

SAINT PETER CATHOLIC SCHOOL
2023-2024

PARENT/STUDENT HANDBOOK



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www.stpeterscatholicsschool.com

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This handbook and the policies stated in it are intended as a guide to student activities and discipline. Since it is impossible to foresee all situations that may arise, the administration reserves the right to set and/or revise policy as needed throughout the school year. New policies and revisions will be communicated to parents. Sections highlighted in **yellow** display changes from the 2022-23 handbook that parents signed off on reviewing during the enrollment/re-enrollment process. Changes made during the 2023-24 school year will be highlighted in **green**. Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.

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.

Mission of Catholic Schools in the Diocese of Raleigh

The mission of the schools and early childhood centers in the Diocese of Raleigh is to engage our school/center communities in creating quality education within a Catholic environment that fosters the current and future development of the whole child.

Mission of St. Peter Catholic School

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.

History of the School

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 (Cognia). The school is accredited by Cognia through 2027.

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 faith traditions – by teaching acceptance, tolerance, and respect for all, and promoting peace, justice, and concern for those less fortunate
- To enrich and deepen each student's relationship with God through prayer, the Mass, and the sacraments
- 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 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 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 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

St. Peter Catholic School has a racially non discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Our school does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, athletics, and other school administered programs.

2023-2024 Faculty/Staff Directory

Pastor: Fr. James J Magee III

Principal: Debra Sommer

Office/Support Staff

Office Manager: Doreen Flock

Instructional Support: Elaina Wingfield

HR Coordinator/Office: Trish Blanchard

Development: Megan Getz

Business Manager: Jeanne VonLehmden

Janitorial: Robert Phillips

Admissions: Heather Brockway

Facilities: Steve Moore

Guidance Counselor: Jennifer Lewis

Primary Staff

PK3 Teacher: Noelle Tucker

Grade 1 Teacher: Hannah Porter

PK3 Assistant: Kristen Crumpler

Grade 1 Assistant: Melissa Ju

PK4 Teacher: Peyton Thorell

Grade 2 Teacher: Maria Moloney

PK4 Assistant: Christine Luzzi

Grade 2 Assistant: Lisa Shepherd

PK4 Teacher: Bailey Wainwright

Grade 2 Teacher: Melissa Montoya

PK4 Assistant: Denise Mewborn

Grade 2 Assistant: Kathleen Tawney

K Teacher: Sarah Bartholomew

K Assistant: Robin Edmison

K Teacher: Leslie Bardwell

K Assistant: Liz Baker

Grade 1 Teacher: Susan Baro

Grade 1 Assistant: Trischa Coronado

Intermediate Staff

Grade 3 Teacher: Amy Davenport

Grade 3 Assistant: Betsy Godwin

Grade 3 Teacher: Katie Howard

Grade 3 Assistant: Landon Gibbs

Grade 4 Teacher: Brittany Parker

Grade 4 Assistant: Lucy Elliott

Grade 4 Teacher: Laurie Beck

Grade 4 Assistant: Mandy Owens

Grade 5 Teacher: Brittany Wilson

Grade 5 Teacher: Bonnie De Vasconcelos

Grade 5 Assistant: Beth Waters

Middle School Staff:

Religion: Joe Blick

ELA 8: Elaina Wingfield

Science: Chelsea Haigwood

Spanish: Pat Waters

Math 6 and 8: Rebecca Wilson

Math 7 and 8: Shannon Maloney

Social Studies 6: Matthew Melton

Social Studies 7: Michael Thomas

Social Studies 8: Elaina Wingfield

ELA 6 and 7: Michael Thomas

Specials/Support Staff

Religion PK-1: Danielle Kennedy

Religion 2-5: Laura Harris

Art/Art Tech: John Bell

Fine Arts: Margi Wright

Computer: Shari Crumpler

PE: Megan Getz

PE: Carlos Masis

PE: Matthew Melton

Library: Patty Angolia

Music: Jessica Sherill

K-5 Resource: Pam Averill

K-5 Resource: Anastasia Socie

6-8 Resource: Rebecca Wilson

Admissions

Applications

Applications are available online at www.stpeterscatholicsschool.com An application fee is charged for each application submitted. Application fees are non-refundable. Included with the application fee is the student's entrance assessment.

Pre-K and Kindergarten Program

Students entering the Pre-K 3 program MUST be 3 years of age by August 31, 2023. Students entering the Pre-K 4 program MUST be 4 years of age by August 31, 2023. Children entering the Kindergarten program MUST be 5 years of age by August 31, 2023. Enrollees must bring their birth certificate, current immunization record, and a baptismal certificate (if the student is Catholic). Students entering the Pre-K program must be bathroom independent. Students will be conditionally accepted into these programs with full acceptance contingent on displayed readiness on appropriate screening assessment.

Grades 1-8

All new students applying for admission to Saint Peter Catholic School for grades 1-8 must present a copy of their current report card and any standardized test results. Entrance screenings will be administered to all students applying for admission in grades 1-8. An interview with the student and his/her parents may be requested.

Academic Support

St. Peter Catholic School acknowledges 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 general education classes. Modifications to academic requirements cannot be made. The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP and 504 plans. If a student cannot be accommodated within the school program, every effort will be made to assist with placement at another school program beyond St. Peter Catholic School.

Tuition and Fees

- Parents/guardians are financially responsible for payment of the full amount of tuition agreed upon by the school and parent/guardian.
- In the case of a delinquent tuition payment, without a change of status agreement with the school, the student may be denied admission to the classroom until the new agreement is established.
- Delinquent accounts (including tuition, after school fees, lunch program fees, etc.) may result in loss of re-enrollment of a student for the upcoming school year as well as transcripts being withheld.
- Yearly fees include enrollment/re-enrollment fee, technology fee, and HSA family fee. (All fees are non refundable). Yearly tuition amounts and payment options are posted on the school website.
- Tuition Assistance and Scholarships may be provided to eligible families. Please visit the school website for more information.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawing 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 15th are responsible for half of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.

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 be sent directly to the new school. 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. Forms completed by teachers assisting in the evaluation of students will be faxed or mailed directly to the requesting professional. No records will be sent to transferring schools of students whose financial commitment to Saint Peter Catholic School is in arrears.

