations. Teachers will employ various classroom management strategies to assist students. Minor infractions resulting in a student **NOT** being safe, responsible and/or respectful will result in conduct mark(s) being given. The number of marks given for a particular behavior or misbehavior is at the discretion of the faculty or staff member.

Examples of behaviors which might fall under the categories listed include but are not inclusive:

Responsibility (-1 conduct point deduction):

- Not being prepared for class work or activities
- Dress code violation
- Tardiness in arriving for classes or other activities and events

Respect (-2 conduct point deduction):

- Disruptive behavior which inhibits others from learning or enjoying an experience
- Talking without permission or while others are talking
- Not taking appropriate care of personal materials

Safety (-2 conduct point deduction):

- Use of play or equipment in such a way that others are in danger of being hit, kicked, etc.
- Behavior during transition which may result in a harm to themselves and/or others
- Pushing or shoving others which may result in potential harm

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 personal belongings brought to school by students. Any non-school issued electronic device that connects to the internet or receives outside communication, including wearables, are not allowed on campus. Items of this type found on a student's person, locker, book bag or desk will be confiscated.
11. Gum and candy are not allowed in the classrooms or on campus without permission from administration.

Conduct Grades

Students will receive 100 points for each nine-week period.

Conduct marks and point deductions will be recorded by the student's homeroom teacher. **Note this refers to conduct grades in the gradebook section of RenWeb.**

Parents will be alerted when conduct marks are recorded through an email notification. Faculty and administration will be notified as appropriate.

Student Behavior will be monitored on a regular basis with appropriate, student specific interventions designed to assist student with their personal growth. These interventions will be designed and agreed to by the students, parents, appropriate faculty and staff and administration.

Some infractions will be considered severe enough to warrant a "Major Infraction" directly. Issues which may justify a Major Infraction descriptor are:

- Fighting
- Cheating
- Bullying
- Stealing
- Vandalism
- Profane/Vulgar Language
- Technology Use Violation
- Any other serious offense

When a Major Infraction occurs the student will immediately be referred to the office and parents will be contacted to schedule a conference with the appropriate school personnel as soon as possible. Fourteen points (7 conduct marks at 2 points each) will be deducted from the student's conduct grade.

Continued Major Infraction will result in a conference with the Principal, teachers involved, and parents to determine if Sts. Peter and Paul Catholic School is the best environment for the student's success.

Bullying

Definition of Bullying (as provided in ACT of 2012)

A **pattern** of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Bullying will not be tolerated at Sts. Peter and Paul Catholic School and will result in appropriate disciplinary measures. A report of bullying will be thoroughly investigated by school officials in a timely manner and with the highest level of confidentiality. Intentionally making false reports about bullying to school officials will also result in appropriate disciplinary measures.

Extracurricular Activities

Participation Policy

The following items will be considered with the final decision being made by the administration for participation in extracurricular activities offered by Sts. Peter and Paul Catholic School.

1. Students must maintain a Satisfactory (A or B) 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.
3. Students wishing to participate in athletics must meet the criteria in items 1 and 2 above at the **beginning** of the respective season for the duration of that particular sport. Students must be present at school for at least a half day to be eligible to participate in any extracurricular function held that evening.
4. A student's tuition may not be delinquent for 30 or more days.
5. Students must follow all school rules, guidelines, and policies at all school events.
6. Parents must also represent the school in a Christian way. (Parent Cooperation Statement)

Athletics

Athletic Program Mission Statement: Sts. Peter and Paul Catholic School's athletic program is centered in Christ. The school and athletic program strives to demonstrate that our student athletes live their faith by exhibiting fair play, hard work, sportsmanship, teamwork, and Christian attitude. The purpose of the program is to develop school enthusiasm, group

interaction, and promote social, physical and emotional health. We want to expose and teach students Catholic values outside of a regular school day.

Athletic Program Philosophy: We look to our patrons, St. Peter and St. Paul Catholic School to help guide us to promote our faith through our athletic program. We encourage each student to find their God-given talents both on and off the athletic field. Every student athlete will be included in every aspect of team membership. Our ultimate goal is to live our Christian faith through our actions, while also providing students with real life situations of success and adversity.

