



PARENT - STUDENT HANDBOOK

2020-2021

“Trust in God . . . Receive His Peace.”

The Parish School of Saint Peter Catholic Church
130 East Temperance Street
Covington, LA 70433
www.stpetercov.org

School Office (985) 892-1831

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

Cafeteria (985) 871-1795

Parish Office (985) 892-2422

Office Hours: 7:15a.m.-3:00p.m. Monday-Friday, excluding holidays

Table of Contents

About St. Peter Catholic School	3
Faculty and Staff Lists	4
Parental Role/Communication	6
Academic Information and Policies	9
Virtual Learning Guidelines and Expectations	14
Transportation, Attendance, and Punctuality	15
Uniform and Personal Appearance	19
Discipline Policies and Comportment	24
Athletics and Extracurricular	32
Before and After Care Policies and Procedures	37
Tuition/Withdrawal Policy	39
Other Information	39
Forms and Signature Pages	47

Revised 8/4/2020



About Saint Peter Catholic School

Mission Statement

In fidelity to the Apostolate of Catholic education, we, the leadership of St. Peter Catholic School, fully mindful of the sacred entrustment between parent and school will create an environment where students will grow spiritually, intellectually, humanly, and apostolically, thereby glorifying God and giving witness to the presence of Christ in the world.

Handbook

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:

- Student Records Authorization and Release
- Parental Request for Administering Medication at School Release from Liability
- Handbook Acknowledgement (*each* family and student)
- Acceptable Use Policy (*each* family and student)

General School Information

- A. School Phone Number: 985-892-1831. If you need to make alternative transportation arrangements for your child, please be sure to call school before 2:15 p.m. After 2:15 p.m., no changes will be made to the student's dismissal arrangement.
- B. Plus Portals: www.plusportals.com/StPeter
- C. Our school website: www.stpetercov.org

School Hours

School hours are 7:15 a.m. to 3:00 p.m. Parents who bring their children to school are requested to refrain from doing so before 7:15 a.m. The school does not and will not assume responsibility for students arriving/dropped off before 7:15 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. His responsibility is to maintain the catholicity of the school according to the teaching of the Catholic Church. "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.

Administrative Team: The Pastor, Parochial Vicar, Principal, Dean of Academics Lower Elementary, Dean of Academics Upper Elementary, and Dean of Students and Campus Ministry comprise the Administrative Team.

2020-2021 Faculty & Staff

Revised 8/4/2020



ADMINISTRATION			
Pastor		Father Otis Young	
Parochial Vicar		Father Patrick Carr	
Parochial Vicar		Father Daniel Okafor	
Principal		Michael Kraus	
Dean of Academics Lower Elementary - Grades KC-3		Suzanne Roth	
Dean of Academics Upper Elementary - Grades 4-7		Lauren Johnson	
Dean of Students and Campus Ministry		Clint Goss	
OFFICE PERSONNEL		ENRICHMENT	
School Secretary	Janice Bardy	Physical Education	Mike Riecke
Receptionist	Heather Modicut	Physical Education	Barbara Harris
Development Director	Nicole Siverd	Physical Education	Sherry Oberlies
Finance/Bookkeeper	Natalie Desforges	Art - All Grades	Sharon Dardenne
Finance/Billing/FACTS (Tuition); Safe Environment	Trina Fouchi	Library, KC-K; Religion, PK-K	Nila Sigler
Admissions/Administrative Support	Tanya Montour	Music/Band	Joyce Kennedy
Technology Coordinator	Kara Godofsky	Religion, Grades 1-3	Erika Thompson
Technology Support	Amy Faherty	Teaching Assistant	Adriann Modicut
		Teaching Assistant	Jena Boudreaux
SPECIAL EDUCATION SERVICES/STUDENT SUPPORT		FACILITIES SUPPORT	
Interventionist/School Choice Coordinator	Tammy Snyder	Facilities Manager	Chip Marchand
Interventionist Assistant	Lori Jas	Housekeeping Supervisor	Sharon Dardenne
Early Interventionist	Jane Legendre	Housekeeping	Frank Bondio
School Social Worker	Allyson Englande	Housekeeping	Hazel Harrell
School Counselor	Bobby Thomas	Housekeeping	Otis Brumfield
KEY COTTAGE (3 YEAR OLD PROGRAM)		KEY COTTAGE PRE-KINDERGARTEN	
<i>Teacher</i>	<i>Assistant</i>	<i>Teacher</i>	<i>Assistant</i>

Revised 8/4/2020



Jessica Aucoin (5 Days)	Christine Boudreaux	Christine King	Melinda Bergeron
Gaby Grundmann (3 Days)	Grace Grundmann	Sarah Sturlese	Ann Marie Franke
Gaby Grundmann (2 Days)	DeSha Gernon	Laurie Guinot	Stephanie Collura

Revised 8/4/2020



2020-2021 Faculty & Staff

KINDERGARTEN	
<u>Teacher</u>	<u>Assistant</u>
Shawn Boudreaux	Sylvia Pechon
Jennifer Landry	Ellen Goetz
Nicole Nolan	Deborah Brouillette
Emily Schroder	Jacqueline Kelchner
1st Grade	
<u>Teacher</u>	<u>Assistant</u>
Karen Blanchard	Ashley Zeringue
Kathy Horridge	Bridget Van Dalen
Liz McKee	Amanda San Roman
2nd Grade	
<u>Teacher</u>	<u>Assistant (Part-time)</u>
Stacey McMullan	Stephanie Winkler
Shelley Morris	Paula Hullihan
Katie Ryals	Jennifer Richards
3rd Grade	
<u>Teacher</u>	<u>Assistant</u>
Darleen Chautin	Jeanne Breaux
Penny Flores	
Rebecca Kron	
4th & 5th Grade	
<u>Teacher</u>	<u>Classes</u>
Melissa Moran	4th HR / 4th & 5th Math
Suzanne Schaefer	4th HR / 4th ELA
Danielle Urrata	4th HR / 4th & 5th Religion
Jennifer Baham	5th HR / 4th & 5th Social Studies
Claudia Cazayoux	5th HR / 5th ELA
Kellee Nastasi	5th HR / 4th & 5th Science
6th & 7th Grade	
<u>Teacher</u>	<u>Classes</u>
Bernadette Mahoney	6th HR / 6th & 7th Religion
Tammy Modicut	6th HR / 6th & 7th Science
Shannon Pazos	6th HR / 6th ELA
Sarah Seghers	Honors ELA
Lisa Pescay	7th HR / 6th & 7th Social Studies
Philip Williams	7th HR / 7th ELA & Athletics Director
Tricia Williams	7th HR / 6th & 7th Math

Revised 8/4/2020



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.

