The Parish School of Saint Peter Catholic Church
Covington, LA

130 East Temperance Street
Covington, LA 70433
www.stpetercov.org

School Office 985-892-1831
Fax 985-898-2185
After Care Phone 985-892-1831 (ext. 250)
Cafeteria 985-871-1795
Parish Office 985-892-2422

PARENT - STUDENT HANDBOOK

2015-2016

“Holiness Grows when Kindness is Planted”

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*Updated 8/2015*
About Saint Peter School

The Handbook for Parents and Students has been prepared for your information. We ask that you and your children read through it carefully and become acquainted with its contents.

Rules and regulations in this booklet have been established for the safety of each student and the betterment of the school. Violators of the rules and regulations will be subject to disciplinary measures as listed herein.

Please read the acknowledgments contained and return the signature pages included in the Handbook to school by the end of the first full week of school. The acknowledgements include:

- Handbook Acknowledgement and Acceptable Use Policy (each family and student)
- After Care Program Registration Form (1 per family)

General School Information

A. School Phone Number: 985-892-1831 (You may speak to the school secretary or receptionist for general information.) If you need to make alternative transportation arrangements for your child, please be sure to call school before 2:15 pm! After 2:15 pm, no changes will be made to the student’s dismissal arrangement.

B. Administrative Office Hours: The standard office hours are Monday-Friday, excluding school holidays, from 7:30 am – 3:30 pm.

C. Plus Portals: (www.plusportals.com/StPeter)

D. Our school website: www.stpetercov.org

School Hours
School hours are 7:55 a.m. to 2:45 p.m. Parents who bring their children to school are requested to refrain from doing so before 7:30 a.m. The school does not and will not assume responsibility for students arriving/dropped off before 7:30 a.m. who are not sent to Before School Care.

Administration of St. Peter Catholic School
**Pastor:** The pastor is the spiritual leader of the parish community and of the Catholic educational community within the parish. “He is to make every effort to take special care for the Catholic education of children and of young adults.” The pastor has ultimate responsibility, with authority delegated to the Principal, for establishing policies and rules in conformity with the requirements of the Office of Catholic Schools in the Archdiocese of New Orleans. He is also responsible for maintaining the catholicity of the school according to the teaching of the Catholic Church.

**Administrative Team:** The Pastor, the Parochial Vicar, the Principal, the Dean of Academics, the Coordinator of Religious Education, and the Advancement Director comprise the Administrative Team.

### 2015-2016 Faculty and Staff

#### ADMINISTRATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>Father Otis Young</td>
</tr>
<tr>
<td>Parochial Vicar</td>
<td>Father Peter Finney</td>
</tr>
<tr>
<td>Principal</td>
<td>Michael Kraus</td>
</tr>
<tr>
<td>Dean of Academics</td>
<td>Suzanne Roth</td>
</tr>
<tr>
<td>Coordinator of Religious Education</td>
<td>Clint Goss</td>
</tr>
<tr>
<td>Advancement Director</td>
<td>Karen Van Zandt</td>
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#### OFFICE PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Janice Bardy</td>
<td>School Secretary</td>
</tr>
<tr>
<td>Trina Fouchi</td>
<td>Receptionist / Safe Environment</td>
</tr>
<tr>
<td>Natalie Desforges</td>
<td>Finance / Bookkeeper</td>
</tr>
<tr>
<td>Karen Rogers</td>
<td>Finance / Billing / FACTS (Tuition)</td>
</tr>
<tr>
<td>Tanya Montour</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Lauren Johnson</td>
<td>Technology Support</td>
</tr>
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</table>

#### KEY COTTAGE (3 year-old program)

<table>
<thead>
<tr>
<th>Lead teacher</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Aucoin (5 days)</td>
<td>Christine Boudreaux (3 days)</td>
</tr>
<tr>
<td></td>
<td>Nicole O'Brien (2 days)</td>
</tr>
<tr>
<td>Elinor Dorsey (3 days)</td>
<td>Gabby Grundmann</td>
</tr>
<tr>
<td>Julie Gahagan (2 days)</td>
<td>Jaime McWilliams</td>
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#### PRE-KINDERGARTEN

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Richaud</td>
<td>Melinda Bergeron</td>
</tr>
<tr>
<td>Kayla Vincent</td>
<td>Ann Marie Franke</td>
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## KINDERGARTEN

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Assistant</th>
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<tbody>
<tr>
<td>Shawn Boudreaux</td>
<td>Sylvia Pechon</td>
</tr>
<tr>
<td>Tina Harris</td>
<td>Ellen Goetz</td>
</tr>
<tr>
<td>Nicole Nolan</td>
<td>Deborah Brouillette</td>
</tr>
<tr>
<td>Simone Smith</td>
<td>Kristi Cleveland</td>
</tr>
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## 1ST GRADE

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Blanchard</td>
<td>Sandra English</td>
</tr>
<tr>
<td>Kathy Horridge</td>
<td>Dianne Schaefer</td>
</tr>
<tr>
<td>Liz McKee</td>
<td>Donna Hanson</td>
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## 2ND GRADE

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Assistant (Part-time)</th>
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</thead>
<tbody>
<tr>
<td>Katie Ryals</td>
<td>Tammy Campo</td>
</tr>
<tr>
<td>Sally Buquoi</td>
<td>Stephanie Winkler</td>
</tr>
<tr>
<td>Shelley Morris</td>
<td>Nicole O’Brien</td>
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## 3rd GRADE

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Assistant (Part-time)</th>
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</thead>
<tbody>
<tr>
<td>Jennifer Cardinale</td>
<td>Jacqueline Kelchner</td>
</tr>
<tr>
<td>Pam Fair</td>
<td></td>
</tr>
<tr>
<td>McKenzie Heap</td>
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## 4TH & 5TH GRADE

<table>
<thead>
<tr>
<th>Teacher</th>
<th>4th HR / 5th ELA</th>
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</thead>
<tbody>
<tr>
<td>Suzanne Schaefer</td>
<td>4th HR / 4th ELA</td>
</tr>
<tr>
<td>Ashley Mahne</td>
<td>4th HR / 4th Match and Science</td>
</tr>
<tr>
<td>Danielle Urrata</td>
<td>4th HR / 4th &amp; 5th Religion</td>
</tr>
<tr>
<td>Karen Miller</td>
<td>5th HR / 4th &amp; 5th Social Studies</td>
</tr>
<tr>
<td>Kellee Nastasi</td>
<td>5th HR / 5th Math and Science</td>
</tr>
<tr>
<td>Cara Lahey</td>
<td>5th HR / 5th ELA</td>
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## 6TH & 7TH GRADE

<table>
<thead>
<tr>
<th>Teacher</th>
<th>6th HR / 7th ELA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lily Donald</td>
<td>6th HR / 6th ELA</td>
</tr>
<tr>
<td>Tammy Modicu</td>
<td>6th HR / 6th &amp; 7th Science</td>
</tr>
<tr>
<td>Fred Gernon</td>
<td>6th HR / 6th Religion &amp; Social Studies</td>
</tr>
<tr>
<td>Renee Raimer</td>
<td>7th HR / 7th ELA</td>
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</tbody>
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### ENRICHMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Pat Frazier &amp; Mike Riecke</td>
<td>Physical Education – all grades</td>
</tr>
<tr>
<td>Sharon Dardenne</td>
<td>Art – all grades</td>
</tr>
<tr>
<td>Kristy Ramirez</td>
<td>Media Center – 3rd – 7th grades</td>
</tr>
<tr>
<td>Lauren Johnson</td>
<td>Computer</td>
</tr>
<tr>
<td>Amy Faherty</td>
<td>Technology Support, Typing, Rosetta Stone</td>
</tr>
<tr>
<td>Nila Sigler</td>
<td>Library – Key Cottage – 2nd / Religion – PreK - K</td>
</tr>
<tr>
<td>Joyce Kennedy</td>
<td>Music / Band</td>
</tr>
<tr>
<td>Jennifer Baham</td>
<td>Religion 1st-3rd</td>
</tr>
<tr>
<td>Cari Galeziewski</td>
<td>Religion 1st-3rd assistant</td>
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</table>

### SPECIAL EDUCATION SERVICES / STUDENT SUPPORT

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Landry</td>
<td>Disciplinarian</td>
</tr>
<tr>
<td>Tammy Snyder</td>
<td>Interventionist / Bulletin 1508 Students</td>
</tr>
<tr>
<td>Lori Jas</td>
<td>Interventionist Assistant</td>
</tr>
<tr>
<td>Kerri Reynolds</td>
<td>Speech Pathologist (part-time)</td>
</tr>
<tr>
<td>Jane Legendre</td>
<td>Early Interventionist (Reading &amp; Math)</td>
</tr>
<tr>
<td>Debbie Faust</td>
<td>Title I Reading Group</td>
</tr>
<tr>
<td>Kathleen Devlin</td>
<td>School Counselor / INC Plan Coordinator</td>
</tr>
</tbody>
</table>

### FACILITIES SUPPORT

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chip Marchand</td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td>Sharon Dardenne</td>
<td>Custodial Manager</td>
</tr>
<tr>
<td>Jorge Molina</td>
<td>Custodial Staff</td>
</tr>
<tr>
<td>Frank Bondio</td>
<td>Custodial Staff</td>
</tr>
<tr>
<td>Hazel Harrell</td>
<td>Custodial Staff</td>
</tr>
<tr>
<td>Otis Brumfield</td>
<td>Custodial Staff</td>
</tr>
<tr>
<td>Charles Burnett</td>
<td>Custodial Staff</td>
</tr>
</tbody>
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### The Parental Role

It is the philosophy of St. Peter Catholic School that the work of Christian education of children is primarily the privilege, responsibility, and duty of parents. The right of parents to educate their children flows from the natural law. As God has given children to parents, it is the privilege of parents to lead their children to God.

Updated 8/2015
The role of St. Peter Catholic School in the education of children is, then, secondary and supplementary to that of the parents. The educational and religious philosophies and policies governing St. Peter Catholic School are set forth in this handbook.

