

## **OUR MISSION**

*St. Peter Chanel's mission is to provide a Christ-centered curriculum that will enable our young people to integrate the teachings of their Catholic-Christian faith into every aspect of their lives.*

## **OUR PHILOSOPHY**

*The faculty, in union with the clergy, strives to cooperate with the Church and parents so as to assist, guide, inspire, and instruct the students and help them to perfect themselves with the help of God in attaining their supreme goal --- "the kingdom of heaven."*

## **OUR VISION**

*St. Peter Chanel's vision is to produce, from the earliest grades, a well-rounded individual spiritually, physically, intellectually, morally, and culturally.*

## **OUR OBJECTIVES**

- 1. To instill in the students the Christian attitudes and values which prepare them to assume their responsibilities in a meaningful way in our modern and democratic society.*
- 2. To develop healthy personalities in the students by directing, inspiring and contributing to their full growth and development.*
- 3. To encourage appreciation of the dignity of all human persons.*
- 4. To use teaching methods to meet the intellectual needs of the students in an effort to strive for academic excellence.*
- 5. To cooperate with the Church and parents so as to assist, guide, inspire, and instruct the children.*
- 6. To give service beyond the school community.*
- 7. To solicit input from parents in the continual periodic review and evaluation of spiritual and educational programs.*
- 8. To provide professional enrichment opportunities, both individual and communal, for faculty members so they in turn can enrich their school.*
- 9. To promote mutual respect, concern and a sense of independence among faculty members, students and parents.*

## **\*\*ADMINISTRATION\*\***

*Because we are a Catholic institution, St. Peter Chanel School is ultimately owned and operated by the Bishop of the Catholic Diocese of Baton Rouge. This is the case of all Catholic Schools located in the Diocese of Baton Rouge. All Diocesan Catholic schools, including ours, is under the supervision of the Diocesan Superintendent of Schools, and is operated in strict accordance with provisions of the Administrative Manual published by the Diocesan Catholic Schools Office. S.P.C. supports and enforces all Diocesan policies.*

*The Principal/Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule for a cause at his/her own discretion.*

*The pastor is the ex officio chief administrative officer of the total parish education program. His role is one of leadership for Christ in the community. The pastor will delegate and share his professional responsibilities in the Catholic school with the principal and the local school ministry board. The principal is the administrative head of the school and is responsible for its effective operation as an educational institution within the total parish educational program.*

## **SCHOOL ADVISORY**

*This body is and shall always be considered as formed and/or appointed or elected by and at the request of the Roman Catholic Church of the Diocese of Baton Rouge and the Church parishes of St. Joseph, Paulina, LA; Sacred Heart, Gramercy, LA; St. Michael, Convent, LA; and Our Lady of Peace/St. Philip, Vacherie, LA for the purpose of aiding in the operation of St. Peter Chanel Interparochial Elementary Board. It shall be subject to all regulations from the office of the Diocesan School Board, Diocese of Baton Rouge, LA and consideration of the pastors of the aforementioned parishes. The body clarifies the vision of the school and shares it with the parents' organization.*

*The following procedure outlines the steps to follow in reference to being placed on the St. Peter Chanel School Advisory agenda.*

- 1. Any person or group desiring to address a meeting of the Advisory shall request this of the Principal no less than ten (10) days prior to the meeting of the Board.*
- 2. The request must state the exact item or items that the person or group wishes to discuss and the name of each person/persons wishing to address the body.*
- 3. Only the item/items stated on the request will be considered.*
- 4. Upon receipt of such request, the Principal shall conduct individually, or collectively, the Executive Committee.*
- 5. The request must be approved before it can be granted.*
- 6. The person or group will be notified in writing of the Executive Advisory's decision.*
- 7. If the request is granted, the Executive Advisory shall set forth the amount of time that is to be granted to address the body.*

## **CONFIDENTIALITY**

*Faculty and staff will keep information entrusted to them confidential so long as no one's life, health and safety is at stake. Parents will be notified of concerns.*

## **CUSTODY**

*St. Peter Chanel must have accurate custodial information on file.*

*St. Peter Chanel abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.*

## **\*\*ADMISSION POLICY\*\***

*St. Peter Chanel School is open to all children regardless of race, color, national or ethnic background.*

*St. Peter Chanel School's current faculty and staff will make all reasonable accommodations to meet the special needs of students. If there is a question as to whether or not the school has the necessary resources required, students will be admitted on a probationary status.*

*In those cases in which physical limitations make it necessary to restrict the intake of students, priority shall be given in the following order:*

- 1. Students who have completed the previous year at S.P.C. School.*
- 2. Brothers and sisters of students already enrolled in S.P.C. School.*
- 3. Children of active parishioners of S.P.C. Parishes.*
- 4. Children of active parishioners of other Catholic Church parishes who have written consent of the pastor.*
- 5. Non-Catholic students whose parents agree to allow their children to participate in the school's religious education program other than the actual reception of the sacraments. Non-Catholic students must agree to follow rules, regulations, and policies as outlined in this handbook.*

*All students are placed on a probationary period for 3 months.*

*Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent and/or the rules of the school covering all areas of the student's development as stated in the school's mission, vision, and philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications. See Foreword for further information.*

*All students who are seeking admission to S.P.C. must present a copy of their birth, baptismal, and First Eucharist certificates (when applicable), and health cards showing that all immunizations have been completed and are in compliance with state health regulations. Students are not allowed to attend school until all immunization records have been received by the school and are current. In addition, students in kindergarten through eighth grade must present a copy of their latest test scores and a report card indicating promotion to the grade for which they are seeking admission.*

*Three year old students cannot be admitted without fully being potty trained (which includes pulling down and up pants and undergarments) and washing hands after using the bathroom. We understand accidents happen at naptime; however, we cannot have unsanitary conditions for other students or teachers. The child will not be able to attend until after successfully completing these requirements.*

***Discovery of withheld information after a student has been accepted could result in the student being required to withdraw.***

According to Act. 530 of the Louisiana Legislature (6-10-93), the age at which a child may enter school is as follows:

Pre-K	Kindergarten	1 <sup>st</sup> Grade
age 4 by Sept. 30	age 5 by Sept. 30	age 6 by Sept. 30

SPC will hosts on site a dyslexia/reading intervention lab program through the Blessed Margaret of Castillo Diocese of Baton Rouge program. All rules of the program handbook must be followed. Students must apply to the program and a decision on whether the child's needs can be met will determine placement.

## **TRANSFER POLICY**

St. Peter Chanel School will only accept students in PK3-5<sup>th</sup> grade, if there are open seats, after the first day of school. Students in grades 6-7-8 grade will only be accepted if they are moving into St. James Parish area and/or have a family of younger siblings also wanting to register.

Admission will be based on students' academic performance as well as discipline record. Report card and test scores must be provided before the student will be considered for acceptance. If the Administration feels that the student does not meet the educational standards of St. Peter Chanel School, the student may not be accepted.

After applying and before the acceptance, there may be 5 or more days waiting period before the student can start school so that the Administration, Faculty and Staff can adequately decide if the student is accepted and/or prepare for the student's arrival.

In order for loans to be guaranteed for transfer students, parents must provide documents of employment history, financial statements, or tax returns. It will be decided by the Administration and/or Finance committee if the loan can be guaranteed by the school. If a loan cannot be given, parents will have to pay in full or get a loan on their own credit. Failure to make payments during the year on time will result in the student(s) not attending classes and/or being asked to withdraw.

### **Transfer Policy for Returning/ Former SPC students**

After the first day of school, any student who is a prior/former student of SPC and wants to reapply, must go through the transfer policy process before being accepted. All information as to why the student needs to return must be given to the Administration before acceptance of the student is given. There may be 5 or more days before the student is accepted. Parents must be honest and truthful with all information pertaining to the student's return. If the student has been expelled or suspended because of any disciplinary issues at his/her new school, he/she may not be accepted. Any information withheld from the Administration when reapplying, will result in non-acceptance or immediate dismissal from the school. Parents must be honest and truthful when re-applying to SPC. The Discipline committee will also be involved in the decision making process for acceptance or non-acceptance of all.

*Failure to disclose any information concerning the educational and behavioral needs of the student is grounds for removal or non-acceptance from school. Falsifying enrollment documents in al or in part is grounds for removal or non-acceptance.*

## **REGISTRATION AND TUITION POLICY DEFINED**

*Prior to registration, parents will receive all pertinent information. A registration card will be sent home through school for returning students. All pre-paid tuition loans, activity points and other fees must be current (the February payment must be paid) in order to receive a packet.*

- 1. Registration is a conditional acceptance of the student. Payment of tuition and fees warrants full acceptance into the school.*
- 2. Tuition and fees are charged to help cover the cost of operating S.P.C. The help of our parents with fund-raising is also essential to meet the budgetary needs of the school. S.P.C.'s financial policy requires the prepayment of all tuition and fees (student fees).*
- 3. Official registration will be conducted during the months of February and/or March. Parents will be given a packet showing current information on the following: registration, fees, tuition, parent assessment, CHASA, and other pertinent information.*
- 4. A late fee will be charged for registration and tuition if paid after the deadline. This fee will not apply to new families moving into the area.*

## **STUDENT TUITION**

### **A. TUITION FINANCING PROGRAM**

*A student tuition-financing program is available to all parents whereby a bank selected by the School Board will finance up to 100% of the school year tuition and fees (not registration fees). Bank personnel will schedule loan signings in May.*

*Each school tuition loan will be amortized over a ten (10) or eleven (11) month period with the first payment beginning July 1<sup>st</sup>. If a parent wishes their loan to be amortized over an 11-month period, prior approval by the administration must be granted. Should any parent elect to pay cash for the tuition even after the note has been signed, he or she may do so at no charge before the last day of school. After that date, a minimum of \$25.00 prepayment charge will be assessed by the bank. All tuition is due in May on the published date.. Failure to meet this deadline will result in a late fee.*

*Any parent whose child registers after July 31<sup>st</sup> and who wishes to participate in this program may do so. For parents who register after the deadline, the maturity date of April 1<sup>st</sup> will remain the same, but the number of months for amortization will be decreased accordingly.*

*The bank will notify the school and the parents if a payment on a loan is ten (10) days past due. **When notifications of non-payment are sent home, there will be an additional \$25.00 late fee charged by the school.** The school will notify the parents and request that arrangements be made to correct the delinquent loan. If the deficiency is not taken care of by the date stated*

*on the letter, the student will not be allowed to return to school. The student(s) will receive an incomplete grade.. When delinquent loan is paid, the student will be allowed to return to school and will be allowed to make up all missed assignments; thus, removing the incomplete from his/her records. (Note: In order to qualify for a bank loan, all tuition, activity points, and other fees must be current.)*

