



SPPS
Sts. Peter and Paul
Catholic School

2019-2020

Parent and Student Handbook

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This handbook provides information to parents and students on all aspects of school policies and procedures. The Principal and Pastor reserve the right to amend this handbook as needed. Parents and students will be given prompt notice of the changes.

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

Vision is defined as the act of anticipating what is to come to be. The vision for our school includes three core elements: build community, experience success, and continue to improve. First, the cliché is true...it takes a village. To quote Saint Teresa of Calcutta, 'we can't do all great things; but we can do small things with great love.' All of us are responsible for the success of our school community. Second, we hope to create an environment where all students experience success. Every student should look forward to something at school that brings them joy. Finally, continuous improvement is our work everyday. Not everyone will be in the same place at the same time, but we should all be working at getting better. Over the course of our time together we want to hear the vision each of you have for our school and how we can make that a reality for children.

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Staff for 2019-2020

Reverend Mark Derise...Chancellor/Pastor	Kathryn Sue Post...Prekindgarten Teacher
Danielle Babineaux...Principal	Michelle Gauthier...Prekindgarten Teacher
Mary Ligon...Secretary	Katie Bordelon...Kindergarten Teacher
Donna Quebedeaux...Bookkeeper	Lacie Barilleaux...Kindergarten Teacher
Cassidy Richard...Curriculum Coordinator	Natalie Chustz...First Grade Teacher
Rachel Kimble...Religion Coordinator	Emily LeBlanc...First Grade Teacher
Lisa Roberts...Technology Director	Renee Broussard...Second Grade Teacher
Mike Dufrechou...Dean of Students	Courtney Taylor...Second Grade Teacher
Jamie Stelly...Advancement Director	Nicole Copeland...Third Grade Teacher
Renee Ory...Admissions Coordinator	Hilary Wynn...Third Grade Teacher
Kristen Angelle...Makerspace Teacher	Dani Comeaux...Fourth Grade Teacher
Beth Hebert...Music Teacher	Celeste Bergeron...Fourth Grade Teacher
Natalie Hensgens...Art Teacher	Lindsey Leger...Fifth Grade Teacher
Dione Leger...PE Teacher	Leslie Gossen...Fifth Grade Teacher
Christine McCleary...PE Teacher	Corissa Guidry...Middle School Math Teacher
Karen Molbert...Academic Interventionist	Mary Greer...Middle School Science Teacher
Amanda Vinson...Librarian	Allyson Domangue...Middle School Reading Teacher
Dodie Domingue...Teacher Assistant	Hali Scanlan...Middle School Language Arts Teacher
Kelly Frey...Teacher Assistant	Kevin Magee...Middle School Social Studies Teacher
Jennie Larriviere...Teacher Assistant	Dusty Collette...Middle School Religion Teacher
Elizabeth Swilley...Teacher Assistant	Abraham Simon...Custodian
Barbara Picard...Cafeteria Manager	Lathan Charles...Custodian

Admission Policies and Procedures

Non-Discriminatory Policy

Sts. Peter and Paul Catholic School welcomes all students and does not discriminate on the basis of race, religious beliefs, gender, national origin or disability in administration of its educational policies, admissions, tuition assistance programs, athletic programs, and other school 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.

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.

Applications for Admissions

Applications for admission are available on the school website under the admission tab. Registration of current students takes place in November of the current school year. Applications for the next school year are available on the first school day in January. The application must be completed and submitted electronically with all required documents uploaded by the last school day in January. If there are more applicants than available spaces, a waiting list will be composed based on the above priority list.

A child entering Sts. Peter and Paul Catholic School must meet the age requirement as stipulated in the State Department of Education Bulletin 741. 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. An educational assessment of school readiness is conducted for informational purposes and proper placement.

All fees for the upcoming year are due in February.

Transfer Students

Applications within the current year are accepted and reviewed as completed. A copy of a school transcript, 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. An interview of the parents and the student may be requested.

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.

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 principal and pastor will make the final decision on admission.

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

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 and Fees

Tuition

Tuition payments largely cover staff salaries and benefits. Just as the cost of living continues to increase annually, increases in tuition help provide raises to staff members and offer competitive benefits to recruit and retain high quality personnel. Each year the advisory council, development committee, and finance committee review salaries and tuition in comparison to other schools in the Diocese of Lafayette to prepare tuition and fees schedule.