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.

We the teachers, as a partner with parents, ask parents to cooperate in the following ways:

- Be a positive role model for your child by bringing him/her to Mass and frequenting the sacraments regularly;
- Set rules and parameters for your child –
 - Get to bed early on school nights,
 - Arrive on time and picking up on time each day,
 - Follow school dress code,
 - Complete all assignments in timely manner;
- Participate in school activities i.e. Parents Club, Parents-Teacher Conferences, fundraisers;
- Be responsible for school property and financial obligations to school;
- Show interest in total student's education i.e. absences, tardy notes, medical and safety information, timely information forms, read notes, newsletters;
- Support religious, educational, discipline policies, programs of school goals;
- Show respect and courtesy in dealing with student problems.

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

Revised 8/4/2020



The 2020-2021 calendar of events and the monthly lunch menu is posted at stpetercov.org. The Principal's Weekly Newsletter is emailed and texted to all families and is also posted at stpetercov.org 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 website 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, including carline, cafeteria and recess.
- 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 weeks 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.

Communication through any means, including but not limited to social media, contrary to the Roman Catholic faith or the directives of the Archdiocese is strictly prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of this educational institution. Students and parents are advised that any communication in violation to the teachings of the Roman Catholic Church is strictly prohibited and is grounds for expulsion. Any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents and is not meant to be an inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of students or faculty and staff, willfully causes property damage, or uses loud and/or offensive language will be directed to leave the school. If any parent or visitor uses obscenities or communicates in verbal or written language in a disrespectful and/or demeaning manner, that person will be directed to leave the school. Disrespectful or threatening language is grounds for expulsion.

Revised 8/4/2020



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 (such as academics, behavior, personal...), 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 it relates to their participation in school-related activities. 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 subsidiarity be observed in the life of a community. The 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. Policies are created to ensure that the mission and philosophy are 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:

Academic - Mrs. Suzanne Roth, Dean of Academics Lower Elementary Grades KC-3
Academic – Mrs. Lauren Johnson, Dean of Academics Upper Elementary Grades 4-7
Student Behavior and Student Life – Mr. Clint Goss, Dean of Students and Campus Ministry
Catholic Identity - Mr. Clint Goss, Dean of Students and Campus Ministry
Counseling – Mr. Bobby Thomas, Counselor or Mrs. Allyson Englande, School Social Worker
School Communication - Mrs. Tanya Montour, Administrative Support
Athletics – Mr. Phil Williams and Mrs. Lauren Johnson, Athletic Directors
Cafeteria – Ms. Renika Crawford, Cafeteria Manager

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

Revised 8/4/2020



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 dated statement, summary of steps, and documentation should be sent or emailed to the Pastor and Principal. The letter should include “Attn: Grievance Council” clearly marked.
3. Within ten (10) days, the individual with the grievance will be contacted and a Grievance Council meeting will be scheduled for a mutually convenient date and time 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. Students are expected to adhere to all policies and guidelines in this Handbook in all learning platforms.

Honors Classes

Our school offers placement in Honors Classes to the students in grades 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 section are considered. Additionally, students scoring in the 85% or above in Reading and the 90% or above on the Language Composite section 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

Revised 8/4/2020



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 6th 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. 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 insure 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. He/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. [Midway through the grading quarter, the school calendar will have posted “Progress Checks” and at that time all grades will be up to date for that grading period. Final](#) averages for each subject are calculated by averaging the numerical values of all four quarters.

Grading

Pre-K and Kindergarten Students <i>Reports of student progress are given out quarterly. Students are evaluated in relation to the skills (published by the Louisiana Dept. of Education’s grade level expectations). The following is our academic skill scale:</i>	E - Excellent Progress
	S - Satisfactory
	P - Progressing
	N - Needs Improvement

Grades 1st - 7th	A - 94-100 (Exceptionally High Achievement)
	B - 86-93 (High Achievement)
	C - 78-85 (Average Achievement)
	D - 70-77 (Low Achievement)

Revised 8/4/2020



	F - 0-69 (Failure to Master Material)
	I (Incomplete)

Honors (6th and 7th)	A - 90-100
	B - 89-80
	C - 79-70
	D - 69-60
	F - 59-0

Enrichment Classes - Participation and Non-Participation grades are given. 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.	P - 70-100
	NP - 0-69

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, and do not have a NP (non-participation) grade in any enrichment subject.

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.

Revised 8/4/2020



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 Louisiana 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 Catholic 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 Louisiana 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 Catholic 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/ Cheating

We understand that the students at St. Peter Catholic School are in the 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 patch writing" (Howard,

Revised 8/4/2020



1995). All work should be led by the student and reflect the students' academic abilities. 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 Catholic 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 exchanges "old" tests with other parents or students is undermining the school's authority to properly evaluate student progress. This is considered 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. Please contact Suzanne Roth (sroth@stpetercov.org) or Lauren Johnson (ljohnson@stpetercov.org) for further questions.

While the learning environment may at times change from "at school" to "at home" during the ongoing COVID-19 pandemic, we will continue to uphold the academic integrity of St. Peter Catholic School. Consequences and disciplinary action will continue to be given to any student who plagiarizes or cheats while completing school assignments / assessments at home during virtual learning.

Revised 8/4/2020



Virtual Learning Guidelines and Expectations

Virtual Learning Student Expectations

- St. Peter Catholic School will offer a Virtual Learning option for the 2020-2021 school year. Our Virtual Learning option provides a St. Peter Catholic School education with the flexibility to learn through online courses while still receiving the instruction and support of our teachers and staff.
- Virtual Learning will be offered through Google Classroom. Additional online resources and programs may be used to enhance learning, and further information regarding those will be communicated by the teacher.
- Students will be expected to follow attendance requirements by logging in to Google Classroom on a daily basis and completing assignments provided by the teacher(s). Attendance requirements can be found in the Parent-Student Handbook.
- Students will be expected to complete assignments and work a minimum number of hours each day/week as set forth by the teacher. Suggested schedules and expectations will be communicated through Google Classroom.
 - Students using the Virtual Learning model will be enrolled in the same Google Classroom and learning through the same curriculum as their classmates learning in-person.
 - Assignments must be completed for core curriculum classes. Enrichment assignments are optional.
 - 4th-7th grade students will follow the same schedule as their homeroom, which will be communicated on Google Classroom.
- Instructional videos and assignments will be uploaded to Google Classroom daily. Students will have 48 hours to complete and return all assignments.
- Students opting for the Virtual Learning option must remain enrolled in virtual learning for a minimum of one quarter.
 - Students will be required to utilize a computer or tablet with reliable internet access.
 - Google Chromebooks will be available to check-out through St. Peter Catholic School if needed.
- Extended Absences: When students have an extended absence and/or need to quarantine due to illness, they will then temporarily take part in our Virtual Learning Platform until cleared to return to school. Students will be temporarily placed into the virtual learning homeroom for their grade level for grades KC- 3rd.
 - Expectations for these students will be determined on a case-by-case basis with administration.
 - St. Peter Google Chromebooks will be available to check-out if needed.
- Students will be expected to adhere to all policies and guidelines in the Parent-Student Handbook in all learning platforms.