Parents and teachers have a role to play in this process and both must do their part intelligently and faithfully. Parents and teachers must supplement and perfect one another's efforts and both must be firmly grounded upon the academic and religious principles enumerated in this handbook.

A relationship of mutual trust between parties is essential in a school enrollment relationship, as it is in any contract. When families find themselves unable to cooperate and assist in the administration of the school, then mutual trust has been broken. In such cases, it is sometimes necessary for the school to require the withdrawal of a family.

Research in the field of education confirms what we already know from common sense about a student's academic success. While there are other factors that need to be taken into account, such as the quality of instruction and curriculum, the most essential and determining factor in a student’s academic success is receiving effective academic support at home.

Communication with School

At St. Peter Catholic School we know how vital it is to keep the lines of communication open at all times. Ongoing communication with our parents is very important to us!
Calendars, Graded Papers, and General Information

At the beginning of each month a calendar of events and a lunch menu will be posted on Plus Portals. The Principal’s Weekly Newsletter is posted on Plus Portals every Wednesday.

Any communications which need to go home and cannot be posted on the internet will be sent through the youngest child unless another child is designated by the parent/guardian. Graded papers are sent home on Wednesdays to be signed and returned the next day (if requested by the teacher).

Our school provides our families information for their child at www.plusportals.com/StPeter that can be accessed to check daily assignments, grades, dates for tests, projects, school calendar, etc. The St. Peter Catholic School web site is: www.stpetercov.org

All materials prepared by parents for release to the Parish or school community must be approved by someone from the administrative team before said materials are posted or distributed to students.

Conferences with Teachers

- Conferences, whether initiated by parent or teacher, must be scheduled outside of the regular teaching hours.
- Teachers are not allowed to have a conference while on supervisory duty.
- Please do not call teachers at home or on their cell phone to schedule a conference.
- To schedule a conference with a teacher, please call the office, email, or write a note in your child’s assignment book requesting an appointment with the teacher. You should receive a response from your child’s teacher within two school days.
- Please do not attempt to discuss matters with a teacher before or after school without an appointment. A teacher’s time before class is used for immediate preparation and organization.
- Teacher Assistants are not to discuss matters with parents.
- Parent-teacher conference day is held in January (after 2nd 9 wks report cards)

Conferences provide teachers with an opportunity to present parents with suggestions for complimenting the child’s work at school as well as giving parents the opportunity to express their observations and concerns and to discuss with the teacher the uniqueness of each individual child.

Civility

Members of the St. Peter Catholic School faculty and staff will treat parents and other members of the parish family with respect and expect the same in return. Our school is committed to maintaining orderly educational and administrative processes in keeping the school community free from disruptions.

This statement promotes mutual respect, civility, and orderly conduct among school staff, parents, and students. In the interest of highlighting school teachers and faculty members as positive role models to the children of St. Peter Catholic School, as well as the parish community, the school administration encourages positive, Christ-like communication and dialogue and discourages volatile, hostile, or aggressive actions.
Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or staff, willfully causes property damage, or uses loud and/or offensive language which could provoke a violent reaction will be directed to leave the school promptly by the principal or his/her designee.

If any parent uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the teacher or faculty member to whom the remarks are directed will calmly and politely ask the parent to communicate civilly. If corrective action is not taken by the parent, the teacher or faculty member will verbally notify the parent that his/her participation in the meeting, conference, or telephone conversation is terminated and will immediately notify the principal or his/her designee.

Confidentiality

St. Peter Catholic School encourages a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of St. Peter Catholic School are required and committed to honoring the confidentiality of all matters and information they are privy to, so too must the families of St. Peter Catholic School respect the welfare of others and the school as a whole and likewise maintain confidentiality at all times.

It should be noted that all staff of St. Peter Catholic School are agents of the school. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students in so far as that information concerns the welfare of the student, other students or of the school as a whole.

Communication Channels

Respect for persons and concern for the common good require that the principle of subsidiary be observed in the life of a community. This principle, enshrined in Catholic social teaching, requires that decisions and issues be handled at the lowest, most appropriate level in order to safeguard the rights and responsibilities of the human person. The clergy of St. Peter Catholic Church, in consultation with the Administration and School Advisory Board, establish the mission and philosophy of our Parish School, create policy and ensure that it is properly carried out. The Principal is responsible for the day to day operation of the school and for implementing the policies established by our pastors.

1. Questions or issues, which from time to time, may arise in the life of a school, should first be addressed to the teacher or faculty member concerned. Normally, issues are resolved at this level. Only after exhausting this opportunity should parents take their complaint or issue to an administrator.

2. In the event that a situation or concern has not been resolved at the initial level, the issue should be brought to the attention to one of the following:
   a. **Academic** - Mrs. Suzanne Roth, Dean of Academics
   b. **Student Behavior** - Mrs. Adrienne Landry, Disciplinarian 4th – 7th grades or Mrs. Kathleen Devlin, School Counselor, Key Cottage through 3rd grades.
   c. **School Communication** - Mrs. Tanya Montour, Administrative Support
   d. **Catholic Identity or Catholic Ethos** - Mr. Clint Goss, CRE
   e. **Athletics** – Mrs. Amy Faherty, Athletic Director
   f. **Cafeteria** – Mr. Michael Kraus, Principal, or Penny Caballero, Cafeteria Manager
3. The principal will be available to help solve the difficulty only after all the above named avenues described have been exhausted without resolve.

The communication channel must be followed in the sequence listed above. Parents are not permitted to skip any steps in the process.

**Grievance Procedures**

St. Peter Catholic School wishes to provide an opportunity for individuals to be heard. The administration of this school maintains procedures by which the parents of students may seek redress from a policy, regulation, or decision that is perceived as an unjust hardship on an individual or group. Complaints may be heard from individuals, parents, parent organizations, and employees. **Final determination of day-to-day discipline, dress, and grooming rests with the administration and cannot be appealed.** A Grievance Council, made up of the Pastor of St. Peter Parish or his designee, the School Principal, a member of the Parish staff, and a member of the St. Peter Advisory Board, will comprise the Grievance Council. Those individuals, who have exhausted all of the above named procedures for seeking resolve about an issue with St. Peter Catholic School, may request a hearing with the Grievance Council. The Council will serve the Pastor by making a recommendation after a hearing, but the final decision will rest with the Pastor of St. Peter Parish.

The opportunity to be heard will be forfeited if the procedures outlined below are not followed:

1. Please submit a written statement of the complaint to initiate the grievance, including a brief summary of the steps that were taken at school to resolve an issue. This written statement should also include documentation of the individual working through the appropriate communication channels that are outlined above.
2. The written statement, summary of steps, and documentation should be put in a sealed envelope and given to the school secretary. The outside of the envelope should have “Attn: Grievance Council” clearly marked.
3. Within 3 days, the individual with the grievance will be contacted and a Grievance Council meeting will be convened which is mutually convenient for all those involved.

The Pastor or his designee will inform the aggrieved about the decision that has been made. Said decision is final and binding once it is ratified by the Pastor.

**ACADEMIC INFORMATION AND POLICIES**

St. Peter Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the tradition of the Catholic Church. Our fundamental task is educating the whole person, integrating faith with learning in daily life.

**Honors Classes**
Our school offers placement in Honors Classes to the students in grades 5, 6, and 7 in English Language Arts. The eligibility criteria for placement in the Honors classes are evaluated using the following student data:

1. **Achievement Tests results** (ACT Aspire and MAP)—
   - ACT Aspire: Students scoring a 90% or above on the Reading are considered. Additionally, students scoring in the 85% or above in Reading and the 90% or above on the Language Composite are considered for Honors Literature.
   - M.A.P. (Measures of Academic Progress): Students scoring in the top 5% of M.A.P. scores in Reading and/or Math for their grade level are considered for Honors placement.

**After Achievement Test Results are analyzed, the following student data is studied:**

2. **Report Card grades** -- A's, 1 B is allowed if final average is an A
3. **Behavior /conduct** -- A to B+
4. **Teacher Recommendation** -- ability and student motivation

Students naturally progress to the ELA Honors class for the following year unless the student does not meet the academic expectations in class and on standardized tests.

Parents will receive a letter in the beginning of the summer if their incoming 5th grade student has qualified and would like to be considered for Honor’s placement. Incoming 6th & 7th grade students who have qualified (Achievement Test Scores) and not previously been in Honors will also be notified by mail.

**Special Education Program**

At this time, we have two part-time Special Education teachers (provided by St. Tammany Parish School Board), a Teacher-Interventionist, and a Special Education assistant in the student resource room. The program is designed to meet the specific needs of each student. The students enrolled in the program have evaluations that meet Bulletin 1508 Criteria, state approved, and each child has a Services Plan in effect.

Our program is designed to meet the specific needs of each student. The Special Education teacher meets regularly with the teachers and parents to ensure that any minor adjustments are being met. Some of the adjustments made for our students include: small group testing, re-teaching, extended time, directions reworded or re-explained, and copies of peer notes. She also works with the children in small study groups teaching testing skills, reinforcing organizational skills, and teaching small group basic skills.

**Academic progress**

Academic progress can be viewed online at the Plus Portals site daily. Report cards are sent home at the end of each quarter. During the fourth or fifth week during each grading quarter the school calendar will have posted “Progress Checks” and at that time all of a particular student’s grades for that grading period will be posted. Final averages for each subject are calculated by averaging the numerical values of all four quarters.

**Grading**

Updated 8/2015
Pre-K and Kindergarten Students:

Reports of student progress are given out quarterly in Pre-K and Kindergarten. Students are evaluated in relation to the skills (published by the Louisiana Dept. of Education’s grade level expectations) that are expected for that age level. The following is our academic skill scale:

E – Excellent Progress (90 -100)
S – Satisfactory (80 – 90)
N – Needs improvement (below 80%)

Grades 1st- 7th:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grading Code for Academics</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A (Exceptionally High achievement)</td>
</tr>
<tr>
<td>86-93</td>
<td>B (High achievement)</td>
</tr>
<tr>
<td>78-85</td>
<td>C (Average achievement)</td>
</tr>
<tr>
<td>70 -77</td>
<td>D (Low achievement)</td>
</tr>
<tr>
<td>0-69</td>
<td>F (Failure to master material)</td>
</tr>
<tr>
<td>I</td>
<td>(Incomplete)</td>
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Honors (5th, 6th and 7th) Grading Scale

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grading Code for Academics</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<td>89 – 80</td>
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<td>79 -70</td>
<td>C</td>
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<tr>
<td>69 – 60</td>
<td>D</td>
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<tr>
<td>59 – 0</td>
<td>F</td>
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Enrichment Classes

P and NP (Participation/Non-participation) grades are given in enrichment classes. Art, P.E., Music, Band, Computer, Library and Spanish are considered enrichment classes. *A child receiving special education services and intervention services for students with an INC Plan during Enrichment time do not receive a grade. It is left blank on the report card.