Family and Custodial Records

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.

Change in Contact Information

Please notify the office immediately if there is a change of street address, email address, or telephone number. It is critical that we have emergency contact telephone numbers on file at all times.

Student Health

During the enrollment/re-enrollment process parents are required 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.

Immunizations

All students enrolled in St. Peter Catholic School are required to be up to date on immunizations. Immunization records should be submitted to the office.

Medication

A medication form with the specific instructions must be on file in order for school personnel to administer prescribed medication. No child will be administered any prescribed medication without specific written instructions from a physician. All medication must be in the original container and must contain the child's name, prescribing physicians name, dose, frequency, and date. Only a parent may deliver medication to the school office to be dispensed. At no time should any medication be in the possession of a student (with the exception of rescue inhalers and Epi-Pens). No over the counter medication will be dispensed by school personnel. If a child feels ill, a

call will be made to the parent. If a parent feels that medication is necessary, the parent must come to the school and administer the medication to the child in the school office.

Asthma Medication

Immediate access to relief inhalers is vital. Children are encouraged to carry their inhaler. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler.

Allergy/Epi-Pen

Epi-Pens 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. St. Peter Catholic School is not a peanut free school, however, the school may ask families in classrooms that have a child with a peanut allergy to make personal accommodations for that child's safety. A parent of a student with food allergies is responsible for providing all food for his/her child. Food should be kept in a separate snack box or container. Parents of students with food allergies are encouraged and welcome to attend special school functions and/or field trips.

Child Abuse Laws

St. Peter Catholic School abides by the child abuse laws of the state of NC. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Counselor/Guidance Program

St. Peter Catholic School has a licensed Guidance Counselor on staff. The Guidance program is comprehensive and designed to serve students, parents, and faculty.

Social Media

St. Peter Catholic School works hard to protect the confidentiality rights of all students. We ask that as parents you do the same. Before posting pictures which include other students please consider whether you have permission of other parents to do so. 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. All parents must sign the Media Release Permission Form at the beginning of each school year to permit or deny the school permission to post photographs of their students on social media.

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 the 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. Parents should promote positive messages about St. Peter Catholic School on their social media accounts. Parents that use social media as a way to air their grievances may be subject to separation from the school.

Fundraising

All fundraising projects, activities, or events by students, teachers, classes, parents, and committees must be proposed to and approved by the administration in advance of an event. All funds collected at school sponsored events will be locked in an approved location at the school. No money will be held by teachers or parents.

Communication

St. Peter Catholic School will communicate to parents via FACTS, email, and text. Emergency situations such as weather alerts may be sent through these methods as well as through the local news channels and social media.

Parents and teachers should work collaboratively to communicate regarding specific students. Teachers will notify you of their individual policies for sharing grades, behavior reports, etc. Problems and/or complaints should be communicated in the following order: Teacher > Division Director > Principal.

Parents As Partners

We believe you, as parents, are the primary educators of your children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Peter Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. We trust you will be loyal to the commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, and physical gifts. It is vital that both parents and teachers work together. As partners in the education process at St. Peter Catholic School, we ask parents to do the following:

- Set rules, times, and limits so that your child receives an adequate amount of sleep
- Ensure that your child arrives at school on time and is picked up on time at the end of the day
- Ensure that your child is dressed according to the school dress code
- Make sure he/she completes assignments on time
- Make sure he/she has provisions for a nutritious lunch every day
- Reinforce academic requirements at home
- Teach your child to take responsibility for personal behavior
- Teach your child to respect oneself and others
- Help foster independence in your child
- Be ambassadors for our school in the community
- Support the religious and educational goals of the school
- When visiting or volunteering, parents should observe all rules of the school, including checking in at the front office and completing Safe Environment Training
- Participate in school functions, fundraisers, and service projects
- Support school policies and the authority of the administration, faculty, and staff
- Cooperate with teachers, staff, pastor, and administration during the disciplinary process with their child
- Complete all necessary forms and communicate any changes in information to the office in a timely manner
- Discuss problems with the persons concerned
- Communicate with the faculty and staff respectfully following the concept of subsidiary, contacting the classroom teacher before the administration
- Refrain from negative talk on social media or organizing themselves against the teachers, administration, or pastor
- Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons with whom there is an issue.
- Reimburse school for any property damaged by their child (accidentally or intentionally)

Parent/Teacher Conferences

There is one scheduled parent/teacher conference during the school year. Additional conferences may be conducted at any time with an appointment.

Parties/Celebrations/Socials

Class parties are determined by and are under the direction of the teacher. Celebrations should be simple. Students should not exchange individual gifts at school. Invitations for parties should be sent via mail or email and not distributed at school. We do not celebrate birthdays at school with parties (with the exception of Pre-K). Students may celebrate their birthday by participating in the Birthday NUT Day. Birthday NUT days are on a predesignated day during the birthday month. St. Peter's does not sponsor graduation parties at the end of the year. Please do not have balloons, flowers, or other gifts brought or delivered to your child at school. If the school hosts a social event, specific guidelines for students and parents will be communicated.

Opportunities for Parents/Guardians to Get Involved

The Cornerstone Event Committees

Halloween Carnival Committee: Friday, October 27, 2023

Contact: carnival@spscnc.net

- All parents are asked to help volunteer at the event itself
- The carnival committee works throughout the year to plan the community event which is also a fundraiser. There are various subcommittees:
 - Games
 - Sponsorships
 - Decorations
 - Logistics
 - Costume Contest
 - Country Store

Chili Cook Off: November 2023

Contact: hsa@spscnc.net

Teachers, staff, parents, students and community members are invited to serve their best chili to see who's #1! It begins at 5 p.m. in the Spiritual Life Center. Volunteers are needed to cook chili as well as to help run the event the day of!

Pizza Bingo: February/March 2024

Contact: hsa@spscnc.net

This is a family favorite. We serve pizza and play bingo! It's from 5:30 p.m. - 7 p.m. in the SPCS Cafeteria. We need volunteers to help serve pizza, pass out bingo boards, and set up/clean up the event.