*All student records and report cards will held until accounts are cleared.*

## **B. TUITION ASSISTANCE**

*Forms to request tuition assistance are available at the St. Joseph Rectory. A copy of your most recent income tax information and W-2 must accompany requests. A special committee is set up to examine each request and determine the merits of each case. Requests will be reviewed and decisions will be based upon established Policy of the S.P.C. School Board, available funds, and financial needs. Families receiving financial assistance will be required to provide service hours that are above and beyond the parent participation hours. All decisions will be confidential.*

*Each pastor will be provided a list of all registered students to assist him in awarding assistance.*

## **C. REFUNDS**

*Registration and Student Fees are non-refundable. Once tuition is paid for the coming school year, 90% will be refunded if a student withdraws prior to June 1<sup>st</sup>. Beginning June 1<sup>st</sup>, an additional 10% will be subtracted the first of each month thereafter.*

## **D. WITHDRAWALS**

*Withdrawals must be done in person during school office hours. Before a withdrawal is considered official and a refund amount is determined, parents must fill out a withdrawal form, complete an exit interview, settle all debts, and return all materials.*

*If a student is asked to withdraw or is expelled, parents are responsible for tuition according to the date withdrawn/expelled and refunds as stated above.*

## **HOME AND SCHOOL ASSOCIATION**

*CHASA (Chanel Home and School Association) is the vehicle to mobilize parental effort in support of Catholic schools.*

*CHASA sponsors fund-raising activities, which must be approved by the School Board. The money raised is contributed to the school budget in order to help the school meet its financial obligations. CHASA also undertakes projects, which enhance the physical property of the school.*

*CHASA is not an administrative or supervisory committee established to operate the school.*

## **Parent Service Requirements/ACTIVITY FEE PLAN**

*Tuition alone does not cover the cost of your child's education. St. Peter Chanel (SPC) has in place several fundraisers to supplement the cost. To ensure that these fundraisers are successful 100% of family participation is required; therefore SPC has adopted an activity fee plan.*

*Every family with a child in grades PK3 – 8<sup>th</sup> is REQUIRED to earn 365 points between January 1<sup>st</sup> and December 31<sup>st</sup> of each year. (The points earned for working the spring festival are not included in the calendar year allotment, see below). For every point short of the 365 required (with the exception of Spring Festival points) a family will be assessed an activity fee of \$1.00 per point to be paid at the time of registration for the next school year.*

### **SPRING FESTIVAL**

*Each family with a child in grades PK3-8<sup>th</sup> grade is required to work **6 hours** at the spring festival. These festival hours count for the current school year (not calendar year) and earns a family 75 of the 365 points required.*

*Note: This differs from all other activity points that can be earned throughout the calendar year. Festival points are earned only in March of the current school year.*

*A family that does not work their required 6 hours for the spring festival will be charged a fee of \$500.00. This fee must be paid immediately after the festival. Penalties may be assessed for any family that does not pay the \$500.00 by the end of the school year which may include the school holding the child's records.*

*Completion of the following 3 fundraisers will earn a family 315 points of the required 365. The first 315 points can and will only be earned by completing the following activities listed below.*

- 75 Points Working 6 hours per family at the Spring Festival which is usually held in March  
**This activity is required by all families. If not fulfilled a family will be charged \$500.00.***
- 120 Points Selling or buying 6 money day calendars  
Calendars are \$20.00 each and are sent home during the school year.*
- 120 Points Selling or buying 12 Raffle books  
BLUE Raffle Books are \$10.00 per book and are sent home each month during the school year. These can be sold any time from 1/1 and 12/31 of the current year.  
YELLOW Raffle Books are \$10.00 per book and are sent home shortly before the festival and must be sold prior to the drawing. The drawing takes place at the festival which is held in the spring of the current school year. The sale of 12 of any raffle books combined will go towards the 120 points. New families (including PK students with no other family members attending SPC) need to only earn 40 raffle points their first year. The family will earn these points by selling or buying the above mentioned raffle books between 9/1 and 12/31 of the current year.*

**Option—6 more money calendars can be sold in place of 12 raffle books starting 2014-15 school year. A letter will be sent out by the school office and must be returned in order to apply for this option.**

*The 3 fundraisers listed above do not allow a family to earn the entire 365 points. Therefore, additional activities have been added to assist families in earning the remaining 50 points. The additional activities will not count towards the first 315 points.*

**Participation or completion of the following activities during the current school year will assist families in earning 50 points.**

- 50 Points Coordinator for your child/grandchild's homeroom class. (includes running the booth assigned to the class for the spring festival, coordinating special events assigned to the class and assisting the teacher with special activities/events.) It is required that you work your regular 6 family hours during the festival and any extra shifts needed to closeout the booth each night (along with the other Coordinators for your class).*
- 50 Points Serve on the CHASA Board-includes being active on the Board, attending all meetings without missing 2 consecutively, and working additional festival shifts if needed. (Must still work your 6 family hours.)*
- 50 Points Serve on the School Board- includes being active on the board, must abide by the attendance policy, and work your 6 family hours at the festival.*
- 50 Points Serve on any SPC School Board Committee- includes attendance at meeting without missing 2 consecutively. Being active on the committee.*

*In order for the person serving on any of the above mentioned boards to receive their 50 points the person must abide by the attendance policy. The person is required to attend 50% of the meetings and cannot miss 2 consecutive meetings. The person must also fulfill all obligations and expectations.*

*Other options to earn the remaining 50 points:*

- 50 Points Coach any sport-must be active in coaching and cannot miss more than two games consecutively to earn the full amount of points. Must have all background checks, etc. before beginning to coach.*
- 50 Points Chair/Organize or be an active participant on the committee of any major school fundraiser- Cookie dough sales, Carnival Ball, etc- must receive the approval of the Pastor, Principal, School Board, and/or CHASA Board to become the organizer of a major fundraiser.*
- 25 Points Serve as CHASA treasurer for the Festival only- SPC Bookkeeper keeps the checkbook, but this person will do all the bookkeeping for the festival weekend and work the bank for the weekend.*
- 25 Points Work an extra 3 hour shift at the festival.  
(This can only be earned after the required 6 hours are complete.)*
- 25 Points Work 3 hours at any SPC or CHASA fundraiser  
(Golf Tournament, Sunday Lunch Sales – Set up must be coordinated with a CHASA Board Member)*
- 25 Points Volunteer 3 hours at school to help in the office and/or classroom/cafeteria  
(This is to be scheduled through school office or cafeteria manager)*
- 25 Points Work 3 hours performing maintenance on scheduled maintenance workdays*
- 20 Points Sell Extra Money Day Calendars*

- (This can only be earned after the initial 6 or 12 (if choosing the option of no raffles) are sold.)
- 10 Points Sell extra blue or yellow raffle books  
(This can only be earned after the initial 12 are sold.)(Option of 12 money calendars also available in place of raffle books)
- 5 Points For every dozen sweets donated for the Spring Festival

## **\*\*ACADEMIC POLICIES\*\***

### **A. CURRICULUM**

*Our curriculum is approved by the State of Louisiana and the Catholic Diocese of Baton Rouge and exceeds the requirements of the State Board of Education. We challenge our students to achieve more than the minimum standards required for promotion. In addition to Reading, Language Arts, Science, Social Studies, and Math, our students have daily classes in Religion. Algebra I is offered for qualifying eighth grade students as well as Spanish I if available. The curriculum is enriched and enhanced through classes in computer, physical education, library, art (grades 4 – 8), choir (grade 3), and bell choir (grade 4).*

*Pre-Kindergarten through eighth grade use materials appropriate for each grade level to address the learning styles of each child: auditory, visual, and tactile. Hands-on science, cooperative groups, writing across the curriculum, integrated units of study, math manipulatives, role playing, fine arts and music are components of S.P.C.'s program of study. The teachers use a variety of teaching methods and materials to meet the individual, small group, and large group needs of students. Religion is taught throughout the day and prayer is an intricate part of the curriculum. Religious activities are the core of the total school program.*

### **B. GRADING SCALE**

*The grading scale for core or major subjects to be used by all teachers in grades 1 – 8 is as follows:*

<i>A – (93% – 100%)</i>	<i>D – (67% – 74%)</i>
<i>B – (85% – 92%)</i>	<i>F – (66% and below)</i>
<i>C – (75% – 84%)</i>	

*Quarterly nine weeks tests for students in grades 6, 7, and 8 is a fourth of accumulated 9 weeks points. .*

*Final grades are the average of the four quarter grades.*

### **C. PROGRESS REPORTS AND REPORT CARDS**

Parents can view weekly updates of their child's progress using **Plus Portal**, a web-based program.

Report cards are issued in nine-week intervals. These reports are to be signed by the parents and returned to the student's classroom teacher within two days. Parents are to provide the school with a written request for an extension on or before the designated return day.

#### **D. HONOR ROLL**

Students are recognized for academic and conduct grades each semester.

To achieve the **Alpha Honor Roll**, students must achieve a final A in all subjects: Religion, Reading, Language Arts, Math, Social Studies, Science, as well as an A in Conduct.

To achieve **Beta Honor Roll**, students must achieve a final A or B in Religion, Reading, Language Arts, Math, Social Studies, Science, and Conduct.

High School credit courses:

High School courses will not count against a student in Beta Club unless they make a D or lower. The student with a C in a high school course is put on probation but can still attend and participate in Beta Club functions. The final grades must be A's & B's in all other subjects besides the high school course in order to wear the Beta ropes at graduation. However, they will not be considered honor roll for quarter if a C is earned.

#### **\*\*COMMUNICATION\*\***

#### **E. PARENT-TEACHER COMMUNICATION**

1. Parents may request appointments with the teacher by submitting a note to the teacher or office requesting a conference or by sending an e-mail to the teacher. We ask that you do not appear unexpectedly before or after school to speak to him/her.
2. The teacher will attempt to respond to all requests within 24 hours while school is in session. Teachers are not required to communicate over the weekend.
3. Parents are urged to communicate with their child's teacher whenever any serious problem arises. However, since class time belongs to the children, visits should never be attempted during class hours, recess, or lunch periods. To assure sufficient time, visits with the principal or teacher should be made by appointment.
4. Parents are asked not to call the homes of any faculty or staff members concerning school matters at any time.
5. Correspondence between parents and the school is important and should be kept confidential. It should not be accessible to the child. Therefore, written correspondence should be sent to school in a sealed envelope. Please do not write comments or a request for a conference or assistance on your child's test papers, behavior/ conduct folders, or other documents sent home for signature as these are on open display for the student to read.

Parents are urged to have a conference with their child's teacher whenever any serious problem arises. **Since class time belongs to the children, these conferences are not to be scheduled during class hours.** A teacher/parent conference is never to be held in a classroom in front of students.