Examinations/Assessments

For grades 4 -7, students' performances will be evaluated each quarter through five or more of the following: tests and quiz grades, quarterly tests, semester/cumulative exams, portfolios, projects and/or papers (quiz or test grade), class work and homework.

Honor Roll

“A” Honor Roll Students who have achieved A's in all subject areas, conduct grade of an A, and do not have a NP (non-participation) grade in any enrichment subject.

"AB" Honor Roll Students who have achieved grades of 86 (B) or higher, conduct grade of A or B,
Parents/Student Questioning of Particular Grades

There is a period of 14 days following the date of the issuing of report cards that parents/students may request a conference with a teacher and the Dean of Academics to contest a grade given for a test, project, etc... in a particular subject. After the two week period, the grades given to a particular student are considered final. There is no exception to this policy.

Promotion Policy and Failure of a Subject

Pre Kindergarten & Kindergarten

- The criteria for promotion are readiness and maturity. The decision to retain a student is determined by the areas on the child’s report card and by the classroom teacher, Child Study Team in conjunction with the Dean of Academics.

Grades 1 – 3

- The criterion for promotion is successful mastery of Grade Level Expectations/ Common Core State Standards in that particular grade level. Promotion to the next grade is granted for students who have a 70% or above final average in each of the core subjects including English Language Arts, Math, and Religion. A student who fails to have a 70% final average in one of the core subject will have to repeat the year. A student failing the grade level may not be able to return to St. Peter School.

- A student who has a D and an F, or an F and an F in any subject in the last two nine-week periods regardless of the numerical average, fails that subject for the year. Students who are in danger of failing the grade are notified beginning in the 2nd, 3rd, and 4th nine week period. A “Possible Failure Notice” will go home with any student falling in this category.

Grades 4 – 7

- The criterion for promotion is successful mastery of Grade Level Expectations/ Common Core State Standards in that particular grade level. Promotion to the next grade is granted for students who have a 70% or above final average in each of the core subjects including English Language Arts, Math, Science, Social Studies and Religion.

- A student who fails one of the core subjects may have to repeat the year and may not return to St. Peter School. A student who fails to have a 70% final average in two or more core subjects will have to repeat the year. Due to the integrated method of teaching and assessing English, reading, spelling, and vocabulary through the English Language Arts class, failure of ELA will result in a student’s failure for the year.

- A student who has a D and an F, or an F and an F in any subject in the last two nine-week
periods regardless of the final numerical average, fails that subject for the year. Students who fail one of the core subjects may be eligible to complete summer school. The basic requirements of summer school are 40 hours of private tutoring by a certified teacher (who must be approved by the Dean of Academics prior to June 10th) or completion of the summer school program through the St. Tammany Parish School System. It is the responsibility of the parents to make arrangements with a certified teacher for private tutoring or contact the St. Tammany School Board for information concerning summer school. Students who are in danger of failing the grade are notified by letter beginning in the 2nd, 3rd, and 4th nine week period. A Possible Failure Notice will go home with any student falling in this category.

Academic Integrity at Saint Peter School

At St. Peter Catholic School, academic integrity is expected of every member of the school community – students, parents, and teachers. Academic integrity includes a common commitment to the values of honesty, trustworthiness, fairness, and respect. A student’s or a parent’s academic dishonesty threatens and undermines the sacred partnership that exists between the family and the Catholic school.

Plagiarism

We understand that the students at St. Peter Catholic School are in a process of learning. Our teachers are vigilant about teaching the right and wrong way to express an idea that is their own, and not copied from another source. “Plagiarism is the representation of a source’s words or ideas as one’s own. Plagiarism takes three different forms: cheating, non-attribution of sources, and patchwriting” (Howard, 1995). Work that has been plagiarized will be subject to grade adjustments and/or disciplinary actions.

Appropriate test taking behavior is taught at the beginning of each year in each classroom. St. Peter School students are expected to adhere to high standards of academic integrity in their work. It is imperative that students follow the test taking rules that have been established in each classroom. Violations are subject to grade adjustment and to disciplinary action which may include suspension or expulsion.

Any parent (or child) who obtains (through purchasing or other means) standardized tests from our textbook series and/or passes “old” tests to other parents or students is undermining the school’s authority to properly evaluate student progress. There is a name for this-- cheating. Any child that is found to have “studied the upcoming test” at home will get an automatic grade that is 10 points below the lowest grade that the student has received that year on a test. The school considers this a serious matter and parents will be called in to discuss whether the family can faithfully continue the “school/parent” entrustment that is necessary for the operation of our Catholic School.
TRANSPORTATION, ATTENDANCE, AND PUNCTUALITY

Arrival of Students

Carline

- Faculty and staff are stationed on both Theard Street (Pavilion) and Washington Street (back of cafeteria) to assist children getting out of cars. Temperance St. is reserved only for parents dropping off a 3 year old at Key Cottage. Weather permitting, all students, except 3 year olds, are directed to the pavilion and sit quietly with their classes until the bell rings.

- Cars with three year old siblings, Pre-Kindergarten and Kindergarten students have a special bright pink carline number with a little lamb on it. Cars with little ones are required to use the Theard Street line exclusively. We understand it takes a little time for our “little lambs” to be totally comfortable with morning drop off. We are here for you should you need more assistance!

Walkers

- Parents should be careful when using this means as there is MUCH traffic and action around school in the morning. A teacher/staff member will be on duty at the ECC/PLAYGROUND/MIDDLE SCHOOL corner to help those walkers coming from the Boston Street area. There is a teacher/staff member also on duty at the corner of Theard and Temperance to help children cross the street. Young students (below 4th grade) should not be dropped off to walk on to campus in the morning.

The following rules are to be adhered to at all times:

- Before School Care is offered, with a cost of $.50 per child (pre-K through 7th) including children who use the St. Tammany Parish Bus Service and arrive before 7:30 a.m., beginning at 7:00 a.m. See information in the back of this Handbook.

- St. Peter School is not responsible for students dropped off before 7:30 a.m. and who do not report to Before School Care.

- Students arriving on the school grounds after 7:55 a.m. are tardy. For safety, children in third grade and younger must report with a parent to the school office for a tardy slip. No child is allowed to leave the school grounds without permission of the principal and a parent/guardian once he arrives in the morning.

Dismissal

Updated 8/2015
TIMES: 2:30 p.m. – bus students, 2:35 p.m. – carline students, 2:45 p.m. – walkers and After Care students.

If your child is going home by “carline”, for your child's safety, we ask that you have your car number clearly visible and that you follow the car line procedures. For the P.M. Carline, the students whose numbers are #1 – 199 are picked up on Washington Street (cafeteria area) behind school; the students whose numbers are #200 – on up are picked up on Theard Street (Pavilion area).

No student is to be picked up outside of the Middle School building. All students who are not picked up by 3:00 p.m. will be brought to our After Care Services.

Walkers are dismissed at 2:45 p.m. from the Washington St. entrance/exit. Walkers are not allowed to congregate in front of the Church, nor should they linger on St. Peter School or St. Scholastica property; these students will be escorted back to the pavilion area and sent to After Care Services at 3:00 p.m.

Parents should not walk up to the Pavilion gate to get their child in the afternoon. Parents wishing to walk to school to get their child must have the child labeled as a “Walker” and pick up their child from the Washington Street carline exit doors at 2:45 p.m. when the walker bell rings. Please understand and cooperate with this most important safety procedure.

Bus Transportation

School bus transportation is provided for students residing in certain areas. Parents are encouraged to avail their children of this service to minimize the car line traffic flow. In order to assure safety for all riders, the bus students must adhere to the following rules:

A. All students are to remain seated until the bus has arrived at its destination.
B. Conversation may be carried on within normal volume limits.
C. Nothing is to be thrown out of bus windows or doors.
D. Before boarding the bus, on the bus, and after leaving it, the student's behavior must be a credit to St. Peter School.
E. Obey the rules and regulations given by the bus driver.
F. Destruction/defacing of bus or another student’s property will result in parent/guardian and child making restitution.

Note: Any continued violation of these rules will result in the loss of bus transportation.

On days when there is not any bus service for dismissal, the parents should pick up their children from their regular car line or as a walker.
Attendance and Tardiness

The Dean of Academics will contact parents of students in Pre-K-3rd grade who are tardy more than 4 times each nine-week period to discuss the students’ tardiness to school. Any 4th-7th grade student who receives an unexcused tardy will have the tardy indicated on a Student Behavior Card as a non-behavioral incident (see Discipline and Comportment). 4 tardies (excused or unexcused) = 1 absence

A student is considered tardy if he/she walks on campus after the gates have been closed after the 7:55 a.m. bell has rung and prior to 9:45 a.m. All students must report to the office. If a student in 3rd grade or under is tardy, a parent must accompany him/her to the office and sign the student in. Students are to wait until after the morning assembly/prayer before joining their class under the pavilion or walking to class. An auxiliary teacher should be on duty at this time to watch for 1st-7th graders going to class. Parents will walk their Key Cottage, Pre-K or Kindergarten child from the office to the outside classroom door.

We strongly urge parents to make appointments for their children after school hours, but if a student needs to be checked out during school hours, the parent should come to the front office and sign their child out. The receptionist or secretary will call the class and ask the student to meet their parent at the designated “parent pick-up door” of the building that their child’s class is in. Once at school, no one is to allow a student to leave the grounds without the permission of the principal and the parent.