Oyster Roast: February/March 2024

Contact: mgetz@spscnc.net

Enjoy oysters, fellowship and an auction. Tickets will be sold for this event. This fantastic gathering for parents and friends of the school is also a fundraiser. There are various subcommittees:

- Sponsorships
- Decorations
- Auction

The Solid Foundation Committees

Contact for all: hsa@spscnc.net

Wildcat Closet –Saint Peter Catholic School keeps a collection of gently used everyday uniform items in the Wildcat Closet in our cafeteria. These are free for the taking, and we encourage parents to donate uniforms they no longer need that are in good condition to the closet. We depend on volunteers to keep the closet organized. We also sell gently used dress uniforms at a sale in the summer.

Helping Hands (Megan Getz) -- This committee works to tackle small improvement projects around our campus to help it look its best.

Prayer at the Pole (Caroline Blick) -- On the first Friday of the month, families are invited to gather at the flagpole in the front of our school to pray for our school, students, teachers, and community.

Room moms (Megan Harrison/Debbie Sommer) -- Room moms are needed in each classroom to assist teachers with various tasks throughout the year. The room mom committee helps disseminate information to the room moms for the various events. A Room mom social is typically held each September.

Teacher Appreciation (Annie Blaubach/Jennifer Lewis/Pattie Mills//Catherine Jordan/Lindsay Barth/Lauren Gottschalk) This committee helps support and show appreciation to our faculty and staff. Volunteers are needed to coordinate events throughout the school year including dinner for parent/teacher conferences, Christmas lunch, and Teacher Appreciation Week, in addition to keeping the teacher lounge organized and snack shelves stocked.

Take-out Tuesdays (Ashley Nilsen) The HSA hosts Take-out Tuesdays multiple times throughout the year. The restaurants and establishments donate a portion of the proceeds to the school.

Wildcat Ambassador Program (Kim Aheimer, Elizabeth Keeter, Heather Brockway) -- This program pairs up existing/established families with families that are new to our school. The goal is to make these new families feel welcome and reassured that their choice of St. Peter Catholic School is the right one!

*****NOTE FOR ALL VOLUNTEERS***** Safe Environment Training (SET) is required by the Diocese of Raleigh for all volunteers. You must renew every 5 years. St. Peter Catholic School, along with St. Peter Catholic Church, holds both live and virtual sessions a few times throughout the school year to help parents stay in compliance. Please make sure you are SET compliant if you would like to volunteer. Any parent that wishes to participate in a classroom event or field trip must complete Safe Environment Training. All SPCS parents are encouraged to complete this training every 5 years. Please direct questions regarding SET status to Trish Blanchard (tblanchard@spscnc.net). For more information and to see the schedule of upcoming training sessions, please [click here](#).

Daily Life

School Calendar

The school calendar can be found in the FACTS family portal. It is updated regularly. Please note that the school calendar is no longer navigable from our website.

School Office Hours

The school office is open from 7:45 AM - 4:00 PM on regular school days.

School Closings

Throughout the school year it may become necessary to close the school due to weather or emergencies. St. Peter School will monitor circumstances closely to determine if the school needs to close. In the event of a school closure parents will be notified via FACTS, email, and text. Closings will also be posted on social media, the school website, and on WITN.

Arrival and Dismissal

St. Peter Catholic School works hard to establish arrival and dismissal procedures that move students safely and efficiently to and from the school building. For safety reasons

please refrain from being on your cell phone while dropping off or picking up your students. When picking up your students please have your child's last name clearly displayed in the front windshield of your car. **At the start of the 2023-2024 school year, families will be required to use the bar coded car tags for dismissal. The school will provide each family with 1 car tag. Additional tags can be purchased for \$5.00 each.**

Arrival

Students may arrive at school between 7:30 AM and 7:55 AM. All students will have a designated drop off/pick up location based on the location of their classroom. Specific drop off and pick up procedures will be sent to you prior to the start of school, reviewed with you at Open House, and posted in the FACTS Family Portal under "Resources" for future reference. Exterior doors of the building will be secured at 7:55 AM. Any students arriving after that must enter through the front doors of the school. Students arriving after 8:00 AM are considered tardy.

Dismissal

There are three dismissal times. Pre-K students will dismiss from their 5th Street door beginning at 2:30 PM. K-5 dismissal will begin at 2:45 PM. Any K-5 student with a middle school sibling will be dismissed during middle school dismissal. Middle school dismissal will begin at 3:00 PM. Students not picked up by 3:30 PM will be sent to the After School Program. On half days Pre-K dismissal will begin at 11:30, K-5 dismissal will begin at 11:45 and Middle School dismissal will begin at 12:00

Absences

When a student is absent from school, the parent should call the office and send a note/email to the teacher giving reasons for the absence. Notes will be retained in the school office for one year. Students that are sick must be free from fever, vomiting, or diarrhea 24 hours before returning to school. **Students who are sent home during the day with these symptoms will not be allowed to return to school the next day.** Students who are absent due to illness will have adequate time to complete missed assignments, quizzes, or tests. Students in excess of 10 unexcused absences over the course of a school year may not be promoted to the next grade. Excessive absences may result in administrative action. The state of North Carolina requires regular school attendance for all children ages seven through sixteen.

The Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period of equal

to the time which the school the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school.

Excused Absences may include the following:

- Illness or injury (doctor note preferred)
- Quarantine
- Death in Immediate Family
- Medical or Dental Appointments (must bring a note from the provider)
- Religious Observances
- Valid Educational Opportunity

Unexcused Absences - anything not listed in the above list

(*Please note that all absences will be reviewed on a case by case basis.*)

Tardy - students are considered tardy when they arrive at school after 8:00 AM. Students that arrive after 8:00 AM should have a written note explaining the reasons for the tardy. Excessive tardiness is recorded as follows:

- 5 unexcused tardies = 1 unexcused absence

After 5 unexcused tardies to school, the classroom teacher (PK-5) or Division Director (6-8) will contact the parent to discuss the issue and find a resolution.

