

# St. Peter School

Parent / Student Handbook



513 Sixth St.  
Gueydan, LA 70542

# **HANDBOOK OF PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS**

## **UNITED IN VISION**

St. Peter School imparts the Gospel message of Jesus Christ as it is viewed in Catholic Church doctrine and tradition. The school prepares its students to be responsible Christians in their words and actions so that they may be of service to their church, community, and country.

## **UNITED IN MISSION**

The mission of St. Peter School is to teach Gospel values and to nurture the total development of each student according to the charism of the Marianites of Holy Cross.

## **PHILOSOPHY**

*Called by the Gospel to teach as Jesus did, to bring Christ to others, to be Christ to all, St. Peter Catholic School integrates Catholic tradition and values with the spiritual, intellectual, emotional, and social development of each student. A Christian community is created where the Message is proclaimed and human knowledge, enlightened by faith, is shared by teachers, students, parents, and parish members in a spirit of freedom and love. To foster a Christian understanding of mutual responsibility for one another, community worship and service is stressed. Excellence in academic preparation is encouraged. Armed with knowledge and experience, students are enabled to "pace their development as Christians with their growth as citizens of the world."*

The policies and procedures in this handbook have been prepared to assist parents, the primary teachers of their children, and to enable students to achieve their objectives of study, behavior, and growth. The success of each will be directly proportionate to the combined efforts of parents and children. It is important that parents and children read and discuss this handbook together.

The faculty is committed to the education of the total child: the development of Christian moral character, responsible behavior, and academic excellence

## **GOALS**

Broad goals of the Catholic School are to teach the Gospel message, to build community, and be of Christian service.

Specific goals flow from the fundamental understanding of the school as a Christian educational community. Because it is a Christian school, St. Peter School goals are as follows:

1. To create a Christian educational community where human knowledge enlightened and enlivened by faith is shared with teachers, students, and parents in a spirit of freedom and love.
2. To develop religious understanding and provide opportunities for personal commitment to religious values.
3. To foster religious understanding of mutual responsibilities to one another.

## **EDUCATIONAL GOALS**

In order to help each student to develop a positive attitude toward life-long education, including the power to think constructively, to solve problems, and to reason independently, we strive to:

1. facilitate and improve the student's opportunity to learn.
2. guide the student towards the spirit of freedom, recognizing discipline and responsibility.
3. provide quality education for all children.
4. play a significant role in raising national levels of knowledge, competence, and experience.
5. provide students with appropriate technical skills integrated within the curriculum.

## **OBJECTIVES**

In accordance with the philosophy and broad goals, which stress the natural and supernatural destiny of our students, our major objectives may be stated as follows:

1. to work closely with the home in educating the children towards the fullness of Christian life.
2. to help each child to achieve academic excellence according to his/her ability.
3. to develop within each student a sense of self-worth, personal responsibility and self-discipline, thus enabling the student to make wise choices.
4. to teach specifically Catholic principles and values creating in our school an atmosphere where love, integrity, and justice prevail.
5. to instruct in human knowledge and skill instilling in the students a deeper understanding of their Christian identity and motivating them towards Christian action in various situations in which they find themselves.
6. to recognize the dignity of each person.
7. to encourage teachers to develop their professional competence.

## **STUDENT OBJECTIVES**

Along with the privilege of attending St. Peter School, each student assumes upon enrollment certain responsibilities. A student at St. Peter School strives to:

1. develop the spiritual, intellectual, cultural values necessary for the enhancement of the whole person.
2. assume responsibility for his/her actions by setting goals for acquiring self-discipline and using time wisely.
3. recognize the presence of God in each person and to show consideration and for his/her property.
4. take advantage of every opportunity to grow intellectually.
5. show in his/her life the values of a Catholic.
6. participate in the opportunities to be of service to others.
7. participate in the opportunities to practice the democratic principles of society.

## **ACCREDITATION**

St. Peter School is fully accredited by the Diocese of Lafayette Office of Catholic Schools and the Louisiana State Department of Education.

## **ADMISSION POLICIES**

St. Peter School does not discriminate in its educational programs, activities, or employment policies on the basis of race, religion or national origin as required by Title VI of the Civil Rights Acts of 1964, on the basis of sex as required by Title IX of the 1972 Educational Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. No child will be denied the benefits of a Catholic education on the basis of inability to pay tuition. In such cases, parent(s) will be briefed on the Tuition Supplement Contract. All are welcomed in St. Peter School where vacancies exist, though Catholics have priority.

To enter kindergarten, a child must be five years old on or before September 30<sup>th</sup> of the calendar year in which school begins.

