

SAINT PETER CATHOLIC SCHOOL  
2020-2021

PARENT/STUDENT  
HANDBOOK



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[www.stpeterscatholicsschool.com](http://www.stpeterscatholicsschool.com)

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Please read this handbook carefully as it describes the school practices and policies and contains information regarding student health and safety. By enrolling your child/children in Saint Peter Catholic School, you agree to abide by the practices and policies that are contained herein. Please review this information with any caregiver that will share responsibility for your child.

**Right to Amend:** Saint Peter Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents by letter, by a student's weekly folder, or on the school website [www.stpeterscatholicchool.com](http://www.stpeterscatholicchool.com)

## General Information

Saint Peter Catholic School is a Pre-Kindergarten (3) through Grade Eight Catholic Elementary and Middle School under the Diocese of Raleigh Catholic Schools Office.

The curriculum stresses academic achievement within a Catholic community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the Saint Peter Catholic School religion is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Catholic life. At Saint Peter, we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all academic subject areas. The curriculum is marked by current and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to content areas.

## History

Saint Peter Catholic School (formerly known as Saint Raphael’s School) opened in 1946 on West Fifth Street in Greenville, N.C. The Sister Adorers of the Blood of Christ, a religious community, came from Pennsylvania to open a parochial school. The Sisters lived on the second floor of the house, and classes were held on the main floor. A fire destroyed the convent-school on December 1, 1952, and the school was relocated to a temporary house on East Fourth and Latham Streets. Within a few days after the fire, the Bishop of the Diocese of Raleigh selected a new site on East Fifth Street. On March 29, 1953, the groundbreaking was held. Construction was completed on October 15, 1953, and the faculty and students moved into the new building on October 21, 1953. The structure is now the present Middle School and cafeteria.

Over the years, there were several additions to the original building such as an additional classroom and space for a library (science lab), and the parish hall (present library). The Church sanctuary was formally established in the present cafeteria in the 1960’s. Later, the cafeteria (present computer lab) was relocated to the parish hall, and that space became a classroom. The name of the school was changed to Saint Peter in 1976. The Sisters concluded their ministry in Greenville in 1985. The Franciscan Brothers of Brooklyn, NY, assumed the educational ministry of the school in August 1985. Further changes took place with the addition of the Primary and Intermediate wing, and the gymnasium in the early 1990’s under their leadership. In 1994, Saint Peter Catholic School was the

first school in the Diocese of Raleigh to be accredited by the Southern Association of Colleges and Schools (now AdvancED.) The school is accredited by AdvancED through 2020.

## **Mission**

As a center of evangelization, Saint Peter Catholic School builds the leaders of tomorrow upon the foundation of Jesus Christ by preparing students in spirituality, academics, stewardship, and service.

## **Vision**

### **Spirituality**

- To foster Gospel values by teaching Catholic doctrine and providing programs with Jesus Christ as our model and inspiration
- To be a welcoming community – for students, families, faculty, and staff of all faiths traditions – by teaching acceptance, tolerance, and respect for all
- To enrich and deepen each student’s relationship with God through prayer, the Mass, and the sacraments
- To promote peace, justice, and concern for those less fortunate
- To encourage and support vocations to the priesthood and religious life

### **Academics**

- To provide a learning environment conducive to academic excellence where the spiritual, moral, intellectual, emotional, physical, cultural, and social needs of each student can be met
- To ensure that faculty recognize various learning styles/abilities and differentiates teaching methods accordingly to engage each student as an active learner
- To engage in collaborative planning and problem-solving that results in a relevant organizational vision, grounded in faith, that is supported by the Saint Peter Catholic School Advisory Council, principal, faculty, and staff
- To attract and retain quality teachers, staff, and administrators who support the Saint Peter Catholic School mission
- To encourage and facilitate the ongoing professional development of all faculty and administrative staff

- To encourage development of the whole person by providing access to a wide range of cultural, academic, and co-curricular activities

## **Stewardship**

- To adopt an ongoing stewardship model for Saint Peter Catholic School that embraces the principles of prayer, service, and sharing
- To generate and properly steward the financial resources necessary to meet the present and future needs of Saint Peter Catholic School
- To commit that no parish member is ever turned away from Saint Peter Catholic School because of a genuine inability to pay
- To encourage the cooperation among church, school, home and the community that is essential to the educational process
- To recognize and address the unique challenges and opportunities of all educational levels available through Saint Peter Catholic School

## **Service**

- To build a Catholic community within a Christ-centered atmosphere that is stimulating and challenging, positive and innovative, courteous and congenial
- To encourage cooperation among campuses and educational levels; collaborating when possible, assisting when feasible, and functioning independently when necessary
- To help students acquire a clear set of values that will guide their actions, choices and decisions throughout life
- To provide opportunities for students and staff to participate in serving those in need
- To provide service opportunities focused on global awareness and social justice

## **Absences**

- Excused Absences / Unexcused Absences
  - Excused Absences: (**Must have a note**)
    - ❖ Illness or injury
    - ❖ Quarantine
    - ❖ Death in Immediate Family



- ❖ Medical or Dental Appointments
  - ❖ Religious Observance
  - ❖ Educational Opportunity
  - ❖ Suspensions
- Maximum of 20 absences per school year
- Tardy Policy: (Excused Tardies must have a note)
- ❖ 3 Unexcused Tardies = Letter sent home to parents
  - ❖ 5 Unexcused Tardies = 1 Unexcused Absence

When a student is absent from school, the parent should call the office each day of the absence or send a note/email to the teacher or office prior to the absence.

Students must be free from fever, vomiting, or diarrhea 24 hours before returning to school. Students who are sent home during the school day with these symptoms will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the office or teacher upon the student's return. These notes will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written note for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence plus one day to make up the missed assignments, quizzes, or tests. For example, a student who is absent for three days would be given four school days to complete the missed classwork.

When a student is absent, a parent may call the office after 8:30 AM to arrange for homework assignments. Homework assignments may be picked up in the office after 3:15 PM. Middle School students should make arrangements with a classmate, check RenWeb, or email a teacher regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are NOT required to give make-up tests for absences due to vacations. Assignments MAY be given in anticipation of a vacation and at the discretion of the teacher.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within ONE week of the original test date.

Excessive absences of 20 days or the equivalent of 20 days including tardies, can be cause for a student to be retained in the current grade for another year.

### *Absence During the School Day*

If a student is to be excused for any absence, they must provide an official medical or official appointment validation from a professional establishment. The validation must show the date and time of the appointment or absence. (A note from a parent does not excuse the absence.)

Excused notes must be turned in to the office within five school days of absence.

Other absences can be reviewed on a case-by-case basis.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign their child out. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3.5 hours or more will be counted as absent for half a day.

## *Academic Information*

### Curriculum

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all academic subject areas. The entire curriculum for the Diocese of Raleigh is posted on the diocesan website.

Saint Peter Catholic School is extremely proud of its academic tradition of excellence. Religion is a core subject in the curriculum and is taught daily to ALL students. We welcome students of other faiths, but all students are expected to pass the religion curriculum as mandated by the Diocese of Raleigh. To be successful, both the parents and students must be committed to the pursuit of high academic achievement. If a student fails a core course (religion, reading/language arts, math, science, social studies), he/she may be required to do course remediation work during the summer in order to be promoted to the next grade. If a student fails two courses, he/she may be required to repeat that grade level the next school year. In order to graduate from Saint Peter Catholic School, a

student must be enrolled in and pass all of the five core subjects (language arts, math, science, social studies, and religion).

Saint Peter Catholic School offers students opportunities for growth in the following major subjects:

## Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. All-school Masses are celebrated on all Fridays, Holy Days of Obligation, Solemnities, and Feasts at 9:00 AM in Saint Peter Catholic Church..

## Computer Literacy

Word processing, spreadsheets, desktop publishing, presentation software, internet safety, an introduction of coding with Hour of Code, keyboarding, effective use of social media, appropriate and ethical use of technology and E-devices, and integration with curricular subjects.

## Fine Arts and Special Subjects

Music, art, strings (fee based), library/media.

## Handwriting

Cursive handwriting is taught in grades 2 and 3. All handwritten work submitted in grades 3 through 5 is expected to be in cursive unless otherwise noted by the teacher.

## Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library/Research Skills, and Appreciation of Literature. Guided Reading is the instructional approach that is used in the elementary grades.

## Mathematics

Mathematics skills, Pre-Algebra, and Math I.

## Physical Education

Physical education, fitness, and health education appropriate for each grade level.

## Science

General sciences and laboratory activities, STREAM experiences.

## Social Studies

History, geography, economics, NC history, and current events.

## Spanish

Vocabulary, common expressions, grammar, conversation, culture, and enrichment activities. Eighth grade students may take the high school placement exam given during the second semester and may receive credit for Spanish I at the end of 8th grade. These students will be eligible to enroll in Spanish II in high school.

## Academic Probation

Students are expected to maintain a passing grade average. Students with two or more Ds or one or more Fs will be placed on Academic Probation. Grade checks will occur at the midpoint and again at the end of each 9-week marking period. Students on Academic Probation are not eligible to participate in extra-curricular practices and contests during the period of ineligibility.

## Accreditation

Saint Peter Catholic School is accredited through AdvancED/Cognia. Accreditation was originally earned and awarded in 1994 and most recently renewed in 2015. It is active through 2021.

## Admission Information

### Nondiscriminatory Policy

Saint Peter Catholic School is a Roman Catholic, non-profit, co-educational school serving students in Pre-Kindergarten (3) through Grade Eight. Admission is open to all students regardless of race, color, religion, national/ethnic origin, or disability as long as the student possesses the motivation, ability, and character that would enable him/her to succeed in a rigorous academic environment. We welcome all applications for students entering Pre-Kindergarten through Grade Seven. Saint Peter Catholic School does not discriminate on the basis of race, color, religion, or national or ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint Peter Catholic School:

1. Siblings of current students and children of current faculty/staff
2. Members of Saint Peter Catholic Church
3. Members of other Catholic parishes
4. Non-Catholic students

### Applications

Applications are available at the Saint Peter Catholic School office or can be mailed by calling the school office at 252.752.3529. Applications are also available online at [www.stpeterscatholicsschool.com](http://www.stpeterscatholicsschool.com). An application fee of \$25.00 is charged for each application submitted. On December 1, the application fee for the upcoming year increases to \$35. On March 1, the application fee for the upcoming year increases to \$45. Application fees are non-refundable.