Parents/Guardians Responsibilities

- Encourage athlete to perform to the best of their ability and to respect teammates, coaches, opponents, and officials.
- Ensure timely compliance with the requirements to participate in the athletic program, including but not limited to: Forms, Fees, and Uniforms upon deadline dates.
- Reinforce student commitment to the team and focus on the success of the team.
- Demand exemplary sportsmanship from themselves and their student.
- Sign-up for the sport on or before the deadline published.

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.

Technology used at Sts. Peter and Paul Catholic School:

Acceptable Use: Students shall:

1. Respect the privacy of files of other students.
2. Practice appropriate copyright procedures.
3. Use the Internet for educational purposes only.
4. Report any incident that breaches the Acceptable Use Policy immediately.

Unacceptable Use: Students shall not:

1. Access the Internet without a faculty or staff member in the classroom.
2. Visit Internet sites that contain obscene, hateful, or other inappropriate materials.
3. Give personal addresses or phone/fax numbers of any adult or student at the school.
4. Disclose any student password or login name to another student.

5. Install or download any software without first consulting the teacher.
6. Move any technology equipment without speaking to the teacher.
7. Post pictures, which include emblems, logos, or uniforms identifying Sts. Peter and Paul Catholic School, on any non-school website or social networking sites, including but not limited to, Facebook, Instagram, Snapchat, etc.
8. Store personally identifiable data (or any data that may be used to identify an individual) on school laptop.
9. Post inappropriate comments or pictures on social networking sites including, but not limited to, Facebook, Instagram, Snapchat, etc.
10. Sts. Peter and Paul Catholic School utilizes an application which allows the school to view web searches students have accessed while they are logged on to their Sts. Peter and Paul Catholic School account and school computers. While our primary interest is in what students view and access while they are at school please be aware that the application will produce a list of all websites and searches conducted on any computer while students are using their Sts. Peter and Paul Catholic School account.
11. Identification labels must not be removed. Including but not limited to, inventory label, state label, school label, etc.

****Misuse of technology is considered a major infraction and will result in appropriate disciplinary measure. This applies to any and all devices on Sts. Peter and Paul Catholic School campus regardless of ownership.****

General Policies

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.

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.

Nut Free Campus

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

Major Fundraisers for Sts. Peter and Paul Catholic School

Major fundraisers are the Skeet Shoot for Education, Gala, and the Knight's Golf Classic.

Solicitation Policy

It is the responsibility of the Administration to coordinate all fundraising efforts. Prior to any fundraising transactions, all persons and organizations that solicit in the name of Sts. Peter and Paul Catholic School must complete a fundraising 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

Parents and friends of the school are asked to volunteer during the school year. Volunteering is a great way to meet other families in the school and help support the fundraising efforts.

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 regular scheduled 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 works closely with the Advisory Council on projects for the school. All parents are encouraged to volunteer to help with these projects.

APPENDIX A: Diocesan Social Media Policy

Diocese of Lafayette

Social Media Policy

INTRODUCTION

The Diocese of Lafayette and its affiliates recognize that, with the increasing prevalence of the Internet in the world today, clergy, employees, and volunteers will use the Internet to conduct ministry, educate, and communicate with the faithful, associates and friends. Social media in particular, provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette, and its affiliates. Clergy, employees, and volunteers are required to adhere to the following policy regarding social media for evangelization, education, and personal use, including but not limited to: social networks, text/instant messaging, websites and blogs.

Social Media-Diocese of Lafayette and Affiliates

The Diocese supports the use of social media tools as a means to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business 2) defaming the character of any individual or institution 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates 4) divulging any personal information, particularly about

minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

Social Media-Personal Use

The Diocese of Lafayette and its affiliates recognize clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias or handle i.e. @thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website:

“The opinions expressed here are those of [name of person] alone. This site operates independently and is not associated with the Diocese of Lafayette or [name of parish/school].”

Protection of Minors

Clergy, employees, and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational, and personal websites may involve the use of a username and password to access all or portions of the site. In the event that clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor’s parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (diocesan office, parish, school etc.).

Confidential and Proprietary Information

Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

Trademarks and Logos

Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

Inappropriate Material

It is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

Enforcement

Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy in light of changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United State Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.