The compulsory school attendance law of Louisiana requires that all students attend a recognized school and can only be absent for grave reasons such as personal illness, death in the family, or other rare exceptional conditions. If a child misses 20 or more days in one school year (excused or unexcused), he may not be promoted to the next grade. If an absence is for five (5) days or more, a doctor's note must be presented. Travel, during the school year, should be arranged during school holidays. If this cannot be avoided, please notify the homeroom teacher well in advance of the date for school work to be prepared. Teachers will decide upon a schedule of make-up work upon the student’s return. Work must be done in a timely manner.

A student may have an excused absence for a personal illness, sickness or death in the family, quarantine, an authorized school function, an appointment with a physician, or a natural disaster. Any absence that does not meet the criteria for an excused absence is considered to be an unexcused absence.

Picking up Materials and Work for an Absence

Materials will not be sent to the office for pickup without a request. If you would like to pick up books and assignments at the end of the school day, you must Requests to pick up material must be made by 11am of the school day. The materials will be then available for pick up between 2:45 and 3:00 by the front office.

Updated 8/2015
Uniforms and Personal Appearance

All St. Peter Students are required to be in uniform every day. Uniforms must be clean, mended, and properly worn. Students may not change out of their uniforms as long as they remain on school campus. Non-behavioral disciplinary action may occur for students who violate the uniform code.

The uniform distributors for St. Peter School are School Time in Mandeville and Landsend.com. The sweatshirts and shirts embodied with the school’s emblem are done by Yellow Butterfly through school.

It is strongly encouraged that all clothing be labeled with your child’s name. If a student comes to school without a piece of the school uniform, a note from his parent must be presented to his homeroom teacher for approval. Writing or drawing on any part of the student’s body or uniform is not allowed.

*see uniform charts on the following pages

**Jewelry:**
- Girls: Only watch, small religious medal/cross tucked into blouse, and single, small studded earrings allowed.
- Boys: Only watch and/or small religious medal/cross tucked into uniform shirt allowed.

**Monogramming**
- Girls: Pre-K -4th grade peter pan blouses may be monogrammed on the collar with one or all three initials in navy blue only.
- Key Cottage girl’s dresses may be monogrammed on the collar in navy blue.

- Girls and Boys: Sweatshirts can be monogrammed on the back at the top of the sweatshirt with first and last name or only last name. (Small print)

**Hair**
- Girls and Boys: All hair must be natural color at all times. This means no highlights, bleach, or anything else that would lighten or darken hair. There is to be nothing “fixed” to the hair such as hair wraps, feathers, etc. No extreme hairstyles are allowed. Hair should be neatly brushed/combed and hair accessories are to be in school colors only.

- Boys: Hair should be moderate length to the top of the ear on the sides, above the eyebrows and the top of the collar on the back. There is to be no excessive build-up of hair. Bangs must be at or above the eyebrows.

*Only clear nail polish is allowed. No make up is allowed at school.*
Note: Socks (ankle or crew) must be visible with the uniform.

Free Dress Days

Occasionally, St. Peter students will be granted a free dress day. It is imperative that your child adhere to the following guidelines.

- All shirts, blouses, or dresses must have sleeves.
- All skirts, dresses, and shorts must be LONGER than MID-THIGH in length for Pre-K through 7th grade.
- Students may wear jeans or capris (mid-calf).
- If leggings are worn, the top or blouse must be long enough to reach mid-thigh.
- The midriff must not be exposed at any time.
- Pants, jeans, shorts, capris, or skirts **must be worn at the waistline**.
- Clothing with offensive or suggestive language, symbols or promotion of smoking or alcohol are not allowed.
- Free dress clothing must not be skin tight or sheer.
- Shoes must have backs and closed toes.

*Students who violate any of the free dress day requirements will contact their parent for change of clothing, and may lose the privilege of all free dress days for the remainder of the school year and may be given an automatic detention.*

School administration reserves the discretion and right to send home anyone who comes to school inappropriately dressed or groomed.

Any and all of the previous stated policies, and/or information are subject to change, alteration, or revocation by the Principal and the Pastor. Parents will be notified if this needs to be.
<table>
<thead>
<tr>
<th>SPS BOYS</th>
<th>Socks</th>
<th>Shoes</th>
<th>Shorts/pants</th>
<th>Shirts</th>
<th>Belts</th>
<th>Sweater/sweatshirt</th>
<th>COLD DAY outerwear</th>
<th>Athletic/Cheer/Dance outerwear</th>
<th>EXTRA Cold weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Cottage 3’s</td>
<td>All white crew/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe – minimal gray permissible on shoe, only white soles. Velcro required boys and girls</td>
<td>Elastic waist Khaki uniform shorts or pant (no stone colored or brand names allowed)</td>
<td>Navy polo uniform shirt-long or short sleeved</td>
<td>none</td>
<td>Navy cardigan with Key Cottage logo</td>
<td>Coats, hats, mittens, and gloves worn OVER cardigan on cold days</td>
<td>none</td>
<td>White long sleeved t-shirt under uniform shirt permissible</td>
</tr>
<tr>
<td>Pre-K-4’s</td>
<td>All white crew/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe – minimal gray permissible on shoe, only white soles. Velcro required boys and girls</td>
<td>Elastic or belted waist Khaki uniform shorts or pant (no stone colored or brand names allowed)</td>
<td>Navy polo uniform shirt-long or short sleeved</td>
<td>none</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt on cold days</td>
<td>none</td>
<td>White long sleeved t-shirt under uniform shirt permissible</td>
</tr>
<tr>
<td>Kindergarten 5’s</td>
<td>All white crew/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe – minimal gray permissible on shoe, only white soles. Velcro shoes are recommended</td>
<td>Elastic or belted Khaki uniform shorts or pant(no stone colored or brand names allowed)</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Belt required after Christmas (second semester) Brown belt or khaki web belt only.</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt on cold days</td>
<td>none</td>
<td>White long sleeved t-shirt under uniform shirt permissible</td>
</tr>
<tr>
<td>1st – 4th grade</td>
<td>All white crew/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe – minimal gray permissible on shoe, only white soles.</td>
<td>Khaki uniform shorts or pants(no stone colored or brand names allowed)</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Brown belt or khaki web belt only. No school logos or markings on belt.</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt on cold days</td>
<td>none</td>
<td>White long sleeved t-shirt under uniform shirt permissible</td>
</tr>
<tr>
<td>5th-7th grade</td>
<td>All white crew/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe – minimal gray permissible on shoe, only white soles.</td>
<td>Khaki uniform shorts or pants(no stone colored or brand names allowed)</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Brown belt or khaki web belt only. No school logos or markings on belt.</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt</td>
<td>SPS Athletic/Dance/Cheer Jacket may be worn over or in place of Sweatshirt in cold days</td>
<td>White long sleeved t-shirt under uniform shirt permissible</td>
</tr>
</tbody>
</table>

Updated 8/2015
<table>
<thead>
<tr>
<th>SPS GIRLS</th>
<th>Dress/jumper</th>
<th>Socks</th>
<th>Shoes</th>
<th>Shorts</th>
<th>Blouse</th>
<th>Uniform shorts</th>
<th>Pants/leggings</th>
<th>Sweater/sweatshirt</th>
<th>COLD WEATHER outerwear</th>
<th>Athletic/Cheer/Dance outerwear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Cottage 3's</td>
<td>Navy, gingham dress</td>
<td>All white crew/eyelet trim/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe/white Mary Jane- Keds with velcro required boys and girls</td>
<td>Navy knit shorts under dress or matching gingham bloomers.</td>
<td>none</td>
<td>none</td>
<td>white or navy tights and/or navy leggings in cold weather</td>
<td>Navy cardigan with school logo</td>
<td>Coats, hats, mittens, and gloves worn OVER cardigan</td>
<td>none</td>
</tr>
<tr>
<td>Pre-K-4's</td>
<td>Navy, gingham dress / Plaid jumper (at least 2 inches from floor when kneeling)</td>
<td>All white crew/eyelet trim/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white Velcro recommended, Keds are permissible</td>
<td>Navy knit shorts under jumper</td>
<td>White Peter Pan short sleeved cotton blouse - straight or puff sleeves.</td>
<td>Navy blue walking shorts (mid-thigh) with navy elastic web belt.</td>
<td>white or navy tights and/or navy leggings in cold weather</td>
<td>Navy blue school sweatshirt with crest or navy cardigan</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt</td>
<td>none</td>
</tr>
<tr>
<td>Kindergarten 5's</td>
<td>Plaid jumper (at least 2 inches from floor when kneeling)</td>
<td>All white crew/eyelet trim/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white, Keds are permissible</td>
<td>Navy knit shorts under jumper</td>
<td>White Peter Pan short sleeved cotton blouse - straight or puff sleeves.</td>
<td>Navy blue walking shorts (mid-thigh) with navy elastic web belt.</td>
<td>white or navy tights and/or navy leggings in cold weather</td>
<td>Navy blue school sweatshirt with crest or navy cardigan</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt</td>
<td>none</td>
</tr>
<tr>
<td>1st – 3rd grade</td>
<td>Plaid jumper(at least 2 inches from floor when kneeling)</td>
<td>All white crew/eyelet trim/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white, Keds are permissible</td>
<td>Navy knit shorts under jumper</td>
<td>White Peter Pan short sleeved cotton blouse - straight or puff sleeves.</td>
<td>Navy blue walking shorts (mid-thigh) with navy elastic web belt.</td>
<td>Navy tights or leggings in cold weather</td>
<td>Navy blue school sweatshirt with crest or navy cardigan</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt</td>
<td>none</td>
</tr>
<tr>
<td>4th-7th grade</td>
<td>Plaid jumper(at least 2 inches from floor when kneeling) or Plaid skirt (no rolling of skirt...at least 2 inches from floor when kneeling)</td>
<td>All white crew/eyelet trim/ankle socks. &quot;No show&quot; socks are prohibited</td>
<td>All white leather tennis/athletic shoe- minimal, light gray permissible on shoe, soles must be white, Keds are permissible</td>
<td>Navy knit shorts under jumper</td>
<td>Knit shirt with tailored edge with school logo/ School Time</td>
<td>Navy blue walking shorts (mid-thigh) with navy elastic web belt.</td>
<td>Navy tights and/or leggings in cold weather</td>
<td>Navy blue school sweatshirt with school crest</td>
<td>Coats, hats, mittens, and gloves worn OVER sweatshirt</td>
<td>SPS Athletic/Dance/Cheer Jacket may be worn over or in place of sweatshirt</td>
</tr>
</tbody>
</table>

Updated 8/2015
Discipline and Comportment

Philosophy

Based on our philosophy that St. Peter Catholic School has been established to provide an environment of living Catholic faith, which brings all of life together within the grace and love of God, we have established the following Disciplinary Policy. As a school we will consistently work to emulate the Holy Family. Christian virtue will be the perpetual behavioral expectation. The rules and responsibilities established for our students are enforced as a means of assisting them in their journey as a child of God and as a soul destined for Heaven.

