

**ST. PETER’S CATHOLIC SCHOOL  
STUDENT/PARENT HANDBOOK  
2011-2012**

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

**THE SCHOOL MUST BE ABLE TO CONTACT YOU IN CASE OF ILLNESS OR EMERGENCY. PLEASE KEEP THE SCHOOL OFFICE INFORMED OF CHANGES TO YOUR HOME ADDRESS AND ALL PHONE NUMBERS (INCLUDING HOME, WORK, CELL, AND EMERGENCY CONTACT PEOPLE).**

2606 East Fifth Street

Greenville, NC 27858

Office phone: 252-752-3529

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## **SCHOOL PERSONNEL**

### **Administration**

Rev. Justin Kerber, C.P., V.F., Pastor  
Dr. Joseph Nelson, Principal  
Mrs. Page Watson, Assistant Principal  
Mrs. Carol Maxon, JK-5 Division Director  
Mrs. Jean King, Middle School Division Director  
Mrs. Jeanne Von Lehmden, Director of Finances  
Mrs. Laurel Walsh, Director of Admissions  
Ms. Patricia Roberson, Director of Learning Resources  
Mrs. Alison Madern, Director of Technology  
Mrs. Megan Getz, Athletic Director  
Mrs. Kim Jordan, Librarian  
Mrs. Karen Newton, Counselor  
Mrs. Liz Baker, Director of After-School Program  
Mr. Dan Maimone, Director of Facilities  
Mr. James Cooper, School Maintenance  
Mrs. Doreen Flock, Administrative Assistant

### **Primary Division**

JKK Mrs. Crystal Kresho, Teacher  
Mrs. Kate Tawney, Assistant  
JKT Mrs. Peyton Thorell, Teacher  
Mrs. Liz Baker, Assistant  
KH Mrs. Barbara Hannon, Teacher  
Mrs. Lucy Elliott, Assistant  
KT Mrs. Kathy Tew, Teacher  
Mrs. Karen Farley, Assistant  
1B Mrs. Rebecca Blick, Teacher  
Mrs. Susan Baro, Assistant  
1S Mrs. Theresa Supples, Teacher  
Mrs. Sharon Hall, Assistant  
2A Mrs. J.J. Alexander, Teacher  
Ms. Margaret Luck, Assistant  
2M Mrs. Carol Maxon, Teacher  
Mrs. Teri Beshara, Assistant

### **Intermediate Division**

3C Mrs. Mary Catherine Christopher, Teacher  
Mrs. Betsy Godwin, Assistant  
3S Mrs. Connie Stallings, Teacher  
Mrs. Margie Dellasega, Assistant  
4C Miss Mary Callery, Teacher  
Mrs. Lisa Shepherd, Assistant  
4D Mrs. Liz Diaz-Cobo, Teacher  
Mrs. Desiree Osta, Assistant  
5A Mrs. Patty Angolia, Teacher  
Mrs. Kate Tucker, Assistant  
5M Mrs. Debra Morrisette, Teacher  
Mrs. Susan Crawford, Assistant

### **Middle School Division**

6F	Mrs. Shelley Fowler	Language Arts and Literature
6M	Mrs. Madeleine Mahar	Mathematics and Language Arts
7G	Mrs. Becky Groome	Language Arts and Literature
7L	Mrs. Kate Lawson	Science
8F	Mr. Joe Farris	Religion
8H	Mr. Joe Hughes	Social Studies

Mr. Sean Daly	Science/Mathematics
Mrs. Jean King	Spanish
Mrs. Maria Moloney	Spanish-Primary / M-S Assistant
Mrs. Elizabeth Blount	Spanish-Intermediate/M-S Assistant

### **Specialized Areas**

Mr. John H. Bell III	Art (K-8)
Mrs. Shari Crumpler	Computer Technology (K-8)
Mrs. Katherine Burke	Music (K-6)
Mrs. Nancy Sturgis	Music (7-8)
Mrs. Megan Getz	Physical Education
Mr. Carlos Masis	Physical Education
Mrs. Leigh Sypawka	Strings Program
Mrs. Kate Tucker	Librarian
Mrs. Anna Barefoot	Reading Recovery

### **History of St. Peter's Catholic School**

St. Peter's Catholic School (formerly known as St. Raphael's School) opened in 1946 on West Fifth Street in Greenville. 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 shortly thereafter the school was relocated to a temporary location in a house on East Fourth Street and Latham Street. 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 ground breaking was held. Construction was completed on October 15, 1953, and the faculty and students moved into the new building on October 21, 1953. This structure is now the present Middle School and cafeteria.