Teachers will not be called from the classroom other than at planning period for a telephone conference. **Do not call teachers at their home unless the teacher has given parents permission to do so.**

Any parent wishing to schedule a conference with a teacher must send a written request to the teacher or call the office in advance.

Parents are asked to respectfully adhere to the following proper **chain of command** any time a problem arises except with circumstances of an extreme nature.

1. Contact the teacher directly.
2. Meet with the teacher and principal.
3. Meet with the principal one on one.
4. Contact the Pastor in charge.
5. Notify the Diocesan Superintendent of Schools in writing of the problem.

#### **PARENT-PRINCIPAL COMMUNICATION**

Appointments with the Principal should be made by calling the school office. If this concerns a classroom problem, please make efforts to resolve the problem with the teacher before contacting the principal. Parents are not guaranteed to see the Principal if they come to the office for a conference without first calling for an appointment. Principal will consult with the teacher on any issue that is brought to her attention. The teacher will be asked to sit in on the conference as well.

#### **F. HOMEWORK**

Homework is the oral or written reinforcement and/or enrichment of concepts presented in class. Homework is essential for the student's success. Homework assignments are given regularly by all teachers. The primary value is to provide students with opportunities to exercise their newly learned skills. It may include the completion of class work. Time allotted for homework varies by grade level and by subject area.

If a student is absent from class, it is the student's and/or parent's responsibility to consult with the teacher regarding work to be made up. **To request homework assignments/materials, parents are to call the school in the morning.** The assignments/materials may be picked up between 2:30 P.M. and 3:00 P.M. in the school office.

In grades 1-3 one point will be subtracted from the 20 homework points posted on Plus Portal when an assignment is missed and/or incomplete. Depending on the length of the assignment in grades 4-8 two to three points will be subtracted from the 50 homework points posted for missed and/or incomplete assignments. Parents are encouraged to check their child's assignment pad daily. (Homework is posted on Plus Portal each Monday but is subject to change.)

*In an effort for parents and school to work cooperatively, the parents may help by providing a quiet atmosphere and good working facilities conducive to forming good study habits. It is also helpful to establish a consistent period of time each day for study.*

## **G. STANDARDIZED TESTING**

*In order to measure and evaluate our school's progress along with individual progress, students in grades 3 – 8 are given a standardized test each year. Results of all such tests are recorded in the student's cumulative records. Standardized testing to determine religious knowledge is administered to fifth and eighth grade students by the homeroom and/or religion teacher.*

## **H. CHEATING / DISHONEST BEHAVIOR**

*To cheat means to be dishonest with oneself or to enable another to be dishonest in carrying out assignments and activities, thereby contributing to a false impression or a false grade.*

*Students involved in cheating will receive a grade of "F" on the assignment or test.*

*Cheating includes copying homework, allowing one's homework to be copied, parents doing homework, and/or activities. Cheating on a test is defined as behavior of any kind, in any manner that involves getting and giving answers.*

### **Academic Honesty**

*Students must uphold a high standard of academic honesty. During any testing/assignments, students shall not talk or distract others while one or more tests/assignments are still out.*

*Depending on the severity of the disruption and/or academic cheating, consequences may include but are not limited to points taken from the test, zero credit for the test, Code Letter with other consequence deemed appropriate by the administration, suspension, or expulsion.*

*Plagiarism may earn the same consequences. Students are reminded not to give the instructor cause to consider their actions suspect. To avoid inadvertent dishonesty the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating:*

- a. Looking at someone else's paper during an examination, test or quiz.*
- b. Talking with another student during an examination, test or quiz.*
- c. Using any kind of "cheat notes."*
- d. Letting someone else see one's own or another's paper during an examination, test, quiz, or homework*
- e. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs. Since individual teachers hold different expectations with regard to homework (i.e., some teachers encourage students to work together while other teachers may expect an assignment to be completed independently at home), it is the responsibility of the individual teacher to clarify to the student his/her expectations regarding individual assignments. These may include take-home tests, group reports, special projects, etc.*
- f. Copying or closely paraphrasing sentences, phrases, passages, images or sounds from an un-cited source, including the Internet, while writing a paper or doing research.*
- g. Giving test information to other students in other periods of the same teacher/same course.*
- h. Submitting individual projects not wholly one's own.*
- i. Fabricating or altering laboratory data.*

*Lying, stealing, and signing a parent's name to papers and/or forms is dishonest behavior. Engaging in dishonest behavior will be the cause for serious disciplinary action. Disciplinary action will result in the student completing the assignment correctly, or a possible detention, suspension or expulsion from school, in addition to the student receiving an F. Teachers will notify parents when dishonesty occurs, and a teacher-parent-student conference will be held.*

## **I. PROMOTION / RETENTION**

*A student failing in two core or major subjects is not eligible for promotion. A student who fails one subject is passed conditionally. The student who is conditionally promoted must attend an approved summer school or complete 40 hours of tutoring by a qualified teacher to avoid retention. **The final decision in regard to non-promotion will be a joint one between principal and teacher.***

***Major subjects in grades K – 3** are Religion, Reading, Math, and Language Arts.*

***Major subjects in grades 4 – 8** are Religion, Reading, Math, Language Arts, Science, and Social Studies.*

## **J. CUMULATIVE RECORDS**

*Cumulative records for each student are to be kept on file until the student has completed the 8th grade. At the close of the year, grades are to be recorded on the cumulative record. Cumulative records are permanent records. They are transferred only when a student transfers to another school. Only the permanent record card is kept on file at S.P.C. after a student has transferred or completed the 8th grade. S.P.C. mails a student's records directly to the school upon receipt of a written request from the school.*

## **K. LIBRARY**

*The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades PK – 8<sup>th</sup> in the school. These classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, and do reference work on special projects. Each student may check out one or more books for a period of up to two weeks. Lost or damaged books must be paid for. The library collection is constantly up-dated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.*

## **L. ACCEPTABLE USE OF THE INTERNET**

*Use of the Internet is incorporated into the educational curriculum. This resource provides students with access to a wide range of information. It assists in preparing them for success in our global society.*

### **Procedures for Use of the Internet**

- *The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to the Internet World Wide Web information resources throughout his/her classroom, library or school computer lab. Students will not have a personal e-mail account; however, he/she may be involved in e-mail projects under the direct supervision of the classroom teacher.*
- *The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.*

### **Rules for classroom use of the Internet**

- *The student shall use World Wide Web/and or other Internet tools only under the direction and supervision of teachers.*
- *The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.*
- *The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening or disrespectful. He/she shall not use any language online that is not permitted in the classroom.*
- *The student shall not post any personal information about himself/ herself (last name, addresses, or telephone number) or about any other person. He/she will not forward personal mail without permission.*
- *The student shall not agree to meet with someone he/she met online.*
- *The student shall not abuse or waste network resources through frivolous and non-educational use.*
- *The student shall **not plagiarize** works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. He/she shall respect the rights of copyright owners. He/she shall properly cite the source of information accessed over the Internet.*
- *The student shall not make any purchases on the Internet while using school equipment or Internet service.*
- *The student shall promptly disclose to the teacher or other school employee any message received that is inappropriate.*
- *The student shall immediately tell the teacher if he/she mistakenly accesses inappropriate information to protect him/her against a **claim that** he/she has intentionally violated this policy.*
- *The student shall avoid the inadvertent spread of computer viruses by downloading data.*

*The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use with their decision being final. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.*

*It is possible that your child may find material on the Internet that you may consider objectionable. Although your child's use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material.*

## **Technology Acceptable Use Policy**

### **Statement on Technology:**

*It is the mission of the Technology Departments at each of the schools within the Diocese of Baton Rouge to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. We will support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences and must promote higher student achievement and a deeper understanding of their Catholic faith.*

*This Acceptable Use Policy (AUP) contains standards that foster our mission and goals. The policy is reviewed yearly to reflect any new technology and to address issues identified in the previous year. Each year, all students and parents at a school within the Diocese of Baton Rouge must read and agree to abide by these standards. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary actions, a loss of technology privileges, and may face legal prosecution. The Diocese of Baton Rouge and administration of each school within the Dioceses of Baton Rouge reserves the right to amend any item in the AUP or any technology policy during the year. Parents and Students will be notified of any changes through normal methods of communication at each school.*

### **Privacy:**

*All electronic resources owned/issued by the school remain the property of the school unless otherwise agreed to in writing. The individual has no reasonable expectations of privacy. The school retains the right to monitor all electronic resources in any manner it sees fit.*

*Any persons using school owned/issued technology devices are expected to use all technology resources in a considerate, ethical, moral and legal manner.*

*All school owned/issued technology devices and information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. The Diocese of Baton Rouge and each individual school reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on the school owned/issued device.*

## **M. PORTABLE ELECTRONIC DEVICES IN SCHOOL**

*The school recognizes the convenience, logistical, and safety advantages for students to have cellular telephones and other communication devices in their possession while at school and during school activities. All communication devices must be turned off and stowed away throughout the academic day and during school activities. Students may only use communication devices with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor. Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement. For the purpose of this policy, communication devices include cell phones, beepers, pagers, two-way radios, palm top computing devices, and similar devices.*

## **N. COORDINATION OF SERVICES**

*St. Peter Chanel receives services for its students through the St. James Parish Public Schools. Title I, Title II, 8-G Grants, and Speech Therapy are among the services provided. "Guidelines for Catholic Schools in the State of Louisiana for Addressing Individual Student Needs" are followed when coordinating services received from the the Special Education Department of St. James Public Schools.*

## **O. EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

*Extra curricular clubs and activities include but are not limited to athletics, cheerleading, National Junior Beta Club, Student Council for primary and middle school, 4-H, Library Club, drama, and choir.*

*All students who participate in extra curricular clubs and activities must be in school the day of meetings and/or activities in order to participate.*

*All students who participate in extra-curricular clubs and activities must maintain a 2.0 grade point average and not have any F's on their report card including conduct. If a student has a F on his/her report card, he/she will not be able to participate in extra-curricular clubs and activities the following quarter. If a student has a F average in conduct during the quarter, he/she will not be able to participate in extra-curricular clubs and activities until his/her average is raised upon a F.*

## **P. COMMUNITY SERVICE AND SOCIAL AWARENESS**

*Acknowledging that God's kingdom is here on earth and that God calls us not only to love Him but also to love our neighbor as ourselves, we serve God by serving each other. Throughout the year, students are engaged in projects that are designed to help them live out their faith through service to others.*

## **Q. DARE**

*This drug prevention class is taught to the fifth grade class and is sponsored by St. James Parish Sheriff's Office. A deputy from the Sheriff's office facilitates the class and holds a graduation ceremony at the end of the course.*