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behavior, while concurrently fostering self-discipline and responsible action. The origins of the word ‘discipline’ are found in the Latin word “discere,” which means “to learn.” The focus of discipline at St. Peter Catholic School is always to lead students to learn self-discipline and self-respect; rather than simply to punish or penalize them. They learn to accept responsibility for their actions and live with the consequences of their own decisions. As preparation for functioning in the world at large, the student must assume an active role in resolving his or her own problems appropriately with the school personnel facilitating the growth process toward self-discipline, self-reflection and a strong self concept rooted in the Catholic ethos. By making students aware that every choice of action has a consequence – good or bad, a sense of responsibility and accountability for those choices is developed. An effective discipline policy ensures that the school climate is conducive to learning and that each student is treated with respect, dignity and fairness.

The purpose of discipline is to provide an atmosphere conducive to ongoing learning. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is four-fold:

- To provide a classroom and school environment conducive to learning
- To help students develop a sense of responsibility and self-control
- To foster our values as a Catholic, Christian community
- To nurture the formation of conscience

The purpose of a discipline policy is to change student behavior in a positive manner. Therefore, any strategies employed must focus on positive improvement rather than simply imposing sanctions. Teachers are encouraged to handle the majority of discipline issues at the classroom level, involving parents as much as possible in their efforts to enact positive change. Students must be encouraged to
accept responsibility for their actions. Consequences should be designed to address the problem as close to its source as possible.

The primary responsibility for developing self-discipline, responsibility, and respect for other people rests with the home. Children who have developed these qualities will usually progress well in school. St. Peter Catholic School respects parents as the primary educators of their children, and in turn, respectfully requests the support and cooperation of parents in the discipline process. The school is concerned with the development of attitudes, habits, and behavior, and provides a proper climate for learning. Students are expected to behave in a manner, which brings honor to them and the school at all times. At St. Peter Catholic School, we pride ourselves on our courtesy and ability to treat others with respect and dignity. This creates a warm and friendly atmosphere that we feel is a necessary characteristic of a Catholic School. It is expected that students will behave in a manner, which is consistent with the gospel values of Jesus Christ. Students are challenged to live, grow and internalize the morals and values of our Catholic teachings.

Discipline is learned not just by the proliferation of rules, but also by the understanding of moral principles. There are five Fundamental rules, all of which proceed from the first of the five:

- The student will treat others as he himself would like to be treated.
- The student will not prevent the teacher from teaching.
- The student will not prevent others from learning.
- The student will not harm himself or harm others.
- The student will not harm his own property or the property of others.

Participation in a Catholic school is a privilege, not a right. Students must accept responsibility for their actions, and work to uphold the standards, policies, rules, and spirit the school promotes. The faculty will work to encourage and inspire a student to become their best selves, including positive follow-up with a student after he/she has incurred a consequence. It is our hope that every student cooperate in the social milieu which encompasses the Catholic school. Students are expected to make a positive contribution to the school culture by cheerfully obeying the stated rules, handbook policies, and requests made by the school staff, and behaving as good citizens should. Students are expected to monitor their own behavior, to accept responsibility for the consequences of their actions, to correct inappropriate behavior, and to develop self-discipline.

In addition to obeying the rules, students are required to comport (a student’s manner, behavior, attitude, and demeanor) themselves in a manner appropriate to those who are growing into mature, Christian ladies and gentlemen. In accordance with Catholic theology, politeness, cheerfulness, reverence for God, order, responsibility, and respect for oneself and others are some of the consistent habits of those who are striving to become authentic persons. St. Peter Students are expected and encouraged to foster these habits in their daily lives.

*The faculty and staff at St. Peter School pledge to you that we will be kind and courteous, responsible and respectful. We ask the same of you in return!*

Updated 8/2015
Parental Cooperation and Assistance

In order to maintain the parent-school partnership in these matters, parents are encouraged to contact the school whenever there is a question concerning the enforcement of the rules.

Out of respect for legitimate authority, the first contact should be made with the faculty member or staff member who has issued the consequence in question so that any misunderstandings or incomplete information may be swiftly corrected.

The Positive Behavior Program

Discipline is an essential component to the St. Peter learning environment that must be embedded within each area of the school. Students are expected to model Christian behavior and values at all times. This behavior is learned through the St. Peter positive behavior program, or ROCK expectations. These expectations are:

- Reverence to God
- Obedience to Authority
- Charity to Others
- Knowledge of Safety

Students will be taught the ROCK expectations and rules throughout each area of the school. Good student behavior will be reinforced throughout school day through the ROCK Rewards System. Students will collect these rewards for good behavior and may turn them in for rewards throughout the week.

Behavior Interventions

When students do not respond to the St. Peter Positive Behavior Program and ROCK expectations, they will need additional behavior support to succeed as a St. Peter student. Students that are determined to be “at-risk” in the area of behavior may receive a behavior intervention. Teachers, with the Dean of Students, assist in implementing these interventions. Appropriate behavior interventions may include, but are not limited to, any combination of the following:

- Parent phone call
- Parent-Teacher conference
- Referral to school counselor
- Referral to outside services
- Check in Check out (Mentor) Intervention
- Behavior Contract

General School Regulations

Policies and guidelines have been established to protect the rights and safety of all students and to meet the goals of this school. Positive support will be given for appropriate behavior. The general school regulations will be reviewed frequently with your child. Each teacher has individual classroom rules and consequences posted in the classroom, which have been approved by the principal.

Updated 8/2015
Technology: Students are only allowed to use the office telephone during the school day, including arrival, dismissal and before/after-care. We strongly discourage students to have cell phones at school. If your after-dismissal arrangements necessitate your child having access to a cell phone, it must be off and remain completely out of sight during the school day. Cell phones that are used or seen during school hours or on school grounds, including but not limited to arrival/dismissal or before/after-care, will be held in the office to be picked up by a parent, and a detention will be issued to the student. Inappropriate use of a cell phone may result in further disciplinary action. St. Peter Catholic School will not replace or repair any cell phone or personal electronic device that is lost, stolen or damaged at school.

St. Peter Catholic School believes strongly in the appropriate use of technology and realizes that it is an integral part of education. The school holds students responsible for any unacceptable use of technology and for taking utmost care of all equipment.

Prohibited Behaviors include, but are not limited to:

- Pulling off keys, rubber protective pieces, labels, and badges
- Mishandling devices
- Shutting down computers improperly
- Deleting or adding applications, music, games, movies, images without permission
- Searching Google Images
- Viewing, saving, or sending any obscene material
- Changing files or configurations without permission
- Accessing unauthorized network information
- Attempting to get around security systems
- Sharing files with another student during an independent assignment
- Communicating using technology in a negative manner
- Sharing passwords or attempting to guess passwords
- Losing or forgetting individual login information
- Using the internet for non-educational purposes
- Using computers without teacher permission/supervision

Disciplinary action will be taken for the misuse of technology as deemed appropriate by the Disciplinarian and Administration. The school has the right to search and review student network drives and internet usage at any time.

Disciplinary Actions, Suspension, Probation, and Expulsion

When students violate the school rules and expectations, or act in a way that is contrary to our school mission, disciplinary consequences will be determined by the teacher or an administrator. Along with a consequence, points may be deducted from the conduct grade as behavioral or non-behavioral incidents occur. Non-behavioral incidents may include, but are not limited to: unexcused tardies, uniform violations, and failure to bring supplies to class.

Each Pre-K through 3rd conduct grade will be calculated according to each teacher’s system. Parents will be provided the expectations, rules and procedures for their classrooms at the beginning of the school year. Reports will be updated on a weekly basis to communicate with parents.

Updated 8/2015
Each 4th through 7th conduct grade will be managed by the homeroom teacher. Every student will have 1 conduct grade that will use a 100 point system. As student behavior or non-behavioral incidents occur, parents will be notified through a Student Behavior Card.

The Student Behavior Card is aligned with the ROCK expectations and indicates the inappropriate behavior, as well as the number of points lost which is at the discretion of the teacher. 4th – 7th grade students will have a student behavior card sent home the same day as any incident. Failure to return a student behavior card by the next day will result in a recess detention by the Dean of Students. This incident will also be marked as a non-behavioral incident on a Student Behavior Card.

Any combination of three behavioral or non-behavioral signings in a week will result in a recess detention. Any combination of four behavioral or non-behavioral signings in a week will result in an after-school detention. Five or more incidents in a week will result in an administrative decision.

The 4th - 7th Grade Student Behavior Card

<table>
<thead>
<tr>
<th>Student's Name: __________________________</th>
<th>□ Behavioral  □ Non-Behavioral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued By: ________________________________</td>
<td>Homeroom: ____________________</td>
</tr>
<tr>
<td>□ Reverence to God  □ Obedience to Authority  □ Charity to Others  □ Knowledge of Safety</td>
<td></td>
</tr>
<tr>
<td>Description/Comments</td>
<td>Points Lost</td>
</tr>
</tbody>
</table>

This Student Behavior Card must be signed and returned by the next school day to avoid further disciplinary action.