Students entering the Pre-Kindergarten (3) program MUST be three (3) years of age by August 31st. Applicants must bring their completed application form, birth certificate, current immunization record, and a baptismal certificate (if the student is Catholic). Students entering the PreK program must be bathroom independent.

Students will be conditionally accepted into the Pre-Kindergarten (3) program with full acceptance contingent on displayed readiness on the Pre-Kindergarten (3) screening assessment.

Students entering the Pre-Kindergarten (4) program MUST be four (4) years of age by August 31st. Applicants must bring their completed application form, birth certificate, current immunization record, and a baptismal certificate (if the student is Catholic). Students entering the PreK program must be bathroom independent.

Students will be conditionally accepted into the Pre-Kindergarten (4) program with full acceptance contingent on displayed readiness on the Pre-Kindergarten (4) screening assessment.

New Students (those who did not attend Saint Peter Catholic School Pre-Kindergarten) entering the Kindergarten class MUST be five (5) years of age by August 31st. Applicants must bring their

completed application form, birth certificate, current immunization record, and a baptismal certificate (if the student is Catholic).

Students will be conditionally accepted into the Kindergarten class with full acceptance contingent on displayed readiness on the Kindergarten entrance screening.

\*\*\*\*\* Students seeking admission in Grade Eight will be considered ONLY if:

- They are transferring from schools out of state or our school attendance area.
- They have a sibling enrolling in another grade at SPCS.
- They have a sibling enrolling at JPll Catholic High School.

All new students applying for admission to Saint Peter Catholic School must present a copy of their current report card and standardized test results. These will be reviewed to determine whether the program at Saint Peter Catholic School will meet the educational needs of the students. An interview with the student and his/her parents is mandatory. Testing will be administered to Middle School students and to those in Grades One through Five as determined by the teacher.

All new students will be given a trial/probationary period of no less than one semester in which to prove himself/herself both educationally and socially. If, during this trial period, there are any problems, a student may be asked to withdraw his/her attendance at Saint Peter Catholic School. The recommendation and decision of the school is final.

Saint Peter Catholic School is limited in its human and capital resources and will make *reasonable* accommodations for learning differences when possible. Saint Peter Catholic School cannot accommodate students who have *extraordinary* learning differences. If, after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Saint Peter Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Saint Peter Catholic School is made by the school, the student's tuition would be prorated.

## *Financial Obligations*

### *Enrollment/Technology Fees and Re-Enrollment/Technology Fees*

A \$350.00 Enrollment, \$100.00 Technology Fee, and \$25.00 HSA Family Fee for each NEW student is due upon acceptance to the school (\$475.00 total for EACH of the first two (2) students - \$350.00 total for each additional student in the family)

Returning Students must reserve their spot by paying the Re-Enrollment/Technology Fee (see above) by the designated date.

All Enrollment, Re-Enrollment, and Technology Fees are NON-REFUNDABLE.

Enrollment Fee

Covers registration materials, use of hardcover textbooks, ebooks, consumable workbooks, classroom supplies, art materials, physical education equipment, science lab materials and supplies; DOES NOT COVER FIELD TRIPS, ENTRANCE FEES, BUS RENTAL/DRIVERS, AFTER SCHOOL CARE, ATHLETIC PROGRAMS (football, volleyball, basketball, soccer, baseball, softball, cheerleading, golf, swimming, cross-country, etc.) or other extra/after school activities.

Technology Fee

Covers purchase of Chromebooks, iPads, Smartboards, Audio/Visual materials, licenses, subscriptions, and the school's IT service agreement.

HSA Family Fee

Covers costs that support the educational mission of the school, including teacher appreciation events, teacher grants, and family programming.

Tuition Schedule

Grades K - 8th 2020-21 Tuition Rates

Number of Children Enrolled	CATHOLIC* DISCOUNTED RATES				STANDARD RATES			
	Annual Tuition	1% discount if paid in full before Aug. 1	10 month payment plan begins Aug. 1	12 month payment plan begins June 1	Annual Tuition	1% discount if paid in full before Aug. 1	10 month payment plan begins Aug. 1	12 month payment plan begins June 1
1	\$5,250	\$5,198	\$525	\$437.50	\$6,768	\$6,700	\$676.80	\$564.00
2	\$10,500	\$10,396	\$1,050	\$875	\$13,356	\$13,400	\$1,353.60	\$1,128.00
3	\$15,750	\$15,594	\$1,575	\$1,312.50	\$20,304	\$20,100	\$2,030.40	\$1,692.00

## Pre-Kindergarten 2020-21 Tuition Rates

Number of Children Enrolled	CATHOLIC* DISCOUNTED RATES				STANDARD RATES			
	Annual Tuition Full Day	Annual Tuition Half Day	10 month payment plan begins Aug. 1	12 month payment plan begins June 1	Annual Tuition Full Day	Annual Tuition Half Day	10 month payment plan begins Aug. 1	12 month payment plan begins June 1
1	\$4,692		\$469.20	\$391	\$5,880		\$588.00	\$490.00
1		\$4,239	\$423.90	\$353.25		\$5,304	\$530.40	\$442.00

\*\* \$475 Registration and Technology Fees are due at the time of acceptance. \*\*

### Tuition Payment Options:

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by August 1, 2020, or
- Enroll in the FACTS Tuition Management. Payment begins in June for the 12 month payment plan or in August for the 10 month payment plan.
- Please note that you may pay in full for one child and utilize FACTS for another.

### **Enrollment/Re-Enrollment**

- The \$25.00 Application Fee for new students must be submitted with the application. The fee increases to \$35.00 on December 1, and it increases to \$45.00 on March 1. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to Saint Peter Catholic School that do not clear the bank.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BUSINESS OFFICE AT 252.752.3529.**

### FACTS Tuition Management Service

There is an annual non-refundable administrative fee for enrollment in the FACTS Tuition Management (per family). This fee will be added to your FACTS account. Please do not make this payment to the school.

All families not using the FACTS Tuition Management will be expected to make one direct payment to Saint Peter Catholic School for the entire amount of tuition (less a one percent deduction) no later than August 1st of the current school year. You may drop off your payment at the school office or mail it to the school.



## Financial Assistance

Financial Assistance Forms are available at the school office or on the school website ([www.stpeterscatholicsschool.com](http://www.stpeterscatholicsschool.com)). The application deadline is March 1st.

## Opportunity Scholarship Program

Information Online: [www.ncseaa.edu](http://www.ncseaa.edu)

Email: [OpportunityScholarships@ncsaa.edu](mailto:OpportunityScholarships@ncsaa.edu)

Phone: 800.330.3955

## **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for one-third of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for half of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

## After School Program

Saint Peter Catholic School has designed an After School program to meet the needs of students, Pre-K through 8th Grade, and their parents. Our purpose is to provide a safe, stimulating, and enjoyable environment, which allows children to freely interact with one another. The program offers a variety of activities including homework, arts and crafts, sports, games, reading, and videos. It is up to the parent's discretion whether the student uses the designated homework time. A snack will be provided for your child each day. Children will be under adult supervision at all times. The program provides quality childcare, which parents can rely upon through the year. After School care will begin the first full day of school and is provided on **certain** half-days.

If your child remains at school after hours for a school event and utilizes After School, you will be charged. There is a registration fee of \$25 per family for any family who uses After School. Students may use After School as needed and do not need to reserve a spot in advance. It is a great option in the event of unexpected changes to a family's schedule that may prevent a parent or guardian from picking up the student at regular dismissal time.

## **Fees**

- Full Days of School
  - Pick up by 3:30 p.m.: \$6
  - Pick up by 4:30 p.m.: \$8
  - Pick up by 6:00 p.m. :\$10
- Half Days of School
  - Pick up by 2 p.m.: \$12
  - Pick up by 4:00 p.m.: \$16
  - Pick up by 6:00 p.m.: \$20

## **Payment**

Payment is due on the 12th of each month. For bills not paid by the 20th of the month, a \$10 surcharge will be charged per month. A \$25 fee will be charged for any returned check. The After School Program closes promptly at 6:00 p.m. A late charge of \$7.50 per 15 minutes will be assessed for students not picked up by 6:00 p.m. Please contact the school if you need to set up a payment plan.

**If students need to attend afterschool on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month (when dismissal is at 2 pm) there is no fee from dismissal time until the regular pick up time of 2:55 or 3:10.**

## *Allergy Policy*

Saint Peter Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all students with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students. All staff who come into contact with children with allergies are provided with training on allergies. Training is updated as needed.

### *Asthma Medication/Epi-Pens*

Immediate access to reliever inhalers is vital. Children are encouraged to carry their rescue inhaler. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be clearly labeled with the child's name and grade.

For a student needing an Epi-Pen (PreK-5), it will be stored in the classroom with the teacher for immediate access. Students in grades 6-8, should carry their Epi-Pen at all times. Parents should

provide the school with a spare Epi-Pen to be stored in the office. It must be clearly labeled with the child's name and grade.

### Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked to submit the child's emergency medical form. From this information, the school keeps an asthma/allergy registry which is available to all school faculty and staff. If medication changes, parents are required to inform the school.

### School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for asthma/allergies. Saint Peter Catholic School makes no claim to be a peanut-free school.

### Food Allergy Policy

Saint Peter Catholic School recognizes that life threatening food allergies are a serious condition affecting many children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Peter Catholic School will maintain a school-wide procedure for addressing life threatening allergic reactions and an emergency action plan for any student whose parent/guardian, and physician, have informed the school in writing that the student has a potentially life threatening allergy.

### Classrooms

Teachers are familiar with the emergency action plan of students in their classes and respond to emergencies as per the protocol documented in the student's emergency action plan.

Information will be kept about a student's allergies in the classroom, accessible by teachers, substitutes, or other responsible adults. All teachers will be informed about the risk of food/insect allergies.

A parent/guardian of a student with food allergies is responsible for providing all food for his/her child. Snacks will be kept in a separate snack box/bin provided by the parent/guardian. Tables will be disinfected following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Saint Peter Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Inhalers and Epi-Pens will accompany students with allergies on the field trip. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep his/her child at home on the day of the field trip.

