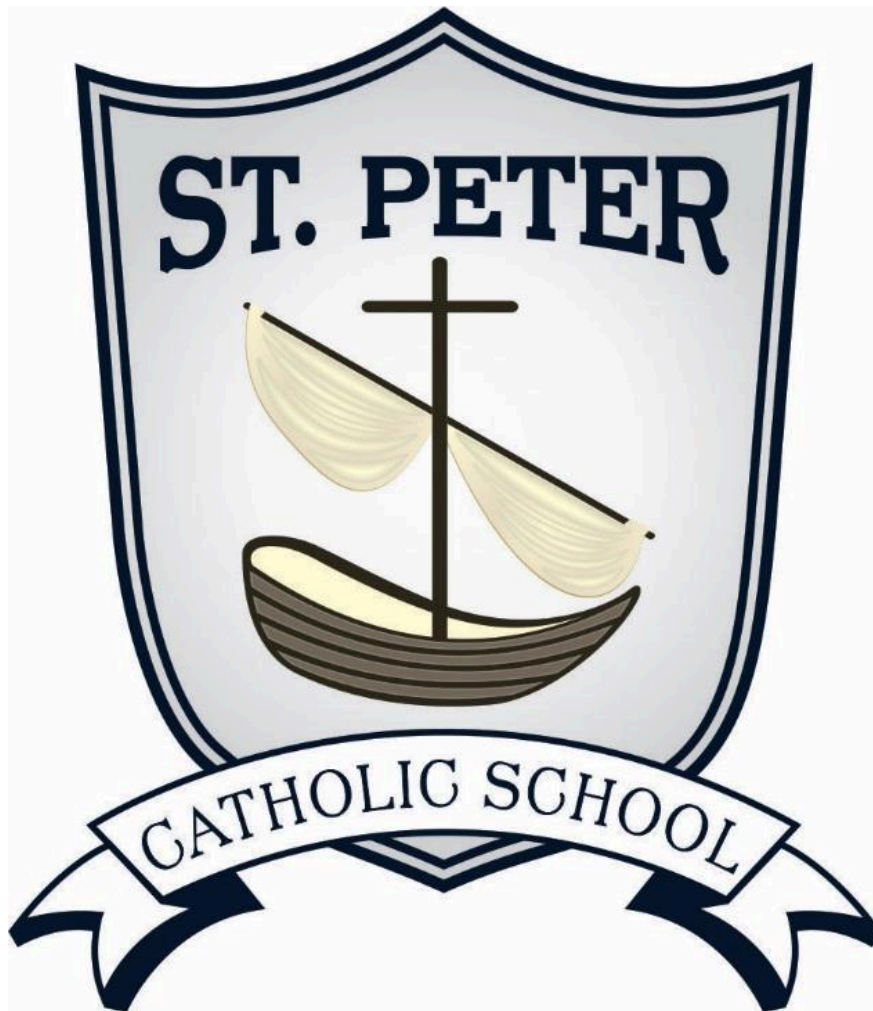


SAINT PETER CATHOLIC SCHOOL  
2024-2025

PARENT/STUDENT HANDBOOK



2606 East Fifth Street, Greenville, North Carolina 27858

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[www.stpeterscatholicsschool.com](http://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 2023-24 handbook that parents signed off on reviewing during the enrollment/re-enrollment process. Changes made during the 2024-25 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.***