Over the years, there were several additions: an additional classroom, space for a library, and the parish hall. The Church sanctuary was formally established in the cafeteria in the 1960's. The cafeteria was relocated to the parish hall, and the original cafeteria was converted into classroom space. The name of the school was changed to St. Peter's School in 1976. The Sisters concluded their ministry in Greenville in June 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 St. Peter's Catholic School was the first school in the Diocese of Raleigh to be accredited by the *Southern Association of Colleges and Schools (SACS)*. The school was reaccredited in 2010 by *SACS/Advanced Ed*.

### **Diocesan Schools Mission Statement**

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

### **St. Peter's Parish Mission Statement**

We believe that our earth and all life are sacred, that all people are gifted with God's grace and that God's Kingdom is a kingdom of patience and peace, faith and hope, love and acceptance. We celebrate our faith by worshipping together, experiencing Christ in Word and Eucharist and in one another, growing in knowledge of our tradition, welcoming with joy all those who come to us and inviting them into the life of our community. We witness to our love of Christ Crucified by living our faith and spreading the Good News, by seeing his sufferings in those who hunger and thirst for human dignity, and by reaching out to the poor, suffering and oppressed people in our community and in our world.

### **St. Peter's Catholic School Mission Statement**

Our mission is two-fold: First, as a Catholic School, we aim to "teach as Jesus taught" by instilling a solid Christian foundation built on attributes, values, and virtues, which Christ holds up to each child. Secondly, as educators, we strive to develop an instructional program responsive to school and community needs, and to various abilities and talents of our students, in order that development of the whole child takes place.

### **Accreditation**

St. Peter's Catholic School is accredited through the Southern Association of Colleges and Schools (SACS). It is also recognized and associated with the North Carolina Department of Non-Public Schools, which is a part of the State of North Carolina Department of Public Instruction.

### **Right to Amend**

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

## **ADMISSION INFORMATION**

### **Nondiscriminatory Policy**

St. Peter's Catholic School is a Roman Catholic non-profit, co-educational school serving students in grades JK through 8. Application for admission is open to all students regardless of race, color, religion, national or ethnic origin, and disability who possess the motivation, ability, and character that would enable them to succeed in a rigorous academic environment. We welcome all applications for students entering Junior Kindergarten through grade Eight.

As openings become available, the following priorities as established by the St. Peter's Catholic Church Pastoral Council will be used to accept students to St. Peter's Catholic School. Any exceptions to these guidelines requires the approval of the pastor of St. Peter's Church.

There are similar but separate pathways for entrance into the JK class and for the K-8 classes as described below. Admission to the JK class does not in any way influence subsequent admission to the kindergarten class

### **Admission Priorities (entrance gates) for the St. Peter's Junior Kindergarten (JK) class**

1. Children of full-time faculty / staff
2. Siblings of currently enrolled Catholic parishioners in grades K-7
3. Catholic students of St. Peter's Parish
4. Siblings of currently enrolled non-parishioner Catholics in grades K-7
5. Students from other Catholic parishes
6. Siblings of currently enrolled non-Catholic students
7. Children of siblings of Alumni
8. Other non-Catholic students

### **FOR ALL GATES:**

- If there are more applicants for the class than available slots, all the applicants of the affected priority gate will be placed into a lottery and the remaining slots awarded based on a drawing from the lottery applicants. Students not accepted by the lottery selection will be placed on a waiting list ranked by their lottery selection spot.
- If additional applications become available after the class is determined they will be assigned on a waiting list according to the priority admission gates 1-8 as described above.
- To be considered as "Catholic", the family must demonstrate that they have been active and participate in the Catholic Church
- To be considered as a Parishioner, the family must have been a registered, ongoing and active member of St. Peter's Church giving their time, talents or treasures. Families new to Greenville / St. Peter's are expected to register with the church upon their arrival in the community.
- Adults who have full legal guardianship of a child will be considered as being the parent of that child.

### **Admissions Priorities (entrance gates) for the St. Peter's Kindergarten Class**

1. Children of full-time faculty / staff
  2. Siblings of currently enrolled Catholic parishioners in grades K-7
  3. Catholic students of St. Peter's Parish
  4. Siblings of currently enrolled non-parishioner Catholics in grades K-7
  5. Siblings of currently enrolled non-Catholic students in grades K-7
  6. Catholic students of other parishes
  7. Children or siblings of alumni
  8. Other non-Catholic students
- If there are more applicants for a class than available spots, all the applicants of the affected priority gate will be placed into a lottery and the remaining slots awarded based on a drawing from the lottery applicants. Students not accepted by the lottery selection will be placed on a waiting list ranked by their lottery selection spot. If additional applications become available after the class is determined they will be assigned on a waiting list according to the priority admission gates 1-8 as described above.
  - **For the 2011-2012 School year- 11 non-Catholic students/siblings have been pre-offered positions in the kindergarten class. These positions are NOT subject to the above gates.**

### **Admission Priorities (entrance gates) Grades 1-8**

Students in grades K-7 are automatically eligible for re-enrollment in the next grade assuming they remain in good academic and disciplinary standing.