To enter first grade, a student must be six years old on or before September 30<sup>th</sup> of the calendar year in which school begins.

## **TUITION AND FEES**

### **REGISTRATION:**

Registration will be announced in the church bulletin, the local newspaper, and a notice to parents. Completed registration forms and a non-refundable fee are required for every child enrolled at St. Peter School.

Baptismal and birth certificates, social security card, immunization records, and application forms are need for first time students to register.

**TUITION:**

A payment schedule for tuition and fees is provided with application and registration forms. All are requested to make monthly tuition payments before the 15<sup>th</sup> of each month. Checks are made payable to the school and returned in the tuition envelope provided.

A family should make every effort to pay full tuition or find a sponsor for their child.

**SCHOOL NUTRITION PROGRAM:**

Participation in the School Nutrition Program is mandatory for all students. Only students with a note from a licensed medical physician will be excused. To comply with state and diocesan directives, students must pay for 20 meals in advance. Checks are made payable to *School Nutrition Program* and are returned to school in the envelope provided. No refunds are made for absences or failure to eat in the lunchroom, but no payment is required in May.

**ACADEMIC POLICIES**

**ATTENDANCE:**

Regularity of attendance and punctuality are important to the child from the first day of school. Parents are asked to phone the school before 8:00 if a child is going to be absent. A child who has been absent should present a written explanation from the parents or doctor when he/she returns to school. This excuse is given to the homeroom teacher who returns it to the office. It is the responsibility of the student who was absent to see his/her teacher(s) immediately upon returning in order to make up any work missed.

Any student arriving after the first bell (8:00) must report to the office for a tardy slip before going to class.

**HOMEWORK:**

Homework is assigned daily as an extension of the learning that takes place in school. Students are expected to arrive at school with homework completed. Parents can help by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Average time spent on homework in various grades should be as follows:

- Grade 1            10 minutes per day
- Grade 2            20 minutes per day
- Grade 3            30 minutes per day
- Grades 4, 5, 6    40-60 minutes per day
- Grades 7, 8        70-80 minutes per day

It is imperative that each student spend an additional 30 minutes in sustained reading every day.

**GRADING**

The grading scale used at St. Peter School is as follows:

Grade	Low Limit	High Limit	Standing
A+	100	100.00	Excellent
A	95	99.99	
A-	94	94.9	Very Good
B+	93	93.99	
B	89	92.99	
B-	88	88.99	Average
C+	87	87.99	
C	80	86.99	
C-	76	79.99	Below Average
D+	72	73.99	
D	72	73.99	
D-	70	71.99	Not fulfilling requirements
F	0	69.99	
E			Excellent
S			Satisfactory
N			Needs Improvement
U			Unsatisfactory

The grading period is nine weeks – four quarters contained in each year. Check the calendar for the specific dates. Interim progress reports are sent home mid nine weeks. These reports as well as the nine weeks' report card envelope are to be signed by a parent and returned to school.

**PROMOTION/RETENTION:**

Grades alone do not determine promotion or retention. A child's age, maturity, total achievement, and attendance are all taken into consideration. Parents are notified if their child is failing in his/her work and if he/she is running the risk of being retained. Parents on their part must be alert when examining and signing their children's written assignments and tests. If parents are dissatisfied with their child's work or attitudes, the best procedure is to see the teacher immediately.

**RECORDS:**

St. Peter School complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Parents and students must have access to records, but must provide a written request.

**HONOR ROLL:**

The Honor Roll is recognition for special achievement and is based on the grade point average for the nine weeks period.

All A's and B's with an A or B in conduct receives Beta Honors. A grade point average of 4.00 with an A or B in conduct earns Alpha Honors.

**MERIT PROGRAM:**

The merit program is designed to offer positive recognition of outstanding student behavior and academic effort.

Merits will be earned each quarter. If a child has received a grade of A on each weekly conduct report and has made serious efforts in the area of academics, he/she will receive a certificate of merit. Awards are presented on Awards Day at the end of the school year to each child who has earned a certificate of merit for each of the four quarters. Each teacher in grades six through eight must approve of each merit award. The principal must approve merit awards for all grades.

**COMMUNICATION**

**PARENT/TEACHER CONFERENCES:**

Conferences are encouraged whenever the teacher or parent feels that such a meeting is needed. The interim reports, which are issued four times a year during the middle of each nine weeks' period, will provide a space for the teacher to indicate the need for such a conference. Parents are urged to respond to these requests and to make their own requests for conferences when they believe such a conference would be beneficial. Call your child's teacher(s) and make an appointment.