- 10 unexcused tardies = 2 unexcused absences and make up time

After 10 unexcused tardies, parents will receive a formal letter from the school. At this time, the principal may request a meeting with the parents to better understand the circumstances. Excessive and chronic tardiness affects a student's academic performance and may affect their ability to be promoted to the next grade level. Students that are consistently tardy will be subject to after school detention (to make up lost time), being placed on an attendance contract, or possible removal from the school.

Appointments: Please schedule your child's appointments outside of school hours. If you must take your child to an appointment during the school day please notify the school. When it is time for the appointment, 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 in at the school office. Students who are away from school for an appointment for more than half the day will be counted as absent.

Please schedule vacations so that they do not interfere with attendance at school. Teachers are NOT required to provide work ahead of time, or give make-up tests for absences due to vacations. Vacations are not excused absences.

After School Program

St. Peter Catholic School offers an After School Program. The After School Program provides a safe and enjoyable environment for students to interact, play, and complete homework. Registration is required for full time and drop in students. Registration forms are available in the school office and on the school website. The registration fee is \$25 per family. Upon registering, families must note if they will be a drop in (occasional use) or a full time (regular use) student. Fees for the after school program are as follows:

Drop in students - \$20 per day per student

Full time students - full time students pay a flat weekly rate

- \$75 per week (1 student)
- \$60 per week per student (2 students)
- \$50 per week per student (3+ students)

The After School Program is available from 3:00 PM-6:00 PM on full days and from 12:00 PM - 6:00 PM on half days. A late charge of \$10 per 15 minutes will be assessed for students not picked up by 6:00 PM. There are a few days throughout the year that after school care is not available. These days are noted on the school calendar. Weekly rates will be adjusted when it is not a full week of school.

Billing and Payment

Parents will receive an invoice each month with the total amount due for attendance in the After School Program. Payment is due by the 12th of each month. Bills not paid by the 20th of each month will be charged a \$10 late fee.

Cell Phones/Smart Watches and Telephones

Classroom telephones are for faculty and staff use only. Students are not permitted to use school telephones without permission from the teacher or office personnel. The use of phones should be limited to emergencies. Calling parents to bring forgotten items is not considered an emergency.

Student use of cell phones is prohibited during the school day, in the After School Program, and during school supervised activities. If a student has a cell phone it should be powered off and kept in the students book bag or given to the homeroom teacher for safekeeping. If a phone rings/vibrates or a student attempts to use their cell phone during the school day the phone will be confiscated and turned in to the principal. The student will have to pick it up from the principal at the end of the day. On the second offense, the phone will be confiscated and a parent must come to school to claim the

device. On the third offense the student will lose the privilege to bring the device on campus.

Smart Watches are prohibited unless they are needed to monitor a medical condition. Students that need smart watches to monitor medical conditions should complete the necessary paperwork and document the medical diagnosis with the Learning Resource Center and the front office.

Field Trips

At times throughout the year a teacher may arrange for a class to go on a field trip. Field trips are designed to correlate with the teaching units and to achieve curricular goals. Parents may be asked to attend field trips to help chaperone. Parents may attend a field trip if they have completed the Safe Environment Training and the Diocesan required background check. **Parents that are not SET compliant may not participate in field trips.** A field trip permission slip must be filled out each time a student attends a field trip.

Volunteers and Visitors

School visitors must come to the office upon arrival. All visitors are required to check in. Visitors will be asked to show identification. All visitors are required to wear a badge/sticker to enter the building. Visitors should check out at the time of departure. Visitors should only go to their designated destination and should not wander the school grounds or visit their children. **All individuals that wish to volunteer in the school must complete the Safe Environment Training and Diocesan mandated background check.** All visitors and volunteers are expected to dress appropriately. Visitors and volunteers should respect the privacy rights of students, staff, and/or other parents. For safety reasons, we ask that younger children do not accompany parent volunteers.

Lost and Found

St. Peter Catholic School is not responsible for loss or damage to any items brought to school by a student. 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. Parents are encouraged to look for their child's lost items in the Lost and Found. Parents should label all student clothing, lunch boxes, books, etc. with the student's name. After ample time, unclaimed items will be donated to charity.

Students that lose a school item such as a library book, text book, iPad, etc. must pay the replacement cost of the material.

Lockers

Each Middle School student is assigned a locker. At no time will the lockers be locked. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Students may place locker shelves inside their lockers to make it easier to store their belongings.

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 or order lunches or drinks from carry-out restaurants. Lunches should not be sent to students via DoorDash, Uber Eats, or a similar service. Any student who forgets a bagged lunch will be provided with something to eat, and charged \$6 for the school lunch. If a lunch is dropped off by a parent, the student may pick it up on the way to the lunchroom 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.

Uniform Guidelines

St. Peter Catholic School observes both a daily uniform and a dress uniform for its students. Uniform pieces may be purchased at Lands End, Belk, JCPenney, Target, Old Navy, and WalMart. These should be the vendor's "school uniform brand" style pieces. All uniform tops should be embroidered with the school crest. Approved monogrammers include Lands End, Boston Bags and Tags, Pirate Threads, High Tide Embroidery, and Parrott Canvas. Hair should be clean and neat. Hair should be a natural color. Hair should be kept out of the eyes so as to enable the teacher to see the student's face. Girls should wear modest hair accessories that are appropriate in size. Middle school girls may wear light makeup in natural colors. Finger nail polish should be a light color, should not be distracting, and should be kept neat. Makeup and artificial nails should not be worn in K-5. Middle School girls with artificial nails should refrain from having nails that are too long. No body piercings (except ears) are permitted. Girls earrings should not be larger than a dime. Boys should not wear earrings. Other jewelry should be limited and simple.

Daily Uniform Pre-K - 5th Grade

Daily uniforms are worn Monday, Tuesday, Thursday, and Friday.

The daily uniform consists of a polo shirt (long or short sleeved) with the monogrammed school logo (wick away fabric is permissible), navy blue pants, shorts, or skort (no jeans style), socks (ankle or crew length in navy, gray, black or white), and tennis shoes/sneakers. Pre-K students should wear “pull up” style shorts, pants, or skorts with an elastic waistband (no belt). K-5 students should wear a belt in black, brown, or navy blue. Shorts and skorts should be no shorter than 3 inches above the knee. Tennis shoes/sneakers should have a lace up or velcro closure. No light up shoes or shoes with wheels.