Parent Expectations

When opting for Virtual Learning, we will continue to uphold the academic integrity standards of St. Peter Catholic School as stated in our Parent-Student Handbook. We understand and value that as parents, you are the primary support to the academic process. We ask that work continue to be student driven to ensure continued student learning.

Revised 8/4/2020



Transportation, Attendance and Punctuality

Arrival of Students

Carline

- During normal circumstances when COVID-19 is not a factor, faculty and staff are stationed on both Theard Street (Pavilion) and Washington Street (back of cafeteria) to assist children getting out of cars. E. 20th Ave. is reserved only for parents dropping off students at the Key Cottage building. Weather permitting, all students, except Key Cottage students, are directed to the pavilion and sit quietly with their classes until the bell rings.
- According to the school Reopening Plan during the ongoing COVID-19 pandemic, faculty and staff are stationed on both Theard Street (Pavilion) and Washington Street (back of the cafeteria) to assist children getting out of cars. E. 20th Ave. is reserved only for parents dropping off students at the Key Cottage building. All students are directed to the nearest temperature-check station (either under the pavilion or inside Key Cottage). Students without fever will then go directly to their homeroom classrooms.

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.
- During normal circumstances when COVID-19 is not a factor, upon reaching campus, walker students will be directed to sit underneath the pavilion, weather permitting.
- According to the school Reopening Plan during the ongoing COVID-19 pandemic, upon reaching campus, walker students are directed to the nearest temperature-check station (either under the pavilion or inside Key Cottage). Students without fever will then go directly to their homeroom classrooms.

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

- St. Peter Catholic School is not responsible for students dropped off before 7:15 a.m. and who do not report to Before School Care.
- Students arriving on the school grounds after 7:45 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/she arrives in the morning.

Dismissal

- Normal Times:

Revised 8/4/2020



- 2:15 p.m. -Key Cottage students
- 2:30 p.m. – bus students
- 2:35 p.m. – carline students
- 2:45 p.m. – walkers and After Care students
- COVID-19 Reopening Plan Times:
 - 2:15 p.m. -- Key Cottage students
 - 2:20 p.m. -- walkers (after prayer and announcements)
 - 2:20 p.m. -- carline students (single-riders)
 - 2:45 p.m. -- carline students (multiple siblings)
 - 2:50 p.m. -- After Care students
 - *Bus dismissal is still being determined by St. Tammany Public School System

Teachers are not allowed to place children in the car seats.

Parents are expected to follow all state laws regarding proper child restraints and cell phones.

- 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.
- According to the school Reopening Plan during the ongoing COVID-19 pandemic, for the afternoon carline, particular grade levels will be directed to one of four particular carlines:
 - Key Cottage Carline (2:15 p.m.) -- Key Cottage students (single riders)
 - Middle School Carline (2:20 p.m.) -- 6th and 7th grade students (single riders)
 - Washington Street Carline (2:20 p.m.) -- Kindergarten, 1st grade, and 4th grade students (single riders)
 - Theard Street (Pavilion) Carline (2:20 p.m.) -- 2nd grade, 3rd grade, and 5th grade students (single riders)
- According to the school Reopening Plan during the ongoing COVID-19 pandemic, for the afternoon carline, particular families of siblings will be directed to one of these two carlines:
 - Theard Street (Pavilion) Carline (2:45 p.m.) -- Students with last names A - M
 - Washington Street Carline (2:45 p.m.) -- Students with last names N - Z
- **No student is to be picked up outside of the Middle School building on 20th Ave.**
- Walkers are dismissed at 2:45 p.m. from the Temperance Street Main Building exit. Walker must live within 1(one) mile in order to be a walker. Walkers must have the “Walker” tag on their book bag in order to be released at the Temperance Street Main Building exit. Parents must sign a Permission Form in order for their child to walk home. Permission Forms can be signed in the office. Students who are not walkers must have a permission note from their parent to allow the child to walk home. Walkers ***are not allowed*** to congregate in front of the Church, nor should they linger on St. Peter Catholic 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 who do so will be asked to pick up their child(ren) through the carline or wait in the school office until carline has ended at 3:00 p.m. in order to pick up their child(ren). Parents wishing to walk to school to get their child must have the child labeled with a “Walker” tag and pick up their child from the Temperance Street Main Building exit doors at 2:45 p.m.

Revised 8/4/2020



(during normal circumstances when COVID-19 is not a factor) or 2:20 p.m. (when following the school Reopening Plan during the ongoing COVID-19 pandemic) when the walker bell rings. **Please understand and cooperate with this most important safety procedure.**

Bus Transportation

1. All students are to remain seated until the bus has arrived at its destination.
2. Conversation may be carried on within normal volume limits.
3. Nothing is to be thrown out of bus windows or doors.
4. Before boarding the bus, on the bus, and after leaving it, the student's behavior must be a credit to St. Peter Catholic School.
5. Obey the rules and regulations given by the bus driver.
- 6. 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 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/she may not be promoted to the next grade.** Parental letters will be sent for excessive absences. 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. Parental letters will be sent out for excessive tardies. **Each four (4) tardies (excused or unexcused) during a nine-week period equal one (1) absence.**

A student is considered tardy if he/she walks on campus after the gates have been closed after the 7:45 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.*** Upon arrival in the office, the student will have his/her temperature checked. If the student is fever-free, he/she will wait until after the morning assembly or live-stream prayer and announcements have concluded before joining his/her class under the pavilion (if permitted) or walking to class. A teacher will be on duty at this time to watch for students going to class. Parents will walk their Key Cottage, Pre-K or Kindergarten child from the office to the outside classroom door. **Tardy slips are to be signed by parents and returned to the homeroom teacher the next day.**

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 to sign their child out. The student will meet their parent at the designated "parent pick-up door" of the building in which the child attends class. Once at school, no one is to allow a student to leave the grounds without the permission of the principal and the parent.