## **R. FIELD TRIPS**

*Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. To participate in a field trip, a student must earn at least a 78% cumulative average in conduct up to the time of the field trip.*

***Students must ride the bus, if available, for field trips to and from. If for some reason a parent has to drive the child, that parent releases the school from all liability.***

## **\*\*ATTENDANCE POLICIES\*\***

### **A. SCHOOL HOURS**

*School begins at 7:25 a.m. or when assembly begins and ends at 2:30 p.m. Students are not to arrive before 7:00 a.m. Students should arrive in carpool line by 7:20 to ensure they are ready for the start of assembly and prayer.*

***Morning duty stations end at 7:23 so that teachers and students are inside for the start of assembly at 7:25 am.***

### **B. ABSENCES**

*State Law requires that elementary students shall be in attendance a minimum of 160 days a school year. Attendance at school is mandatory. If a student is not present a minimum of 160 days and the total number of absences cannot be verified by physician or at the discretion of the principal, then that child will not be eligible to receive grades for that school year and, thus, will not pass to the next grade.*

*Absences should be reported to the office by the parent/guardian. For your convenience and to improve office efficiency, please call and leave a message on the answering machine before 7:00 AM. If a student is absent because of sickness or other reasons parents must send a dated note to the teacher when the child returns stating the reason for the absence. If no valid reason for absence is given, the absence will be unexcused. An unexcused absence can result in loss of credit for missed assignments and loss of privilege for making up work.*

*Field trips are mandatory school attendance days; failure to attend will result in an unexcused absence and can result in a loss of privilege for making up work. Extended school trips, activities such as Beta Convention, livestock shows, Science/Social Studies fairs are excused. Teachers are to exercise good judgement in assigning make-up work, especially the amount of work. Students are to be allowed time for make-up tests.*

*Parents who plan to take their child out of school for several days because of family matters are to discuss the absence and possible effects on their child's progress with the principal and teacher in advance. Recommendations and academic consequences made to parents due to the absence are to be recorded. If the principal and teacher approve the absence, the student will be allowed to make up missed work at the teacher's convenience.*

***In order to receive a perfect attendance award, a student may not have any absences, tardies, or early checkouts.***

#### ***\*\*Unexcused Absences\*\****

***It is recommended that students do not take weekly vacations especially in grades 1-8 during the school year. This causes the child to miss valuable information and lessons. It is considered an unexcused absence. Teachers do not have to reteach the information for these absences. The child does have to make up all work when returning.***

### **C. TARDIES AND EARLY CHECKOUTS**

*All students are to be at school by 7:25 a.m. for the Morning Prayer Assembly. Students*

arriving after 7:25 a.m. must be signed in at the office and are marked tardy. (Students who ride the bus are excused.) 5 tardies in a quarter will result in 1 day absence.

Early checkouts must occur before 2:00 p.m. due to carpool and preparation for dismissal. Students arriving after 9:00 a.m. or leaving before 1:00 p.m. are recorded as being absent for a ½ day.

**It is also the parents responsibility to make sure their child(ren) are at school on time. Factors such as traffic, trains, etc. will not be taken as excuses.**

#### **D. RELEASE OF STUDENTS**

When a child needs to be released from school, the parent or responsible adult is to sign the student out in the school office. **At no time is anyone to go to the classroom for a student.** This also applies to the playground. This enables us to account for your child at all times.

Parents are to list person(s) designated to check out their child/children on the emergency card on file in the office. Only those listed will be allowed to check out students. It is the parent's responsibility to notify the office of any changes.

At no time is a student allowed to leave the school grounds after he/she arrives, whether before school or at recess or after school, without being signed out or dismissed. Students who stay for after-school care or activities are not allowed to leave the school grounds. If students arrive for extra-curricular activities before the designated time, the school is not responsible.

Students who have medical or dental appointments which cannot be scheduled outside the school hours, must bring a written excuse to the teacher at the beginning of the school day stating the time and reason for dismissal. The student will be sent to the office to await the parent. Parents must come to the office to sign a child out if leaving early. **Parents, grandparents, and visitors are not to go to the classroom.**

#### **\*\*CODE OF CONDUCT\*\***

A student must conduct himself/herself on campus, off campus, and traveling to and from school in a manner consistent with his/her status as a member of the Catholic school community. Students have a responsibility to dress and appear on school campuses according to standards of modesty, safety, and health as prescribed by the School Board.

#### **\*\*DISCIPLINE POLICY\*\***

Learning can only take place when good discipline is maintained. Students are constantly reminded that Christian behavior benefits them and others. Good discipline originates in the home. **The parent is the first teacher and should develop in the child good behavior habits and proper attitudes toward school.** Any student who fails to cooperate with school personnel will be asked to withdraw after proper consultation with the parents. This cooperation includes all classroom procedures, class work, homework and/or all activities that take place during the normal teaching day and after school activities.

**The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.**

*Adolescence is the time during which our children need to become aware that in the final analysis, they alone are responsible for their behavior. Their first impulse is to have you as parents “fix it” in the least inconveniencing manner possible. As a parent, you must begin to resist the impulse to “fix it”.*

*Parents have the right to question disciplinary actions; however, repeated questioning about discipline issues that warrant the parent always believing the child puts the teacher and Administration in a position that may warrant the child being asked to withdraw from the school. It is very important that the parents show confidence in the teacher and Administration’s decisions in discipline decisions. If confidence is not given, then the school has the right to ask that the family to withdraw and find a school that they have confidence in.*

*The School Disciplinary Policy is patterned after the Girls and Boys Town Education Model and PBIS Approach. As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416). It is the final responsibility of the principal to maintain discipline at school and at any off-campus school activity.*

*The ascending order of authorities to whom an appeal may be made is as follows: teacher, principal, school board, pastor, and the Diocesan School Board.*

## **SCHOOL DISCIPLINE PLAN**

### **A. SOCIAL SKILLS**

#### **Basic Skills**

- *Following Instructions*
- *Accepting Criticism or a*
- *Consequence*
- *Accepting “No” for an Answer*
- *Greeting Others*
- *Getting the Teacher’s Attention*
- *Making a Request*
- *Disagreeing Appropriately*

#### **Advanced Skills**

- *Giving Criticism*
- *Resisting Peer Pressure*
- *Apologizing*
- *Talking with Others*
- *Giving Compliments*
- *Accepting Compliments*
- *Volunteering*
- *Reporting Other Youths’ Behavior*
- *Introducing Yourself*

### **B. ADDITIONAL SKILLS**

- *Arriving on Time*
- *Having Necessary Supplies*
- *Listening Attentively*
- *Staying on Task*
- *Participating in Class/Activities*
- *Completing Assignments*

### **C. POSITIVE REINFORCEMENT**

*The focus throughout the school is to be on positive reinforcement for students displaying, but not limited to the social skills listed. Examples of positive reinforcements include verbal praise, coupons/tickets which can be placed in a monthly drawing. Special activities may be planned during each quarter to reward students who earn an acceptable conduct grade. The special activity will be planned each nine weeks to encourage students to reach a higher level of behavior.*

### **D. SCHOOL RULES**

#### **General Rules**

- *Be respectful to self, others, and property.*
- *Follow directions the first time given.*
- *Adhere to the dress code.*
- *Stay in assigned areas.*
- *Keep hands, feet, and objects to yourself.*
- *Walk inside and outside unless you are in a designated play area.*
- *Ask permission to bring any food items not provided by the school or staff members.*

#### **Mass Rules**

- *Enter and exit in silence and in reverence.*
- *No talking to others during mass.*
- *Participating in prayer and song.*

#### **Morning Assembly Rules**

*Morning assembly plays a very important role in the life of our school and sets the tone of the day.*

- *Students are allowed to talk with friends until noise level reaches unacceptable.*
- *Students must sit quietly in class lines when teachers enter for prayer.*
- *If a student is not present in line by 7:25am, he/she will be counted as tardy.*
- *Students must stand at attention for prayer, Pledge of Allegiance and singing of God Bless America*
- *Students must be attentive for the remainder of assembly.*

### **PLAYGROUND RULES**

1. *Share equipment*
2. *Use equipment properly*
3. *Play safely*
4. *Leave inappropriate objects where they belong-on the ground, in the classroom, at home, etc.*

*Students are to remain on the designated play area during outdoor recess. All other areas are off limits to all students. When the fields are muddy, they are off-limits.*

*Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, rock throwing, etc. are not permitted.*

### **E. CORRECTIVE TEACHING**

*When a student chooses not to follow school rules, a staff member will give a warning. If a staff member feels the rule broken is serious, the four steps of corrective teaching will be used.*

- 1. Describe inappropriate behavior*
- 2. Describe appropriate behavior*
- 3. Give rationale*
- 4. Request acknowledgement*

### **F. CONSEQUENCES**

*If a warning does not change the inappropriate behavior, a consequence will be given. The consequence may be, but not limited to, one or more of the following:*

- Loss of conduct point or points*
- Loss of privilege*
- Time out*
- Verbal and/or written apology*
- Essay*
- Call Home*

### **G. OFFICE REFERRALS**

*A student is sent to the office after receiving repeated warnings/consequences for inappropriate behavior over time. The teacher writes the office referral/incident report which is sent with the student to the office. The administrator has an extended discussion with the student and informs the parents by writing a Student Contract. The Student Contract can last from as little as 1 week to the entire year. **Twenty-five** points are deducted from the student's weekly conduct grade when a student contract is written. If a student is sent to the office a second time for the same inappropriate behavior, the student is either placed on student contract again (if the previous contract date has expired) or a consequence notice.*

*If a student breaks his/her contract, by receiving a second Office Referral before the contract expires, parents receive a Consequence Notice informing them their child has a detention or suspension on a given date. **Fifty** points are deducted from the student's weekly conduct grade for a detention, and **seventy-five** points are deducted from the student's weekly conduct grade for a suspension. If the behavior is severe, expulsion can result.*

*When a student is given an Office Referral for engaging in serious misbehavior (e.g.*

*physical or verbal aggression, fighting, stealing, cheating, damaging and/or destroying property, etc.), a Consequence Notice is immediately written resulting in a detention, suspension, or possible expulsion depending on the severity of the referral. Three suspensions may lead to an expulsion.*

*Students will be given an immediate office referral for the following:*

- Bullying, cruel teasing, hurtful name-calling, racial words, cursing, sexual and verbal harassment, etc.*
- Fighting, hazing, and/or any physical harassment which can cause bodily harm to oneself or to another student including, but is not limited to, pushing, hitting, kicking, throwing or sailing objects, spitting, hair pulling, etc.*
- Possession of materials that promote violence or inappropriate sexual conduct, including, but is not limited to, published materials, original drawings, electronic use of chromebook and written notes. Materials will be confiscated.*
- Possession or use of tobacco products, alcohol, prescription or over-the-counter drugs, look-alike and/or imitation drug products, etc. Products will be confiscated.*
- Destruction or misuse of school property*
- Use of words or images that may have alternate inappropriate meanings.*
- Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen. (LA Revised Statute 14:40.07)*