# 2024-2025 Faculty/Staff Directory

**Pastor:** Fr. James J Magee III

**Principal:** Debra Sommer

## **Office/Support Staff**

Office Manager: Doreen Flock

Dean of Instruction: Elaina Wingfield

Business Operations Manager: Trish Blanchard

Development: Megan Getz

Janitorial: Robert Phillips

Business Manager: Jeanne VonLehmden

Facilities: Steve Moore

Admissions: Heather Brockway

Guidance Counselor: Jennifer Lewis

## **Primary Staff**

PK3 Teacher: Noelle Tucker

Grade 1 Teacher: Hannah Singleton

PK3 Assistant: Kristen Crumpler

Grade 1 Assistant: Melissa Ju

PK4 Teacher: Peyton Thorell

Grade 2 Teacher: Abby Hopkins

PK4 Assistant: Christine Luzzi

Grade 2 Assistant: Lisa Shepherd

PK4 Teacher: Vicki Rouse

Grade 2 Teacher: Melissa Montoya

PK4 Assistant: Denise Mewborn

Grade 2 Assistant: Kathleen Tawney

K Teacher: Bailey Eason

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 Teacher: Laurie Beck

Grade 4 Assistant: Mandy Owens

Grade 5 Teacher: Brittany Wilson

Grade 5 Teacher: Bonnie De Vasconcelos

Grade 5 Assistant: Erin Greenleaf

### **Middle School Staff:**

Religion: Joe Blick

Science: Chelsea Haigwood

Spanish Assistant: Amber Sajecki

Math 6 and MS Resource: Rebecca Wilson

Math 7 and 8: Gail Clark

Social Studies 6/7/8: Michael Thomas

ELA 6/7/8: Michelle Gardner

### **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: Maria Moloney

Music: Jessica Sherrill

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](http://www.stpeterscatholicsschool.com) An application fee is charged for each application submitted. Application fees are non-refundable.

### **Pre-K and Kindergarten Program**

Students entering the Pre-K 3 program MUST be 3 years of age by August 31, 2024. Students entering the Pre-K 4 program MUST be 4 years of age by August 31, 2024. Children entering the Kindergarten program MUST be 5 years of age by August 31, 2024. 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 offered enrollment following displayed readiness on an 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 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.

## **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**

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. **Students with chronic and potentially emergent conditions such as, but not limited to, asthma, severe allergic reactions, diabetes, and seizure disorder, must have an emergency action/treatment plan on file with the school at all times. These plans are reviewed and shared with the classroom teacher.**

## **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, **or for a child to self medicate.** 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, which are kept with the child's teacher at all times). 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:

General classroom concerns and/or behaviors: Teacher > Division Director > Principal

Academic or instructional concerns: Teacher > Division Director > Dean of Instruction > 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 - please remember we do not accept food deliveries from restaurants for students. Please refrain from bringing fast food to school at lunch time.
- 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)

**In the event of a school emergency, medical emergency, lockdown, etc. parents should:**

- Encourage and support school safety, violence prevention and incident preparedness programs within the school.
- Do not impede the response of school and public safety officials to any emergency by unnecessarily overloading phone lines, parking and/or gathering in and around school grounds and roadways leading to the campus that will impede emergency access in any way, or otherwise contribute to the delay of care of students and faculty. Please



remember that if an incident involves a student, that student's parents will be notified immediately.

- Encourage parents/guardians to keep all contact information/dismissal information current.
- Read, understand and observe the school emergency guidance provided before, during and after an emergency.

## 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

### Event Committees:

Halloween Carnival Committee: Friday, October 25, 2024

Contact: [carnival@spscnc.net](mailto: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 2024

Contact: [hsa@spcsnc.net](mailto:hsa@spcsnc.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.

Pizza Bingo: February 2025

Contact: [hsa@spcsnc.net](mailto:hsa@spcsnc.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: March 2025

Contact: [mgetz@spcsnc.net](mailto:mgetz@spcsnc.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

#### School Committees:

Contact for all committees below: [hsa@spcsnc.net](mailto:hsa@spcsnc.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 - (various HSA representatives) 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 - 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 (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 year.** For those who have never taken the SET course, the Diocese of Raleigh holds 2 hour virtual sessions monthly throughout the school year to help parents stay in compliance. For those needing to renew their SET, you will receive an email in July with instructions on how to proceed. The renewal course is 30 minutes and must be completed prior to the end of September without having to retake the SET course. 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. Parents will NOT be permitted to attend a classroom field trip for any reason, if SET is not up-to-date. This includes both the completion of the course and the completion of the required background check. All SPCS parents are encouraged to complete this training every year. Please direct questions regarding SET status to Trish Blanchard ([tblanchard@spcsnc.net](mailto:tblanchard@spcsnc.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 - 3:30 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 may also be posted on social media 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. St. Peter utilizes School Pass for monitoring school dismissal. When picking up your students please have your car tag clearly displayed in the front passenger side windshield of your car. The car tags will be scanned upon your arrival. The school will provide each family with 1 car tag. Additional tags can be purchased for \$5.00 each. Any cars that will be going through the pick up line should have a car tag.

### **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. Families should drop off at their designated location. 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. All students will have a designated dismissal location. There is no “walk up” dismissal; all families should proceed through the carline. If a

student needs to be checked out early for an appointment, parents must come into the building to sign them out. Please refrain from checking your student out after 2:15 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
- St. Peter School activities and sports

Unexcused Absences - anything not listed in the above list including (but not limited to) family vacations, sporting events, and travel sports.