**PROBLEM RESOLUTION:**

If a parent has a problem, the following procedure should be followed: if the problem concerns your child, call the school or send a note and make an appointment to see the teacher. If the problem concerns the school as a whole, call the principal. He/She will answer your question or make an appointment if needed.

**MEDICATION POLICY:**

If possible, parents are advised to give medication to their children at home and on a schedule other than school hours. School personnel shall administer only oral medication, in pre-measured doses, topical ointment and emergency medication. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by a physician and after consultation between the parent and designated school staff. This ruling is in compliance with Act 87 of the 1993 Legislature and guidelines determined by Louisiana State Board of Education.

## **STUDENT CONDUCT AND BEHAVIOR**

### **ACADEMIC CODE OF CONDUCT:**

St. Peter School intends to provide an orderly environment conducive to learning and based on principles of Christianity, student involvement and participation, personal responsibility, respect for others, and good citizenship. Students who by their disruptive behavior consistently deprive others of their rights to this environment will be subject to disciplinary action, including suspension and expulsion from school.

### **ACADEMIC HONESTY:**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated, a failing grade will be automatically recorded for the work and parents will be notified. A second offense will result in suspension from school.

### **DISCIPLINE PLAN:**

Reverence is an expression of deep respect or regard for a person or thing in recognition of its inherent worth and beauty. Reverence for people assures that they will be treated with concern and care. Reverence for self translates into a good self-image, a deep sense of self-worth. Reverence for things can prevent the destruction of the environment and assure proper treatment of the living and non-living creations that God gave to human beings for their care and use.

The first and foremost way to teach children reverence is to treat them respectfully and reverently. When we revere children just the way they are, they can learn to value and revere themselves. A reverent child is open to mystery and enables to grow mentally and spiritually. This attitude is the cornerstone of faith in a God whom we cannot be seen or touched.

When we discipline and when we teach self-discipline, our ultimate goals are to:

1. teach acceptable standards
2. build character, personality traits and self-esteem
3. help develop an informed conscience
4. set emotional limits to help students feel secure

## **GENERAL SCHOOL WIDE RULE**

Students will follow directions the first time they are given.

- Stay in assigned areas.
- Keep hands, feet, and objects to themselves.
- Call each other by his/her given name.
- Refrain from teasing, cussing, and fighting, and other inappropriate conduct.
- Refrain from bringing and or eating candy and/or gum on school premises.
- Refrain from any conduct unbecoming of a Christian Student.

## **LUNCHROOM RULES**

Students will follow directions the first time they are given

- Keep hands, feet, and objects to themselves when in line and at table.
- Observe correct table manners.
- Clean table after eating.
- Obtain permission from duty teacher to leave the table.
- Follow established procedures in cafeteria.

## **PLAYGROUND RULES**

Students will follow directions the first time they are given.

- Obey the adult on duty.
- Play safely.
- Be kind to others and exclude no one in play.
- Take care of the equipment.
- Stay in the assigned area.

## RESTROOM RULES

Students will follow directions the first time they are given.  
Refrain from talking and loitering in the rest rooms.  
Leave restroom in order, toilet flushed, faucets turned off, etc.

## PATIO RULES

Students will follow direction the first time they are given.  
Remain seated in assigned areas before school and while waiting for the bus.  
Play quiet games in assigned areas on rainy days.  
Refrain from running or jumping in patio at any time.  
Move in silence during change of class and bathroom breaks.  
Line up in silence for morning and noon recess.

## WEEKLY/QUARTERLY CONDUCT GRADES

Except for Pre-K and K, which are non graded, the homeroom teacher shall determine a weekly conduct grade for each student according to the following method. Each student will begin the week with 100 points; points will be deducted on a daily basis, as rules are broken. At the end of the week, the total number of points lost will be subtracted from 100 to determine the weekly conduct grade. This grade will be reported to the parents in a conduct folder on the following Monday. Both the letter grade and the corresponding numerical grade will be used. The conduct folder must be signed by the parents and returned to school the following day.

On the report card the average of the nine weeks grade will be recorded.

## SCHOOL WIDE REWARDS

All students with 100 points on the weekly Conduct Grade receive awards and privileges.

## ZERO TOLERANCE POLICY

In order to comply with Diocesan directives and civil law and to ensure safe and secure learning environments in St. Peter School, free of drugs, alcohol, drug paraphernalia, violence, and dangerous weapons and to impose swift, certain disciplinary actions on students who endanger the learning environment, the following zero based policies have been adopted by St. Peter School.