All families must be enrolled in FACTS, the online tuition management system.

- A checking account, a savings account or credit card is needed to complete the process.
- When using a credit or debit card there is a handling fee for charges.
- Enrollment Fee is an annual FACTS charge to setup plans.
- Down payment means all fees, not tuition.
- Tuition payments can be scheduled on the 5th or the 20th of the month.

Payment Plan Options

- Pay in Full with Discount (by July deadline)
- Pay in Full at anytime during the year; no discount
- Semi-Annual Plan (August & January)
- Monthly Payment Plan-10 months (July -May, excluding Feb)

Tuition Payments

- 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 in addition to the ones mentioned above:
 - 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.
- **Note: NSF checks or payment failures will be charged a fee.****

Tuition Assistance

A limited amount of tuition assistance is available each year based on contributions made by donors. Application for tuition assistance may be made at any time from FACTS. The tuition

assistance committee meets in June and January. Those families receiving tuition assistance are not eligible for the prepaid discount if tuition is paid in full.

Refunds and Withdrawals

As stated tuition payments are largely used for employee salaries, therefore, a family considering withdrawing their child(ren) from Sts. Peter and Paul Catholic School will be responsible for one month’s tuition payment before the school will cancel the FACTS tuition agreement. If the family has prepaid the tuition in full, a refund will be issued less one month’s tuition.

Fees

As a self-funded organization, the school depends on fees to cover many of the expenses incurred during the academic year. All fees are payable by the registration deadline in order to budget and prepare for the upcoming year. Payment of fees secures a student’s place in the school for the coming year. **Please note that all fees paid at registration are non-refundable.**

Family Fees	2019-2020 Fee
Administrative- school utilities, insurance	\$150.00
Maintenance- repairs, replacements, contracted services	\$100.00
Student Fees	2019-2020 Fee
Registration- diocesan student fee, subscriptions, workbooks	\$200.00
Supply- classroom materials and supplies	\$100.00
Technology- upgrades and repairs to technology	\$50.00
PTO- class projects, teacher appreciation gifts	\$20.00
Church Subsidy- fund the gap of private education Paid by Church for active, participating families	\$200.00
Non-Catholic- fund the gap of private education	\$250.00

Active, Participating Catholics

Our school is an extension of the Church to which its members belong. Therefore, our registration policies give preference to families that can substantiate their active participation in our church parish. Active participation means families demonstrate regular mass attendance, church life participation (time and talent) and financial contributions to our church parish. Thus, the application process includes a *Pastor Recommendation Form* as well as subsidy form which requires the completion and signature of the pastor verifying the family’s participation either by time and talent or financial contribution on a consistent basis and length of membership in the parish. Non-Catholic families will pay \$250 per student. A pastor form must be on file or families will be charged the non-Catholic fee.

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 a school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

Major Fundraisers for Sts. Peter and Paul Catholic School

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

Solicitation Policy

It is the responsibility of the Administration to coordinate all fundraising efforts. Prior to any fundraising, 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.

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.

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

Please make sure your child knows the 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, the secretary and the principal as far in advance as possible. In cases of emergency, messages are referred to the office who will notify the teacher.

ParentsWeb

FACTS (formerly 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 in addition to manage the financial responsibilities of tuition, fees and incidental charges. 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 ParentsWeb 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; Cassidy Richard - crichard@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. Parents are to acknowledge receipt 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 ParentsWeb. 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 may be requested by the teacher or parent. In addition, a day in the fall semester is set aside for parents to schedule a conference with the teacher. Parents wishing to have a conference with a teacher or with the teacher and other staff members should call or email the school in advance to request an appointment. Calling a teacher's personal number or unannounced visits to the classroom are not allowed.

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 ensure 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 (ParentsWeb 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.

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 per meal \$2.40
- Parent /Visitor cost per meal \$5.00

If a medical condition exists that limits a student's diet, the parent will be referred to the diocesan nutritionist for consultation to determine how the cafeteria staff can prepare a special meal for those students on special diets.