Any openings in the upcoming grades 1-8 will be offered to eligible students based on the following gates:

1. Children of full-time faculty/staff
2. Siblings of currently enrolled Catholic parishioners in grades K-7
3. Catholic students of St. Peter's Parish
4. Siblings of currently enrolled non-parishioner Catholics in grade K-7
5. Siblings of currently enrolled non-Catholic students in graded K-7
6. Catholic students of other parishes
7. Children or siblings of alumni
8. Other non- Catholic students

Lotteries will be held to place a student not accepted on a "waiting list" based on their priority gate. Their position on the waiting list will be maintained for subsequent years assuming their gate does not change. Gate prioritization and waiting list revision will be reviewed annually.

If an opening occurs at any grade level and is subsequently offered to a student on a waiting list, that offer must be immediately accepted or the student will be dropped to the end of the waiting list for that gate. If the opening occurs after the midpoint of a semester, the student may accept and begin class with the next semester.

**To be considered for entrance into St. Peter's Catholic School, a completed application (with application fee) must be turned in to the admissions office on or before the published deadlines.**

**The applications are NOT ranked by order of submission**

Students currently on a waiting list must renew their application for the following school year, if admission was not offered. Their position on the waiting list (prioritized by gate as above) will be maintained. An additional application fee is not required to renew the application

Applicants for Kindergarten will be conditionally accepted with full acceptance contingent upon displayed readiness on the Kindergarten entrance assessment

Prioritization of siblings of newly admitted students will not be effective until the following school year application process.

Children entering Junior kindergarten must be 4 years old by August 31<sup>st</sup>

Children entering Kindergarten must be 5 years old by August 31<sup>st</sup>

The principal is allowed one position to accept a student into the JK and one student into the Kindergarten class regardless of the otherwise appropriate gate for that student

The Pastor is allowed one position to accept a student into the JK class and one student into the Kindergarten class regardless of the otherwise appropriate gate for that student.

All applications are subject to the final approval of the parish pastor. All accepted applications are subject to review of the student's academic records and preparedness for school.

## **FINANCIAL OBLIGATIONS**

**Please refer to the school website as well as information available in the school office for the tuition rates.**

### **Financial Assistance Forms**

St. Peter's Parish offers a financial assistance program for parishioners. This program is need based. Applicants interested in obtaining financial assistance must have their application in by **Feb. 1<sup>st</sup>** of the year for which they are applying. More information is available by contacting the business office at St. Peter's School.

### **Tuition Payment Information:**

#### **Payment Options:**

- Pay in full by August 1 or

- Enroll in the FACTS ® Tuition Management Service. Payment begins in June for the 12 month payment plan or in August for the 10 month payment plan.

**Tuition Fee Information:**

- The Registration Fee for new students is due upon acceptance to the school.
- The Registration Fee for returning students is due within 30 days of the close of registration.
- The Registration and Tuition Fees are approved by the Parish Finance Council.
- All Application and Registration Fees are **NON-REFUNDABLE**.

**FACTS ® Tuition Management Service Overview**

- There is an annual non-refundable \$41 administrative fee for enrollment in the FACTS program per family.
- Your Tuition Payment Preference Form must be returned with your registration.
- All families not selecting the FACTS ® tuition plan in their enrollment packet will be expected to make direct payment in full to St. Peter’s School no later than August 1<sup>st</sup>.

**ALL REGISTRATION FEES ARE DUE within 30 days after re-registration. IF ALL OUTSTANDING FEES ARE NOT PAID BY JULY 1<sup>ST</sup> A STUDENT WILL NOT BE ROSTERED FOR THE FOLLOWING YEAR**

The registration fee for Junior Kindergarten is currently \$350.00. Technology fee for JK is \$100.00

FEES DO NOT COVER FIELD TRIPS, AFTER-SCHOOL CARE, ATHLETIC PROGRAMS (football, volleyball, basketball, baseball, etc.), or other after-school activities.

**Withdrawal Policy**

- Families must notify the school in writing if a student is being withdrawn from the school.
- Registered students who withdraw by October 15<sup>th</sup> are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw by January 1<sup>st</sup> are responsible for half the full tuition amount.
- Registered students who withdraw after January 1<sup>st</sup> but prior to March 15<sup>th</sup> are responsible for ¾ the full tuition amount.
- Registered students who withdraw after March 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL BUSINESS OFFICE at 752-3529

## **CELEBRATION OF OUR CATHOLIC FAITH**

### **Liturgies**

Liturgies are generally celebrated on Fridays during the school year, the exceptions being holy days and school breaks. The teachers and students participate in these liturgies. The school calendar indicates which grade level plans each mass. Our parents are welcome to attend these weekly celebrations (seating is available in the back). If parents have an urgent need to leave immediately after mass, they should exit the church parking lot before our students leave the church. Once our students enter the parking lot on the way back to school, all vehicles in the lot should remain parked until all students have crossed to the school side of Beech Street.