(\*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 tardies = phone call/meeting

- 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 = meeting with administration
  - After 10 unexcused tardies, parents will receive a formal letter from the school. At this time, the Principal, Dean of Instruction, or Division Director 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 note that the latest a student can be signed out for an appointment is 2:15 PM. Please plan accordingly.

*\*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 who 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 (see above, pg. 19). **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. For the 2024-25 school year, field trip permission slip forms will be digitized and will include a place to indicate if any siblings will be checked out upon return. For example, if your student in 2nd grade is checking out after their field trip returns at 2 PM, you will have a place to indicate if their middle school sibling is checking out as well. Otherwise, their middle school sibling will have to wait until their 3 PM dismissal time. This will limit the number of disruptions to other classrooms at the end of the day.

## **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 who 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. Locker shelves are provided by the school.



## **Lunch Program**

Saint Peter Catholic School offers a hot lunch program daily provided by the *Aramark Corporation*. Meals must be ordered by the month. Drinks and snacks may be purchased on a daily basis. There is no option to purchase meals daily due to the ordering required through Aramark. Food items must be ordered in advance to ensure that we have enough food on any particular day. Second servings are not provided unless there is an excess of food that day. If there is an issue with the portion size of the meals you are purchasing, please contact administration so that they may alert Aramark. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, energy 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). Kindergarten students may wear “pull up” style shorts, pants, or skorts with an elastic waistband, or shorts, pants, or skorts with belt loops and a belt. Kindergarten students may wear a belt if they are able to unbuckle it. Magnetic belts are permissible.

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 Wednesday's (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
- Sweater or sweater vest with school logo - no other outerwear permitted with the dress uniform
- Khaki pants
- Black, brown, or navy belt
- Black, navy, gray, or white crew socks

Coats and jackets are allowed to be worn outside for recess and when walking to and from Mass. They are not permitted when indoors. 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
- V-neck sweater, cardigan or sweater vest with school logo - no other outerwear permitted with the dress uniform
- Navy knee socks, navy tights or navy leggings.

Coats and jackets are allowed to be worn outside for recess and when walking to and from Mass. They are not permitted when indoors. 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
- 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 (Hey Dudes are acceptable as long as they are the correct color)
- Black or brown dress belt
- Black, navy, gray, or white crew socks

Coats and jackets are allowed to be worn outside when walking to and from Mass. They are not permitted when indoors.

### 6-8 Girls

- Plaid kilt or plaid skort
- White button down oxford blouse with school logo
- V-neck sweater, cardigan or sweater vest with school logo (**hoodies and sweatshirts are NOT permitted with the dress uniform**)
- Closed-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 when walking to and from Mass. They are not permitted when indoors.

## 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, crocs, 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 through FACTS 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 subjects: religion, math, reading/language arts, science, social studies, Spanish, computer literacy, art, art tech, fine arts, music, and physical education.

### **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 D's or one or more F's 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. It is the students and/or parents responsibility to check FACTS regularly for updates on grades. Teachers will communicate concerns with parents through FACTS and/or email.

## **Testing**

Standardized: The iReady Assessments in Reading and Math are given 3x per year to all students in Kindergarten through 8th grade. This is a Diocesan mandate. 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.

Classroom: Middle School students may be given a maximum of three tests and/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 the school year qualify for Pastor's Honor Roll. Students earning all A's and B's during the school year 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
- Suspension from sports, clubs, etc.

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 harassment 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 notification of the detention via FACTS. 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 predesignated 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.

## **SPCS Classroom AI Policy**

### **Purpose:**

This classroom policy aims to establish guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of ChatGPT and other tools can severely limit the potential learning goals for students.

### **Guidelines:**

#### **1. Prior Teacher Approval:**

All usage of AI programs in this class requires prior approval from the teacher. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.

#### **2. Responsible Use:**

AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.

#### **3. Originality and Attribution:**

All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.

#### **4. Academic Integrity:**

Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.

#### **5. Privacy and Data Security:**

Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.

#### **6. Assistance, Not Substitution:**

AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.

#### 7. Verbal Review:

Any assignment created with the use of AI programs is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you can not adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion.

#### Conclusion:

We embrace the use of AI programs in our classroom as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review. By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively.

## **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.*