Parents may pay lunch bills online at www.schoolpaymentsolutions.com or through the app My School Bucks. 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 and grandparents are welcomed to join their children for lunch any day but are asked to inform the teacher / cafeteria staff preferably 3 days in advance if eating a meal. Unpaid lunch bills may result in registration for the following school year being denied until accounts are paid in full.

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.**

Healthy Snacks

Eating healthy snacks can play a vital role in keeping students alert and able to stay focused in the academic environment. Healthy options for a snack during the school day can give students a nutritious boost of energy and fuel their minds and bodies for optimal learning.

We encourage all of our students to bring in one nut-free, healthy snack to school each day. Snacks filled with sugar will not help the students with focus and concentration. We encourage parents to keep this snack portion to around 100 calories. Items should be in a snack-sized ziploc bag or a one serving portion of the snack. Snacks should be sealed or in unopened packages.

Students will not be able to share snacks with one another. Items baked at home will not be allowed as a snack sent to school. We are a nut-free campus so parents should always read the labels to ensure that the snack does not contain nuts or was not made in a factory containing nut products.

Students in Pk and Kindergarten should consult with the homeroom teacher regarding snack procedures. Students in 1st-4th grade will bring in a healthy snack each day and keep it in their classroom until the appropriate time for a snack. Snacks will remain in the classroom and all trash or leftovers will be thrown in the classroom trash can at the end of snack time.

Students in grade 5 will bring a healthy snack each day and keep it in their morning classroom until the appropriate time for a snack. A bell will ring at (9:52) and students will be allowed to eat their snack inside the classroom. They may go to the restroom and get water at this time if needed. Snacks will remain in the classroom and all trash or leftovers will be thrown in the classroom trash can at the end of snack time. When the bell rings (10:00), academic learning will continue.

Students in grades 6-8 will place their snack in the designated bin inside of their 1st hour class. When students move to their 2nd hour class, the bin will be sent to the second hour teacher in preparation for snack time. At the end of second hour (9:52), the bell will ring and students will be allowed to enjoy their snack in the second hour class. They may go to the restroom and get water at this time if needed. Snacks will remain in the classroom and all trash or leftovers will be thrown in the classroom trash can at the end of snack time. When the bell rings (10:00), students will move to lockers, transition to 3rd hour, and academic learning will continue.

Chromebooks should be closed and snacks should not be eaten around that area. No refrigeration will be available. Lunch boxes are not allowed and ice packs to keep items cold are not necessary. Candy is not permitted as a snack. If a student forgets to bring a snack, they will not call home or have someone drop it off at the front office.

In the event, that students cannot follow the agreed upon guidelines for Healthy snack time, we will remove this privilege from their daily schedule.

Wheat thins	Goldfish crackers	Veggie Straws	Animal Crackers	Graham Crackers
Cheez-its	Triscuits	Popcorn	Crackers	Pretzels
Rice Cakes	Turkey or Beef Jerky		Belvita	Breakfast biscuits
Fruits & Vegetables: (such as apples, bananas, grapes, cantaloupe, strawberries, blueberries, pineapple, celery, cucumber, tomatoes) These will be eaten at room temperature because refrigeration is not available.				

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 3:00 p.m.

Morning Tardy Bell: 8:00 a.m. Final Dismissal Bell: 3:05 p.m.

Attendance for full and half days is calculated as follows:

- If a student checks in 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 3:00 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 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 in a quarter (more than five) will result in disciplinary action such as 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 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

- Parents can check ParentsWeb for assignments and books online, if needed.
- 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.
- Upon the student's return to school, a written document from the doctor's office is required for the absence to be excused.
- 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 with return to school date is required.

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 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.**

Student Withdrawal Procedures

Students and parents are to notify the school in writing of their wish to withdraw within 30 days of the expected date. All registration fees are non-refundable. One month's tuition will be charged before cancelling enrollment. 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. Please do not call the office or email the teacher. The school leadership team will communicate to parents as needed.

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 and/or text will be automatically made to the number listed for the parent with the announcement of closure and action the school is taking. The Diocese of Lafayette will make an announcement of school closures on the local television and radio stations. If time allows, an announcement will appear on our social media pages. 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 ParentsWeb 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:

- Mandatory training session for all faculty, staff, and volunteers who have contact with Sts. Peter and Paul students (Initial Certification 2 hour session).
- Mandatory training of ALL faculty, staff, and volunteers must be updated yearly. Recertification may be completed at Virtus.org.
- A criminal background check along with fingerprinting will be conducted on all faculty, staff, and volunteers who have contact with our children. Checks repeated every 5 years.