*Consequences will be directly related to the severity and frequency of the violation and could result in expulsion.*

*The **Sheriff's Department** will be contacted immediately for the following:*

- 1. Involvement in a bomb threat or any serious threat of violence.*
- 2. Possession of a weapon, illegal drug, drug paraphernalia, chemical, etc.*
- 3. Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen. (LA Revised Statute 14:40.07)*

*All products and materials will be confiscated and turned over to the Sheriff's Office. The principal or the principal's designee will notify parents. If drug testing or an evaluation by a qualified psychologist or psychiatrist is required, the parents will finance them. The student will be suspended until the results of the testing/evaluation are received, and the school administration determines if the student will be allowed to return to school.*

*Any student accused of and/or arrested for a serious wrong may be placed on home study pending outcome of judicial proceeding or internal investigation. All parents are urged to check their child/children's notebooks and book bags for any inappropriate materials or objects that could be construed as weapons or violent material.*

## **H. SIGNATURE ON DISCIPLINE FORMS**

*Parents are to sign all discipline forms and return them on the next school day. Failure to do so may result in a parent contact before a student is admitted to class. Signature on the discipline form does not warrant agreement. It is to inform the Administration that the parents have seen the discipline form.*

*Again, Adolescence is the time during which our children need to become aware that in the final analysis, they alone are responsible for their behavior. Their first impulse is to have you as parents “fix it” in the least inconveniencing manner possible. As a parent, you must begin to resist the impulse to “fix it”.*

## **I. CONDUCT GRADES**

*The quarterly conduct grade for Grades 4 – 8 is an average of the student’s weekly conduct grades. If a student has an “F” average during the quarter in conduct, he/she will not be able to participate in extra-curricular activities until he/she raises their average above an “F”. If a student receives an “F” on his/her report card for the quarter, he/she will not be able to participate in extra-curricular activities the following quarter. If a student has a C or D average, it can be discussed whether the student should participate in the extra-curricular activity. Example, if a student is constantly corrected for talking or outburst, they may not be able to sit through an extra curricular activity assembly which requires them to quiet and listen to a presenter. Consultation with the administrator and teacher will take place.*

*Grades 1-3 conduct grades are based on the teacher’s discipline plan and will be recorded on the report card each quarter.*

*📌 To participate in Field Day, a student must earn at least a 78% cumulative average in conduct up to the time of Field Day and not have any disciplinary issues.*

*📌 To participate in a field trip, a student must earn at least a 78% cumulative average in conduct up to the time of the field trip and not have any disciplinary issues.*

*📌 To participate in the 8th grade Washington/New York class trip or field trip, a student must earn 78% or higher for the yearly conduct grade and not have any disciplinary issues.*

## **J. CLASSROOM MANAGEMENT PLANS**

*Teachers are to provide parents with their individual classroom management plans at the beginning of each school year. Any variations to the handbook will be noted.*

## **K. ITEMS PROHIBITED AT SCHOOL**

*Toys and games, personal electronic devices, personal sports equipment, etc. are not allowed at school unless special permission is given by a teacher.*

***If any revisions are made to the School Discipline Plan, parents will be notified.***

## **DETENTION, SUSPENSION, AND EXPULSION**

*For ordinary violations of school regulations, detention may be used. If children are to be detained after school, parents will be notified of detention and approximate length of time. Detention will be scheduled so that the parents can make arrangements for transportation. A student will have **25 points** deducted from his/her conduct grade when a detention is given. A second detention warrants a possible suspension if it is repeated behavior or serious in nature.*

*A student may be suspended for a repeated or a single serious violation of school regulations. The principal or designee will notify the parents. For the first two suspensions, the student will be marked absent and makeup work will be assigned after re-admission. For the third suspension, the student will receive F's on tests that were given. A student will have **75 points** deducted from his/her conduct grade when a suspension is given.*

### **Summary of Point deduction**

***Class behavior including an office referral written: 3 points***

***Student contract: 25 points***

***Detention: 50 points***

***Suspension: 75 points***

***Any student that engages in behavior that is embarrassing to the school on or off campus may be expelled, suspended, or placed in detention depending on the severity of the behavior.***

*Three suspensions make a student liable for expulsion. The principal has the obligation to acquaint the parents after the second suspension of this expulsion provision. Consultation between pastor, principal, and superintendent must precede expulsion from any Catholic school.*

*For very serious reasons, a student may be expelled after a single violation if his/her continued presence in the school would seriously hamper the school in fulfilling its obligations to the other students. The parent has the right to appeal according to appeals policy #5.9.*

*It is at the Administration's discretion that a Discipline committee may be formed consisting of teachers. This committee will review Administration procedures in order to make sure the handbook policy has been followed.*

## **SEARCH AND SEIZURE POLICY**

*The school/parish is co-tenant of desks, lockers and storage areas and reserves the right to search them at any time without notice. A school official may search pupils or his/her belongings, including but not limited to book bags, purses, etc., for neatness and/or for contraband for purposes of maintaining discipline and order.*

*The school official must have a reasonable belief that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule has been committed. The school official must have a good reason for the search and seizure. The search of pupils will be conducted with a minimum of embarrassment to the student, preferably in the privacy of an administrator's office when possible*

## **HARASSMENT/BULLYING/HAZING**

*Harassment/bullying/hazing of any kind is not condoned. All students are to be treated with dignity and respect.*

### **A. Harassment**

- **Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
  1. Submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic success or achievement of any other nature.
  2. Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the students.
  3. Such conduct has the purpose of creating and intimidating, hostile, or offensive school environment.
- **Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- **Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.
- **Written or electronic communication harassment** includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

**B. Bullying**, a form of harassment, is the act of intimidating a person to make them do something. Typically, it refers to teasing in a mean way, 'ganging up' on others, keeping certain people out of a group, spreading rumors, punching, shoving and other acts that hurt physically.

**C. Hazing** is a form of harassment. Hazing is defined as any intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the school. Culpability includes hazing practices mandatorily or voluntarily entered into by any party.

## **SUBSTANCE ABUSE POLICY**

*Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, vaping products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as “chemicals”) is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.*

*When out of school, students are reminded they are an SPC student and must uphold the image of the school through the policies written in the handbook. Any activity out of school that breaks policy, can be brought to the parents attention including things brought to the Administration on social media, etc.*

### **\*\*CAFETERIA PROGRAM\*\***

*Our school participates in the Federal School Lunch Program, and all students are required to participate. No lunches may be brought from home. Participation in the breakfast program is voluntary. If a child is allergic to a certain food or milk, a note from a doctor must be given to the cafeteria manager stating this fact. Arrangements need to be made between the parent and the cafeteria manager for possible solutions. If there is a medical problem that the school cannot accommodate, a letter must be on file from the student’s doctor stating why it is not possible to be a part of the program. This letter must be submitted on a yearly basis.*

*Lunch and breakfast prices are determined at the Diocesan level and are announced at the beginning of each school year. Lunch payments are made on a monthly basis and payment must be in by the first of each month to facilitate record keeping. Each month parents must send at least the monthly cost. However, parents can also choose to pay by the quarter, semester, or year. All money received is put into one unallocated account to cover lunch, breakfast, and extra sales. “Touch ‘n go finger scanning” is used daily to accurately account for each student’s purchases. Parents are encouraged to make online payments to their children’s lunch/breakfast/extra account by going online to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com).*

#### **A. BREAKFAST**

- *Breakfast is served between 7:00 a.m. – 7:20 a.m. only.*
- *All carpoolers must arrive in the cafeteria before 7:20 a.m. to be served.*
- *Only students on late buses will be served after 7:20 a.m.*
- *Students must eat breakfast as soon as they arrive at school.*
- *Trays are to be emptied by 7:25 a.m.*
- *No one should be eating or emptying trays during prayer.*
- *Students must be in their designated area in the cafeteria by 7:25 a.m. ready for prayer.*

#### **B. LUNCH**

- *Teachers dismiss students from the cafeteria by tables.*
- *Students are to walk not run out of the cafeteria.*

#### **C. RULES**

- *Use good table manners.*
- *Remain seated while eating.*
- *Speak in a quiet voice.*
- *Leave table, seat, and floor clean.*

- *Students who cannot follow these rules in the cafeteria may be placed on a table seated away from other classmates in order to avoid further problems.*

## **GENERAL POLICIES**

### **A. BEFORE AND AFTER SCHOOL HOURS**

*Students are not allowed in classrooms after school to get items that they forgot. FORGOTTEN ITEMS REMAIN FORGOTTEN. Students are not allowed on the school campus or in the school building at any time unless they are under the direct supervision of an adult. In order to insure the safety and proper conduct of children whose parents are performing any service for the school such as maintenance hours, helping with fund raisers, setting up for a dance or school activity, etc. one or more **parents is to supervise the children.***

***If a parent brings his/her children on campus and no other adult is available to supervise the children, the children are to remain with the parent. No SPC child is to be on campus without direct supervision.***

### **B. EXTENDED DAYCARE**

*An Extended Day Care Program is offered to all students from dismissal until 5:30 p.m. on school days at reasonable rates.*

### **C. ANNOUNCEMENTS, COMMUNICATIONS, PUBLICITY**

*Parents should carefully read communications sent home from the school with students. Ask your son/daughter on a daily basis if the school/teacher sent any information for you as parents/guardians. This will eliminate unnecessary phone calls.*

*All announcements made at the school must be approved and initialed by the principal or her designated personnel. All written communications and publicity related to school activities, curricular, co-curricular, or extracurricular, being handed out or mailed to students and/or parents must be reviewed and approved in advance by the principal.*

*Only urgent messages will be relayed to pupils during class hours. It is practically impossible to deliver to the children messages relating to outside activities without disturbing the entire class.*

### **D. TELEPHONE**

*Students may use the telephone only with permission from the principal, office staff, or teacher. Permission to use the telephone will be granted only in urgent matters. No students are allowed to call home for materials. Students and teachers will **not** be called from class to receive phone calls except in cases of emergency.*

### **E. EARLY DISMISSAL**

*Sometimes it is necessary to dismiss school early. Notices will be sent to the parents informing them of the day and time of dismissal, except in emergency situations. Parents who do not ordinarily pick up children, but will on early dismissal days, are required to follow regular carpool procedures.*

## **F. STUDENT INFORMATION CARDS/RELEASE OF INFORMATION**

*A student information card requesting information on each child will be sent home the first day of school. Please see that this card is filled out as accurately and completely as possible as its main purpose is for use in an emergency situation, including unannounced early dismissals. If a change of address, telephone number, place of employment, person(s) designated to check out a child(ren), etc., should occur, this change should be given to the office as soon as possible. **This is the parent's responsibility.***