Parent Signature

White: Homeroom, Yellow: Dean of Students, Pink: Parent, Gold: Issuing Teacher
St. Peter School 130 East Temperance Street Covington, LA 70433

Recess Detainments

If a student receives a Recess Detainment he will report to the Disciplinarian or teacher at his or her recess period. A Recess Detainment is an immediate consequence for disruptive or inappropriate behavior. Recess detainments may include written work or light cleaning for areas such as the cafeteria. A student receiving a Recess Detainment from behavioral incidents will also lose 3 points from his or her conduct grade.

Three Recess Detainments during the school quarter will result in a detention.
Detentions

Detentions are issued for major behavioral incidents and are served the next scheduled date. Detentions will be served on Mondays and Wednesdays from 2:45-3:45 p.m. in the Middle School Building. Detentions will involve a variety of assignments where the student is given an opportunity to reflect on the reason for being there. The Principal or the Disciplinarian are the only people who have the authority to reschedule the assigned date for serving the detention. Five points will also be deducted from each student’s conduct grade in addition to the hour after school. Five detentions during one school year will result in a one-day suspension.

Suspension

A suspension may be used if a student fails to cooperate with school authorities or gravely violates school regulations. Any action that would endanger the student or another person or any action deemed by the Principal to be contrary to the philosophy of St. Peter Catholic School may result in suspension. Missed class work is not made up during the suspension; the student must make-up work on his own time. Make-up of a test, etc. is left to the discretion of the Principal and Disciplinarian. Suspensions warrant 10 points deducted from the student’s conduct grade.

Suspensions may be one or two days, ‘at home’ or ‘in school’, at the discretion of the Principal and Disciplinarian. A suspended student is automatically suspended from all school activities. He may not participate in or attend school &/class functions.

If a student who earns a suspension is a member of any extra-curricular and represent our school in any way, he will be dismissed from that extra-curricular for a period of time determined by the administration.

Probation & Expulsion

A student is placed on disciplinary probation as a result of a suspension. While on probation, a student’s behavior and progress are monitored closely by his or her teachers and the Dean of Students. Any further misconduct or violation of the terms of probation may result in dismissal from school.

Expulsion is an extreme measure taken for certain acts that are flagrantly opposed to Christian behavior. St. Peter Catholic School reserves the right to expel any student whose actions in the prudential judgment of the principal (considering all relevant circumstances), seriously impacts the safe and learning environment of the school in a negative manner.

Academic Integrity

Honesty in all academic areas is a non-negotiable expectation of all students at St. Peter Catholic School. Academic dishonesty is therefore considered a major disciplinary offense and consequences will be handled through an administrative decision.

Examples of academic dishonesty may include, but are not limited to:

Updated 8/2015
• Consciously taking ideas of others and presenting them as one’s own ideas (plagiarism)
• Copying or consulting notes during tests
• Copying another student’s quiz, test, class work or homework assignment
• Unauthorized collaboration on an assignment of any kind
• Allowing another student to copy homework or test answers

Being unaware of whether an act constitutes academic dishonesty does not excuse the act itself and it is always the student’s responsibility to ask for clarification with the teacher.

**Bullying**

All allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged target (victim) and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Any incident should be reported immediately to an adult.

Proven allegations of bullying can have serious consequences for the person deemed guilty.

At Saint Peter School, students should keep their hands to themselves. No one has the right to harm another person in any way. Students should think before speaking and immediately apologize for accidentally saying or doing anything that has made another person feel oppressed. **Students should report all incidents of bullying behavior they have witnessed to appropriate school personnel. There is a “lockbox” in the Middle School building to anonymously report incidents of bullying.** Students who are found to have falsely accused another student of bullying will be subject to disciplinary consequences determined by the principal after consideration of the nature and circumstances of the act.

A student’s home and personal use of technology can have an impact on the school and on other students. If a student’s personal expression involving any technological device creates any disruption of the educational process, the student will receive administrative disciplinary action. 

Cyber bullying includes, but is not limited to:

• Offending, harassing, or disrespectful messages through email, instant messages, digital and video photo images, and/or text messages etc.
• Posting any information that could cause a disruption to the educational process
• Posting false or defamatory remarks about someone

*If a student poses a threat to himself or others, it will be required of the parent to have his/her child evaluated by a licensed mental health professional before he/she will be allowed to return to school.

Updated 8/2015
Asbestos
In compliance with AHERA PL 99-519, St. Peter Catholic School has been inspected for asbestos. Pavia-Byrne Engineering Corporation of New Orleans has completed the Asbestos Management Plan for our school. The plan is available to you in the school office should you wish to review it. Copies are available for the cost of duplicating.

Certificate of Health
A doctor's certificate is required for anyone returning to class who has had a communicable disease or has missed five consecutive days of school. Parents will be called on any child who comes to school with an apparent skin or eye infection. He will need a doctor's note to return to school.

In an effort to maintain a safe and healthy environment in school, please review the following guidelines regarding student illnesses.

- Students should remain home and be fever free for 24 hours after having a fever of 99 degrees or higher.
- If your child is vomiting or has diarrhea before school, please keep them home until at least 24 hours after it subsides.
- All persistent rashes should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash.
- If your child has a discolored (yellow to green) nasal discharge, this may indicate infection and you may need to see your doctor.
- All students with head lice are to be checked back into school with a doctor’s note or Health Unit slip.
  - All ringworm must be covered while at school.
  - Report all communicable disease to the school---i.e. Chickenpox, Fifths disease, etc.
  - All chickenpox sores should be completely dry before the student returns to school.

Crisis Plan
The Archdiocese deems a crisis to mean a generally unanticipated situation temporarily overwhelming an individual's ability to cope, or a school's ability to function routinely. This Crisis Plan provides the procedures for St. Peter personnel in the event of an emergency or crisis event. During any school-wide lockdown or evacuation, teachers have been instructed not to release any student to a parent/guardian without administrative permission.

Emergency Drills
Evacuation (Fire or other) and Lockdown drills are held on an announced and unannounced basis.

Updated 8/2015
The Archdiocese of New Orleans recommends that we hold a fire drill each month that we are in school.

**Weather Emergencies**
The procedures for weather emergencies during the school day can be found in the St. Peter Crisis Plan. St. Peter School follows the Archdiocese of New Orleans’ procedures for school closures due to inclement weather. When the school closes due to weather, the announcement will be made on local television and radio (WWL). If possible, an email and text message from PlusPortals will be sent to all school families to alert them of the closure. Please make sure your PlusPortals information is correct and up-to-date.

**Evacuation of School- Off-Site**
Should the need arise to evacuate our campus, teachers will bring students to the field at St. Paul's field behind the gymnasium on the corner of 14th Ave. and Jefferson Ave. In the unlikely event that we have to evacuate our campus, parents will be notified and can pick their child up from this location.

**Emergency Information**
An emergency card on each student is kept on file in the school office. All reasonable attempts are made to notify parents in case of accident or injury to a student or when a child becomes ill. Parents must keep the school informed of any changes in address, home phone numbers, work phone numbers, custodial arrangements, email addresses, etc. If parents cannot be reached, the school will contact the persons listed on the emergency card. Please include area codes for all phone numbers.

**Emergency School Closure**
SPCS follows St. Tammany Parish Public Schools (STPPS) in situations for emergency closures. Students will be sent home on school buses, unless notified otherwise. Remaining students will be sent home with parents or persons listed on the emergency cards.

**First Aid**
Prompt attention will be given to anyone needing first aid. For serious types of accidents or illness, the following will be put into effect:

A. Parents will be notified immediately. If unavailable, the persons listed on the emergency card will be notified.
B. In the event that no one is available, the school will contact the physician indicated on the emergency card.
C. If it is impossible to contact the physician, the school will call 911.

**Insurance**
Insurance covering your child during school hours is included in the Registration Fee. When a student is injured at a school he/she must report the injury to a teacher or to the office. If medical attention is needed, the office will provide the appropriate forms to the parent or guardian. *** If you are needed to drive students on a field trip, current copies of your driver's license and proof of auto insurance must be on file in the office. Your insurance coverage must have a minimum liability limit for privately owned vehicles of $100,000/$300,000. If a business/place limits the number of chaperones, we must honor the policy of that business/place.

*Updated 8/2015*
Chaperones / Safe Environment
Parents desiring their child to have such experiences must complete and return to school prior to the event, the provided permission form and the required fee. When chaperones are needed, the teachers will devise a method of selecting chaperones. All students must travel with their classes to the destination and return with their class to school. Chaperones or parents may not leave the field trip with their children without administrative permission.

In obedience to the charter of the Archdiocese of New Orleans, every adult (person 18 years or older) whether on staff or serving as a volunteer in ANY ministry (including St. Peter School), who has ongoing contact (more than once) with children at St. Peter School, MUST complete a Safe Environment Training Session and have a current background check. Beginning this year, the training will be effective for a three-year period. There is no cost for participants, and the school assumes the costs for the background checks (which are good for three years). If you do not receive the training, then you will not be able to volunteer or work with youth until the training has been completed. Only parents who are Safe-Environment trained will be responsible for other children on a field trip.

Immunization
St. Peter Catholic School requires that all students have their immunizations current. Each pupil must have an up-to-date health card on record in the School office. Subject to Title 28 of the Louisiana Administrative Code, Part LXXIX, Chapter 11, Sections 1101(E) and (F), failure to comply with these regulations will result in the removal of the child from the classroom or non-admission to the School.

Invitations
Party invitations may be distributed at school if there are invitations for every child in the class or for every child of the same sex as the student giving the party. If these conditions do not exist, then invitations must be mailed and not handed out.

Medication
Medication will not be dispensed to children without written permission from parents and doctor. The Parental Request for Administering Medication at School Release from Liability is required for dispensing of any medication at school.

Food Services
Breakfast and lunch money are payable through schoolcafe.org. THERE IS NO CHARGING ALLOWED AT ANY TIME. Money should be in an envelope and properly labeled with child’s name and cafeteria number. Checks should be made payable to St. Peter Cafeteria.

Parents' Club
All parents are invited to be members of the Parents' Club for a minimal fee of $15.00 annual dues. The purpose of this club is to help strengthen relationships between the family and the school. The Parents' Club meets five times a year on Tuesday evening. Meetings are held at 7:00 p.m. in the school cafeteria.