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 or Scott Middle). 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).

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.

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).

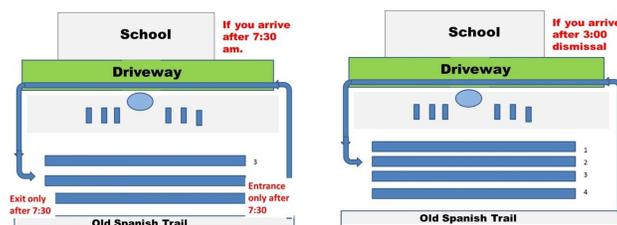
Dismissal Procedures

At the first dismissal bell at 3:00 p.m., all bus riders and after school care (REACH) will be dismissed. At the second bell at 3:05 p.m., staff will begin calling car riders for dismissal. Students will remain in the classroom and move to the hallway when instructed, walking 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.

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

If you arrive before 7:30 and before 3:00 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 after 3:00, 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 and Uniformity are the exclusive vendors for Sts. Peter and Paul Catholic School. For the 2019-2020 school year, students may wear the old logo and the new logo as well as khaki bottoms, gray bottoms, or plaid bottoms. Beginning in 2020-2021, students will wear only the new logo and gray bottoms or school plaid.

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 principal 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.

Shirts

- Polo shirts must be burgundy in short or long sleeve with the school logo. Cotton or dri-fit.
- 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.
- Burgundy colored sweatshirts, sweaters, fleece and nylon jackets are available.

Shorts / Pants

- Gray 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

- Gingham school plaid dresses can be worn by PreK and K girls only.
- Skirts/Skorts/Jumpers must be school plaid only and cannot be 2 inches above the knee.
- 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 /Tights /Shoes

- Socks and tights must be solid white, black or gray.
- Shoes must be white, black or gray with any combination of those three colors only.
- No high tops allowed.

Belts

- Belts (brown or black) must be worn if there are belt loops on the shorts/pants. (excludes Pre-K and K). If pants have an elastic waistband, even for older primary grade students, no belt is required.

Mass Attire

- No Shorts. Boys must wear pants. Girls must wear skirt, skort with full skirt in front and back, jumper or pants. Middle school girls can wear pleated gray pants if they choose.
- Students in PK-2nd grade wear uniform shirt.
- Students in 3rd-8th grade, both boys and girls, wear a white button down oxford with the school logo. The shirt may be short or long sleeve.
- Approved school outerwear can be worn, however no hoodies on Mass days.

Outerwear

- All outerwear must be burgundy with the school logo or Knights screen. Sweatshirts, sweaters, fleece and nylon jackets are available with our vendors. Outerwear can be monogrammed with the first initial and last name of the student.
- Sweatshirts may be crewneck or hoodie. Hoodies cannot be worn to Mass.
- 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.

Miscellaneous

No makeup; no nail polish, no tattoos.

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 the appropriateness of the jewelry.

Curriculum

Sts. Peter and Paul Catholic School affords students an opportunity to address grade level standards in 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, makerspace and 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 for the next student to use them. Parents are responsible for paying for lost/damaged books.

Library

The library is used as a support system for the reading aspect of the curriculum, comprehension specifically. Accelerated Reader (AR) 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 reports for the teachers to assess the student's performance. The Library promotes a love of reading by offering a variety of diverse books for students to select from during their weekly library time, while also allowing our youngest readers to listen to good literature and participate in literacy activities.

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 along with payment if required 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. 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 ParentsWeb for posted homework assignments, however, the agenda book trumps ParentsWeb since changes may be made.

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, before school from 7:15-8:00. A student is given two opportunities from day of return from absence to make up missed tests. Guidelines for missed tests are as follows:

- 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 have been made with the teacher and a valid reason is given.
- If there is a question, the principal may make a final decision on missed make-up tests.

Report Cards

At the end of each nine weeks, parents will receive a paper report card and have access to report cards on ParentsWeb. 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. In 3rd Grade through 8th Grade, a grading scale is used for 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

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 the teacher and school leaders 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, Reading, Science, Social Studies, and Religion 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 or Sts. Peter and Paul Catholic School Religion 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.