## *Animals & Pet Policy*

Pets/animals are not allowed on campus or parish property at any time unless they are caged, crated, or leashed for the purpose of a specific school activity. The only exception is disability service animals. This is in accordance with Diocesan policy and our liability insurance for the safety of our students and staff. Also, please be mindful of the safety of our students and staff if your pet is in the car when you drive up for unloading, dismissal, etc. Pets should NOT be in the car if you are driving on a school field trip.

## *Advisory Council*

The Advisory Council was established to assist and advise the Principal, who in turn, is accountable to the Pastor. The School Advisory Council:

- Advises in implementing policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools.
- Is responsible to the Pastoral Council. Therefore, the School Advisory Council will relate to the Pastoral Council by regular reports from the Chairman at Pastoral Council meetings.
- Proposes policies that relate to the overall operation of the school to insure quality Catholic education.
- Assists the Principal in formulating the annual budget to be presented to the Parish Finance Council.
- Gains support of various groups and publics of the school.
- Creates better understanding of Catholic education and promotes financial support for Saint Peter Catholic School.

- Cooperates with and supports the Principal in his/her role as defined by diocesan guidelines.
- Approves all fundraising for the school.
- Assists the Principal in evaluating the maintenance of the school facilities. The Principal in turn informs the Pastor.
- Assists and advises the Principal with any other matters as requested.

## Awards/Honors

The following awards are given to students in Middle School (gr. 6-8) during the Awards Day ceremony held in May. Each award is based on the criteria listed.

### Saint Luke the Evangelist Award for Excellence in Art

Grades 6-8 (one per homeroom)

Criteria:

- Produces outstanding artwork which fulfills assignment requirements
- Excels in craftsmanship and creativity
- Displays great effort
- Works cooperatively with others
- Contributes to a positive, productive atmosphere in class

### Saint Cecilia Award for Excellence in Music

Grades 6-8 (two to three per grade)

Criteria:

- Displays effort and cooperation in class academic achievement
- True love of music performance and learning
- Active participation in music
- Goes over and beyond what is expected in the curriculum

### Saint Nicholas Award for Excellence in Geography

Grades 6-8 (two per grade)

Criteria:

- Draws excellent maps
- Active participation in class
- Academic achievement (A average)
- Shows a general knowledge of geography in class discussions

## Saint Bede Award for Excellence in History

Grades 6-8 (two per grade)

Criteria:

- Active participation in class
- Excels in the school History Bee
- Academic Achievement (A average)
- Shows knowledge of and appreciation for history in class discussions

## Saint Joseph Award for Excellence in Language Arts

Grades 6-8 (one to four per grade)

Criteria:

- Academic Achievement (A average)
- Accelerated Reader Achievement (reading over and beyond the 8 point requirement)
- Displays effort and cooperation, and active participation in class
- Exhibits interest in Language Arts

## Saint Isidore of Seville Award for Excellence in Computer

Grades 6-8 (one to four per grade)

Criteria:

- Displays effort and cooperation
- Academic achievement (A average)
- Active participation in class
- Goes above and beyond what is expected in the curriculum

## Saint Barbara Award for Excellence in Mathematics

Grades 6-8 (one to two per class)

Criteria:

- Academic Achievement (A average)
- Displays effort and cooperation, and active participation in class
- Exhibits interest in Mathematics
- Helps other students in class (peer tutoring)

## Saint Albert the Great Award for Excellence in Science

Grades 6-8 (one male and one female per grade)

Criteria:

- Displays effort and cooperation
- Academic Achievement (A average)

Exhibits interest and passion in applied Science  
Active participation in class  
Goes above and beyond what is expected in the curriculum

## Saint Mariana de Jesus Award for Excellence in Spanish

Grades 6-8 (two per grade)

Criteria:

Academic Achievement (A average)  
Displays effort and cooperation in class  
Exhibits interest in Spanish  
Active participation in class  
Goes above and beyond what is expected in the curriculum

## Saint Sebastian Award for Excellence in Physical Education

Grades 6-8

Criteria: (two per grade)

Displays effort, active participation, and cooperation in class  
Exhibits interest in physical education and athletics  
Goes above and beyond what is expected in the curriculum  
Academic achievement (A's & B's)  
Displays good sportsmanship towards players and coaches

## Saint Paul of the Cross Award for Academic Excellence

Grade 8

Criteria:

Students who have achieved an A average in all subjects for all three years of Middle School

## Pope Saint John Paul II Award for Excellence in Religion

Grades 6-8 (one male & one female per grade)

Criteria:

Academic achievement (A average)  
Appropriate conduct  
Exhibits interest in the Catholic faith and tries to live by Catholic values  
Good role model for other students  
Service to others  
Goes above and beyond the norm

Middle School Students earning all A's during a marking period or semester qualify for Pastor's Honor Roll. Students earning all A's and B's for a marking period or semester qualify for the Principal's Honor Roll. As an acknowledgement and celebration, an academic breakfast is held for those students after each grading period. Each grade will coordinate and host an academic breakfast.

Middle School students may graduate from Saint Peter Catholic School with "Honors", if at the year-end grade check, they have maintained an A and/or B average in 6th, 7th, and 8th grades. We encourage all students to strive for academic success so they may graduate with "Honors".

### *Beta Club*

Seventh graders who exhibited excellence (all A's and B's in every subject with SPCS 7 point grading scale) during each quarter of the sixth grade academic year and who displayed good moral and ethical character may be invited to become members of the Beta Club. Eighth graders who exhibited academic excellence during each quarter of the seventh grade, and who displayed good moral and ethical character may be invited to become members of the Beta Club. In order to maintain membership in the Beta Club, students must have an A or B average in each subject each quarter. If a student does not make the honor roll for an academic quarter, he/she will be placed on probation for the following quarter, but is still required to attend monthly Beta Club lunch meetings. During the school year, a student may be dropped from the Beta Club roster if he/she has earned 3 C's or 1 D in any given subject. Members who do not maintain a creditable record, or who give evidence of personal conduct unbecoming a member of the Beta Club by receiving referrals or after school detentions, may be disqualified from membership.

### *Virtue Awards*

Students in grades K-5 may be honored with Virtue Awards. Each week or two, teachers will introduce a different virtue and the corresponding scripture passage with it. Teachers shall nominate students in their classroom who have demonstrated the virtue being studied, and students will receive a certificate at the conclusion of an all-school Mass once a month.

## *Birthday Observances*

Students in grades PreK-Gr. 5 may have a NUT day on a predesignated day during their birthday month. (See school calendar). June birthdays are celebrated in May and July birthdays are celebrated in August. Parties and birthday celebrations should be held out of school with the exception of the PreK. They may have celebrations at the discretion of the teacher. Private party invitations must be distributed off campus unless the ENTIRE class is invited. (See *Parties & Celebrations*)



## *Books, Materials, & Supplies*

A list of supplies for each grade level is available on the school website. Some supplies are purchased by the school in bulk so that there is uniformity for organizational reasons. All textbooks should be covered during the entire school year to protect the life of the book. Workbooks and consumable books must be kept in a neat manner. The student is responsible for the replacement of lost or damaged books. Backpacks are necessary to keep books and papers protected while traveling to and from school but will not be carried throughout the school day.

## *Buckley Amendment*

Saint Peter Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act or FERPA) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one address.

Be advised that if a teacher or school staff member is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

## *Bullying and Cyberbullying*

The definition of bullying as outlined by Olweus Bullying Prevention Program (OBPP) from Clemson University: "A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons and he/she has difficulty defending himself/herself." As expressed in more everyday language, one might say: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself (Olweus, D. and Limber, S., 2007).

According to OBPP, there are several points that must be considered when determining a bullying or harassment situation (Olweus, D. and Limber, S., 2007): 1. Bullying is not usually an expression of uncontrolled anger, but proactive aggressive behavior intended to harm someone repeatedly. 2. Bullying is aggressive behavior that involves unwanted, negative actions. 3. Bullying typically involves a pattern of behavior repeated over time. 4. Bullying involves an imbalance of power or strength. 5.

Bullying can take many forms, such as, physical hitting, verbal taunts, spreading of false rumors, and intentional social exclusion.

Anti-bullying School Rules:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know someone is being bullied, we will tell an adult at school and an adult at home.

Please refer to the Discipline Policy on page 27 for information on consequences for bullying and other actions that are in violation of our school rules.

## *CarPool/Walk Ups (Arrival & Dismissal)*

All cars driving up must have the student's Last Name clearly displayed in the front windshield of the car. Walk up parents should display the same sign upon arrival at the cafeteria door. It is important that students are aware of this or their van pick up name.

There are two dismissal times. Grades K-5th dismiss at 2:55 PM if they do not have any siblings in grade 6-8. Middle School and any younger siblings dismiss at 3:10 PM. PreK ONLY dismisses at 2:40 PM from their 5th St. door. Parents must walk up to this location. Otherwise, they go to one of the other appropriate dismissal areas.

There are two areas for morning drop off: Brother Patrick Drive on the west side of the school, and the cafeteria entrance on Fourth Street. Drop off on Beech Street is forbidden. Afternoon dismissal is only on Fourth Street. Walk ups are only permitted in front of the cafeteria. New parents will receive this information at the beginning of the school year, and must inform the teacher.

Parents are asked to remain in their vehicles and to proceed through the regular carpool process. Students are not allowed to load until called and escorted by a teacher on duty. Otherwise, a parent should park his/her vehicle in the designated areas and walk up to the cafeteria to pick up the student.

Parents are asked to pay close attention during the carpool process. Parents should refrain from using cell phones at this time. Please follow the traffic directions given by the teachers on duty. It is the responsibility of the parent to contact other carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home by a different means or person on a given day.

## Cell Phones

If a student needs a cell phone for a specific afterschool use, he/she should bring the cell phone to the office or give it to the homeroom teacher upon arrival in the morning. It should remain powered off for the day. The cell phone may be picked up by the student at dismissal but may not be used unless the student has permission from a staff member. At no time during the day should a cell phone be in the student's locker, book bag, or in his/her possession. If a cell phone or other electronic device is confiscated from a student for improper use, the following consequences will be given:

1. For the first offense, a parent must come to the school to claim the device in person from the Division Director or designee. A referral will be given to the student.
2. For a repeated offense, the parent must come to the school and claim the device in person from the Division Director or designee. A detention will be given to the student. (Note that three detentions will result in in-school or out-of-school suspension from school.)