Safety
Any person visiting our school grounds must report to the front office (located on Temperance Street across from St. Mary’s Hall) to sign in and receive a “Visitor’s Pass” before proceeding to their

Updated 8/2015
destination. All main doors to school building will be locked. Certain gates are locked during the school day. Parents are asked to refrain from using the “student entrance” that is located on Theard Street across from the elementary school building.

Search and Seizure
The Administration of St. Peter School has the authority to search and seize when a situation arises in which such action is warranted. For purposes of safety, students are not permitted to bring glass bottles, knives, matches, and the like on the school grounds.

Vehicles
Louisiana law states: “No person driving or in charge of any motor vehicle shall permit it to stand unattended without first stopping the motor, locking the ignition, removing the key, and effectively setting the brake thereon.” Therefore, visitors are asked to please abide by this law when exiting their vehicles. No motor vehicles are allowed on Theard St. once the street is closed to traffic.

Telecommunications
All parents and students are expected to read and to comply with our Acceptable Use Policy (AUP) for school computers and telecommunications. All families and students must sign off on the signature page (last page) and return it to school (In the back of this Handbook). The AUP Telecommunications form is the last section of this handbook and must be read by all. Remember, at the time of this printing, new policies are being worked on and will be posted for all to become aware of, both students and parents.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY (set by the Archdiocese)

RESPONSIBLE-ACCEPTABLE USE GUIDELINES FORM:
Students, staff, and administrators of St. Peter Catholic School (names SPCS throughout this policy) have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that SPCS does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purposes of these Responsible-Acceptable Use Guidelines of SPCS are to foster the independent use of SPCS network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following Responsible-Acceptable Use Guidelines apply to all users when they access any SPCS network connections.

1. It is understood that cooperation is critical in the use of the Internet at SPCS. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor’s independent use of SPCS network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.

2. Violations of these Responsible Use Guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by SPCS.

3. Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the Internet. SPCS reserves the right to update and/or modify the basic
minimum skills necessary from time to time.

4. Transferring copyrighted materials to or from any SPCS network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.

5. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of “educational value” to students of SPCS. For the purposes of the Guidelines, “educational value” shall mean those areas of network access that have a direct or indirect impact on the student’s educational program at SPCS. The use of the network for e-mails to be remitted to friends, chatting, reading jokes, searching sport sites, farming out information on games, or other actions that are directly or indirectly related to the school’s curricula are not deemed to be of “education value” and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abuse, obscene, profane, sexually oriented, threatening, and racially-offensive, and illegal material or other prohibited activities shall not be permitted, and SPCS will use any and all efforts available to us, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.

6. Use of e-mail and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.

7. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applications, or various vendors. Such discussions or use on the network is expressly prohibited.

8. No personnel or student information, which is protected by the FERPA, shall be disseminated through the network.

9. All users of the network must comply with the ECPA, and may need to comply with the CDA. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The EPCA does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that SPCS may monitor an employee’s e-mail messages, as long as the interception devise is included in the e-mail equipment.

10. Users of the network must recognize that SPCS does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by SPCS to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network and that messages should be stored for a period of no longer than fourteen (14) calendar days.

11. Network users may not allow any other person to use their password or to share their account. It
is the user’s responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who store a password and sent harassing letters under the user’s name.

12. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.

13. Use of the Internet for commercial gain or profit is not allowed from an educational site.

14. Users may not move, repair, reconfigure, modify, or attach external devices to the system.

15. SPCS reserves the right to monitor all accounts.

16. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

17. Time restrictions on use of the Internet may be imposed to ensure equity of use.

18. From time to time, SPCS will encourage students and employees to use certain informational sources in order to control Internet costs.

19. SPCS reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true “educational value.”

20. Professional employees of the school will monitor the use of the Internet.

21. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Parent-Student Handbook or in any other rules of SPCS which may be applicable.
Mrs. Amy Faherty serves as our Athletic Director at St. Peter Catholic School. At our school, physical education is highly regarded and considered a vital component in the education of the complete person. Whether students are participating in a sport or cheering for their friends, extracurricular activities such as our athletic programs unite our students outside the classroom.

St. Peter participates in a variety of sports in two different leagues. The NIAL (Northshore Independent Athletic League) is a West St. Tammany based league made up of non-public schools. The minor sports sponsored by the NIAL can include students in as low as fourth grade. The minor sports include cross-country, track and golf. The NIAL divides major sports into varsity and junior varsity based on grade levels. The NIAL junior varsity is made up of fifth and sixth grade students. The NIAL varsity is made up of seventh and eighth grade students. St. Peter’s participates in both the junior and varsity divisions of the NIAL.

St. Peter also plays in the CSAL (Catholic Schools Athletic League). The CSAL divides their junior varsity and varsity based on age. A student may participate in the junior varsity division if they have not turned thirteen before September 1st of the present school year. Essentially this is a school’s seventh grade. St. Peter only participates in the CSAL junior varsity division.

Athletic Mission and Policies

The purpose of the athletic program is to complement home, church, and school in the development of the whole person. The primary function of St. Peter athletics should not be the development of exceptional athletes. Rather, it must be the development of student-athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of athletics depends upon a true commitment from all adults involved.

To remember this context for which we play and to build a habit of prayer, all teams will begin any competition with our St. Peter Athletics Prayer.
St. Peter Athletics Prayer

Almighty God, 
Help us use our athletic gifts, for your honor and glory;  
If we know injury, give us healing;  
If we know victory, give us humility;  
If we know defeat, give us understanding;  
Take our fear, give us courage;  
Take our worry, give us joy;  
Our Lady of Victory, pray for us;  
St. Peter our Patron, pray for us.

Coaches

It is preferable to have faculty members as coaches, but that is not always possible and St. Peter is blessed to have so many willing and competent parents to coach. Coaches must keep in mind that instilling a Christian attitude, teamwork, and sportsmanship are more important than winning. If a coach does not display the proper Christian attitude and sportsmanship during practice or a game, or if that coach knowingly bends or breaks the rules of the league, then that person could be removed from coaching depending on the severity of the infraction.

Students

The students that play on the various sports teams at St. Peter are representatives of the school and they must display a Christian attitude and sportsmanship during practices and games, or depending on the severity and frequency of the infractions, they could be removed from the team.

- The students must maintain at least a “B” conduct grade to remain on the team.
- Any student receiving a detention within one week of a competition will not be able to participate in the event.
- If a student who earns a suspension is a member of any extra-curricular and represent our school in any way, he will be dismissed from that extra-curricular for a period of time determined by the administration.
- Students are expected to attend a full day of academic classes on the day of any co-curricular, athletic, or extra-curricular event. Students will not be allowed to participate in the event if he or she is absent. This includes excused absences and high school shadowing.

Parents
It is our hope that every student has an opportunity to play on our teams. However, depending on the number of students trying out there may have to be cuts to form a team. **If a student made the team last year, it does not guarantee them a spot on the team this year.** It is never an easy decision to cut a student from any team and that is left up to the coach’s discretion. If a coach keeps too many students then that will decrease everyone’s playing time and will eventually cause problems during the season.

**Developmental and Intramural Leagues**

These leagues are solely fun leagues where students are allowed to compete and develop their skills in a less competitive environment than a school team. This league was started to give third, and fourth grade students an opportunity to play organized sports and develop their skills. **We are dependent on volunteer coaches and other schools wanting to play in developmental leagues because we do not have a regulation field or gym.**

Every student that wants to play will be placed on a team and if necessary more teams may be formed to accommodate the students. Tryouts are not necessary but an evaluation of talent should be done so one team isn’t stacked with the most talented athletes.

Depending on volunteer coaches, competitive teams available at St. Peter School include, but are not limited to:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Grade Level</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>2nd – 7th</td>
<td>*</td>
<td>*</td>
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<tr>
<td>Football</td>
<td>5th – 7th</td>
<td>*</td>
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<tr>
<td>Volleyball</td>
<td>5th – 7th</td>
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<td>Soccer</td>
<td>6th – 7th</td>
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<tr>
<td>Basketball</td>
<td>5th – 7th</td>
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<tr>
<td>Golf</td>
<td>5th – 7th</td>
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<tr>
<td>Baseball</td>
<td>6th – 7th</td>
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<td></td>
</tr>
<tr>
<td>Softball</td>
<td>6th – 7th</td>
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*Parents should monitor our Athletics page for updates on tryouts and team schedules.*

There is a minimum fee to participate in any sport. The fee assists in paying for referees, umpires, etc.

If interested contact Athletic Director, Mrs. Amy Faherty at afaherty @stpetercov.org / 985-892-1831 (ext. 208).

**Extra-Curricular Activities**

The school approves many activities in which the students are encouraged to participate. School spirit and support are essential parts of school life. The following guidelines are minimum standards for student eligibility:

Updated 8/2015
A. Students must maintain a C average or higher in all core subjects.
B. Students may not have an F in any subject.
C. Students must maintain a B conduct grade or higher.

Students cannot take part in an extra-curricular activity if they have not been in school, a full day, that particular day. This includes excused absences and High School shadowing days.

Eligibility will be determined at each marking period using the Progress Reports and Report Cards. A student who has an F in any academic class or below a B conduct grade will be automatically placed on probation (not participating in the activities) from any extra-curricular activity and will be given until the next Progress Report or the next marking period (report card) to raise grades to an acceptable standard above a F before being suspended for the rest of the school year from an activity. Administration reserves the right to make eligibility decisions based on academic performance.

Students who are members of extra-curricular organizations are supervised before, during, and until the student is picked up or is brought to After School Care. *Children involved in school sports may stay in Aftercare until 3:30 and not be charged. Siblings, if staying after school, must report to After School Care. They are not allowed to stay with their sibling who is on a team/club. Only members of the team and/or club are supervised when competitive interscholastic games, club meetings, etc. are held on the school campus. The school does not assume supervisory responsibilities for non-participatory students after dismissal or after the competitive event and/or club meeting.
Before and After Care Policies and Procedures

2015-2016

St. Peter Catholic School is committed to providing a safe, properly staffed, and enjoyable before and after care experience for our students. Additionally, we are committed to keeping costs as low as possible for our families who need this service. Please read the following Handbook of Policies carefully.