Discipline Philosophy

Our school has adopted a proactive plan addressing **respect** for one another by accepting **responsibility** for one's actions, especially as to provide a **safe** environment for all school members. 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.

Discipline 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.

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 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 and school leadership. 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. Some infractions will be considered severe enough to warrant a "Major Infraction" directly.

Conduct Grades (2nd-8th)

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 leadership will be notified as appropriate.

Positive Behavioral Interventions & Supports

PBIS is a multi-tiered approach to discipline to improve the social, emotional and behavior support. Expectations are stated in positive terms to reinforce the expected behaviors. Students with good behavior are recognized and rewarded.

Core Essential Values are taught and reinforced each month. Students who exhibit these values can be rewarded with Core Value gift cards, class incentives, and/or recognition as Knight of the Month. In grades 5th-8th, students can earn PBIS money in their check register to spend quarterly on incentives.

Consequences for Behavior

Classroom System

Classroom expectations are taught at the beginning of the school year and are reviewed throughout the school year as needed. When a student does not meet the expectation, the teacher will give a warning and restate the expected behavior; a private conference between the faculty member and the student may be held to discuss the appropriate behavior. The next time the student violates a rule, the teacher will issue a conduct mark and follow the tiers of consequences for behavior.

Sts. Peter and Paul Catholic School believes that behavioral expectations fall into three broad categories which require students to **Be Safe, Be Respectful, and Be Responsible**. Examples of behaviors which might fall under the categories listed include but are not inclusive:

Responsibility (minimum 1 conduct point deduction for violation):

- Be prepared for school/class with work and necessary materials
- Follow directions and be attentive to the teacher or peers
- Wear the proper uniform, including ID, at all times
- Arrive on time for classes or other activities and events
- Consuming gum, candy, and other treats without approval

Respect (minimum 2 conduct point deduction for violation):

- Respect and courtesy towards all teachers, school personnel, and students at all times
- Be appropriately reverent and attentive during liturgies and prayer time
- Display appropriate behavior to others during learning or other experiences
- Ask permission to speak and listen when others are speaking
- Take appropriate care of personal materials or school property

Safety (minimum 2 conduct point deduction for violation):

- Appropriate use of technology on and off campus
- Enter a classroom or office only with supervision from a staff person
- Use of play or equipment in such a way that is safe to others
- Move about the school grounds in a safe, orderly way
- Keep arms, feet and objects out of harm's way from self and others

A - Conduct grade 100-94 (0-6 demerits)

It is possible to have up to 6 demerits (points) deducted for minor infractions and still have an A in conduct. Parents are notified via RenWeb email when conduct marks are issued.

B - Conduct grade 93-87 (7-13 demerits)

When a conduct grade becomes a B a parent contact (call) will be made to determine a plan of action and to (eventually) set up a conference to change the behavior.

C - Conduct grade 86-76 (14-24 demerits)

When a student has reached 14 demerits he/she will be assigned detention. An administrator will notify parents and the homeroom teacher that a detention has been scheduled. Detention will be held from 7:15 a.m. to 8:00 a.m. on Tuesday and Thursday mornings. Having an 80 or lower will jeopardize eligibility for school sports participation and having a C in conduct will keep the student off of honor roll.

If behavior does not improve after detention a meeting is scheduled with the principal, other personnel and the parent to determine the next plan of action.

Suspensions-students who commit major infractions or repeatedly get minor infractions and do not respond to the consequences of conduct marks and detention will be assigned an out of school suspension. When suspended, the student may not participate in school events that day and will not receive credit for school work assigned. A meeting may be held to determine if Sts. Peter and Paul Catholic School is the best environment for the student’s success.

Expulsions-in rare cases the setting of Sts. Peter and Paul Catholic School is not suited for a student’s individual, behavioral needs and parents must find an alternate setting for the student for the remainder of the school year. In these cases, enrollment for the following academic year is denied.

Major Infractions

Issues which may justify a Major Infraction descriptor are:

Fighting	Vandalism	Profane/Vulgar Subject Matter
Cheating	Threats of Violence	Technology Use Violation
Stealing	Use of alcohol or drugs	Any other serious offense
Bullying	Possession of weapon or firearm	

When a Major Infraction occurs the student will immediately be referred to the office and parents will be contacted to discuss the incident and consequence of action. A minimum of ten points will be deducted from the student’s conduct grade. In addition, a detention or a suspension may be issued regardless of the cumulative conduct grade.