*The school office has the right to send academic information to a school in the event a student transfers.*

*The principal is the only school official who can authorize release of directory information to outside parties. The principal may release directory information about students to agencies with standing (ie., CSO, School Food Services, LHSAA, CSAL, Title I, etc.) or business partners under contract with the school or diocese.*

## **G. PARENTAL CUSTODY/RELEASE OF SCHOOL RECORDS**

*If parents become divorced and custody of the student is part of the decree, a copy of the court decrees must be secured as part of a student's file. The school must know if only one or both parents have permission to sign a child out or pick a child up after school. This notification must be in official, notarized court order document form.*

*Also, it should immediately be ascertained whether one parent alone will have agreed access to the student's school records or whether both parents have such access. Under the Buckley Amendment, either parent has the authority to secure a student's records unless a state law or court decree states the contrary.*

### **\*\*CRISIS PLAN\*\***

## **H. SAFETY**

*SPC cooperates with civil authority on all safety issues. SPC uses the One Call Now phone system for emergency notification to parents. Parents are asked not to come to school during a Lockdown. Sheriff's office will handle the situation. Parent communication will be sent when possible depending on safety of students. If evacuation is necessary, students will be transported to a safe area. Possible safe spots are area churches. Parents will be notified as soon as administration can do it safely. Below is an explanation of emergency codes*

### *Code 1 - Lockdown*

- A. Life-threatening Emergency*
- B. Examples:*
  - 1. Intruder (armed or unarmed)*
  - 2. Hostage situation*
  - 3. Chemical leak*

### *Code 2 – Prepare to Evacuate*

- A. Serious Situation*
- B. Examples:*
  - 1. Fire*
  - 2. Bomb threat (\*\*Code Blue)*

Code 3 - Crisis Assist Response Team

A. Members- administrator and three teachers

B. Examples:

1. Student disruption – fighting
2. Accident
3. Serious injury or illness

Code 4 – Weather Situation

## **I. FIRE DRILLS, TORNADOS AND OTHER DISASTERS**

*St. Peter Chanel prepares its students to deal with emergency situations by instructing them on the proper procedures to follow. The purpose of these drills is to make the student's reaction to them automatic.*

*In Compliance with State Law, fire drills are conducted monthly for the children. During these drills, the school is completely evacuated in an orderly manner. Routes are posted in each classroom for students to proceed to a designated location. Students are asked to remain calm, be quiet, move quickly, and leave everything behind.*

*Shelter in place drills are also conducted in the event of a disaster. Procedures given to us by the Diocesan Catholic Schools Office are followed.*

## **J. ASBESTOS**

*Asbestos inspections are conducted bi-annually. The school contains no friable asbestos and is in compliance with state regulations. A copy of the Asbestos Management Plan is available in the school office for your review.*

## **K. HEALTH POLICIES**

*Since we have no sickroom facilities, students must be picked up as soon as possible when parents are notified.*

*The school staff will treat minor injuries or accidents. Accidents of more serious nature will be immediately reported to parents. First aid information is readily available in the office.*

*Any student who has a contagious disease, skin rash, head lice, etc., must notify the office and have written permission from a professional health person to return to school.*

*Volunteers test students for vision and scoliosis.*

### **\*\*COUNSELING\*\***

***St. Peter Chanel School does not have a counselor on staff. Any child requesting counseling or is in need of counseling will be give the opportunity to meet with the pastor/priest. If parents are requesting counseling for the child, Catholic Charities information will be shared with them.***

## **L. MEDICATION**

*Students must never have any medications in their possession on the school grounds. Teachers and administrative staff members have the right to take any medication away from the students and contact the parent for appropriate information. Medications will not be given at*

school. This includes antibiotics, short-term medications as well as non-prescription drugs (aspirin, Tylenol, etc.).

Exceptions to this rule are:

1. Medication for behavior modification (e.g., Ritalin)
2. Insect sting allergy
3. Anti-convulsive medications (e.g., Dilantin, Phenobarbital)
4. Medication for asthmatic conditions

If a student must take one of the above-mentioned medications at school, a parent must follow these rules.

1. The medicine must be clearly labeled; unlabeled medicine CANNOT be dispensed.
2. Parents must bring medication to school in the container in which it was originally packaged. The label should have the student's name, the name of the medication, dosage, and the specific time it is to be given at school.
3. A signed note must accompany the medication from the physician (with child's name, name of medication, and specific time and dosage to be administered). If medication for behavior modification (e.g., Ritalin) is to be given, the school must have a signed form from the physician (copy of which can be obtained from the school office) stating as such. This form must be kept in the office at all times. If dosage changes during the school year, a current form must be obtained from the physician.
4. No more than a one-week supply of medication for each student can be kept at school. A student may bring the empty bottle home with him/her.

To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location.

## **M. INSURANCE**

Since school insurance is mandatory for all students, all students are covered under the Diocesan student insurance.

## **N. LOST AND FOUND**

All books, school bags, and clothing should be marked with the child's name, not initials. Purses and wallets should have some identification. Lost articles are sent to the office and can be claimed after school or during recess. **Articles not claimed within a reasonable time will be given to charity.**

## **O. MONEY**

Any money necessary for payment of any bills must be given to the child in an envelope, clearly marked with the child's name, grade, purpose and teacher's name. Only one fee to an envelope. Please instruct the child to give this envelope to the teacher when he/she comes to school in the morning. **Do not send cash money to pay fees.**

## **P. PARENT PARKING**

Parents who come during the school day for an extended time period are asked to park in the parking area behind the rectory. **Bus lanes must be kept clear.** Please cooperate.

## **Q. SCHOOL PROPERTY**

*The school building and its contents, including books, are owned by the school and are provided for the student's use and benefit. If a student loses or damages an item belonging to the school, students and their parents must pay adequate compensation. A protective book covering is to be kept on books at all times. Students are not permitted to deface school property or in any way abuse what doesn't belong to them. Respecting other people's property is implied in keeping the Ten Commandments, and is expressive of a Christian spirit.*

## **R. VISITORS**

*Visitors are to sign-in at the office and obtain a pass. Teachers are not allowed to receive visitors who do not have a pass. The visitors' pass assures school personnel that you are on campus with the knowledge of the school administration and following the correct procedure.*

## **S. PARTIES**

*Appropriate holiday parties are allowed for grades 3 and under. Teachers are to set the time and rules for parties after checking with the office. Money cannot be collected to give individual gifts to students. Visitors and parents must have a visitor's pass before going to parties.*

***Individually wrapped** birthday snacks are permitted for grades 3 and under. They are to be left in the office for the teacher to pick up. Party invitations are allowed only if the entire class receives an invitation. **No outside birthday presents, balloons, flowers, etc. are to be delivered.** Birthday bouquets (school fundraiser) are available for purchase through the school office. They must be purchased ahead of the birthday in order for presentation at assembly.*

## **T. SOCIAL MEDIA/IMAGE**

*St. Peter Chanel School's Pastor, Administration, faculty/staff, students and CHASA (Parent/Teacher organization) strives to keep a positive image in the community. Social media is a big tool for recruitment. As parents of SPC, you agree to also help with recruitment. It is requested that students and parents be aware that things/comments they publish on social media, such as facebook, snapchat, twitter or messaging, can be detrimental to the image of SPC. Homework issues, questions about school, comments about an incident or teachers should not be published on social media. These issues, questions, or comments should be discussed with the teacher and administration, not on social media. When comments are made, followers are not aware of the entire situation and unfriendly comments can be hurtful to the school's image.*

*Positive comments or activities involving school are welcomed. This helps in the recruitment of other families and SPC appreciates parents support of getting the word out about all the "great" things taking place at the school.*

*By signing the contractual agreement for the SPC Handbook, you agree to not publish on social media anything that could be turned and taken in the wrong context. Please be careful!*

## **TRANSPORTATION**

### **A. BUS SERVICES**

*St. Peter Chanel School receives bus services through the St. James Parish School Board.*

*S.P.C. follows a dismissal procedure that meets the requirements of the Louisiana Department of Public Safety and Corrections.*

- 1. Students riding buses are dismissed.*
- 2. Car-poolers are dismissed after buses have departed.*
- 3. All other students are dismissed after car-poolers have departed.*

**No students are to be checked out from the office once dismissal procedures begin.**

*Changes will be made in the dismissal procedure if they are deemed necessary by the principal.*

*Buses drop off and pick up students in the designated bus loading and unloading zone in front of the school. This area must be kept clear before school and at dismissal time in order to keep buses on schedule. Students are to adhere to the rules and regulations for pupils riding St. James Parish school buses. These rules are for their safety and protection.*

**Students are to:**

- 1. Cooperate with the driver. Safety depends on it.*
- 2. Be on time. The bus will not wait.*
- 3. Cross the road cautiously when waiting for and leaving the bus.*
- 4. Follow driver's instructions when loading or unloading.*
- 5. Remain quiet enough not to distract the driver.*
- 6. Be seated and not stand until bus comes to a complete stop.*
- 7. Be courteous, be safety-conscious, protect riding privilege; enjoy the ride.*

**Students are not to:**

- 1. Stand when a seat is available and bus is in motion.*
- 2. Extend arms, head, or objects out of windows or doors.*
- 3. Throw objects neither in the bus nor out of windows or doors.*
- 4. Use emergency door except in emergencies.*
- 5. Eat or drink on the bus.*
- 6. Damage the bus in any way.*
- 7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene materials, abusive or offensive language.*