To provide students with an emotionally safe and respectful learning environment expected in a Catholic School St. Peter School has adopted a zero tolerance policy on emotional violence.

These zero tolerance policies shall apply in school buildings or on school grounds at any time, or in school or private vehicles or buses, on or off the school grounds at any school sponsored activity, function or event.

1. **Weapons/Firearms (Louisiana Law)** – Illegal carrying, possession of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the law of Louisiana. Anyone found guilty of the offense or illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, will be subject to immediate expulsion and to criminal penalties including fines and/or imprisonment under the provision of L.S.A. 14:95.2, L.S.A. 14.95 and other applicable laws.
2. **Drugs and Alcohol Possession, Use and Distribution** – Students who are under the influence of, purchase, exchange or barter for, receive or offer to take receipt of, negotiate to purchase or take delivery of drugs (including marijuana) or alcohol, or substances similar to or thought to be such substances, or drug paraphernalia are subject to the consequences. Violations of this rule will result in immediate expulsion and will be reported to the appropriate law enforcement agencies.
3. **Violence** – Violence is any form of aggressive behavior that may injure another physically or emotionally. Physical violence includes hitting, fighting, kicking or any other physical assault on the body of another person. Non-physical violence, which may affect another emotionally includes, but is not limited to teasing, name-calling, taunting, put downs, and insults.

Threatened violence is defined as threatening to cause physical harm to another.

#### **PHYSICAL VIOLENCE:**

Any student who commits battery and/or assault upon any employee or student at St. Peter School will be expelled and reported to appropriate law enforcement officers.

#### **FIGHTING/THREATED VIOLENCE:**

Students fighting or threatening violence incur immediate suspension. Determination will be made as to the seriousness of the incident and as to whether or not further punishment is merited including a longer suspension and/or expulsion.

#### **NON-PHYSICAL EMOTIONAL VIOLENCE:**

1. Any child who resorts to name calling, teasing, taunting, put downs, insults or other harassment of another person will be sent to the office. Parents will be notified of the transgression.
2. If infractions continue to escalate, students will incur detention, suspension, and then expulsion.

### **DRESS CODE AND UNIFORM REQUIREMENTS**

**Dress and general appearance reflect a student's attitude toward school and set the tone for learning. All uniforms should be neat and properly fitted. Parents are expected to send their child to school properly attired.**

#### **GIRLS:**

- Blouse:** White tailored blouses or uniform polo shirts with SPS logo. Only solid white T shirt may be worn under the uniform top.
- Skirts:** Plaid pleated skirts/ jumpers no shorter than 2 inches above mid-knee  
Solid dark color shorts must be worn under the skirt or jumper
- Shorts:** Navy blue cuffed uniform walking shorts no shorter than 2 inches above mid-knee.
- Socks:** Solid white or navy socks – navy or white tights
- Pants:** Navy blue uniform pants may be worn during cold weather - no denim, no corduroy
- Belts:** Navy or black only- must be worn with pants and shorts
- Shoes:** white or navy athletic shoes
- Dress Uniform: For Friday Mass and other dress events**  
Plaid pleated skirt/jumper with uniform blouse (See Blouse above)  
White or navy knee high socks only  
Black/Navy/Brown leather shoes- no platforms, no heels higher than 1 inch.

Blouses must be tucked in. No caps, hats, or other head items except the normal navy/white ribbons. No make up or hair coloring. Single pair of small earrings may be worn, no other jewelry.

#### **BOYS:**

- Shirt:** Light blue oxford or polo shirts with SPS logo. Only solid white T shirt may be worn under the uniform shirt.
- Pants:** Navy blue pants or walking shorts – no jeans
- Belts:** Navy/black leather- worn daily
- Shoes:** white or navy athletic shoes
- Dress Uniform: For Friday Mass and other dress events**  
Light blue oxford shirt long or short sleeves  
Navy blue tie  
Navy blue uniform pants  
Navy socks  
Brow/black/navy dress shoes

Shirts must be tucked into pants at all times. No caps, hats, or other head items. No jewelry. Hair clean cut, over ears, above collar, natural color.

#### **OUTERWEAR (boys and girls)**

- Sweaters:** Solid navy or white pullover, cardigan (Only SPS logo permitted)
- Sweatshirts:** Solid navy or white (Only SPS logo permitted)
- Jackets:** Solid navy or white windbreaker or light jacket (Only SPS logo permitted)
- Heavy coats:** Coats of choice. Heavy coats are to be removed in the classroom.