The administration reserves the right to search the contents of a confiscated cell phone.

## Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who are involved in cheating will also be unable to participate in sports/activity for a predetermined amount of time.

## Child Abuse Laws

Saint Peter Catholic School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and /or neglect be reported to Child Protective Services.

## Code of Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the

school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors in which the student's sense of right and wrong should indicate to them what is appropriate.

Saint Peter Catholic School believes that all students can and should behave at school and in all other locations while representing our school. Saint Peter Catholic School does not tolerate behavior that disrupts teachers from teaching or students from learning. Discipline is to be considered as a way to teach self-control and not as a form of punishment. The purpose of discipline is to provide a classroom situation and atmosphere conducive to learning and character training. Corrective discipline is a necessary element in the total education process. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

## *Student Honor Code*

(Written in conjunction with Saint Peter Catholic School students)

### **Respect**

I will speak and behave in such a way that respects students, self, teachers, and classroom/school rules. This includes but is not limited to the following:

- Personal belongings
- Personal space
- Thoughts and ideas of others
- Honor
- I will speak and behave honestly by not engaging in the following behaviors:
  - Lying to peers or any person of authority
  - Cheating of any kind
  - Plagiarizing any material
  - Stealing
  - Forging parent signature on any document, assignment, or quiz

### **Cooperation**

I will cooperate with our school family members in all areas of our daily lives. This includes but is not limited to the following:

- Classroom situations (accepting all students into the learning process)
- Playground behavior
- Field trips
- Sportsmanship (i.e., P.E., Field Day, academic programs, athletic programs)

### **Responsibility**

I will accept responsibility for my dress, actions, and consequences throughout the day. This includes but is not limited to the following situations:

- Classroom behavior (coming to class prepared with completed homework, assignments, make-up work, and supplies)
- Personal behavior (monitoring speech by thinking before speaking to insure that words will not hurt others; not repeating or starting lies, gossip, or rumors)

## *Counselor / Guidance Program*

The Guidance Program at Saint Peter Catholic School is comprehensive and designed to serve three populations in the following ways:

### **Students**

- Strives to improve the learning situation for every student through classroom guidance activities centered around character education
- Offers both individual and group counseling
- Coordinates “gifted” activities such as the Duke Talent Identification Program (TIP)
- Provides conflict resolution activities such as peer mediation
- Assists with high school transition issues

### **Parents**

- Available to parents for consultation on both school and home-related issues;
- Provides parent support and education where appropriate;
- Provides information on resources in the community that serve students with social, emotional, or behavioral needs.

### **Teachers**

- Develops strategies for student motivation, organization, and behavior modification;
- Coordinates school-wide standardized testing;
- Organizes and participates in parent/teacher conferences as necessary

## *Crisis Plan*

Saint Peter Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to another secure location.

## Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one address. It is a great benefit to the child to have both parents involved in his/her education.

## Discipline

The Discipline Code is outlined in three levels. Levels I, II, and III represent a continuum of misbehaviors based on the severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency.

Student expectations are at the core of this code. The examples provided should not be considered as all the possible violations, but simply as a guideline. The issuing teacher will document the incident and the consequence in Ren Web (for internal use only). A referral is given for each offense, and after three referrals the student will be assigned a detention from 3:10 p.m. to 4:10 p.m. Detention will be scheduled weekly for each division and supervised by a staff member.

### Classroom Reminder (Classroom/Teacher)

Students are reminded and redirected to make good choices based on expectations of classroom teachers.

### Level I (Classroom Teacher)

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level I consequences.

**The list is not intended to be all-inclusive.**

- Disrespect toward other students or teachers
- Repeated disruption of class
- Bullying behavior, including but not limited to name calling, physical hitting, verbal taunts, spreading false rumors, intentional social exclusion, and stealing belongings
- Chewing gum
- Lying

- Eating or drinking at unauthorized times or in unauthorized areas
- Tardiness to class (Middle School students only)
- Three missed assignments per quarter
- Violation of the Technology Agreement or Ipad policy
- Dress code violation
- Any other behavior deemed as a Level I violation

### Level I Consequences

Level I consequences will be handled by the teacher who issued the referral. Consequences can include, but are not limited to:

- Conference/Discussion with student
- Referral
- Classroom behavior reflection at the teacher's discretion
- After school detention after three referrals
- Silent Lunch (for K-5 students only)

### Level II (Division Director)

Level II offenses are misbehaviors with a frequency or seriousness that disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of level I misbehaviors or include new offenses.

Repeated or more serious instances of misbehavior at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level II consequences. **The list is not intended to be all-inclusive.**

- Persistent Level I behaviors
- Cheating, including plagiarism
- Skipping class
- Defiance
- Verbal abuse
- Inappropriate physical contact
- Misrepresentation of parent or guardian
- Serious violation of the Technology Agreement or Ipad policy
- Significant or persistent lying
- Bringing or reading inappropriate material in school
- Serious bullying behavior, including but not limited to name calling, physical hitting, verbal taunts, spreading false rumors, intentional social exclusion, stealing belongings
- Any behavior that severely disrupts the normal flow of the class or school
- Second Time Detention

### Level II Consequences

All referrals at this level are to be sent to the principal. The principal, division director, teacher or guidance counselor will notify parents of the behavior and consequence, which may include any of the following:

- Detention
- Participation in Restorative Justice intervention with other students and/or Principal and/or Division Director
- Out of school suspension (also known as OSS)
- Denied participation in a class field trip, or requirement that parent accompanies student in order to participate
- Parent/student conference with the teacher, Division Director, and/or Principal

### Level III (Principal)

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or property. These misbehaviors could endanger the health or safety of those in the school.

The following list includes examples of behaviors that will result in Level III consequences. The list is not intended to be all-inclusive.

- Possession of weapons, narcotic drugs, or alcohol (OSS or expulsion)
- Possession of prescription drugs (OSS)
- Excessive defiance (OSS)
- Theft (OSS)
- Gambling (OSS)
- Sexual harassment or sexual assault (OSS)
- Threats (OSS)
- Physical fighting (OSS)
- Use of inappropriate language (OSS)
- Persistent bullying behavior (OSS)

### Level III Consequences

All referrals at this level are sent to the principal and require participation in restorative justice interventions. After the student meets with the principal, the principal will notify parents of the behavior and additional consequences. A parent must meet with the principal upon picking the child up to be suspended. An additional conference will be automatically scheduled with the parents and student before the student can return to school.

### RESTORATIVE JUSTICE INTERVENTIONS

For disciplinary consequences to be effective in changing behaviors, they need to be delivered in a context that provides both meaning and relevance. Students will answer the questions: What



happened? What do you need to do to make things right? How can you prevent this from happening in the future? This can be an age appropriate reflection at each division.

#### ADDITIONAL DISCIPLINE POLICY NOTES

If a student commits an offense against another student, a member of the faculty or staff will contact the parent of the student on the receiving end of the misbehavior. The faculty/staff member may tell the parent what occurred, and that disciplinary actions were taken. The faculty/staff member will not name the child receiving disciplinary action unless deemed necessary.

Any offenses that include sexual harassment or assault will be handled with great sensitivity. There should be two members of the faculty/staff in the room when a student reports what has taken place. If it is a girl reporting an issue, one of the faculty/staff members must be a female; if it is a boy reporting an issue, one of the faculty/staff members must be a male. The student alleging harassment or assault will not be required to tell his/her side of the story in the presence of the student who is alleged to have harassed or assaulted the other student.

**The Principal or Division Director reserves the right to determine the appropriateness of an action if any doubt arises.**

**Detention:** Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of Administration. Detention is monitored by faculty members on a rotating basis. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

**Suspension:** Students may be given in-school or out-of-school suspension depending on the situation. Students that are given an in-school suspension are to report to a school administrator or predesignated teacher upon regular morning arrival time for direction. Students who receive an out-of-school suspension will not be allowed on campus or off-campus school events during the time of their suspension. Students must complete all classwork and tests during the time of suspension.

**Expulsion:** Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint Peter Catholic School. Students who have been expelled will not be allowed to return to the school for any reason without the permission of the Principal. This applies to school sponsored off-campus activities, as well.

Students whose parents have violated the Parents as Partners agreement in the handbook may also be expelled from Saint Peter Catholic School.

## *Distance Learning*

Saint Peter Catholic School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak or any other circumstances that make it unsafe or imprudent to continue on-campus education. The judgment of the school administration in consultation with our pastor, and in conjunction with the Catholic Schools Office of the instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into the Saint Peter Catholic School plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risk of returning their child to school.

## *Drugs and Alcohol*

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## *Emergency Procedures*

**Fire Drills** are required monthly by State Law. During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file, and in silence.
4. Stand in a single file line facing away from the building.
5. Return to the building when the signal is given.

**Tornado Drills** are held periodically. Students should follow these procedures:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file and remain silent at all times.
3. Sit/kneel, facing the wall, and put hands over back of head and neck, tucked into a ball
4. Return to the classroom when a signal is given.

**Lock-Down Drills** are held periodically. Students should follow these procedures:

1. Rise in silence when announcement is made via loudspeaker.
2. Follow the teacher's directions and walk briskly to the designated safe spot.
3. Listen for further instructions/information.

## Facebook, Website, and Other Social Media Postings of Student Photographs

Saint Peter Catholic School works hard to protect the confidentiality rights of all students. The digital age we are living in is amazing but should be handled with care and consideration. Parents, before posting pictures which include other students than yours of school events on your social media account, please consider whether you have permission of other parents to do so. Parents should be respectful of each other and for the safety of our children. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint Peter Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. Parents of SPCS students should use caution when posting pictures, especially of school events, of students other than their own to social media sites. Parents reserve the right to request a picture that includes their child be removed from social media, or to ask the school to make that request on their behalf. Such requests may be made to the principal or marketing director. All parents must sign the **Photo - Video Release Permission Form** (see p.54) at the beginning of each school year to give or deny the school permission to post photographs of their students.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip to curricular goals/standards.
3. A field trip is a privilege, not a right.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written **official school permission slip**, signed by a parent, is required before a child will be permitted to attend any field trip activity. Verbal permission (including phone calls) cannot be accepted except in extenuating circumstances with the permission of Administration.