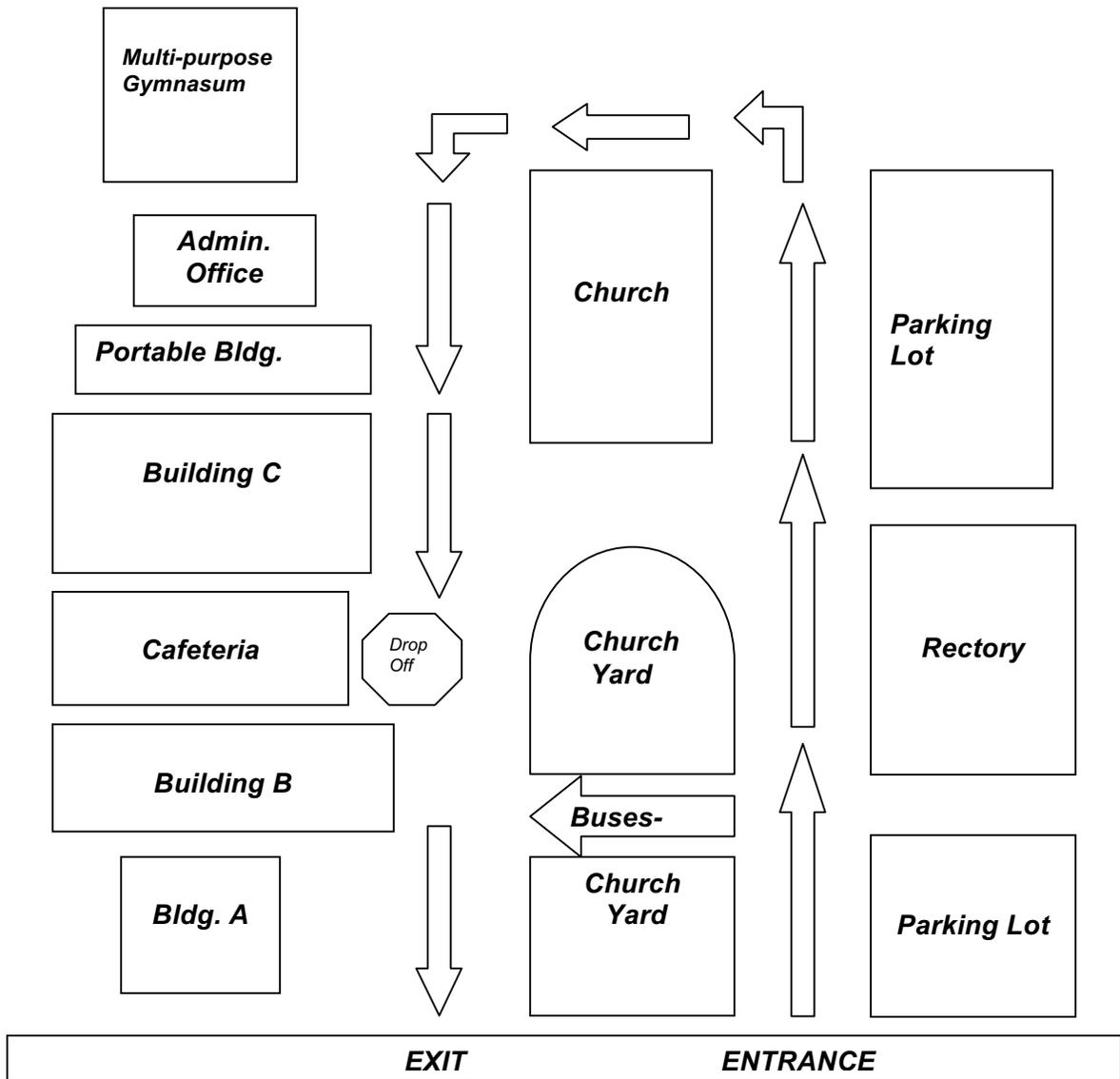
### **B. CARPOOL**

*Parents are to drop off and pick up students in the designated loading and unloading areas of the school. Once carpool begins, cars will remain in a single line progressing to where children will be discharged. Do not attempt to pass another car, back up into the street, take any shortcuts, or make a U-turn. Stay with the traffic flow. Do not create your own route. Do not attempt to park elsewhere and walk to the buildings to pick up your child or have a child walk to meet you. **Buses will have priority at all times.***

*Students who do not ride buses are not allowed on school grounds before **7:00 a.m.** and are to report to the cafeteria upon arrival. **The school is not responsible for students who are dropped off before duty teachers are on duty posts.** Parents who carpool their children are reminded to take all necessary safety precautions when they leave the campus. Failure to do so could result in serious bodily harm to a student.*

*Afternoon carpool line up time is 2:15 p.m. Cars are to line up on the side of the cemetery road so that parishioners may pass if coming from the cemetery. Students are to be picked up by 3:00 p.m. or they will be sent to Extended Daycare. Applicable fees will apply.*

**MAP OF MORNING TRAFFIC FLOW**



**\*\*IMPORTANT\*\*** Do not park any cars in the bus lane. All students dropped off by parents must park in designated parking spots.

**C. CHANGE OF TRANSPORTATION**

If there is any change in transportation, **please inform the student's teacher in writing at the beginning of the day.** If a bus change is involved, a form must be completed and authorized by the St. James Parish School Board. The form must be given to the bus driver by the student. If the student does not have a form, the student will be sent home in the usual way. A request for a Change in Transportation Form may be obtained in the school office or by fax.

## **UNIFORM AND PERSONAL APPEARANCE POLICY**

*The official school uniform helps to shape and form us as St. Peter Chanel School Community. The uniform is to be worn at all times in accordance with the published uniform policy. It is the parent's responsibility to check their child's appearance. A child is expected to arrive at school neat and clean and to remain that way throughout the day.*

*Children with improper, torn or seriously soiled uniforms will be sent home or will be provided with a proper uniform if one is available. Students are not to intentionally degrade or damage the uniform. A note from home is not a substitute for an improper uniform.*

*Body Graffiti (drawings, writing, carvings, tattoos, etc.) are not allowed.*

*Change in hair color before graduation or during the school year is not allowed. Administration has the right to not allow the child to perform in graduation ceremony or school activities if hair color is changed or altered.*

*Students choosing to violate the uniform policy will receive a one point deduction in their general conduct grade and lose their recess after three infractions.*

***The school reserves the right to determine what is or is not appropriate dress, hairstyle, hair color, and/or jewelry.***

### **Girls Uniform Regulations**

**SKORT/JUMPER** - *Official uniform jumpers worn with official Peter Pan collar blouses are required wear for girls in grades Pre-Kindergarten through 3<sup>rd</sup> on mass days. Jumpers with blouses can be worn daily if desired. Girls in grades PK-3<sup>rd</sup> can wear the skorts but shorts are the required uniform bottom but 4-8 must wear the official uniform skort and an official pullover navy blue shirt with school logo. Skorts must be worn at all times for girls in grades 4-8. **Skorts and jumpers may not be worn more than four (4) inches from the floor when kneeling.***

**SHIRT** - *An official navy blue knit or dri-fit pullover with white school logo must be worn tucked in at all times. A plain white or black turtleneck shirt may be worn under the school shirt during cold weather. No brand logos can be visible.*

**SHORTS** - *Girls in grades PK-3 may wear official plaid walking shorts on days when a jumper is not required. They can also wear the skort. They are to be worn with an official navy blue school pullover shirt with the white St. Peter Chanel logo and **may not be worn more than four (4) inches from the floor when kneeling.** Girls in grades 4-8 CANNOT wear shorts. They must wear skorts.*

**PANTS** - *Official long gray pants are allowed during cold weather (November thru March) when the forecasted high is below 60 except for mass days.*

**SOCKS** - *Solid white or black crew socks that are visible over the ankle. Logos on the socks are not allowed. Solid navy, black or solid white tights that reach the ankles may be worn under skorts, jumpers or shorts in cold weather. Girls in grades 4-8 may wear stockings in place of tights. Solid white socks must be worn over the tights or stockings.*

**SHOES** - All white, black, gray or a combination of these colors in a traditional style tie athletic tennis shoes. A specific brand name is not required. Velcro or tie are allowed for any grade. **NO high top shoes are allowed.** No silver allowed- has to be a dull gray color, not glittery silver.

**WINTER WEAR** - Official navy blue fleece jacket (available through the school), official navy blue cardigan sweaters, blue v-neck pullover sweaters, and/or official navy blue windbreakers may be worn inside the buildings on cold days. They are to be worn correctly and not tied around the neck, waist, shoulders, etc. Gray sweatshirts with the school logo embroidered on it in navy may also be worn.

**OUTERWEAR** - If a student is wearing one or more of the above and is still cold, a heavy jacket or coat may be worn outdoors **ONLY**. These jackets or coats cannot be denim and cannot have any logo or name on them.

**PE UNIFORM** - Official navy blue shorts and official gray t-shirts with the school name are to be worn in grades 4 – 8. PE uniforms are available through the school.

**JEWELRY** - No hanging or hoop earrings, no bracelets, and only **ONE** ring per hand and a wristwatch (no Apple watches) are allowed. Necklace jewelry must be religious in nature, such as a crucifix, medal, etc.

**MAKE-UP** - No make-up of any kind is allowed including picture day. No nail polish.

**HAIR** - Hairstyles must be conventional for age bracket. Girls' bangs must be cut above the eyebrows. Girls who do not wear bangs must have their hair styled so their eyes are visible. No hair coloring, dying, bleaching, lightening, or any use of chemical or products that may change the natural color of the hair. No fad hairstyles. Since fad hairstyles change rapidly, this policy statement includes the fads of today and of the future.

Students who violate the hair policy in the area of altering hair color will be required to return hair to normal color before returning to school. Students who violate other provisions of the stated hair policy will be required to take corrective measures before returning to school. Failure to do so may result in student not being accepted into class. Students changing or altering hair before graduation might not be allowed to participate in the ceremony.

**Exceptions to the rules are made for medical reasons only. The rule to follow is what is natural is to be chosen over what is artificial.**

**HAIR ACCESSORIES** – Bows and ribbons must be red, white, dark green, navy blue, or the uniform plaid or a combination of these colors only.

### **Boys Uniform Regulations**

**PANTS** - Official uniform gray pants (no name brands with logos) are required. Official long pants must be worn on all mass days and other special events announced by the school. Long pants are not required for grades PK - 2<sup>nd</sup> on mass days. Elastic waist are allowed for smaller boys. (no specific grade-depends on size of child's waist and if they can find belt pants)

**SHIRTS** - Official navy blue pullover knit or dri-fit shirts with a white St. Peter Chanel logo are required. Shirts must be worn tucked in at ALL times. A plain white or black turtleneck shirt may be worn under the school shirt during cold weather. No brand logos can be visible.

**SHORTS** - Official uniform gray walking shorts may be worn on days when long pants are not required. These are to be worn with the official navy blue school shirt and **may not be below the knees when kneeling or have the oversized, baggy look.** (khaki pants are phasing out over the next two years.)

**BELTS** - Solid black, navy blue or gray belts must be worn at all times with shorts that have belt loops

**SOCKS** - Solid white or black crew socks that are visible over the ankle. Logos on the socks are not allowed.

**SHOES** - All white, black, gray or a combination of these colors in a traditional style tie athletic tennis shoes. A specific brand name is not required. Velcro or tie are allowed for any grade. **NO high top shoes are allowed.** No silver allowed- has to be a dull gray color, not glittery silver.

**WINTER WEAR** - Official navy blue fleece jacket (available through the school), official navy blue cardigan sweaters, blue v-neck pullover sweaters, and/or official navy blue windbreakers may be worn inside the buildings on cold days. They are to be worn correctly and not tied around the neck, waist, shoulders, etc. Gray sweatshirts with the school logo embroidered on it in navy may also be worn.