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.

Revised 8/4/2020



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 call. Requests to pick up material must be made by 11:00 a.m. of the school day. The materials will be then available for pick up between 2:45 and 3:00 by the front office. Teachers are not able to compile make-up work BEFORE unexcused absences.

The student will be required to have all assignments which are posted to Plus Portals during the absence completed upon return. All other assignments picked up from the office should be made-up before returning to school.

A make-up schedule for tests will be developed by the teacher.

Trips scheduled during the school year are considered an unexcused absence.



Revised 8/4/2020

Uniforms and Personal Appearance

All St. Peter Catholic School students are required to be in uniform every day, and uniform checks will be conducted each morning in homeroom classes. 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 first time. Any subsequent write-up will result in one (1) point being subtracted from the student's behavior grade.

The uniform distributor for St. Peter Catholic School is *School Time* in Mandeville. 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/her parent must be presented to his/her homeroom teacher for approval. Writing or drawing on any part of the student's body or uniform is not allowed.

Shoes

Uniform shoes are to be white athletic shoes with solid white soles.

***see uniform charts on the following pages**

Jewelry

Girls: Watches (no smart watches) small Christian medal/cross/crucifix, and single, small studded earrings in the lower ear lobe are allowed. Only religious-themed bracelets are allowed.

Boys: Watches (no smart watches) and/or small Christian medal/cross/crucifix are allowed. Only religious-themed bracelets are allowed.

Monogramming

Girls: 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)

Face Masks

Girls and Boys: Face masks used as part of the school's Reopening Plan must be a solid color or St. Peter plaid with no logos, designs, or words. The masks can be monogrammed with a child's first name, last name, or initials.

Hair

Girls and Boys: All hair must be natural color at all times. This means no highlights, bleach, Sun-in 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. Students are to be clean shaven.

School Uniform Days

- Only clear nail polish is allowed. No make-up is allowed at school.

Revised 8/4/2020



- First (1st) through seventh (7th) graders are expected to keep shirts tucked into their pants when not in P.E. class or at play.
- Skirt length should be no more than two inches above knees.
- Socks (ankle or crew) must be visible with the uniform. No-show socks are prohibited.
- Belts are to be worn at all times by male students in 1st -7th grades.

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). No ripped or/torn jeans allowed.
- If leggings are worn, they must be worn under the school skirt. Leggings may not be worn with only a shirt.
- 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. All previously stated policies and/or information are subject to change, alteration, or revocation by the Administration.



20-21 UNIFORM GUIDELINES (BOYS)

KEY COTTAGE 3'S AND PRE-K 4 - BOYS	
Socks	All white crew/ankle socks; "No show" socks are prohibited.
Shoes	Solid white tennis/athletic shoes; Velcro is required.
Shorts/Pants	Elastic waist khaki uniform shorts or pants (No stone colored or brand names allowed.)
Shirts	Navy polo uniform shirt with Key Cottage logo, short or long sleeved
Belts	None
Sweater/Sweatshirt	Navy blue school sweatshirt, fleece or navy cardigan with school crest
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER cardigan or sweatshirt with Key Cottage logo
EXTRA Cold Weather	White or navy long sleeved t-shirt under uniform shirt permissible
KINDERGARTEN - BOYS	
Socks	All white crew/ankle socks; "No show" socks are prohibited.
Shoes	Solid white tennis/athletic shoes; Velcro is Required.
Shorts/Pants	Elastic or belted khaki uniform shorts or pants (No stone colored or brand names allowed.)
Shirts	Navy polo uniform shirt, short or long sleeved
Belts	Belt required after Christmas (second semester.) Brown belt or khaki web belt only
Sweater/Sweatshirt	Navy blue school sweatshirt or fleece with school crest
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER school sweatshirt on cold days.
EXTRA Cold Weather	White or navy long sleeved t-shirt under uniform shirt permissible
1ST-7TH GRADE - BOYS	
Socks	All white crew/ankle socks; "No show" socks are prohibited.
Shoes	Solid white tennis/athletic shoes
Shorts/Pants	

Revised 8/4/2020



Shirts	Navy polo uniform shirt, short or long sleeved
Belts	Brown belt or khaki web belt only. No school logos or markings on belts.
Sweater/Sweatshirt	Navy blue school sweatshirt or fleece with school crest
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER school sweatshirt logo on cold days.
EXTRA Cold Weather	White or navy long sleeved t-shirt under uniform shirt permissible
Athletic Outerwear	St. Peter Athletic jackets may be worn over or in place of sweatshirts on cold days.

20-21 UNIFORM GUIDELINES (GIRLS)

KEY COTTAGE 3'S AND PRE-K 4 - GIRLS	
Socks	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited.
Shoes	Solid white tennis/athletic shoes or Mary Jane/Keds; Velcro is required.
Shorts	Navy knit shorts under dress. Navy blue walking shorts (mid-thigh) with navy elastic web belt may be worn on Spirit Shirt days only.
Pants/Leggings	Navy tights or leggings with white socks in cold weather
Sweater/Sweatshirt	Navy blue school sweatshirt, fleece or navy cardigan with school crest
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER cardigan or sweatshirt with Key Cottage logo on cold days. White or navy long sleeved t-shirt under uniform shirt permissible.
Dress/Jumper/Skirt	Navy, gingham dress
KINDERGARTEN - GIRLS	
Socks	All white crew/eyelet trim/ankle socks; "No show" socks are prohibited.
Shoes	Solid white tennis/athletic shoes or Mary Jane/Keds; Velcro is required
Shorts	Navy knit shorts under jumper. Navy blue walking shorts (mid-thigh) with navy elastic web belt may be worn on Spirit Shirt days only.
Blouse	White Peter Pan short sleeved cotton blouse, straight or puff sleeves
Pants/Leggings	Navy tights or leggings with white socks in cold weather
Sweater/Sweatshirt	Navy blue school sweatshirt or fleece with crest or navy cardigan with school logo
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER school sweatshirt on cold days. White or navy long sleeved t-shirt under uniform shirt permissible

Revised 8/4/2020



Dress/Jumper/Skirt	Plaid jumper (No more than 2 inches from floor when kneeling)
1ST-3RD GRADE - GIRLS	
Socks	All white crew/eyelet trim/ankle socks; “No show” socks are prohibited.
Shoes	Solid white tennis/athletic shoes or Mary Jane/Keds
Shorts/Pants	Navy knit shorts under jumper. Navy blue walking shorts (mid-thigh) with navy elastic web belt may be worn on Spirit Shirt days only.
Blouse	White Peter Pan short sleeved cotton blouse, straight or puff sleeves
Pants/Leggings	Navy tights or leggings with white socks in cold weather
Sweater/Sweatshirt	Navy blue school sweatshirt or fleece with crest or navy cardigan with school logo
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER school sweatshirt on cold days
Dress/Jumper/Skirt	Plaid jumper (No more than 2 inches from floor when kneeling)