8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend the field trip will remain at home with the parent and will be marked absent for the day unless otherwise noted concerning school attendance on the permission slip.
9. Students who are participating in the field trip must ride the school provided transportation (i.e. bus) to and from the field trip with their class unless the proper release form is completed.
10. All monies collected for the field trip are **non-refundable**.
11. Cell phones and other electronic devices are not allowed on field trips unless otherwise directed by the teacher and/or Administration.
12. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip unless he/she has the permission of the teacher and/or Administration.
13. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
14. All chaperones must be 25 years of age or older.
15. All chaperones must present a photocopy of their driver’s license and proof of vehicle insurance to the office. Chaperones must have taken the Child Safe Environment Training (SET) within the last 5 years.

## *Gifts and Invitations*

Students should not exchange individual gifts or party invitations at school unless it includes the entire class with the prior permission of the teacher. This gesture only creates hurt feelings among other students.

Invitations should be sent to the homes of students via the US Mail.

## *Grading Scale*

A = 93-100

B = 85-92

C = 77-84

D = 70-76

F = 69 or below

In the primary grades and in some of the special subjects, Satisfactory Plus (S+), Satisfactory (S), Satisfactory Minus (S-), Needs Improvement (N), or Unsatisfactory (U) may be given instead of the numerical grades listed above.

## *Grievance Policy*

In order to secure equitable solutions to school related problems or complaints, the following procedure should be followed in this order:

1. Open communication should be established between the parties involved
2. Every effort should be made to resolve the problem with the teacher or staff member involved
3. The Division Director should be contacted if a solution to the problem has not been reached by the parties involved
4. The Principal should be contacted if a solution to the problem has not been reached after all efforts have been made with the teacher and the Division Director

## *Gum*

Students should not chew gum at school at any time they are at school. This includes before school, during school, after school, or at church. Disciplinary action will occur for students chewing gum during the course of the school day.

## *Harassment*

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## *Home-School Association (HSA)*

Saint Peter Catholic School Home School Association works to support and enhance the educational ministry of the school. Parent education and building community are the goals of this organization.

## *Home-School Communication*

Grades PreK-5 use the folder system as the means of communication between home and school. The day of the week the folder is sent home varies with the grade level. When family communication is necessary between home and school, the information is sent home in the folder with the **youngest child** in the family. The Middle School does not use the folder system, but instead uses email and/or student responsibility to take papers and information home to the parents. Parents of Middle School students must pick up standardized test scores in the office.

Official school-wide emergency notifications are sent through the school RenWeb Data System via text message and email. Local TV stations--WCTI, WITN, and WNCT are also notified.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich classwork, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good average range would be 10 minutes for each grade level. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 would have 30 minutes, etc. If a problem arises, the teacher should be contacted.

Students enrolled in Math 1 may expect homework every night including weekends, regardless of school events, etc. as it is a high school level course.

## Homework Policy Due to Illness

When a student is absent from school due to illness, the parent (PreK-5) may contact the teacher or office to make arrangements for the assignments to be picked up in the office later in the day. Middle school parents/students may email the teachers or make arrangements with classmates to get the assignments. Students may also receive missing assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence plus one extra day due to illness. For example, if a student who was absent three days should be given four school days to complete the missed work.

## Immunizations

All students enrolled in Saint Peter Catholic School must have current immunizations and present the documentation at the time of enrollment. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition such as, but not limited to, leukemia must be presented prior to the first day of the school year.

## *Instagram*

Refer to the section on FaceBook, Website, and other Social Media on p.31. Photos and captions on a student or parent's Instagram account that depict the school, the faculty and staff, other students, or the Parish in a defamatory way may result in disciplinary action.

## *Items Brought to School*

Saint Peter Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but not limited to, all electronic devices.

## *Learning Resource Department*

Our Learning Resource Department serves as a means of evaluation, adaptations, and support in an effort to make learning a successful experience for every child. Saint Peter Catholic School does not offer EXCEPTIONAL SERVICES as mandated in the public schools. If an existing student begins to experience academic difficulty, the learning resource teachers, the appropriate teacher or teachers, and the parent(s) will work together to identify the student's problems and design a learning plan to address the issues and needs of the student. The learning plan may include classroom observation, classroom strategies, interventions to be implemented on a trial basis, and referred for screening to determine learning disabilities, if needed. If testing is needed, it is the parents' responsibility to contact either Pitt County Schools or a private testing agency. Testing through the Pitt County Schools is free; however, there are specific steps to follow. This information can be obtained from the learning resource teachers. Public schools have ninety (90) days after all paperwork is filed to complete testing. If a student is diagnosed with a specific learning disability through formal testing, he or she will qualify to receive classroom adaptations from the Learning Resource Department. In order for a student to receive classroom adaptations, the Learning Resource Department must have on file a copy of a complete and recent psycho-educational evaluation (within the past three years). The resource teachers along with teachers and parents will determine which of the recommended adaptations may be implemented based on review of the required documentation. The Learning Resource Department will support the student after gathering information from the testing results, classroom performance, grades, and both teacher and parent input. Some adaptations can be provided based on specific needs the student may have and where benchmark adaptations have been established, but this is minimal and does not guarantee that the student will be promoted or not retained.

The resource teachers will consistently evaluate and monitor the progress of all K-8th grade students receiving support through this department. Good parent and teacher support, and communication, are

necessary for this program to be successful. If the student continues to struggle with the available support and services provided, it may be determined that the student's needs would be better met in a different learning environment. It is important that the student be in a learning environment in which he or she can experience success without frustration while maintaining his or her motivation to learn. All evaluations (psycho-educational, Vanderbilt, etc.) will go directly to the Learning Resource Department, not the classroom teacher, for purposes of confidentiality and documentation. The Learning Resource Department will distribute the forms to the appropriate teachers to complete. They will then be sent to the designated health provider or agency as required. It is the responsibility of the parent(s) to request information from their health provider or agency if they want a copy of these reports.

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential. St. Peter Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made. The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP's and 504 Plans. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Peter Catholic School.

## Library

The school has a well-equipped, automated library/media center. Students are encouraged to use the library for curricular research, enrichment, and pleasure reading.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books that are damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive report cards until their account is cleared.

## Lockers

Each Middle School student is assigned a locker in the Middle School hall in which to store textbooks, other materials for learning, and clothing. In order to maintain a quiet atmosphere for class, students



are allowed to go to their lockers only at specified times. At NO time will lockers be locked. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Students may not occupy additional lockers other than the one assigned by the homeroom teacher.

## Lost and Found

Any items left in the school building or on the school grounds should be turned in to the office to be placed in the Lost and Found closet in the cafeteria. After ample time, any unclaimed items will be periodically donated to charity.

Students who lose a library book, textbook, workbook, etc. must pay the replacement cost of the book/material plus shipping in order to receive a new copy.

Parents are to be advised that many items are actually *placed* in the Lost and Found by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Found closet and around the campus. There are two other *temporary* Lost and Found areas in the school: one in the gym and another in the back Middle School hallway beside the computer lab. Parents should check these locations also. **Parents should label all student clothing, lunchboxes, books, etc. with the student's name.**

## Lunch Program

Saint Peter Catholic School offers a hot lunch program daily provided by the *Aramark Corporation*. Milk or water may be ordered by the month or purchased separately on a daily basis. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. Hot and cold storage is not available to students. **Parents should NOT bring lunches or drinks from carry-out restaurants.** Any student forgetting a bagged lunch can be provided with something to eat. Reimbursement for the lunch must be made the next day. If a lunch is dropped off, the student may pick it up on the way to lunch or at the convenience of the teacher. Any lunch accounts in arrears will not be issued a report card.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with the staff are in order at all times.

## Medication

If a child must take any medication in school which is prescribed by a doctor, that medication should be dropped off at the office by the parent in the container received from the pharmacy and must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Dose
4. Frequency
5. Date

All non-prescription medication (cough drops, ibuprofen, topical creams, etc.) should be given to the office with the following information:

1. Child's name
2. Name of medication
3. Dose
4. Frequency
5. Date

## Off-Campus Conduct

The administration of Saint Peter Catholic School reserves the right to discipline students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

## Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home or business telephone/cell numbers, email addresses, and/or emergency contact information. This will guarantee that office records are accurate, complete, and up-to-date.

## Out of Uniform Guidelines

If a student is out of uniform on a regular school day, the teacher will issue a uniform notice indicating what part of the student's attire was out of uniform. This uniform notice will be signed by a parent, returned to school the next day, and filed for documentation. If a student receives two uniform notices, they will lose a NUT Day privilege. Three uniform notices result in an after school detention.

If a student is not dressed properly on a No Uniform Today (NUT day), parents will be notified to bring the Saint Peter Catholic School uniform to school. Thus, the student will lose the NUT day privilege.

How we dress when we are not in school uniform is expected to be tasteful and modest, as we strive to be positive representatives of our school community. Students are expected to follow the guidelines established for each activity. There is a \$9 fee paid at the beginning of the year for students to participate in NUT days. NUT days are listed on the official SCHOOL CALENDAR.

While “out-of-uniform” days are an opportunity for our students to express individuality, attire should not cause distraction or otherwise interfere with the learning environment. On first offense, offending students will lose the privilege of their next NUT day. The second offense results in losing all remaining NUT days.

The final determination regarding dress code compliance lies ultimately with the Principal.

**Students may wear:**

- jeans
- tennis shoes/sneakers ONLY (8th grade students may wear non-athletic shoes for picture day but must change into tennis shoes/sneakers afterward)
- shorts, skirts, skorts, dresses no shorter than two inches above the knee
- sweatshirts
- jogging suits
- slacks
- yoga pants/leggings (the top must cover the student’s bottom)
- religious jewelry

**Students may NOT wear:**

- flip flops, sandals, or any shoes other than tennis shoes/sneakers (with laces or velcro) unless specified by administration
- tank tops or camisoles
- T-shirts with inappropriate writing or pictures
- tennis shoes/sneakers that convert to roller skates or light up
- biker shorts
- pajama pants
- low cut tops
- clothing that is extremely tight or see-through or extremely baggy
- clothing with holes or frayed edges (even if purchased that way)

-hats

## *Picture Day & 8th Grade Picture Day*

All Students (except 8<sup>th</sup> graders) wear their Dress Uniform on Picture Day.