Pre-K 3 - light blue polos

Pre-K 4 - yellow polos

K-5 - hunter green or white polos

Daily Uniform 6th - 8th Grade

Middle school students may wear navy blue or khaki (not sand color) pants, shorts, or skorts. No jeans style. Shorts and skorts should be no shorter than 3 inches above the knee. Girls shorts should be Bermuda cut and should not have side slits. Pants, shorts and skorts should fit appropriately and should not be too baggy or too tight. Middle school students should wear navy blue, hunter green, or white polo shirts with the monogrammed school crest. Wick away fabric is allowed. Black, brown or navy blue belt, tennis shoes/sneakers, ankle or crew length socks in white, navy, gray, or black.

Outerwear

On chilly days students may wear the following outerwear in the classroom.

- Pre-K - 5th grade students may wear navy blue or hunter green crew neck sweatshirts with the school crest, or the navy blue zip up fleece jacket with the school crest (available at Lands End) or the navy blue quarter zip pullover available at Lands End. K-5 students may **not** wear hoodies.
- 6th-8th grade students may wear navy blue or hunter green crew neck sweatshirts with the school crest, or the navy blue zip up fleece jacket with the school crest (available at Lands End), or the navy blue, white, or hunter green hoodie (available from Ink'd Threads), or the navy blue quarter zip pullover (available at Lands End).

Dress Uniform

St. Peter Catholic School observes a dress uniform that is worn on Wednesdays (mass day). Dress uniform pieces are available at Lands End. Pre K students do not have a dress uniform.

K-5 Boys

- White button-down dress shirt with school logo
- Saint Peter striped necktie
- OPTIONAL sweater or sweater vest with school logo
- Khaki pants
- Black, brown, or navy belt
- Black, navy, gray, or white crew socks

Coats and jackets are allowed to be worn outside – including to and from Mass. The usual daily wear sneakers or tennis shoes are acceptable - no other shoe requirement.

K-5 Girls

- Plaid jumper and the white with navy piping Peter Pan collar blouse (no school crest required if worn under the jumper) OR
- Plaid kilt or plaid skort with either the white button down collar shirt (also called Oxford shirt) with the school crest OR the white with navy piping Peter Pan collar blouse with the school crest
- OPTIONAL v-neck sweater, cardigan or sweater vest with school logo
- Navy knee socks, navy tights or navy leggings.

Coats and jackets are allowed to be worn outside - including to and from Mass. The usual daily wear sneakers or tennis shoes are acceptable - no other shoe requirement.

6-8 Boys

- White button-down dress shirt with white undershirt
- Saint Peter striped necktie
- OPTIONAL sweater or sweater vest with school logo (hoodies and sweatshirts are NOT permitted with the dress uniform)
- Khaki pants
- Dress shoes, such as bucks, boat shoes or similar dress shoes in black, brown, or navy
- Black or brown dress belt
- Black, navy, gray, or white crew socks

Coats and jackets are allowed to be worn outside – including to and from Mass.

6-8 Girls

- Plaid kilt or plaid skort

- White button down oxford blouse with school logo
- OPTIONAL v-neck sweater, cardigan or sweater vest with school logo (hoodies and sweatshirts are NOT permitted with the dress uniform)
- Close-toe dress shoes in black, brown, or navy (such as ballet flats, Mary Jane's, oxfords or similar shoes) Navy knee socks or navy tights

Coats and jackets are allowed to be worn outside - including to and from Mass.

PE Uniform

Middle School students wear a PE uniform when they attend PE. Students should bring the uniform with them in a small bag. The PE uniform consists of navy blue shorts and a gray tee shirt with the athletic logo. PE uniforms may be purchased from Lands End, or Ink'd Threads.

More detailed information about school uniforms can be found on the school website.

NUT Day Guidelines

St. Peter Catholic School observes NUT (No Uniform Today) days throughout the year. NUT days are a school fundraiser. 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. The following guidelines should be observed on NUT days.

Students may wear:

- jeans
- tennis shoes/sneakers ONLY
- shorts, skirts, skorts, dresses no shorter than three inches above the knee
- sweatshirts
- jogging suits
- slacks
- yoga pants/leggings (the top must cover the student's bottom)
- simple jewelry

Students may NOT wear:

- flip flops, sandals, or any shoes other than tennis shoes/sneakers 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

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. 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 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. The second offense results in losing all remaining NUT days.

Spiritual Life

At St. Peter Catholic School we strive to "teach as Jesus did". All students will receive religious education rooted in Catholic doctrine and tradition. Religion is a core subject in the curriculum and is taught daily.. Students at St. Peter School will also live out their faith through daily prayer, attending weekly mass, participating in various service projects, and through sacramental preparation.

Weekly Mass

Students and teachers will attend and participate in mass every **Wednesday at 8:30 AM.** In addition to mass on Wednesday's students may attend mass on special feast days, solemnities, and on Holy Days of Obligation.

Sacramental Preparation

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Peter Catholic School. Preparations for two sacraments, Reconciliation and Holy Communion, form the core of instruction in Grade 2.

Service Projects

The purpose of service projects is to provide students with opportunities to make a difference in our church and surrounding communities through outreach and support. All students will participate in a variety of service opportunities throughout the year.

Academics

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, Spanish), 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 six core subjects (language arts, math, science, social studies, Spanish, and religion).

Saint Peter Catholic School offers students opportunities for growth in the following major subjects: religion, computer literacy, fine arts and special subjects, handwriting, language arts, mathematics, physical education, science, social studies and Spanish.

Grading Scale

St. Peter Catholic School observes a 7 point grading scale.

A = 93%-100%

B = 85%-92%

C = 77%-84%

D = 70%-76%

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.

Report Cards

Report Cards are important tools for communication. Report cards will be emailed to parents at the end of each nine week quarter. Parents can access ongoing daily grades in FACTS. Report cards will not be issued if any fees are in arrears.

Accreditation

Saint Peter Catholic School is accredited through Cognia. Accreditation was originally earned and awarded in 1994 and most recently renewed in 2023. It is active through 2028.

Academic Probation/Promotion

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 extracurricular activities during the period of ineligibility.