Academic Dishonesty

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise.

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.

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.

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.

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 a school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

Theft/Vandalism

Theft/vandalism will not be tolerated at Sts. Peter and Paul Catholic School. Vandalism is defined as the willful damaging, destruction or defacing of school-owned property. This definition also applies to any deliberate tampering with or misuse of computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used

by the school in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus. Willful and malicious damage to school property will not be tolerated. Consequences and restitution will be sought for all or part of any damages from any acts of vandalism.

Acts of theft/vandalism will be investigated fully, and parents will be notified by an administrator. Students and community members are strongly urged to report incidents of theft/vandalism and to cooperate with school administrators, faculty and/or staff in identifying the individuals responsible.

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. Students are expected to report any incident that breaches the Acceptable Use Policy immediately.

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.

****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.****

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.

Unacceptable Use: Students shall not:

1. Access the Internet without a faculty or staff member in the classroom.
2. Use a device that is logged on by another student or teacher without permission.
3. Visit Internet sites that contain obscene, hateful, or other inappropriate materials.
4. Disclose any password or login name to another student or person.

5. Install or download any software without first consulting the teacher.
6. Mishandle any technology that can or does result in damage requiring repair.
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. Identification labels must not be removed. Including but not limited to, inventory label, state label, school label, etc.

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.

Athletic Program Philosophy

We look to our patrons, St. Peter and St. Paul 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.

Athletic Program Purpose

The athletic program provides students with the opportunity to improve their skills in specific sports through practice and competition, outside of regular school hours.

Athletic Prayer

I thank you O God for giving me a body which is fit and strong, and for making me able to use it well. When I compete with others, help me, win or lose, to play fair. When I win, keep me from boasting. When I lose, keep me from making excuses. Help me so to live that I will always have a healthy body, and a healthy mind. In the Lord's name, I pray. Amen. Saint Sebastian, pray for us.

"Athletic competition develops some of the noblest qualities and talents in people. They must learn the secret of their own bodies, their strengths and weaknesses, their struggles and breaking points. They must develop the capacity to concentrate and the habit of self-discipline through long hours of exercise and fatigue as they learn to take account of their own strength. They must also learn how to preserve energy for the final moment when victory will depend upon a burst of speed or a last push of strength."

- Pope John Paul II

Warning of Inherent Risk/Dangers of Athletic Competition

Participation in athletics includes the risk of injury, which may range in severity from minor to serious injury. Although serious injuries are not common in supervised programs, it is impossible to eliminate the risk. Each student athlete chooses to play with the awareness of risk of injury.

Sport Offerings (subject to change)

Sts. Peter and Paul Catholic School will offer a variety of sports and will participate in sports which have adequate student interest. If a sport does not meet the necessary number of players to compete, the sport will not be offered that season.

Fall Sports	Spring Sports
Volleyball (Aug-Oct) Flag Football (Sept-Oct) Cross Country (Sept-Oct) Basketball (Nov-Jan) Soccer (Dec-Jan)	Baseball (Feb-Mar) Softball (Feb-Mar) Track (Feb-Mar) Golf (Mar-Apr)

Participation Policy

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

1. Students must maintain a Satisfactory conduct standing with a grade above 80%. Major infractions at school may result in reduced playing time or game suspensions.
2. Students must maintain a cumulative average above 70% in all academic subjects for each quarter and a grade point average of 2.0. Students wishing to participate in athletics must meet the criteria in items 1 and 2 above at the **beginning** of the respective season (previous quarter grades reviewed) for the duration of that particular sport.
3. Students must be present at school for at least half a 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.

Fees

A participation fee for each sport is set annually by the principal. The fee must be paid prior to the first game for that sport. Fees may vary by sport depending on costs associated with league fees, equipment fees, uniform fees, etc.

Sign Ups

Announcement of sign up will be sent via email by the Dean of Students to parents at least one month before the sport begins. A deadline for sign up will be enforced to ensure adequate preparation for participation, selection of coaches, scheduling of practices, etc.