**8th grade girls** - Sunday best – at least as dressy as the Dress Uniform.

No spaghetti straps. No see-through clothes. Skirts & dresses no shorter than 2 inches above the knee. Slacks can be worn, but not jeans. Dress shoes can be worn.

**8th Grade Boys** - Sunday best – at least as dressy as the Dress Uniform.

Button down long sleeve dress shirt, preferably solid white but can be any light color, tie or bowtie (any design or color), and pants. Dress shoes can be worn.

After pictures are taken, 8<sup>th</sup> graders can either stay in picture day clothes or change back into their Dress Uniform.

## *Music Programs*

Students will wear their Dress Uniform or an equivalent outfit.

## *Dress Code for Eighth Grade Graduates*

### Morning Mass:

Students will wear church clothes or “Sunday best.”

### Evening Ceremony:

**BOYS** should wear button down LONG-SLEEVE WHITE SHIRTS, tie (any color), Khaki slacks, and dress shoes. Slacks will be belted at the waist. Shirts will be tucked in.

**GIRLS** should wear white dresses. If sleeveless, the dress should have at least a 2-inch wide strap, street length only. (Please avoid the “Prom Dress” look). No see-through clothing, tank tops, halter tops, tube tops, spaghetti-string tops, clothing exposing bare midriffs, shoulders, or bare backs, short

dresses, low necklines, or clothing that is overly revealing. White open toe shoes or dress sandals are allowed.

FOR ALL GRADUATES No extreme hair color (bleaching), cuts, or styles are permitted. Hats may not be worn.

The determination of what constitutes out of uniform is at the discretion of the Principal, Division Directors, and faculty.

**Good Rule: If you think you shouldn't wear it, don't wear it!**

**ALL UNIFORM AND OUT-OF-UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF ADMINISTRATION.**

## *Parents As Partners*

As partners in the educational process at Saint Peter Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school uniform dress code
- Completes assignments on time
- Has lunch money or nutritional bagged lunch/snack every day

To actively participate in school activities such as Parent-Teacher conferences

To see that the student pays for any damage to school books, materials, or property due to carelessness or neglect on the part of the student

To notify the school with a written note when the student has been absent or tardy (these notes are kept on file for one year)

To notify the school office of any changes of address or phone numbers

To meet all financial obligations promptly

To inform the school of any special situation regarding the student's well-being, safety, or health

To complete and return to school any requested information promptly

To read school notes, newsletters, emails, texts, and show interest in the student's total education

To support the religious and educational goals of the school

To attend Mass and teach the Catholic faith by word and example

To support and cooperate with faculty and staff, and the discipline policy of the school

To treat the faculty and staff with respect and courtesy

To never post negative comments about students, faculty and staff on social media

Failure of the parent to cooperate with and support school rules, procedures, and values could result in the termination of student enrollment. This includes but is not limited to making derogatory postings via text messages, blogs, or web posts on social networks or other media.

## *Parents Role in Education*

We, at Saint Peter Catholic School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to be the primary role models for the development of your child's life - physically, spiritually, emotionally, and psychologically. Your choice of Saint Peter Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Peter Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural,

and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the **complete** story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin the year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## *Parent/Teacher Conferences*

Parent/Teacher (K-8) conferences are held at the end of the first marking period and may be conducted any time with an appointment. Pre-Kindergarten conferences are held in January.

## *Parties & Celebrations*

Class parties are determined by and under the direction/discretion of the teacher. These celebrations are generally limited to Christmas and Valentine's Day. Room parents may assist the classroom teacher with these parties.

We do not celebrate birthdays at school with parties. The only exception is the PreK. Students may celebrate their birthday at school by participating in the Birthday NUT Day given to each child on a predesignated day during their birthday month. (See *Birthday Observances*)

Celebrations should be simple and in good taste. Students should not exchange individual gifts at school. Invitations may be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the homeroom. The Principal must be consulted in any situation in which the name, the reputation, or any connection to Saint Peter Catholic School is implied in any way. Saint Peter Catholic School does not sponsor graduation parties at the end of the school year. Please DO NOT have balloons, flowers, or other gifts brought or delivered to your child at school. These items will NOT be delivered to the classroom. *Lunchroom and playground celebrations are not permitted.*

### *Middle School Socials*

Several times a year, the Middle School faculty co-hosts a social event with parent volunteers for the middle school students. Possible formats for these social events are: an open gym night, a dance, or a yearbook signing party. Specific details will be given prior to the event and the date will be posted on the school website. Students must pay a one-time fee of \$10 for middle school socials at the beginning of each school year. Only currently enrolled Saint Peter Middle School students may attend. Students who attend must have attended school the day of the social, arriving before 11:00 AM. Admission to the social is one canned good. Students must be dressed properly to be admitted to the social. (Refer to the out-of-uniform guidelines.) If a student is not dressed properly, the parent will be called to bring appropriate clothing. No student will be allowed outside the building or in a part of the school building other than where the social is being held unless he/she is being dismissed to a parent. Socials, which are chaperoned by parents and teachers, generally begin at 7:30 PM and end *promptly* at 9:30 PM.

### *Promotion/Retention Policy*

Advancement to the next grade at Saint Peter Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or a formal summer program/plan as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.



## Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be emailed to the parent 4 times a year at the end of each nine-week quarter.

Progress reports are not emailed because the student's grades are always available to parents through RenWeb.

No student will be given a report card if tuition, library fines, After-school Care fees, lunch fees, athletic fees/uniforms, or other school fees are in arrears.

## Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Peter Catholic School. Preparations for two sacraments, Reconciliation and the Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## School Hours

PK3 & PK4 8:00 AM-2:40 PM (11:30 AM half-day)

K-Grade 5 8:00 AM-2:55 PM

Grade 6-8 8:00 AM-3:10 PM

Professional Learning Communities (PLC) Days: (Generally 1st and 3rd Thursday of each month)

- Grades PK3 - 5th - 1:55 p.m. dismissal
- Grades 6 - 8 - 2:10 p.m. dismissal

Students not in their homeroom at 8:00 AM are considered tardy and must receive a tardy slip from the school office before being admitted to class.

At Saint Peter Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their children to enter the building on their own each morning. Various classes invite parent visitation or involvement on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time will go to the cafeteria to be supervised until they are dismissed to their classrooms at 7:45 AM. Prayer, the Pledge of Allegiance, and announcements begin promptly at 8:00 AM.

First dismissal begins at 2:55 PM and second dismissal at 3:10 PM. Please check the school calendar and the Principal's weekly newsletter for early dismissal dates and times.

Saint Peter Catholic School offers an After School Care Program until 6:00 PM. Students who are enrolled in the program must pay a \$25.00 registration fee each year. Please refer to the information that you receive from the school office when you enroll for a complete list of policies and program description. After-School Care is not always available on early dismissal days. Please check the school calendar as well as the school website for more information about the After School Care Program.

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time. Students who are dropped off before 7:30 AM or not picked up by 6:00 PM will receive a phone call. If this continues, Child Protective Services may be notified as this constitutes neglect.

Students not picked up at the end of second dismissal (approx. 3:30) will be sent immediately to the After-School Care Program and parents will be charged for using this program.

## *School Office Hours*

The school office is open from 7:45 AM-4:00 PM on regular school days. These hours vary for early dismissal days and in the summer. Please call the office or check the calendar.

## *School Property*

The parent of a student who carelessly or purposefully destroys or damages any furniture, equipment, Chromebooks, iPads, buildings, or anyone's personal property, will be obligated to pay the full amount of repairs and labor or replacement. Textbooks are loaned to the student for the school year and should be returned in the same condition as when they were loaned to the student. No writing in

textbooks is permitted. The student will pay a damage fee or replacement cost for damaged or lost textbooks before any final report cards or transcripts are released.

## *School Safety*

Saint Peter Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion. In addition, students found to have communicated threats to other students, staff, or the school community will be required to seek a psychological evaluation and clearance by a certified mental health care provider and at the expense of the student's family. Students will not be allowed to return to the SPCS campus or activities until this requirement has been met to the satisfaction of SPCS administration.

## *School Telephones*

Permission to use school telephones must be obtained from the school staff. The office phone is a business phone and students are permitted to use it only in an emergency. The telephone in the classroom is only for the use of the school staff unless otherwise noted. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for student after school visits with friends, etc. should be made at home. Students should NEVER use the teacher's cell phone unless the teacher gives special permission.

## *Search*

The school reserves the right to search anything brought on to school or parish property. This includes cell phones and other electronic devices.

## *Service Projects*

The purpose of service projects is to provide students with opportunities to make a difference in our church and surrounding communities through various service and support programs. For many years, Saint Peter Catholic School students have been participating in a program called Project Food Share. This is a school-wide project to assist families in need from the Pitt County area. We ask that all students participate in this project by bringing a non-perishable food item to school every Friday (or once a week). These items will be dispersed through Saint Vincent de Paul Society of Saint Peter Catholic Church, and through Catholic Social Ministries. Food items are also requested as admission

to the Middle School Socials and other activities during the school year. Please send any of the following dry food items: canned vegetables, fruit, soup, or meat, pasta or rice, dried beans, sugar, cooking oil, or cereal. Please do NOT send items in glass containers.

## *Sexting*

Students involved in possession or transmission of inappropriate photos or text on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Greenville Police Department will be notified.

## *Smoking*

Smoking is not allowed on the school campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco, marijuana, e-cigarettes or vapors, or similar products are not permitted on campus.

## *Social Media, Blogs, Websites*

Engagement in social media, online blogs, etc. such as, but not limited to, Facebook, Instagram, Snapchat, Twitter, etc. may result in disciplinary actions if the content of the student's or parent's account/blog includes defamatory comments regarding the school, the parish, faculty/staff, other students or other parents.

No parent or student should open a social media account, blog, website, etc. such as Facebook, Instagram, Twitter, etc. under the name of the school, or a particular grade or school organization. The only official Saint Peter Facebook, Instagram, or Twitter account or website is the one created and monitored by school Principal or designee, or by the school IT specialist. A parent (or student) who chooses to create such an account may subject his/her child(ren) to separation from the school.