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. Promotion to the next grade is dependent on successful completion of all subject areas.

Testing

The iReady Assessments in Reading and Math are given 3x per year to all students in Kindergarten through 8th grade. This benchmarking assessment is administered in all Diocese of Raleigh Schools 3x per year. A copy of the test results are sent home to the parents as soon as they are available. All students in grades 3-8 will take the Assessment of Religious Knowledge (ARK) in the spring. Results will be sent home to parents as soon as they are available. Middle School students may be given a maximum of three tests or quizzes per day. 6th and 7th grade students will take a final exam at the end of the school year. 8th grade students will take midterm exams at the end of the first semester and final exams at the end of the school year. Mid term and final exams are worth 10% of the semester average. 8th grade students may also be required to take state required mastery exams for any high school courses for credit.

Distance Learning

St. Peter Catholic School has a plan for transitioning to digital 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 the Pastor, and in conjunction with the Office of Education of the Catholic Diocese of Raleigh, will determine when the change to the school's normal 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) shall be incorporated into—the school plan for prudent precautions for student/faculty health. This plan may be modified as necessary **and:**

1. **School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion**
2. **No adjustments can be made with regard to the student attending virtual/in-person outside of the School's policies; and**
3. **No adjustment will be made to the current school year's tuition charges in response to such changes.**

Additionally, students will be required to comply with School's health and safety protocols as described in the School's policies, protocols, and procedures to limit the spread of COVID-19 and failure to comply with such protocols may result in the immediate removal of the child from campus.

Parents accept and assume all risks of returning their child to school.

Honors and Awards

Honor Roll

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 grade students 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 grade students 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, after school detentions, or suspensions may be disqualified from membership.

Awards

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 a specific set of criteria.

- Saint Luke the Evangelist Award for Excellence in Art
- Saint Cecilia Award for Excellence in Music
- Saint Nicholas Award for Excellence in Geography
- Saint Bede Award for Excellence in History
- Saint Joseph Award for Excellence in Language Arts
- Saint Isidore of Seville Award for Excellence in Computer
- Saint Barbara Award for Excellence in Mathematics
- Saint Albert the Great Award for Excellence in Science
- Saint Mariana de Jesus Award for Excellence in Spanish
- Saint Sebastian Award for Excellence in Physical Education
- Saint Paul of the Cross Award for Academic Excellence
- Pope Saint John Paul II Award for Excellence in Religion

** Please note that awards are subject to change each academic year at the discretion of the faculty and staff**

Learning Resource Center (LRC)

The Learning Resource Center serves as a means of support in an effort to help make every student's learning experience a successful one. Saint Peter Catholic School does not offer Exceptional Children services, as mandated by the public school system.

If a student begins to have academic difficulties, the Learning Resource Center, the student's teacher(s), and the parents will work together to address those needs. A learning plan will be developed and may include the following: classroom observations, classroom strategies, a learning plan, accommodations, and resource support. If it is determined that further assessment is needed, the Learning Resource Center will assist in the referral process. Parents may decide to have their child tested free of charge through Pitt County Schools, or for a fee through a private testing agency. All evaluations will be sent directly to the Learning Resource Center, for the purposes of confidentiality and documentation. The Learning Resource Center will collaborate with the student's teacher(s) to provide appropriate accommodations for the student.

The Learning Resource Center will consistently evaluate and monitor the progress of the student who is receiving support, and the resource teachers will meet with/contact teachers and parents. If the student continues to struggle with the available support and services that are being 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's learning environment is one in which he or she can experience success without frustration, while maintaining the motivation to learn.

The Diocese of Raleigh Catholic Schools acknowledges 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. The Diocese of Raleigh Catholic Schools is exempt from providing services to students for IEPs and 504 Plans. In the event that a student has been diagnosed with a special need that is not able to be reasonably met within the general education classroom, every effort will be made to assist with the student's placement in an alternative school program beyond Saint Peter Catholic School.

Acceptable Use and Electronic Policy Use Agreement

St. Peter Catholic School students are asked to sign an acceptable use policy agreement. The purpose of the policy is to communicate the school's position on the appropriate use of electronic devices and the internet. 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, graphing calculators, or similar devices. 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 appropriate guidelines for use. Please see the attached Acceptable Use Agreement, sign and return to school on the first day.

Student Conduct

Code of Conduct/Discipline Code

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 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. Discipline is measured and monitored primarily in the classroom according to each teacher's classroom management system. These individual measures will be explained to all parents at the Back to School Open House. When classroom procedures have proven unsuccessful in alleviating particular behaviors, the student will be referred to the administrative level. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Student Honor Code

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, recess)

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)

Violations

Violations of the Honor Code, Code of Conduct, or Discipline Code can lead to, but are not limited to, the following consequences:

- Restrictions or loss of privileges
- Notification to parents/Referral
- Parent/Student/Teacher/Admin conference
- Grade penalty
- Detention
- In School Suspension
- Out of School Suspension

Serious disciplinary actions, such as the following, may result in suspension, expulsion, and notification of local law enforcement.

- Cheating
- Possession of weapons, narcotics, drugs, or alcohol
- Smoking or vaping
- Excessive defiance
- Theft
- Gambling
- Sexual harrassment or sexual assault
- Threats
- Fighting or physical violence
- Use of inappropriate language
- Bullying or cyberbullying
- Destruction of property

Student Harassment and Bullying

St. Peter Catholic School provides a safe environment for all individuals. Verbal, written, or physical threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest), face detention, suspension, and/or expulsion. **In addition to disciplinary action, a student**

that communicates a threat may be removed from school until he/she can be evaluated by a mental health professional. Harassment of any type is not tolerated.

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.

Social Media

Engagement in online social media by students which includes defamatory comments regarding the school, faculty, administration, or other students will result in disciplinary action determined by the principal.

The school reserves the right to search any electronic device brought on campus.

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 is involved in cheating will also be unable to participate in sports/activity for a predetermined amount of time.

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 the 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 pre-designated teacher upon regular morning arrival time for direction. Students who receive an out-of-school suspension will not be allowed on campus or to 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.

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. Use is a privilege, not a right.