Required Documentation

All athletes must have the following forms on file before play begins:

- **Signed Athletic Contract**-Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility, rules and policies of the school. This signed document will be filed with the Dean of Students.
- **Medical Release Authorization**-Each athlete's parent shall complete an emergency Medical Release Authorization form, giving permission for treatment by a physician or hospital when the parent(s) are not available. The form will be kept with each coach so that they are available at each practice and game.

Communication

All preseason information with Dean of Students is communicated via school email. Assigned coaches may choose to communicate with parents by email or through a text application such as GroupMe or Remind. Parents are responsible for checking communication regularly.

Practices

Once a team roster is finalized, players' names and contact information will be given to the assigned coach. Coaches are responsible for scheduling sufficient practices before and during league play. This will be communicated to the Dean of Students as well, however, parents and athletes should contact the coach, not the Dean of Students regarding practices and games. Coaches will not practice or play on Sunday, unless approval has been granted by the Principal and the Dean of Students.

Transportation

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

Uniforms

Uniformity equals unity; therefore, all players are to be in full proper uniform at games as determined by the Dean of Students and assigned coaches. Dress for practices should be conducive to proper practice to avoid injury.

Cancellation of Games

In the event of a cancellation of games or practices, the coach will contact his or her players as soon as possible. However, if there is a school cancellation due to inclement weather, it should be presumed that all school sponsored events and extracurricular activities will be canceled for the day. Scheduled practices on school closure days should be considered canceled unless the coach contacts players to schedule a voluntary practice.

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, personnel, and coaches 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 safe environment training of ALL volunteers, coaches, faculty, staff, and personnel must be updated yearly. Recertification may be completed at Virtus.org.

Concerns

Occasionally the student athlete, parent or coach may have a question, a suggestion or a problem relating to the student’s involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue.

The recommended sequence for this communication is as follows:

- A. The STUDENT ATHLETE and the COACH should discuss the situation / issue.
- B. If not resolved, the COACH, the PARENTS, and possibly the STUDENT ATHLETE should meet to talk about the issue.
- C. If the issue is still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, and the DEAN OF STUDENTS should meet to talk about the issue.
- D. If still not resolved, the PARENTS, the STUDENT ATHLETE, the COACH, the DEAN OF STUDENTS and the PRINCIPAL should meet to discuss the issue.

Dean of Students Responsibilities

- Assist in the selection of the coaching staff with the principal.
- Manage purchasing decisions for equipment and uniforms.
- Solicit players via parent email at least one month before all sports.
- Submit player names to principal and bookkeeper for sports roster and billing.
- Attend league meetings and communicate discussions with coaching staff, committee chairpersons, and principal.

Coaches Responsibilities

- Be aware of and adhere to the diocesan and Sts. Peter and Paul athletic guidelines.
- Apply discipline in a fair, firm and positive manner consistent with the Ss. Peter and Paul School Athletic Philosophy. Treat all student athletes fairly with respect and dignity.
- Be up to date with Safe Environment training and required background check.

- Communicate with the athletes and parents at least once before the season begins and explain all rules regarding practices, play, uniforms, etc.
- Teach fundamental techniques and skills that enable the student athletes to develop to their fullest potential.
- Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential. Give all student athletes equal coaching time and encouragement.
- Model good sportsmanship whenever coaches are with student athletes or representing the school as a coach. Avoid the use of inappropriate language, loss of temper, etc.
- Be present for all practice sessions and games. When this is not possible, the coach should find a qualified adult replacement (assistant coach or commissioner) to coach the team. The adult must be safe environment trained and have cleared fingerprinting. If unable to find a replacement for a practice or game, notify the athletic director.
- Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after sessions without adult supervision.
- Personal appearance, dress and physical condition must be exemplary and project professionalism.

Athletic Committee Responsibilities

- Advise on the extracurricular, athletic activities offered to students.
- Coordinate fundraising activities for the athletic program in an effort to become self sufficient and build funds for future athletic facility.
- Monitor the effectiveness of programming and give feedback to improve and sustain program quality.
- Promote a positive image of all school athletic programs.
- Meet at least five times an academic year to discuss program progress.