## *Student Records*

Saint Peter Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Parents requesting records, transcripts, or recommendation/reference letters or forms must make a five school-day request to the school office. ALL FORMS (including medical evaluation) should be

submitted to the Saint Peter Catholic School office for distribution. Completed forms will be sent via the US Mail (unless otherwise stated on the form). Special handling may require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment to Saint Peter Catholic School is in arrears.**

## **Technology Issues/Concerns**

**Cell Phones:** Saint Peter asks parents not to allow their children to bring cell phones to school. However, if a student needs a cell phone for after school use to contact a parent, the student should leave the cell phone in the office or with the homeroom teacher and must be turned off. The cell phone may be picked up by the student after dismissal. If the student must use the phone to contact the parent at that time, he/she must use the phone in the presence (with permission) of a staff member. At NO time during the school day should a cell phone be in the student's locker, book bag, or in his/her possession.

If a cell phone or other electronic device is confiscated from a student for improper use, the following consequences will be given:

3. For the first offense, a parent must come to the school to claim the device in person from the Division Director or designee. A referral will be given to the student.
4. For a repeated offense, the parent must come to the school and claim the device in person from the Division Director or designee. A detention will be given to the student. (Note that three detentions will result in in-school or out-of-school suspension from school.)

The administration reserves the right to search the contents of a confiscated cell phone.

**Electronic Readers (E-Readers) and Other Electronic Devices:**

### Saint Peter Catholic School Student Acceptable Use Policy

The purpose of this policy is to communicate the school's position on the appropriate use of electronic devices and Internet on school premises. The electronic devices (eDs) include all desktop computers including the computers in the classroom, computer lab, and Library Media Center, iPads or other tablets, laptops, Chromebooks, SMART boards, e-Readers, Flip cameras, iPods or similar items, and graphing calculators. Students may bring e-Readers to school to use for educational purposes. You

must register your E-Reader with the Media Specialist before using during school hours and follow the appropriate guidelines for use.

## **Grades K through 2**

The school eDs and system network are available to all students for the purpose of learning. Because the eDs are available to every student in the school, it is important that they are well-taken care of by all students. eD use is a privilege, not a right.

As a student and eD user at Saint Peter Catholic School, I will:

1. Be responsible for the care of all school eDs. My work area will be neat with no food or drink. I will carefully handle the computer and software while using the computer.
2. Use school eDs only for education. I will only look at approved websites when using the Internet. I will not bring software or files from home unless authorized by a teacher. I will play only teacher-approved education games on the school eDs.
3. Keep all my passwords private. I will not share my password with others. I will not try to learn the password of other students.
4. Wait for teacher instructions before using my eD. If I have a question, I will ask my teacher for help.
5. Always be honest and truthful in my use of the eD. I know that if I misuse the eD, I can lose my privileges.

Please read this agreement carefully before signing the Acceptable Use Policy Signature Page. This signed page by both parent and child is required to be returned to school before electronic device use and access to the Internet is granted.

## **Grades 3 through 8**

Grades 3 through 8 are responsible for guidelines #1-#5 above and the following:

In general, students are responsible for good behavior on the school eD network just as they are anywhere on campus. Network communications are often public in nature, so general school rules for behavior and communications apply. The network is provided for student instruction, to conduct research, and type reports and/or papers. Access to network services will be provided only to those students who agree to act in a considerate and responsible manner. This access is a privilege, not a right.

File storage areas will be treated like lockers or any other storage area on campus. Users should expect that files stored on the school network will always remain accessible to appropriate school staff. School and network administrators may review profiles to maintain system integrity and ensure that users are using the system properly. Students will be expected to respect the password protection and privacy of all network users. Internet access will enable students to explore thousands of websites and access worldwide information on the Internet. Although this access has invaluable educational benefits, families should be warned that some material accessible via the Internet may be

inaccurate, or considered inappropriate by school administrators. While the teachers and staff at SPCS will make a concerted effort to control student access to this material and a filtering system is in place, parents must be aware that SPCS cannot totally control the content of material available on the Internet or user access to that material. During school, teachers will guide students toward appropriate educational material. However, it will be the responsibility of the student to not pursue material the school may consider offensive.

Our school has a website, Facebook page, Instagram account and Twitter account that contain information about our school. Some teachers also have individual class web pages. Photos, videos and student work will only be posted of students whose parents have signed the Photo/Video/Student Work Release Form (see page 60).

During school hours, the use of cell phones is not allowed without prior permission from a school official. If a student needs to bring a cell phone to school for after school hours use, he/she may leave it at the front office or with a teacher. Cell phones that ring, vibrate, or are visible during school hours disrupt the learning process and will be confiscated. If a student does not abide by this policy, the following will occur:

**First offense-**The phone will be confiscated; parent must come and get the device after school from the Division Director.

**Second offense-** The phone will be confiscated for thirty days or until the end of the year.

**Third offense-**The phone will be confiscated until the end of the school year.

Unacceptable uses of the computer include but are not limited to the following:

1. Inputting, using or accessing material that is inappropriate in language or images.
2. Violating copyright laws by illegally copying or using software or data.
3. Communicating threats of any kind.
4. Harassing or insulting another person for any reason.
5. Plagiarizing-claiming another's work as one's own.
6. Vandalizing or damaging any network hardware, software, databases or files.
7. Using another student's ID and/or password.
8. Excessively using or wasting network time and resources, including printing non-school material.
9. Using the network for non-educational purposes.
10. Changing the eD settings, including the desktop image on the school's computers and themes on your school Google Drive account. Also, no photos of yourself for your profile picture on Google Drive.
11. Student participation in "social networking" websites off of the SPCS campus is a potentially dangerous activity. If students participate in these websites, they are prohibited from listing Saint Peter Catholic School as their school, as well as from including employees of the school and should not list names of fellow students in any postings.

Students who engage in any of the above activities or in any activity deemed as inappropriate use of the SPCS computer network will have his/her access revoked for a period of time and/or other measures as deemed appropriate by a school official. Please note: The Code of Conduct from our handbook applies to interaction via internet, social media Eds.

The digital age we are living is amazing but should be handled with care and consideration. Parents, before posting pictures of Saint Peter Catholic School events on your Facebook pages or other social networks, please consider whether you have permission of other parents to do so. In this faith-based community, we ask parents to work together on this issue and be respectful of each other and most especially the safety of our children.

Please read this agreement carefully before signing the Acceptable Use Policy signature page. The page will come home with your student after discussing with your student in computer class.

Social Media Postings of Student Photographs: Saint Peter Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. SPCS adheres to these laws in its attempt to protect the privacy of all students.

Photos and/or captions on a student's or parents social media account such as Facebook, Instagram, Snapchat, Twitter, etc. that depict the school, the staff, other students, or the parish in a defamatory way may result in disciplinary action.

Students involved in possession or transmission of inappropriate photos or "sexting" on their cell phones or other electronic devices face suspension and/or expulsion.

Many websites, virtual reality sites, games, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children at all times, knowing that often predators are not living in the neighborhood, but within the home via a computer, cell phone, etc. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory way face disciplinary action.

## Testing

The Iowa Assessments are given to grades 3-8 in the first semester each year. The Cognitive Abilities Test is given in grades 2 and 5. Both tests are administered in all of the Raleigh Diocesan Schools during the first semester during the same two week testing window.



A paper copy of the test results are sent home to the parents as soon as they are available to the school (usually before Christmas).

Middle School students (gr. 6-8) may be given a maximum of three tests or quizzes per day. There is a testing schedule calendar posted in the MS hall as well as on RenWeb.

Grades 6, 7 & 8 take midterm exams at the end of the first semester. The tests are cumulative of the first semester material and count 10% of the first semester grade. All MS students take final exams at the end of the year. Final exams are cumulative of the second semester material and count 10% of the second semester grade.

## *Uniforms and Dress Code*

Uniform components (pants, shorts, skorts, shirts, and sweatshirts) may be purchased through:

- Lands End
- Belk
- JCPenney
- Target
- Old Navy
- Educational Outfitters
- Walmart

The uniform components must be the vendor's "school uniform brand." The school has specific local businesses that are authorized to monogram the school crest on uniform shirts and sweatshirts. These businesses include Parrott Canvas, Monograms+, Boston Bags and Tags, and Pirate Threads. Some of these local businesses also sell the uniform shirt, sweatshirt, and MS physical education uniform. Please call the school office or the Athletic Dept. for a list of these vendors.

All students must be in uniform every day. There are specified out-of-uniform (NUT) days which will be announced during the school year. (A dress code for such days is on pages 38-39.) If there is a time when the prescribed uniform cannot be worn for some legitimate reason (medical condition, etc.), a phone call and a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will receive an "Out-of Uniform" notice after one verbal warning. This notice, similar to a disciplinary referral may result in a detention or a call home for the parent to bring the appropriate uniform.

The Saint Peter Catholic School crewneck sweatshirt and the navy blue fleece are the ONLY outer garments that can be worn over the uniform shirt during the school day for students in PreK - 5th grade. Students in grades 6-8 may wear Spirit Wear hoodies from Ink'd Threads on Mondays-Thursdays. Other hoodies, polar fleece vests and pull-overs, etc., even if they are embroidered with the school monogram or logo, are NOT permissible in school.

School socks must be crew or ankle length in navy, gray, black or white. If the sock contains a stripe or small logo, it must be one of the colors listed above and must be discreet. Patterned socks are not permissible.