As a student and eDs 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.

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.

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 Media Release Form. 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.

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 use, he/she may leave it in their backpack or with a teacher. Cell phones that ring, vibrate, or are visible during school hours disrupt the learning process and will be confiscated and a consequence will ensue. 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.

The digital age we are living in is amazing but should be handled with care and consideration. Please read this agreement carefully before signing the Acceptable Use Policy signature page. The page will come home with your student after discussing it with them in computer class.

Handbook Signature Requirements:

By choosing St. Peter Catholic School for your child, you agree to follow all of the policies and procedures stated in this handbook. Your electronic signature of this handbook was recorded at the time of enrollment/re-enrollment. Updates to this handbook will be published each year and available to you electronically via the website or the FACTS family portal.

Athletic Program

Welcome to Saint Peter Catholic School! In choosing to attend Saint Peter Catholic School you have elected a Christ-centered Catholic education and academic excellence. Many wonderful opportunities await you!

As a school community, we all must consider the appropriate role of athletics here at Saint Peter. A core characteristic of Catholic Christianity and Catholic schools is the concept of relationship and community and the conviction that humankind is “made for each other” (*Educating for Life*, Thomas Groome, p.60). Our prayer is stronger in the community. Academic achievement is greater in a community with a similar mission and goals. Our athletic program adds another dimension to our school community. Pope John Paul II says that “*As manifestations of the communal body of Christ, athletics serve to unify all individuals, including coaches, student-athletes, and families in a spirit of peace.*”

This Athletic Handbook outlines the philosophy and reflects the policies of the Saint Peter Catholic School Athletic Program for the 2023-2024 school year. Please read this document carefully and sign the electronic agreement before the first game of the season. The agreement states that you intend to abide by the policies of the Saint Peter Catholic School Athletic Program during the 2023-2024 school year.

Saint Peter Athletics extends the work of Saint Peter Catholic School by offering another environment in which high human and spiritual ideals can be fostered to help children grow towards a deeper understanding of themselves and their roles in God’s great world. Thank you for doing your part to help positively affect and develop the lives of all children by building a peaceful environment within our school, our parish, and in our larger community.

Just as those who create a document such as this are a work in progress, so is this Athletic Handbook.

Mission of Saint Peter Catholic School Athletics

The Saint Peter Catholic School Athletic Program dedicates itself to the pursuit of excellence in athletics within the framework of a Catholic community and in accordance with its primary role as an educator and spiritual guide. The athletics program is committed to providing opportunities for each individual student-athlete to reach his/her highest potential while developing the qualities and spirit of a Catholic Christian.

Philosophy

Participation on a team is a privilege. With this privilege comes responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings. We recognize the need for God's support and guidance in meeting these responsibilities. The Athletic Program enhances the mission of St. Peter Catholic School by providing a platform from which students are able to develop to their highest potential by

- Identifying God given talents and abilities
- Growing personally through educational and athletic opportunities;
- Learning independently through individual and team practice and competition experiences
- Challenging themselves intellectually, emotionally, and physically
- Embracing diversity in a highly competitive environment
- Adhering to the principles of fair play and sportsmanship.
- Embracing both successes and failures as an integral part of the physical, emotional, and spiritual learning and growth process
- Learning habits which teach, promote, and help maintain a healthy lifestyle

Conference Affiliation

Saint Peter Catholic School participates in two different athletic organizations. The Eastern Independent Conference (EIC), a conference composed of Catholic schools in the area and the Inner Banks Athletic Conference (IBAC), composed of mostly public schools from Beaufort County. In addition to playing conference games, Saint Peter teams often play other schools in the area. Thus, Saint Peter athletes play students from diverse backgrounds and skill levels.

Athletic Registration Information

Nondiscriminatory Policy

Saint Peter Athletics admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

Procedure for Registration

A student can become a full, participating member of a Saint Peter athletic team once the following requirements are met:

1. Student and parent/guardian have completed, signed and uploaded the John Paul II Catholic High School Waiver to their Dragonfly profile.

2. Student and parent/guardian have uploaded the Physical form to their Dragonfly profile.
3. Student and parent/guardian have read the Saint Peter Athletic Handbook and signed the electronic Athletic Contract in their Dragonfly profile.

Athletic Contract/Agreement

Saint Peter students wishing to participate in a sport must sign the contract. This agreement is accessible in your Dragonfly parents/athletes profile under the eligibility and requirements tab. Contract must be signed on or before the first game date. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants. A contract/agreement need only be completed one time during the school year.

Athletic Fees

All sports offered at Saint Peter Catholic School have different costs required for operation. Student athletes and their families are required to pay an athletic fee through their Dragonfly account/profile. The fee is per athlete, per sport to cover part of the operating costs, uniforms costs, equipment costs, and tournament fees. Students and their families may be asked to provide their own personal equipment for certain sports.

Financial constraints should not inhibit any student from participating in student athletics. For financial assistance for Saint Peter athletics, please contact the principal.

General Athletic Information

Levels of Competition

Development of the skills fundamental to each sport receives primary emphasis on each athletic team offered at Saint Peter. Each team experience, however, may be slightly different depending on the level at which the team is competing.

LEVEL	<p style="text-align: center;">Varsity</p> <p>Teams at this level strive to prepare students for high school athletics</p>	<p style="text-align: center;">Junior Varsity</p> <p>Teams at this level serve as transitions from the developmental level to varsity level teams.</p>
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COMMITMENT REQUIRED	<p><i>High</i> Students and families must commit to 5 events a week—practice, games, scrimmages, etc.</p> <p>*attendance at Saturday practices and practices during holiday breaks may be requested.</p>	<p><i>Moderate</i> Students and families must commit to 4-5 events a week—practice, games, scrimmages, etc.</p> <p>*attendance at Saturday practices and practices during holiday breaks may be requested.</p>
COMPETITION	Officiated games against other schools as well as occasional non-conference games.	Officiated games against other schools as well as occasional non-conference games.
PLAYING TIME	At discretion of teams' coaches.	Coaches will make every effort to play every team member in each game.
SKILLS EMPHASIZED	<ul style="list-style-type: none"> -Advancing game strategies -Leadership skills on and off the field/court -Individual fundamentals reinforced and extended 	<ul style="list-style-type: none"> -Importance of team cohesion -Individual fundamentals introduced and reinforced -Formal game strategies introduced