Athlete Responsibilities

- Abide by the eligibility standards, fulfilling academic requirements.
- Abide by the rules and instructions of the coaches and other supervising adults. Show respect for all buildings, equipment and uniforms used during athletic season.
- Adhere to all game rules of play and accept the decisions of the referees.
- Participate in practices and games, being prompt and attentive for both. Notify the coach if they are not going to be able to attend a practice or a game; excessive absenteeism may result in reduced playing time or game suspensions.
- Conduct themselves in a spirit of good sportsmanship.

Parents/Guardians Responsibilities

- Encourage athletes 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.
- Volunteer their time to benefit Athletic Programs.
- Discuss any complaints with the coach (Make an appointment away from game and practice site after a 24-hour cooling-off period) and attempt to resolve them at that level before bringing them to a higher level.

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 a school sponsored function. Exceptions to this rule include law enforcement officers and their designates.

ATHLETIC CONTRACT

Please sign the applicable statements below to acknowledge that you have received and read the Athletic Handbook and that you agree to abide by the policies and philosophy of Sts. Peter and Paul Catholic School. Please return the completed form to the Dean of Students to be eligible for participation.

School Year: _____ Athlete's Name: _____

I. PARENT AND ATHLETE(S) We, athlete(s) and parent, understand that participation in athletics involves the possibility of a serious injury. In consideration of our child(ren)'s opportunity to participate in this program, we, the parents, individually and on behalf of our child(ren) expressly assume any and all risks associated with and arising from such participation, including, but not limited to, bodily and emotional injury at practice, competitive events, and any other related activity, including transportation to and from any event. We hereby release the Diocese of Lafayette and Sts. Peter and Paul Catholic School, and all of their agents, from any and all liability for any such injury or damage. We will provide the required Emergency Medical Authorization to the coach. We will abide by the rules, the handbook, and the direction of game officials.

Athlete's Signature & date signed

Parent's Signature & date signed

II. PARENTS' CODE OF ETHICS I will place the emotional and physical well-being of my child ahead of any personal desire to win. I will demonstrate the Christian values of self-restraint, fair play, and sportsmanship in my treatment of others at every game, practice sessions, or other events. I will ask my child to treat all players, coaches, fans, and officials with respect regardless of race, sex, or ability. I will demand a drug-, alcohol-, tobacco-, and weapon-free sports environment for my child and agree to assist by refraining from their possession and/or use at all events. I will do my best to make my child's involvement with youth sports a positive experience, while always remembering that the game is for the development and enjoyment of the youth—not the adults. I have read the above "Code of Ethics" and understand that my (our) failure to uphold any of these statements may lead to disciplinary action by the Sts. Peter and Paul Catholic School Athletic Committee, which may include, but is not limited to, the forfeiture of my right to watch my child participate in athletic events.

Parent's Signature & date signed

Parent's Signature & date signed

III. ATHLETE'S CODE OF ETHICS I will strive to give my best to the team in every practice and every game. I will be on time for all practices and games. I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or dean of students. This experience is an opportunity to learn not only a sport (or sports) but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I will always strive to make a contribution to my team. I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit. Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation. I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience. I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport. I will be an example of Christ in all my actions on and off the field/court of competition.

Athlete's Signature & date signed

Medical Release Authorization

Student Name _____ School Year _____ Grade Level _____

It is understood that consent is given in advance of any emergency, diagnosis, or treatment required while the student is participating in sports activities and that this Medical Release Form authorizes designated school personnel or coaching staff to exercise their best judgement should action be warranted to ensure students' safety, life, and health. This form should be signed and will be kept with designated school personnel during the sports activities.

General Information

Allergies to food, medication, other _____

Specific Medical Problems _____

Date of last tetanus _____

Physical handicaps or limitations _____

Other (please be specific) _____

If any medication is currently being taken, provide the following information

Name of medication(s) _____

Prescribing Physician _____

Physician's Office Telephone _____

Physician's Home Telephone _____

Medical Information (will be used only in case of an emergency)

Insurance Company Name _____

Name of Insured _____

Policy Number _____

Group Number _____

Should there be an emergency, contact

Person _____

Relationship _____

Work Telephone _____

Home Telephone _____

Home Address _____

Employer and Address _____

_____ I hereby give permission for _____ to receive immediate medical treatment as required in the judgement of the attending physician. Notify me and/or person(s) listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Signed _____

Date _____