20-21 UNIFORM GUIDELINES (GIRLS)

4TH-7TH GRADE - GIRLS	
Socks	All white crew/eyelet trim/ankle socks; “No show” socks are prohibited.
Shoes	Solid white tennis/athletic shoes or Mary Jane/Keds
Shorts/Pants	Navy knit shorts under jumper/skirt. Navy blue walking shorts (mid thigh) with navy elastic web belt may be worn on Spirit Shirt days only.
Blouse	Knit shirt with tailored edge and school logo
Pants/Leggings	Navy tights or leggings with white socks in cold weather
Sweater/Sweatshirt	Navy blue school sweatshirt or fleece with school crest.
Cold Weather Outerwear	Coats, hats, mittens and gloves worn OVER school sweatshirt on cold days
Dress/Jumper/Skirt	Plaid jumper (no more than 2 inches from floor when kneeling) or Plaid skirt (no more than 2 inches from floor when kneeling) Skirts may not be rolled at the waist.
Athletic Outerwear	St. Peter Athletic/Dance/Cheer jacket may be worn over or in place of sweatshirt on cold days.

Revised 8/4/2020



Discipline Policies and Comportment

St. Peter Catholic School's mission is to provide an environment where everyone can live their Catholic faith. As a school, we will work to emulate the Holy Family through the practice of Christian virtues. Effective discipline policies ensure that the school climate is conducive to learning and that each student is treated with respect, dignity, and fairness.

Discipline is growth in holiness. It is an educational process designed to assist students in understanding acceptable behavior through self-discipline and responsible actions. The focus of discipline is to assist students in learning self-discipline and self-respect. Students will learn to accept responsibility for their actions and learn to live with the consequences of their decisions.

Establishment and enforcement of the following Disciplinary Policies create for our students an atmosphere where they can develop as children of God in a safe and caring environment. Purposeful 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 beliefs and values as a Catholic, Christian community;
- To nurture the formation of conscience and growth in holiness.

Focusing on positive improvement rather than simply imposing sanctions allows for students to change their behavior in a positive manner. 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.

Parental Cooperation and Assistance

The primary responsibility for developing self-discipline, responsibility, and respect for others rests with the home. St. Peter respects parents as the primary educators of their children, and in turn respectfully requests the support and cooperation of parents in the discipline process. Students are expected to behave in a manner that brings honor to their parents and the school at all times. At St. Peter Catholic School, we foster an environment where everyone is treated with respect and dignity, thus creating a warm and friendly atmosphere. Students are challenged to live, grow, and internalize the morals and values which are consistent with our Catholic teachings.

Participation in a Catholic school is a privilege, not a right. 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 accordance with Catholic theology, politeness, cheerfulness, reverence for God, order, responsibility, and respect of 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.

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.

Revised 8/4/2020



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

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

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, virtues, and values at all times. This behavior is learned through the St. Peter positive behavior program, ROCK.

ROCK Program

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 the day using the ROCK Reward System. These rewards for good behavior will be collected and used for rewards throughout the week.

Virtue-Based Restorative Discipline (VBRD) Philosophy

The VBRD philosophy creates a positive, virtue-based climate for the child during his/her time at St. Peter Catholic School. This positive, virtue-based climate, in turn leads to a diminishing of negative behavior and an increase in positive behavior. The successful application of VBRD is made possible through the commitment of the *staff, students and parents*. VBRD is most effective when there is a partnership amongst these three groups. This partnership can also help foster an increase in faith practices in the home with our families and can restore relationships that have been harmed. When harm occurs, it is important to look at the harm caused by the misbehavior and make amends – offer forgiveness – as taught by Christ himself. Loving God and neighbor, especially the repairing and restoration of relationships, is part of living a virtuous life.

Developing in the hearts of our students a desire to live out the basic virtues of kindness, compassion, forgiveness, patience, humility, forbearance, gentleness, thankfulness, love, peace, and unity helps our students grow as disciples of Christ. This has a direct impact on choice of behavior. The faithful application of VBRD leads to a systemic change in the school community. VBRD calls all adults to reflect on their approach to discipline while emphasizing the importance of repairing relationships affected by harm. Consequences for misbehavior still apply, but the goal is to restore relationships and redirect students so that they may once again embrace virtuous behavior.

VBRD at St. Peter Catholic School has led to the development of “Virtue 360s” (small groups or circles). Embedded in the Virtue 360 is opportunity for prayer, self-expression, relationship building, and relationship restoration. Virtue 360s are held each Monday morning in homeroom before the start of school for our 4th – 7th grade students. The entire student body (grades Key Cottage – 7th) forms Virtue 360s in their homerooms on select days throughout the year. Our faculty and staff hold Virtue 360s when they gather for monthly faculty meetings. Virtue 360s are also integrated into particular home

Revised 8/4/2020



assignments that aim at bringing the family together, building and restoring family relationships, and encouraging growth in virtue.

VBRD Guiding Principles

- We will dedicate ourselves to living virtue.
- We will support others in living virtue.
- We will commit to constructive thoughts, words, and deeds.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

VBRD Steps

1. Discuss the harm with student; who was harmed; how to undo the harm.
2. Use prayer to identify the virtue to be modeled.
3. Determine relevant consequence; Pray(closure).
4. Restore student and relationships through normal activities.

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.

Personal Cell Phones and Electronic Devices

Students are only allowed to use the office telephone during the school day, including arrival, dismissal, and before/after-care. **We strongly discourage students from having cell phones and any other electronic or smart devices at school.** If your after-dismissal arrangements necessitate your child having access to a cell phone, it must be turned off and remain completely out of sight during the school day. Cell phones that are used, heard, or seen during school hours or on school grounds, including but not limited to arrival/dismissal or before/after-care, will be confiscated and 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 or electronic device 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.**

Revised 8/4/2020



Smoking, possessing cigarettes, vaping, or possessing vaping paraphernalia is prohibited anywhere on the school premises. Disciplinary action will be determined by the Administration.

Technology

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 Dean of Students and Administration.

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. Signed tardy slips not returned to the homeroom teacher the next day will receive a Student Behavior Card for non-behavioral conduct. Administration will determine the conduct grade for any behavior deemed egregious.