This section includes important information regarding the policies, regulations, and student guidelines, scheduled for the St. Peter Catholic School Before and After Care Program.

As we did last year, Before Care and After Care services will provided on a pre-paid basis. All payments and billings will utilize the FACTS system.

- If you have any questions concerning payment, please call: Mrs. Karen Rogers at 985-892-1831.
- If you have any questions concerning the Before Care or After Care policy, please call Mrs. Janice Bardy at 985-892-1831.

**Before & After Care Director:** Mrs. Janice Bardy  
**Key Care Coordinator:** Mrs. Tammy Campo

**After Care Phone Number:** 985-892-1831 (ext. 250)

**Before and After Care Hours and Rates**

**Morning Key Care (3’s only), Afternoon Key Care (3’s, 4’s, and 5’s)**

Morning “Key Care” for 3 year olds only will be offered in Key Cottage from 7:00 a.m.-7:30 a.m. at a rate of $1.00 a morning. Little ones will need to be dropped off at Key Cottage.

Afternoon “Key Care” is offered for our 3’s, Pre-K, and K students at the Early Childhood Center (ECC) from 2:30 -5:30 p.m. at a rate of $8.00 per day. There is a one hour or less rate (until 3:30 p.m.) of $4.00 per day. Pick-up and sign out are at the ECC. Parents who arrive after 5:30 p.m. will be billed $1.00 per minute for each minute after 5:30 p.m.

**Before Care (Pre-K through 7th grade)**

Before Care is offered for our Pre-K through 7th grade students in the school cafeteria from 7:00 – 7:30 a.m. Any student that is dropped off at school before 7:30 a.m. (either by car or bus) will attend and be billed for “Before Care.” There is a charge of $.50 cents per day.
After Care (First through Seventh Grade)

After Care is offered for our first through seventh grade students on campus from 2:45-6:00 p.m. The first hour (until 3:45 p.m.) is $4.00 and any child staying past 3:45 p.m. will be billed at $8.00 a day. Parents who arrive after 6:00 p.m. will be billed $1.00 per minute for each minute after 6 p.m.

In addition, After Care will NOT be provided on the following school days for the 2015-2016 academic year:
- Thursday, November 12 - Gala set-up
- Friday, November 13 - Gala set-up
- Thursday, Apr. 21 - Party at the Pavilion set-up
- Friday, Apr. 22 - Party at the Pavilion set-up
- Friday, May 22 - 1/2 day of school, Last day

Any other days on which After Care will not be provided will be announced in advance.

Rules of Conduct for Students in the Before/After Care Program:

Parents are asked to please read the following rules of conduct and discuss them with their children. Consistent misbehavior and disobedience will not be tolerated. Parents will be notified and asked to find an alternative program for their children. The Principal has the authority to remove any student from Before/After Care during the year if the conduct is not acceptable or for non-payment.

1. All rules will be the same for After Care as stated in the Discipline Policy in the Student/Parent Handbook.
2. Infractions of the rules will be reviewed with the parents on a daily basis. If your child is involved in a discipline infraction in after care, he/she may be required to “sit out” for a designated length of time.
3. After care students should report to after care immediately.
4. Students should stay seated in the cafeteria until after snack.
5. Time will be given to our 2nd through 7th grade students to begin their homework. Some help is available, but private tutoring is not provided.
6. Students must play in the designated, supervised areas on the playground.
7. Our Pre-K and Kindergarten students will begin after care in the ECC from 2:30 p.m. - 3:00 p.m. for snack and rest. At 3:00 p.m., the children will move to the ECC play yard, weather permitting. Snack is served at 4 pm. If you have a Pre-K/K student, when you come to check your child out of After Care, please check to see if the children are playing on the ECC playground first. If the Pre-K/K students are not present on the ECC playground, they will be in the main school yard.
8. A snack is given to all of the after care students daily. Often, the children are hungry and the snack doesn’t necessarily fill the students up. If you feel that your child needs more food than an after care snack provides, please consider sending snacks for after care in their book bags.
9. Upon arrival on campus, before care students should sign in at the cafeteria. Normal school rules apply.

Updated 8/2015
Payments for all Before and After School (including Key Care) will be made through FACTS online payment system. Family discounts are not available for Before or After School services. A light snack is provided, however, we encourage you to send an additional snack with your child.

**Students will be not be allowed to attend the St. Peter Before and/or After Care Program without having paid in advance for the service.**

### St. Peter Catholic School Tuition Withdrawal Refund Policy

Tuition for St. Peter students is for 10 months of each school year from August 1st though May 31st. Payments for tuition (full or 10 month plan) begin in June. If there are circumstances in which a student must withdraw from St. Peter School, then the following refund policy will be implemented:

- Students withdrawn between June 20th and August 31st will be charged one month’s tuition (one-tenth of the annual tuition). Students will receive a refund of the tuition for the remaining months of the school year.
- Beginning on September 1st of the school year, students withdrawn between the 1st and 15th of the month will receive a refund of ½ the current month’s tuition plus the balance of the tuition for the remaining months of the school year. Students withdrawn after the 15th of the month will receive a refund of the tuition for the remaining months of the school year but will receive no refund for the month of withdrawal.
- Registration, non-parish support, and FACTS processing fees are non-refundable.
- All financial obligations must be satisfied and all books returned before a tuition refund may be granted.

Parents should contact the office as soon as possible to complete all necessary paperwork. Please allow up to two weeks for a tuition refund.
Parental Request for Administering Medication at School Release from Liability

Name of Student: ________________________________  DOB: __________________
Grade: ___________________________  Teacher: ___________________________
Name of Parent/Guardian: ________________________________  Phone #: ___________________________
Work Number: ___________________________  Cell #: ___________________________

1. I hereby give permission for a designated unlicensed person to administer medication at school, to give the following medication ordered by the physician:

2. I have administered the initial dose ordered at home and have allowed sufficient time for observation of adverse reactions before asking school personnel to administer the medication:

3. My child has permission to carry and self-administer his/her inhaler/emergency medication:

4. My child has permission to receive from a designated unlicensed person over the counter medications:
   - Tums 1 tablet single dose
   - Motrin 200 mg single dose (ages 4-5)
   - Motrin 400 mg single dose (ages 6-12)
   - Tylenol 240 mg single dose (ages 4-5)
   - Tylenol 325 mg single dose (ages 6-12)

Initial: __________  Initial: __________  Initial: __________  Initial: __________
Printed Name of Parent/Guardian: __________________________
Signature of Parent/Guardian: __________________________

———
Physician, Dentist or Other Authorized Prescriber: Louisiana
In most instances, the medication will be administered by unlicensed school personnel. Please make the following orders clear enough for them to understand.

Diagnosis: __________________________
Desired Effect: __________________________
Medication: __________________________  Dosage: __________________________
Discontinue Date: __________________________  Time To Administer: __________________________
Possible side effects/adverse reactions of Med: __________________________
Please list other meds taken by student outside of school: __________________________

NOTICE: Use this section for a student who will self-administer his/her own medication.

Has this student been instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school?  □ Yes  □ No

Updated 8/2015
Do you give authorization for this student to carry his/her own medication, if it is requested by the parent and the school nurse has determined it safe & appropriate?  □ Yes  □ No

Physician’s Name (Please Print): ____________________________

Physician’s Signature: ____________________________ Date: __________

Address: ____________________________ Phone: __________

Acknowledgement (Medical Treatment)

The undersigned, who represent that they are the parents and/or legal guardians of _______________________, presently enrolled at St. Peter Catholic School, acknowledge that this school does not provide medical services.

The undersigned, in their individual capacities and as the parents and/or legal guardians of the student, do hereby individually and collectively release, remise, acquit, and forever discharge St. Peter Catholic School, its present and former agents, employees, representatives, administrators, officers, directors, and insurers, the successors and assigns of each, and each and every related or affiliated organization, corporation or entity (collectively the “Released Parties”) from any and all present and/or future claims, demands, causes of action, rights of action, suits, damages, costs, expenses, attorney’s fees, compensation and liability of every kind, character and description whatsoever, that the undersigned or the student had, now has, or may have in the future arising out of or in any way related to the administering of medication to the student by any of the Released Parties, and the undersigned further agrees to and does hereby indemnify and hold harmless the Released Parties from any and all such liability.

Ms. / Mrs. Parents / Guardians Date

Mr. Parents / Guardians Date

Print Name

Parents / Guardians ____________________________

Parents / Guardians ____________________________

*This form is due Friday, August 15th

Updated 8/2015
We have read the Handbook for Parents-Students of St. Peter Catholic School. We understand and are fully aware that these policies do apply to each of us impartially. Parents will be notified in writing of any necessary changes in policies, procedures, rules, or regulations that are made during the school year for the betterment of the school and/or the safety of our students. Such changes and additions will be posted on PlusPortals.

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**TELECOMMUNICATIONS ACCEPTABLE USE POLICY (every parent and student)**

I/We are the parent(s) or guardian(s) of the above student(s) and agree to the rules set forth in the Acceptable Use Policy, a copy of which is printed in the St. Peter Parent-Student Handbook. In consideration of the privilege granted my/our son/daughter by St. Peter Catholic School to use the school's electronic resources and Internet connection, I/we agree to release, indemnify, defend, and hold harmless St. Peter School, the Roman Catholic Church of the Archdiocese of New Orleans, their officers, employees, and staff from any and all financial and legal liabilities that may result from our son's/daughter's use of the Internet connection at St. Peter Catholic School for anything other than educational purposes. We have received a copy of the Acceptable Use Policy of St. Peter Catholic School and agree to abide by it.

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Before and After Care Policy and Procedures 2015-2016
Parent and Student Signature Required

We have read the policies and procedures for the Before and After Care Program at St. Peter Catholic School. We understand and are fully aware that these policies do apply to each of us impartially. Parents will be notified in writing of any necessary changes in policies, procedures, rules, or regulations that are made during the school year for the betterment of the school and/or the safety of our students. Such changes and additions may be published in the newsletter or sent home at any given time with the students.

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