**OUTERWEAR** - If a student is wearing one or more of the above and is still cold, a heavy jacket or coat may be worn outdoors **ONLY**. These jackets or coats cannot be denim and cannot have any logo or name on them. The only approved writing on jackets or coats is the official school logo.

**PE UNIFORM** - Official navy blue shorts and official gray t-shirts with the school name are to be worn in grades 4 – 8. PE uniforms are available through the school.

**JEWELRY** - No hanging or hoop earrings, no bracelets, and only **ONE** ring per hand and a wristwatch(no Apple watches) are allowed. Necklace jewelry must be religious in nature, such as a crucifix, medal, etc.

**HAIR** - Hair is to be clean and kept trimmed above the collar, ears, and eyebrows. No fad haircuts allowed, such as design cuts of any shape, stripes,etc. No coloring, dying, highlighting, lightening, bleaching, or any use of chemical products that may change the natural color of the hair. Since fad hairstyles change rapidly, this policy statement includes the fads of today and of the future.

Students who violate the hair policy in the area of altering hair color will be required to return hair to normal color before returning to school. Students who violate other provisions of the stated hair policy will be required to take corrective measures before returning to school. Failure to do so may result in student not being accepted into class. Students changing or altering hair before graduation might not be allowed to participate in the ceremony.

**Exceptions to the rules are made for medical reasons only. The rule to follow is what is natural is to be chosen over what is artificial.**

## **Girls and Boys Uniform Regulations**

THE SCHOOL RESERVES THE RIGHT TO DETERMINE WHAT IS OR IS NOT APPROPRIATE DRESS, HAIRSTYLE, HAIR COLOR, AND/OR JEWELRY.

### **Dress Down Day Rules**

- Long jeans or (girls only) Capri length pants
- Only shorts ever allowed are **uniform** shorts.
- Appropriate shirt/length
- Sandal must have a back strap
- no high heel boots or shoes allowed.
- 4-8 gr bring tennis shoes if have PE class on a dress down day

Grades 3 and lower girls are allowed jeggins or leggings with an appropriate length shirt. Girls in Grades 4-8 are not to wear jeggins or leggings at any time on dress down days.

## **\*\*INTERSCHOLASTIC ATHLETIC PROGRAM\*\***

### **PHILOSOPHY AND PURPOSE**

The diocesan philosophy of school sponsored athletics for elementary and middle schools recognizes the importance of an athletic program to promote the overall growth and development of each student—spiritually, socially, mentally, emotionally, and physically. The athletic program is a component of the overall school program. The diocesan philosophy stresses the importance of the administration, faculty, staff, coaches, parents, and fans in nurturing a positive Catholic athletic experience.

Through athletics, students of St. Peter Chanel School are afforded an opportunity to proclaim "in word and action, the Good News" of God's love for us. They learn to win and lose in a manner that reflects the teachings of Jesus as taught to them by their parents, re-enforced by their teachers, and tested by their coaches.

Our athletic program addresses the "specific abilities, needs, and interest" of each child. Our young people benefit from participation in sports as they learn

- 1) to be more realistic in their assessment of their abilities
- 2) to improve their skills
- 3) to develop a sense of fair play and sportsmanship
- 4) to form community by becoming part of a team
- 5) to improve their self-image

S.P.C. emphasizes the positive accomplishments of each player and does not support "a win at all cost philosophy." Christian values, academic achievement, extra-curricular involvement, and athletic participation are characteristics of the large range of learning experiences that St. Peter Chanel provides to form the positive aspects of each child's behavior through its Christ-centered curriculum. The teachings of Christ are interwoven into each of the components of the

*curriculum. Students are praised and recognized for their accomplishments as they strive to live, work, and play as Jesus taught us by his example.*

### **THE S.P.C. SPORTS' PROGRAM**

*The S.P.C. Sports' Program consists of girls' volleyball, boys' flag football, girls' basketball, boys' basketball, girls' softball, and boys' baseball. Cheerleading and dance team are also part of our program. Students in grades 6 through 8 have an opportunity to participate in athletics, except when there are not enough eligible or interested players in a given grade to form a team. Students in younger grades may be asked to participate if not enough participation is received in 6 through 8. Swimming is the only exception, grades begin lower since it is an outside sports where SPC has been asked to participate. Rules are set by the swim team coach.*

### **COACHES AND ATHLETIC DIRECTOR**

*Volunteers form the coaching staff. The athletic director or liaison is chosen by the administration. The administrator may choose to consult with the school board before choosing an athletic director, coaches, etc. The athletic director, coaches, and athletic committee donate much time and effort to the athletic program and without them the program would not exist. Parent participation hours are given to those who serve in the athletic program.*

*All athletic volunteers must receive fingerprinting and background checks according to the Child Protection policy before they can begin volunteering. This paperwork is kept on file in the office and is confidential.*

### **ATHLETIC COMMITTEE**

*The athletic committee oversees and provides support and direction for all athletic extra-curricular activities. The athletic committee also evaluates the use and upkeep of facilities, equipment, concessions, and uniforms. The athletic director consults with the committee to assist him/her in finding potential coaches and a written form must be filled out and is filed for all volunteers in the program. The principal must approve all coaches and volunteers in the athletic program prior to the start of any sport season. The principal must be notified in writing when "new" persons volunteer. The principal must be informed of practice and playing schedules and must review and sign all material before it is given out.*

*Parents who wish to serve on the athletic committee or in any other capacity in the program should submit their names to the school's athletic liaison or to the principal in the spring or prior to the beginning of the sport program for which they are volunteering. These individuals must reflect the philosophy of S.P.C.*

*There may be an organizational meeting scheduled by the principal and committee chairperson prior to all fall, winter, and spring sports.*

### **RULES FOR PLAYERS**

*All students who participate in the athletic program must maintain a 2.0 grade point average and not have any F's on their report card including conduct for the nine weeks.*

*If a student has a F on his/her report card, he/she will not be able to participate in the athletic program the following quarter. The student will finish the sport if it is a team sport and will affect the team from playing games. If 2<sup>nd</sup> quarter grade is an F, the student cannot participate during the 3<sup>rd</sup>/4<sup>th</sup> quarter.*

*If a student has a F average in conduct during the quarter, he/she will not be able to participate in the athletic program until his/her average is raised above an F, unless it affects the team from playing games. The student may not get as much play time as a consequence.*

*Students must also meet the age and grade requirements as established by the league.*

## **DISCIPLINE**

*Students who participate in sports have a responsibility to exercise self-control and to behave in a manner that demonstrates pride and school spirit. Students who misbehave at school may lose the opportunity to engage in athletics. Players must not engage in unsportsman-like conduct or unacceptable behavior at practice or at sports events.*

*Players must discipline themselves to behave appropriately at all practices and games. Coaches are volunteers and must be respected by all students and parents. If any kind of arguing, fighting, physical contact or inappropriate behavior is displayed at athletic functions, which includes practices and games, the student could be removed from the roster. Consultation between the administrator and coach will take place. If the incident is serious, suspension or expulsion can result.*

*The Discipline Policy for the athletic program is directly connected to the School Discipline Plan. Students are expected to follow these rules at school and at school social and athletic activities. Depending on the incident which has occurred a student could receive a suspension or be expelled from the school. The first suspension - student sits out a game, attends and participates in all practices and is placed on probation. The second suspension - student is off the team. The principal must be notified by the coach when a student commits a serious infraction.*

- *Students are to conduct themselves in accordance with league and school rules and regulations.*
- *Students who attend athletic events should remain under the supervision of their parents for safety reasons.*
- *No rough play, profanity, fighting, unsportsmanlike-like conduct, destruction of property, rowdiness, or playing in the bathrooms is allowed at athletic events either at home or away.*
- *School Discipline policy will be followed in any athletic situation.*

**Students are reminded that their actions are a direct reflection on St. Peter Chanel School.**

## **ABSENTEE POLICY**

*Any student who does not attend a full day of school on the day of the game is not eligible to play in the game. Exceptions are other school related activities, appointments, or circumstances that have been approved by the principal.*

## **PROTESTS AND COMPLAINTS**

*The athletic director works with the parents and principal to insure that the program lives out its stated philosophy and adheres to diocesan and school policies. Parents are to submit their grievances in writing to the director. The chain of command is as follows: athletic director, athletic committee, and the principal if the conflict cannot be resolved. The athletic director will inform the principal that a grievance has been filed. The principal, athletic director, athletic committee, and parents will work together for conflict resolution.*

## **SPORTSMANSHIP CODE**

*The school's code for parents', teams', and coaches' behavior is based on Christian values, which are reflected in our school philosophy.*

## **ADMINISTRATION**

*The budget for athletics is set by the Administrator. All purchases must be approved before ordering.*

***It is understood that the principal is the ultimate authority but other components might include an athletic director, athletic committee, coaches, moderators, etc.\****

## **\*\*DIOCESAN CHILD PROTECTION POLICIES\*\***

If people are to worship, study, or celebrate together in the Catholic community, they must do so in a safe environment. In their "Charter for the Protection of Children and Young People," the United States Catholic Bishops recognized past failures in this regard and pledged themselves to protect the Faithful in the future. "Dioceses are to maintain safe environment programs which the diocesan bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people."

- - USCCB Charter for the Protection of Children and Young People, Article 12 (June 14, 2002). The Bishop of Baton Rouge is fully committed to making this pledge a reality throughout the Diocese. These policies are designed to direct the administration and implementation of the Safe Environment Program in all of the parishes, schools, agencies and programs of the Diocese of Baton Rouge in issues related to child protection. These policies are subject to revision as promulgated by the Bishop of Baton Rouge.

## **VOLUNTEERS AND CHAPERONES**

*Volunteers and chaperones are invaluable. All room mothers/fathers, field trip chaperones, volunteers for school events, and anyone who has the potential to be alone with a student, are mandated by the*

*Diocese of Baton Rouge to complete the four stated requirements below.*

- 1. Louisiana State Police Background Check with fingerprints (results are sent directly to the school)*
- 2. EAPPS Volunteer Application, found on the Diocese of Baton Rouge's website: [www.diobr.org](http://www.diobr.org) (print and complete the form and then send to school secretary)*
- 3. Safe and Sacred on-line test, found on the Diocese of Baton Rouge's website: [www.diobr.org](http://www.diobr.org) (print the certificate and send to school secretary)*
- 4. Code of Ethics, found on the Diocese of Baton Rouge's website: [www.diobr.org](http://www.diobr.org) (print the certificate and send to school secretary)*

*All paperwork (numbers 2-4 above) must be completed and turned in to the school secretary.*

*St. Peter Chanel School annually presents instruction in Child Safety for students in grades K-8th. The instruction is part of the religion program. Parents have the opportunity to see the materials used for instruction and can have their child opt-out of the instruction.*