Each **Pre-K through 2nd grade** 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.

Each **3rd through 7th grade** conduct grade will be managed by the homeroom teacher. Every student will have one (1) conduct grade that will use a 100 point system for each nine-weeks. As student behavior or non-behavioral incidents occur, parents will be notified through a Student Behavior Card.

Revised 8/4/2020



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. Students in grades four (4) through seven (7) 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 detainment by the Dean of Students.

Any combination of *three* behavioral or non-behavioral signings in a week will result in a recess detainment. Any combination of *four (4)* behavioral or non-behavioral signings in a week will result in an after-school detention. Five (5) or more incidents in a week will result in an administrative decision.

The 4TH - 7th Grade Student Behavior Card

<u>Student Behavior Card</u>	
Student's Name: _____	<input type="checkbox"/> Behavioral <input type="checkbox"/> Non-Behavioral
Issued By: _____	Homeroom: _____
<input type="checkbox"/> Reverence to God <input type="checkbox"/> Obedience to Authority <input type="checkbox"/> Charity to Others <input type="checkbox"/> Knowledge of Safety	
Description/Comments	Points Lost
<p><i>This Student Behavior Card must be signed and returned by the next school day to avoid further disciplinary action.</i></p>	
White- Homeroom, Yellow- Dean of Students, Pink-Parent, Gold-Issuing Teacher	_____ <i>Parent Signature</i>
St. Peter School 130 East Temperance Street Covington, LA 70433	

Detainments

If a student receives a Recess Detainment, he/she will report to the Dean of Students or teacher at his or her recess period on the date assigned. 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 five (5) points from his or her conduct grade.*

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

Detention

Detentions are issued for major behavioral incidents and are served the next scheduled date. Detentions will be served on Tuesdays and Thursdays from 2:45-3:45 p.m. on the assigned date in the Middle School

Revised 8/4/2020



Building. Detentions will involve a variety of assignments where the student is given to an opportunity to reflect on the reason for being there. The Principal and the Dean of Students are the only persons who have the authority to reschedule the assigned date for serving the detention. Ten (10) 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/her own time. Make-up of a test, etc. is left to the discretion of the Principal and Dean of Students. Suspensions warrant *fifteen (15) points deducted from the student's conduct grade per day*.

Suspensions may be one or two days, 'at home' or 'in school', at the discretion of the Principal and Dean of Students. A suspended student is automatically suspended from all school activities. He/She may not participate in or attend school and/or class functions. The Administration reserves the right to determine the consequences and conduct grade for any egregious behavior.

If a student who earns a suspension and is a member of any extracurricular activity, he/she will be dismissed from that extracurricular activity 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, the Dean of Students, and the Principal. The Administration reserves the right to determine the consequences and conduct grade for any egregious behavior. 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 safety and learning environment of the school in a negative manner.

Egregious Behaviors

- Using vulgar inappropriate language, gestures
- Disrespect of another student – hitting, kicking, tripping, touching, punching, etc.
- Disrespect of an adult
- Spreading rumors about any student- notes, verbal, internet, etc.
- Cheating on homework, quiz, test, written reports, etc.
- Cell phone use in school
- Threatening another student or adult using pictures, verbal threats, physical contact, etc.
- Inappropriate use of Social Media

Administration will address these behaviors immediately. Appropriate consequences will be given.

Revised 8/4/2020



Academic Integrity

Honesty in all academic areas is a non-negotiable expectation of all students at St. Peter Catholic School whether learning is taking place at school or virtually. 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:

- 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 from the teacher.

Bullying Definition

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.” (Dan Olweus, “Bullying at School: What We Know and What We Can Do”)

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(s) 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 a school representative. Any proven egregious behavior consequences and conduct grade will be determined by the Administration.

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

All 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. 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.

Revised 8/4/2020



- Posting any information that could cause a disruption to the educational process
- Posting false or defamatory remarks about someone

Social Media

The following policy change has been established by the Administration and Behavior Team. This policy is based on the Federal Law COPPA which establishes criteria for prohibiting use of Social Media by children under the age of 13.

No student participating in any **extracurricular activity** at St. Peter Catholic School shall host a page or post a username (whether their true name or an alias) on any social networking site. This includes, but is not limited to Facebook, Instagram, Twitter, Snapchat, TikTok, etc. **Not adhering to this policy will result in dismissal from extracurricular activities.**

Revised 8/4/2020



Extracurricular Activities

Extracurricular Participation Guidelines

The school approves many activities in which the students are encouraged to participate. School spirit and support are essential parts of school life. Students who play on the various teams at St. Peter are representatives of the school and they must display a Christian attitude and sportsmanship during practices and games. The following guidelines are minimum standards for student eligibility:

- Students must maintain a C average or higher in all core subjects.
- Students may not have an F in any subject.
- Students must maintain a B conduct grade or higher. Change in status happens immediately upon having a “C” in conduct.
- Students will not be allowed to participate if he/she has a NP in enrichment classes.
- Any student receiving a detention within one week of a competition will not be able to participate in the event.
- A student who earns a suspension and is a member of any school extra-curricular group will be dismissed from that extra-curricular group 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.

Eligibility will be determined at each marking period upon receipt of Report Card. A student who violates any of the academic eligibility standards set forth above will be automatically placed on probation (not participating in activities with their team i.e. games, spirit squad, cheer, and dance team performances/competitions including tryouts and camps). **Administration reserves the right to make eligibility decisions based on academic and behavior 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 After School Care 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.

Athletics

St. Peter Catholic School regards physical education highly and considers it as 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 Northshore Independent Athletic League (NIAL) 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

Revised 8/4/2020



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 Catholic Schools Athletic League (CSAL). The CSAL divides their junior varsity and varsity based on age. A student may participate in the junior varsity division if they are in sixth grade and meet the age requirements set forth by the CSAL before September 1st of the present school year. Senior varsity will be the seventh grade based upon the same guidelines.

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 recite St. Peter Athletics Prayer before any competition.

St. Peter Athletics Prayer

Almighty God,

Help us use our athletic gifts,

If we know injury,

If we know victory,

If we know defeat,

Take our fear,

Take our worry,

Our Lady of Victory,

St. Peter our Patron,

for your honor and glory;

give us healing;

give us humility;

give us understanding;

give us courage;

give us joy;

pray for us;

pray for us.

Athletic Stages of Development

5th Grade – The focus will be developmental. We will keep as many student-athletics as we can supervise. A 3 to 1 ratio of training to games is expected but depends on the availability of trainers. Training will be offered four days per week with the hope that players will attend two training sessions per week. The head coach will provide the practice training.