**Shorts and skorts should be NO shorter than TWO inches above the knee.**

## DAILY UNIFORM REQUIREMENTS

Pre-Kindergarten 3:

Light blue polo-style shirt with school crest; long or short sleeve

Navy blue crewneck sweatshirt with school crest or navy blue zip-up fleece jacket with school crest

Navy blue pants, shorts, skort; "pull-up" style with elastic waist

Pre-Kindergarten 4:

Yellow polo-style shirt with school crest; long or short sleeve

Navy blue crewneck sweatshirt with school crest or navy blue zip-up fleece jacket with school crest

Navy blue pants, shorts, skort; "pull-up" style with elastic waist

Kindergarten-Grade 5:

Dark green or white polo-style shirt with school crest; long or short sleeve

Dark green or Navy blue crewneck sweatshirt with school crest or navy blue zip-up fleece jacket with school crest

Navy blue pants, shorts, skort; no "jeans" style, dark belt

Grade 6-8:

Navy blue, dark green, or white polo-style shirt with school crest;

Long or short sleeve

Navy blue or dark green crew neck sweatshirt with school crest, or Navy blue crewneck sweatshirt with school crest or navy blue zip-up fleece jacket with school crest, or navy blue or dark green SPCS spiritwear hoodie from Ink'd Threads

Navy or khaki (not sand color) pants, shorts, skirt; no “jeans” style, dark belt. Pants and shorts should have appropriate fit--not overly baggy or too tight  
Official PE uniform

### DRESS UNIFORM REQUIREMENTS

#### **Middle School Boys (grades 6-8):**

The items required to be purchased from Flynn O’Hara are: the white button-down dress shirt (preferably long sleeve), the Saint Peter striped necktie, and the OPTIONAL sweater. \*Grey dress pants are being grandfathered in, but are being replaced with khaki pants of any brand from any store. (Coats and jackets are allowed to be worn outside – including to and from Mass.)

The other items (khaki pants, tan boat shoes or dirty buck oxfords, black or brown dress belt, and white or black crew socks) can be purchased through Flynn O’Hara, Lands End, JCPenney, Belk, Target, Walmart, etc.

#### **Middle School Girls (grades 6-8):**

The items required to be purchased from Flynn O’Hara are: the plaid kilt, the white button-down blouse, and the OPTIONAL sweater. (Coats and jackets are allowed to be worn outside – including to and from Mass.)

The other items (shoes – black & white saddle oxfords, dirty buck oxfords, or black Mary Jane’s; navy knee socks) can be purchased through Flynn O’Hara, Lands End, JCPenney, Belk, Target, Walmart, etc.

#### **PK4 - 5th Grade Boys:**

The items required to be purchased from Flynn O’Hara are: the blue button-down dress shirt, the green necktie, and the OPTIONAL sweater. (Coats and jackets are allowed to be worn outside – including to and from Mass.)

The other items (khaki pants, black or brown dress belt for 1st - 5th Grade only and white or black crew socks) can be purchased through Lands End, JCPenney, Belk, Target, Walmart, etc. The usual daily wear shoes are acceptable - no other shoe requirement.

#### **PK4 - 5th Grade Girls:**

The items required to be purchased from Flynn O’Hara are: the plaid jumper and the white with navy piping Peter Pan - collar blouse (no school crest required if worn under the jumper) **OR** the plaid kilt and the white with navy piping Peter Pan - collar blouse with the school crest, and the OPTIONAL sweater. (Coats and jackets are allowed to be worn outside – including to and from Mass.)

The other items (navy knee socks ONLY, **NO** tights or leggings) can be purchased through Lands End, JCPenney, Belk, Target, Walmart, etc. The usual daily wear shoes are acceptable - no other shoe requirement.

\*PK4 will begin wearing dress uniforms on Fridays after Christmas Break.

\*\*PK3 students will not wear dress uniforms.

## *Uniform for Physical Education*

The Middle School must dress out in a gym uniform during the P.E. class. This uniform consists of navy blue nylon shorts and a gray tee shirt. Both articles must have the school athletic logo on them. This uniform may be purchased from Lands End, Flynn O'Hara, or through a local vendor.

Only sneakers/athletic shoes that lace up or have Velcro closures are allowed. Socks must be worn.

## *Uniform Guidelines*

Only sneakers/athletic shoes are permitted in school unless there is some legitimate reason that they cannot be worn such as an injury or medical reason. The parent should call the school and write a note explaining to the Principal. All sneakers must contain laces that are tied at all times or Velcro closures.

**All Students'** hair must be clean and neat with bangs above the eyebrows. Boys' hair should be above and not touch the shirt collar with the sides trimmed around the ear. Hair accessories such as rubber bands, hair clips, ponytail holders, etc. must be worn in the hair, not on the wrists. Extreme hair coloring or bleaching, or extreme haircuts/hairstyles is not permitted. No beads or scarves should be worn in the hair. Hair-bands and hair-bows should not be extreme and preferably, the school colors.

Light makeup/cosmetics may be worn. Lip gloss/Chapstick in a natural or pale color is permitted. Only natural or pale pink nail polish is allowed for girls in PreK through 5th grade. There is no color restriction for Middle School. Artificial nails, tattoos, and colored contact lenses are not permitted.

No body piercing except pierced ears is permitted. Girls may wear ONE pair of earrings not larger than a dime. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring per hand, and a simple necklace on a narrow gold or silver chain such as a small cross or other religious medal. No distractive jewelry is permitted. If the student's jewelry (or any accessory) becomes a distraction to the learning process, he/she will be asked to remove it and not wear it

anymore. This is at the discretion of the teacher. This also applies to watches that beep or act as “Smart” watches.

In the winter months, girls may wear navy or white tights or leggings under their uniform skirts. Leggings must be covered by the socks at all times so as to appear as tights.

The uniform should be the proper size, clean and pressed with all buttons attached and hem intact. Uniforms with holes in them or have permanent stains on them, are not permitted. Shirrtails should be tucked in at all times. Belts must be worn with all pants and shorts that contain belt loops. Belts must be brown, black, navy, or natural/khaki colored. If students wear grosgrain/ribbon belts, the background of the ribbon color must be black, navy, or dark green.

Students who repeatedly violate the uniform policy will be issued an out-of-uniform notice that may result in a detention or may be denied participation in a NUT day event.

## Visitors

School visitors (parents, volunteers, etc.) must come to the school office upon arrival. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors are required to wear a designated sticker that is available at the sign-in window. Visitors are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license, etc.

At no time should a visitor go anywhere in the school that was not stated on the sign-in sheet. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to the classroom to see their child or a teacher, or visit a child’s locker** during the day. This is an interruption to the teacher and to the educational process.

## Volunteers

All individuals who volunteer in the school (or school sponsored events) must complete the Child SET training and keep it up to date. Volunteers/coaches will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing must be modest and neat. Volunteers must be discreet and respect the privacy rights of other students, staff, or parents.

The main responsibility of a volunteer is to assist the administration, teachers, or staff. For this reason, other siblings (preschool) are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class functions, etc.

## *Weather Emergencies*

If it should be necessary to close the school because of weather conditions, an email announcement and/or a text message will be sent home to every parent listed in RenWeb with the correct information. The local TV stations--WCTI, WITN and WNCT, will be contacted as well.

## *Withdrawal of Students*

Notice of a student's withdrawal from school should be made by the parent in writing to the Principal or Admissions Director in advance of the withdrawal date. This enables the school to prepare the necessary information and to settle accounts. **No student records will be forwarded to another school until all school accounts have been settled.** The school cannot transfer student records to another school without an official withdrawal letter from the parent and a formal request from the new school once the student has been enrolled. (See previous section on Student Records for transcript information.)

## *Right to Amend*

Saint Peter Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to the parents. Always refer to the most up-to-date version of the handbook online. A printed copy may not be the most current one.



**Saint Peter Catholic School  
Field Trip Permission Form**

**EVENT** \_\_\_\_\_ **DATE** \_\_\_\_\_ **COST** \_\_\_\_\_  
**STUDENT'S NAME** \_\_\_\_\_  
**DEPARTURE TIME** \_\_\_\_\_ **RETURN TIME** \_\_\_\_\_

**PARTICIPANT RELEASE:**

The undersigned, as parent/guardian of the above identified student, agrees as follows:

\_\_\_\_\_ I give permission for my son/daughter (print full name) \_\_\_\_\_ to attend the above identified event or activity at the location and on the dates listed above.

\_\_\_\_\_ I understand that the Diocese of Raleigh and Saint Peter Catholic School are committed to providing fun, safe, and educational experiences. In light of this, and to help ensure the safety of all concerned, I understand that if my child refuses to follow the directions given by staff or volunteers while participating in this event, I will be contacted to pick up my child immediately.

\_\_\_\_\_ I understand and acknowledge the risk of injury associated with the above identified activity or event, assume the same, and indemnify and hold harmless the Diocese of Raleigh and Saint Peter Catholic School, along with their agents and employees, from and against each and every liability, loss, cost, damage, and expense, which may be incurred in connection therewith.

\_\_\_\_\_ I hereby release and agree to hold harmless the Diocese of Raleigh and Saint Peter Catholic School, their officials, agents and employees from any claims arising out of my son's/daughter's participation in the activity or event. This release of liability includes accident, injury, loss or damages to the student as well as individuals or property which may result from the student's participation in this event.

**THE UNDERSIGNED HAS CAREFULLY READ THE FOREGOING RELEASE, KNOWS THE CONTENTS THEREOF, AND SIGNS THIS DOCUMENT AS HIS/HER OWN FREE ACT. THIS IS A LEGALLY BINDING AGREEMENT WHICH THE UNDERSIGNED HAS READ AND UNDERSTANDS.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL INFORMATION:**

The above named student is covered by the following medical insurance:

**Insurance Company** \_\_\_\_\_ **Group #** \_\_\_\_\_

**Family Physician** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Allergies/food restrictions** \_\_\_\_\_

**Other notable health issues** \_\_\_\_\_

**Mother's Daytime Phone #** \_\_\_\_\_ **Father's Daytime Phone #** \_\_\_\_\_

## Acceptable Use Policy Signature Page

I have read and understand the Saint Peter Catholic School Acceptable Use Policy. I agree to follow this policy.

Print Student Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**PHOTO/VIDEO/STUDENT WORK RELEASE FORM**

As a parent/guardian of \_\_\_\_\_, I hereby consent Saint Peter Catholic School to use and/or reproduce photographs, likenesses, or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Saint Peter Catholic School. I also agree to allow my child to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of Saint Peter Catholic School in which he/she is involved. I understand the external news media may require to identify my child's photograph and his/her work using first and last names. I also agree to allow my child's art work, literary work and/or photograph to be published on the Saint Peter Catholic School Website/Social Media pages, or SPCS publications. I also allow my child's art work and literary work completed at Saint Peter Catholic School to be entered into contests or events that Saint Peter Catholic School students are participating in. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

If you do not consent to all items listed above but consent to some, please specify which items you consent to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Signature Page

I have read the 2020 - 2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 28, 2020.**