Athletic Teams at Saint Peter

Saint Peter Catholic School offers the following sports to students in grades 6 - 8:

SEASON	GIRLS	BOYS
Fall	<p><i>Volleyball</i> Varsity – (7-8) Junior Varsity –6th) <i>Cross-Country (6-8)</i></p>	<p><i>Cross-Country (6-8)</i> <i>Football (7-8)</i></p>
Winter	<p><i>Basketball</i> Varsity - (7-8) Junior Varsity - (6th) <i>Cheerleading</i></p>	<p><i>Basketball</i> Varsity – (7-8) Junior Varsity – (6th) <i>Cheerleading</i></p>
Spring	<p><i>Softball (7-8)</i> <i>Golf (6-8)</i> <i>Co-ed Soccer (7-8)</i></p>	<p><i>Baseball (7-8)</i> <i>Golf (6-8)</i> <i>Co-ed Soccer (7-8)</i></p>

Athletics Transportation Policy

In accordance with the policies of the Diocese of Raleigh, Saint Peter Catholic School does not provide any transportation to or from athletic events. All transportation is privately arranged by parents/guardians. Saint Peter and the Diocese of Raleigh assume no liability for accidents that may occur en route to any sporting practice or activity.

Transportation to and from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

Student-Athlete Expectations and Requirements

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Saint Peter community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of Saint Peter Catholic School.

Student-Athlete Expectations

A student-athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the Saint Peter Parent-Student Handbook. Each student-athlete is expected to demonstrate and encourage in others behaviors that reflect good sportsmanship. If behavior infractions occur, student-athletes may face both a school and an athletic consequence.

Attendance

All student-athletes must be marked as present in school on the day of practice or a game in order to participate. Please see the *Student-Parent Handbook* for what constitutes an absence.

All student-athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach and/or athletic director has been notified *in advance*. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.

Dress Code/Uniforms

Student-Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks volumes of their class and excellence. No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect.

Uniforms should be returned in good condition at the end of each season. If a uniform is not returned, parents are responsible for the cost of replacing the uniform. Report cards may be withheld if uniforms are not returned.

Sportsmanship

All student-athletes are expected to represent **Saint Peter Catholic School** in an exemplary manner. This behavior is expected both on and off the court or field. Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director. This can range from sitting out at practice to a one-game suspension. In extreme cases when an athlete has been ejected from a game or has had multi-game suspensions, dismissal from the team may be appropriate. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

Eligibility and Probation

We expect student-athletes to maintain academic and behavioral standards in keeping with the Saint Peter Catholic School Student-Parent Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena.

Eligibility

To be considered *ELIGIBLE* to participate in interscholastic athletics at Saint Peter Catholic School, a student must be in good academic and behavioral standing at all times. Grade checks are performed approximately every 4 weeks.

At Risk

A student is considered “at risk” if they have a D average in one or more subjects or if they have had any disciplinary referrals. At risk students will be closely monitored by the administrative staff. Parents will be notified when a student is “at risk”.

Probation

A student-athlete will be considered *ON PROBATION* if his/her most recent academic report reflects any one or a combination of the following academic grades or conduct:

- ❖ One failing grade in any subject (F)
- ❖ D average in 2 or more subjects

A student-athlete will also be considered *ON PROBATION* should his/her behavior require:

- ❖ After school detention and/or 3 disciplinary referrals
- ❖ In school suspension

PROBATION is for a minimum of 1 week, and will end only when grades are back to a satisfactory level.

During a *PROBATION* period, a student-athlete's *time should be spent improving one's grades and conduct*. While on probation, student-athletes may not participate in games and practices and are encouraged to seek extra help from those teachers in courses where he/she is struggling. Saint Peter Catholic School faculty and staff are always willing to assist students in their academic studies and personal growth as young adults.

Ineligibility

A student-athlete will be considered *INELIGIBLE* for interscholastic sports at Saint Peter Catholic School if the academic or behavioral report reflects any one, or a combination of the following.

- ❖ Persisting failing grade in any subject at the 2nd grade check of the season
- ❖ Persisting D average in 2 or more subjects at the second grade check of the season.
- ❖ Persisting disciplinary infractions such as a second in-school-suspension or after school detention
- ❖ An out-of-school suspension during the season.

Ineligibility means that a student-athlete may NOT participate in interscholastic athletics at Saint Peter for the remainder of the season. This will result in the removal of the student from the team's roster.

Expectations of Parents and Stakeholders

Saint Peter Catholic School coaches and administrators respect the primacy of the parents as the first teachers of their student-athletes, and will partner with parents in the formation of student-athletes. Parents and other members of the community play a vital role in the holistic education of children including students' participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of Saint Peter Catholic School permeates the athletic program.

Five Ways to Support your Student-Athlete

1. **Be present** – Show up to games, cheer, and support our teams!
2. **Be positive** – Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. **Encourage independence** – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coach about any questions and/or concerns.
4. **Observe the “24 Hour Cushion”** – As do all good educators, Saint Peter coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. **Model Saint Peter’s behavior expectations for visiting spectators** – Take pride in our athletic program and model for visitors how we...
 - a. cheer for our team rather than against our opponents.
 - b. respect the integrity and authority of game officials.
 - c. allow coaches to coach without criticism from the spectators.
 - d. help clean up at the end of athletic events.

All parents of student athletes are expected to represent **Saint Peter Catholic School** in an exemplary manner. This behavior is expected both at practices and games. Parents of student athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception.

Removal from Team – Parent Decision

The principal, athletic director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

Revisions/Modifications to Athletic Handbook Policy

The Principal may make changes to any policies outlined in this handbook as needed, and has the final decision with regards to any policy. Changes will be made public in the weekly letter.

In extreme or unusual circumstances the school has the authority to remove a student, cancel a game, or cancel a season.

Electronic Signature noting that you have read and understand the policies in this handbook should be entered into your Dragonfly account on or before the first game of the season.

Last updated: 08/28/2023