6th and 7th Grades – While we still want to develop players, we will have more traditionally formed teams complete with tryouts. We want to continue providing more training than games.

Coaches and trainers are to have Safe School certification along with Red Cross Basic training. We will also expose our coaches to the “Like Coach” principles of working with people.

Coaches

Revised 8/4/2020



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 the administration reserves the right to remove that person from coaching depending on the severity of the infraction.

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 who 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 Catholic School include, but are not limited to:

Sport	Grade Level	Fall	Winter	Spring
Cross Country	2 nd – 7 th	*		
Football	5 th – 7 th	*		
Volleyball	5 th – 7 th	*		
Soccer	6 th – 7 th		*	
Basketball	5 th – 7 th		*	
Golf	5 th – 7 th			*
Baseball	6 th – 7 th			*
Softball	6 th – 7 th			*
Tennis	5 th -7 th		*	*

Revised 8/4/2020



All songs used with extracurricular will need to be approved by the Administration.

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. All fees are nonrefundable.

If interested contact Athletic Director, Mr. Phil Williams at pwilliams@stpetercov.org / 985-892-1831 (ext. 317).

Extracurricular

Pom

The Pom Team is an organization made up of St. Peter 5th – 7 th grade girls who want to lend their spirit and talents to a non-competitive environment where teamwork is emphasized. Above all, the St. Peter Pom Team program aims to provide a Christ-centered atmosphere where each girl is encouraged to use her God-given talents and abilities to the fullest and to encourage her teammates to do the same. If interested contact Mrs. Tammy Modicut at tmodicut@stpetercov.org.

Cheerleaders

The mission of the St. Peter Catholic School cheerleaders shall be to create and maintain the cheerleading program that teaches the fundamentals of cheerleading in an environment that stresses great sportsmanship, teamwork, responsibility, and respect for teammates and self. Students are taught the importance of working together toward common goals and the program endeavors to provide a positive experience for each cheerleader that will leave them with lifelong memories. The team strives for excellence, both on the field or court in support for their fellow student-athletics, and in the competitive arena. The program holds each student to a high moral standard, reminding each that they are a role model for all other St. Peter students. Above all, the St. Peter Cheerleading program aims to provide a Christ-centered atmosphere where each student is encouraged to use his or her God-given talents and abilities to the fullest, and to encourage their teammates to do the same. If interested contact either Mrs. Danielle Urrata at durrata@stpetercov.org or Mrs. Heather Modicut at hmodicut@stpetercov.org.

St. Peter Rock'n'ettes

The mission of the St. Peter Rock'n'ettes Dance Team is to create and maintain a dance program that teaches the fundamentals of dance in a Christ-centered environment while focusing on the importance of prayer, team work, sportsmanship, responsibility, and respect. The program aims to develop lifelong learners both athletically and spiritually as they are taught the importance of working together towards common goals. This mission is to be achieved through the commitment of athletic training and Christ-like living. The team has the honor of sharing their God-given talents through practices and performances. Members of the St. Peter Rock'n'ettes Dance Team are representatives of both the team and the school at all times, and must always model the ROCK expectations not only within dance team, but in every aspect of life. For more information on the St. Peter Rock'n'ettes Dance Team, please contact Mrs. Lauren Johnson at ljohnson@stpetercov.org.

Drama Club

Revised 8/4/2020



The mission of the Drama Club is to give St. Peter students an opportunity to be creative and develop their artistic talents in a Christ-centered atmosphere. We focus on promoting our students' God-given talents through prayer, teamwork, responsibility, and respect. Everyone in grades 5, 6, and 7 are welcome to participate. In October, an informal meeting is held to prepare for the weekly March through May practices. Finally, we perform twice in May at St. Paul's Theatre. For more information, please contact Mrs. Danielle Urrata at durrata@stpetercov.org or Ms. Katie Ryals at kryals@stpetercov.org.

Student Council

The mission of the Student Council, as elected representatives, is to do everything in their power to represent the students of St. Peter Catholic School. They will promote a better understanding between the students and teachers, work for the general welfare of the students, improve school spirit, be examples to fellow students and their community, and give students an opportunity to make a difference at St. Peter. They will uphold all of the school rules and perform their duties in accordance with the Student Council By-Laws and ROCK expectations: Reverence to God, Obedience to Authority, Charity to Others, and Knowledge of Safety. They will strive to be good examples of Christ to all of the students at St. Peter in all they do. It is their goal to make St. Peter Catholic School a better place to grow in knowledge and faith. For more information, please contact Mrs. Tammy Modicut at tmodicut@stpetercov.org.

Choir

The choir program's mission is to encourage students, with a love for singing, to offer their gifts and talents in service to one another, our school and parish community. With Christ as its center, choir students will become responsible leaders and honor each member with words, actions, and deeds. Singing opportunities include weekday masses, all school masses, advent program, special assemblies and spring concert. For more information, contact Mrs. Kennedy by email at jkennedy@stpetercov.org.

Band

The band program's mission is to offer students the opportunity to perform in a group setting on band instruments regardless of music experience or instrument ownership emphasizing musicianship, pride of accomplishment, spirit, and Christian citizenship. Music repertoire guidelines meet our Catholic identity and enhance the commitment that each member is an important part of the group. Band students perform for pep rallies, special assemblies, and several concerts in the spring semester. For more information, contact Mrs. Kennedy by email at jkennedy@stpetercov.org.

Before and After Care Policies and Procedures

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: **Trina Fouchi at 985-892-1831.**

Revised 8/4/2020



- 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. Melinda Bergeron

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

Before and After Care Hours and Rates

Morning Key Care (PreK 3 and PreK students only), Afternoon Key Care (3, 4 and 5 year olds)

Morning “Key Care” for Key Cottage students 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 Key Cottage, Pre-K, and K students at the Early Childhood Center (ECC) from 2:30 -5:30 p.m. \$10.00 per day. There is a one hour or less rate (until 3:30 p.m.) of \$5.00 per day. Pick-up and sign out are at the ECC.

Before-Care (Kindergarten - 7th Grade)

Before-Care is offered for our Kindergarten - 7th grade students in the school cafeteria from 6:50 – 7:15 a.m. Any student that is dropped off at school before 7:15 a.m. and before the beginning of carline (either by car or bus) will attend and be billed for “Before-Care.” There is a charge of \$.50 cents per day.