## **DRESS OUT DAY**

Some dress out days will be designated during the school year. On these days, students are to wear the spirit shirt with jeans or walking shorts (no shorter than the uniform shorts) along with athletic shoes, socks and belts. Different shirts may be indicated for certain occasions.

**Help your school to maintain the proper environment for learning and avoid needless attention to the dress issue by adhering strictly to the above dress code.**

## **EXTRA-CURRICULAR ACTIVITIES**

School spirit and support are essential to a healthy school life. Students are encouraged to participate in the activities afforded them.

### **BETA CLUB:**

The National Junior Beta Club is a leadership-service club. The purpose of the organization is to encourage effort, to reward merit and to promote good citizenship. Students in grades 6-8 who, in the opinion of the administration and faculty are of worthy character, good mentality, credible achievement, commendable attitude, and committed responsibility are eligible for membership.

### **4-H CLUB:**

4-H is an educational program that helps young people develop new skills, explore possible career choices and serve their communities as responsible citizens. Members also learn to make decisions to deal with stress, and to build a good self-image.

### **STUDENT COUNCIL:**

The Student Council program gives children the right to use their talents and to develop responsibility. It increases school spirit and is an excellent tool for building leadership skills in the students. Each class elects officers. Students in grades 6-8 are eligible to run for office and grades 4-8 are represented. All members of the Student Council must have and maintain a C average or better in all subjects and a B average or better in conduct.

### **YEARBOOK:**

The St. Peter School Yearbook reflects the students and the activities of the current year. This activity provides the students with opportunities for writing book development.

### **FIELD TRIPS:**

Field trips are intended to be extensions of the classroom. They are conducted to enrich and provide hands-on learning experiences for students. Field trips are privileges afforded to students – no student has an absolute right to a field trip. Any student can be denied participation if her/she fails to meet academic or behavioral requirements. It is also the right of parents to refuse to allow their child to participate in a field trip.

The teacher/moderator provides the official permission slip for a field trip. The form must be completed by the parents, signed, and returned to the school as requested. A student who fails to submit a proper form by the specified deadline will not be allowed to participate in the field trip. Telephone calls or notes will not be accepted in lieu of proper forms.

Any trip taken by students which does not strictly adhere to the foregoing policy will not be authorized or sanctioned by St. Peter School. No unauthorized or unsanctioned trip may use the name of St. Peter School in raising funding for the trip, making arrangements for the trip, or undertaking action which in any way suggests St. Peter School sponsorship of such a trip.

### **RELIGIOUS EVENTS / SPECIAL EVENTS:**

Religious events and other special events will be listed on each monthly calendar. Parents are invited and encouraged to join with their children for Masses, prayer services, award ceremonies, fun days, plays and other student events.

## **PARENTS' SERVICE REQUIREMENTS**

St. Peter School, like most Catholic schools today, cannot operate without support beyond that provided by tuition. Parents, therefore, are required to participate in all educational, social, sporting, spiritual, fund-raising and extra-curricular activities that are sponsored by the school.

## **PARENT ORGANIZATIONS**

### **PTO:**

The Parent/Teacher Organization is comprised of parents or guardians of all currently enrolled students, administration, faculty, and staff. It is a support and fund-raising organization.

### **SCHOOL BOARD:**

The School Board consists of the Pastor, the Principal, elected and appointed members. The Board meets quarterly and acts in an advisory capacity. It may act in a policy-making capacity developing and promoting policies governing the operation and proper functioning of the school.

### **VISITORS:**

Parents and supporters are encouraged to visit the campus. However, parents should not go to a classroom during the school day to meet with their child, take materials, or talk to the teacher without checking in with the office first. In the interest of safety, all visitors must check in the school office and make an appointment to visit a class or view a lesson.

### **VOLUNTEERS:**

St. Peter School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please volunteer to help at school whenever and in every way you can. Sharing your time and skill indicates to your children that school is a priority in your life as well as theirs. You can make your school a better place for students to learn and grow.

## **SCHOOL GROUNDS**

St. Peter School students are not to arrive at school before 7:30 a.m. and must leave the school grounds by 3:15 p.m. Outside of these hours, no supervision is provided. Please comply with arrival and departure times. The school is not responsible for students who are on campus before supervision begins at 7:30 a.m. and ends at 3:15 p.m.

## **SCHOOL PRINCIPAL'S RIGHT TO AMEND**

The regulations and other provisions outlined in this handbook are considered a contractual agreement between St. Peter School and each student enrolled in the school. Please read carefully and sign the agreement statement included with this handbook and return it to school.

St. Peter School principal retains the right to amend the handbook for just cause. Parents will be given notification of the changes.