After-Care (1st - 7th Grade)

After-Care is offered for our 1st - 7th grade students on campus from 2:45- 6:00 p.m. The first hour (until 3:45 p.m.) is \$5.00 and any child staying past 3:45 p.m. will be billed at \$10.00 a day. Parents who arrive after 6:00 p.m. will be billed \$1.00 per minute for each minute after 6 p.m.

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 and 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 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 daily. 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.

Revised 8/4/2020



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. 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. Key Cottage students begin After Care in Key Cottage until 3:45. Snacks are served to them.
9. 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.
10. The pavilion gate opens at 6:50 a.m. for **Before Care students**. If Before Care students arrive on campus before 6:50 a.m., they should remain in their parent's vehicles until the pavilion gate is opened. The students should then go to the cafeteria to sign in. Key Cottage students should go straight to Key Cottage. Normal school rules apply.

Payments for all Before Care and After School Care (including Key Cottage) will be made through **FACTS online payment system**. Family discounts are not available for Before Care or After School services. A light snack is provided; however, we encourage parents to send an additional snack with your child. **Students will not be allowed to attend the St. Peter Before Care and/or After Care Program without having paid in advance for the service.**



Revised 8/4/2020

Tuition Withdrawal Refund Policy

Tuition for St. Peter students is for 10 months of each school year from August 1st through 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 Catholic 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.
- December and May: Any student enrolled at the start of December 1 or May 1 will not be eligible for ½ month tuition refund. They are responsible for full month payment for these months.
- 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.

Other Information

Water Bottles

Personal water bottles are encouraged and should be flip topped. If they are metal, that must have a plastic, rubber or silicone base.

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.

Public Information / Communication Release

The name, voice, and/or likeness of our students may be used in news publications, audiovisuals, and other electronic transmissions issued by employees or designees of St. Peter Catholic School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans System. These information items may include, but not limited to photographs,

Revised 8/4/2020



videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities. No compensation or reimbursement of any kind related to use of this material will be made.

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 for any child who comes to school with an apparent skin or eye infection. The student 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.

Guidelines for School Health Safety

- Under normal circumstances when COVID-19 is no longer a factor, students should remain home and be fever free for 24 hours after having a fever of 99 degrees or higher.
- According to the school's Reopening Plan, during the ongoing COVID-19 pandemic, students should remain home and be fever-free for 48 hours after having a fever of 100.4 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 students who have been diagnosed as COVID-19 positive 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, Fifth's disease, etc.
- All chickenpox sores should be completely dry before the student returns to school.

St. Peter Catholic School will to Archdiocesan, CDC, and state guidelines for all procedures and policies. Therefore, procedures and policies may change as necessary and will be communicated by Administration. More specific information, including group sizes, social distancing and cleaning protocols, may be found in the current St. Peter Catholic School reopening plan.

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

Revised 8/4/2020



Weather Emergencies

The procedures for weather emergencies during the school day can be found in the St. Peter Crisis Plan. St. Peter Catholic 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. 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.

Tuition/Fees

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

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.

Revised 8/4/2020



- 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.

Safe Environment

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 Catholic School), who has ongoing contact (more than once) with children at St. Peter Catholic School, **MUST** complete a Safe Environment Training Session and have a current background check. The training is 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.

Chaperones

Chaperones for any school activity are required to have the Safe Environment Training. Parents desiring their child to have school related experiences must complete and return to school the provided permission form and the required fee prior to the event. 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.

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.

Drug Free Zone

Revised 8/4/2020



St. Peter Catholic School is a Drug Free Zone.

Medication

Medication will not be dispensed to children by any school personnel without written permission from parents *and* doctor. Medication includes, but not limited to ibuprofen, motrin, etc. 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 school's main office to sign in and receive a "Visitor's Pass" before proceeding to their 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 Catholic School reserves the right to search a student's belongings for neatness and/or maintaining discipline and order. Administration is also empowered to conduct reasonable searches of a particular student, student belongings and school property when there is a reasonable belief that the student may be in possession of materials which include, but not limited to weapons, contraband, illegal objects of substances, or stolen property in violation of school rules or state law.

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.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY (set by the Archdiocese)

Revised 8/4/2020



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 emails 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 email 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 email or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for

Revised 8/4/2020



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 email 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 email messages, as long as the interception device is included in the email equipment.
10. Users of the network must recognize that SPCS does have the authority to intercept email 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 email 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 email 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 email 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. PCS 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.

Revised 8/4/2020



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.

Revised 8/4/2020



STUDENT RECORDS AUTHORIZATION AND RELEASE

I/we, parents of _____, hereby authorize any school previously attended by my/our child, _____, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records of my/our child, _____, to St. Peter Catholic School. The foregoing authorization also applies in the event that St. Peter Catholic School, which is the school authorized to receive the foregoing records, received an inquiry in the future from any other Catholic School as described above for the records and/or information and, in that event, St. Peter Catholic School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Revised 8/4/2020



Revised 8/4/2020





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 _____ if ordered by the prescriber and in concurrence with the assessment of the designated school personnel in charge of administering medication (5th-7th grades only)

4. My child has permission to receive from a designated unlicensed person over the counter medications:

- Tums 1 tablet single dose indigestion, upset stomach
- 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: _____ Date: _____

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: _____

Revised 8/4/2020



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

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 _____

SAINT PETER CATHOLIC SCHOOL
 COVINGTON, LOUISIANA

Revised 8/4/2020





SIGNATURE PAGE

RECEIPT OF PARENT-STUDENT HANDBOOK *(every parent and student) 2020-2021*

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.

Parent/Guardian Signature(s)

Date

**Student Signature
Homeroom**

Name Printed

Student Signature

Name Printed

Revised 8/4/2020



Homeroom



Revised 8/4/2020

TELECOMMUNICATIONS ACCEPTABLE USE POLICY *(every parent and student) 2020-2021*

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 Catholic 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.

Parent/Guardian Signature(s)

Date

I accept and agree to the above rules regarding the use of electronic resources, including the Internet through St. Peter Catholic School. I specifically agree to use the school's network only in ways that are consistent with the mission, philosophy, and values of St. Peter Catholic School as described in the Parent-Student Handbook. Further, I agree to accept full responsibility for consequences resulting from actions that violate this **Acceptable Use Policy**.

Student User Signature

**Name Printed
Homeroom**

Revised 8/4/2020





Revised 8/4/2020



**Before and After Care Policy and Procedures 2020-2021
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.

_____ **Parent/Guardian Signature(s)** **Date**

_____ **Student Signature** Name Printed
Homeroom

Revised 8/4/2020



Student Signature
Homeroom

Name Printed



Revised 8/4/2020