### **Guidelines for Receiving Communion**

Catholics fully participate in the celebration of the Eucharist when they receive Holy Communion in fulfillment of Christ's command to eat HIS body and drink HIS blood. In order to be disposed properly to receive communion, communicants should not be conscious of grave sin, have fasted for an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and the Church through the sacrament of Penance. A frequent reception of the sacrament of penance is encouraged for all.

#### **For Other**

##### **Christians**

We welcome to this celebration of the Eucharist those Christians who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness of faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

##### **For Those Not Receiving Communion**

Those not receiving sacramental communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

##### **For Non-Christians**

We also welcome to this celebration those who do not share our faith in Jesus. While we cannot extend to them an invitation to receive communion, we do invite them to be united with us in prayer.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Peter's Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2.

In accordance with the diocesan guidelines, candidates for the First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **PARENTS' ROLE IN EDUCATION**

We, at St. Peter's Catholic School, consider it a great blessing to work with parents in the education of children, because we believe parents are the primary educators of their 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's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Setting a good example is the strongest teacher. As the primary teacher of your child, you are his/her greatest influence. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Peter's Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of each other in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of tardiness and absence.

### **Parents as Partners**

**As partners in the educational process at St. Peter's Catholic School, we ask parents:**

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

- Receives an adequate amount of sleep to function properly in the classroom
- Arrives at school on time and is picked up at the end of the day on time
- Is dressed according to the school dress code and the weather
- Completes assignments on time
- Has provisions for a nutritional lunch every day

***To assist in the child's scholastic development by:***

- Reinforcing teachers academic requirements
- Examining school work, progress reports, and report cards
- Actively participating in school activities, such as Parent-Teacher conferences, Open House, and school events

***To assist in the child's personal development by:***

- Seeing that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Seeing that the student pays library fines, cafeteria and after-school bills, and athletic fees
- Teaching the child to respect authority, classmates, property and to take responsibility for personal behavior
- Fosters independence in the child by allowing the child to walk to his/her classroom alone (after Labor Day)

***To support the educational process by:***

- Being positive ambassadors for our school in the community
- Supporting the religious and educational goals of the school
- Treating teachers with respect and courtesy in discussing student concerns
- Supporting and cooperating with the discipline policy of the school
- Reading school notes and newsletters and showing interest in the student's total education
- Completing and returning to school any requested information promptly
- Notifying the school office of any changes of address or important phone numbers or of any special family situations regarding the student's well-being, safety, and health
- Attending and participating in school functions and volunteering to help with school-related activities

**Grievance Policy**

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

- Open communication should be established between the parties involved.
- Every effort should be made to resolve the problem with the teacher or staff member involved.

- The division director or Assistant Principal should be contacted if a solution to the problem has not been reached by the parties involved.
- The principal should be contacted if a solution to the problem has not been reached after all efforts have been made with the teacher and division director.
- The Pastor should be contacted *by the principal* if the solution still is not found.
- If after all the above contacts have been made and the problem is not resolved, the Superintendent of Schools of the Diocese of Raleigh may be contacted.

## **SCHOOL DAY INFORMATION**

### **School Hours**

The school day for students in grades JK-8 begins promptly at 8:00A.M. and concludes at 2:55 PM. However, we encourage students to arrive by 7:45. The school cafeteria opens at 7:30A.M. After the 8A.M. bell and prayers, a student will be recorded as late.

### **Closing of School (Emergency or Inclement Weather)**

**Information concerning school closings and delays due to weather or emergency conditions will be posted as follows:**

- WNCT-TV 9
- WITN-TV 7
- [www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com)
- ALERT NOW

### **Attendance**

The Diocese of North Carolina requires our school calendar to have 180 class days per year. Remember: *A student's absence from school interferes with his/her academic progress.*

### **Absences**

Students are expected to attend classes every day unless sickness or family emergencies arise, which make absence necessary. ***Students must be free of fever and vomiting for twenty-four (24) hours before returning to school without the aid of medication.*** Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same day, he/she must be signed back in at the office. A written statement giving reasons for absence **MUST** be provided to the teacher/office upon the student's return.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. *Absences over TWENTY days may put a student in jeopardy of being promoted or graduating.*

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

**Teachers are NOT required to give make-up tests or assignments for absences due to vacations or activities that are not school related, nor are teachers expected to give assignments in anticipation of the student's absence.**

Students who are absent from school should call a classmate for assignments. Arrangements for regular classroom tests missed because of an absence should be made with individual teachers. It is expected that a student will complete make-up work and missed tests within a timely manner to be agreed upon between student and teacher. It is up to an individual teacher to allow make-ups for unexcused absences.

### **Tardiness**

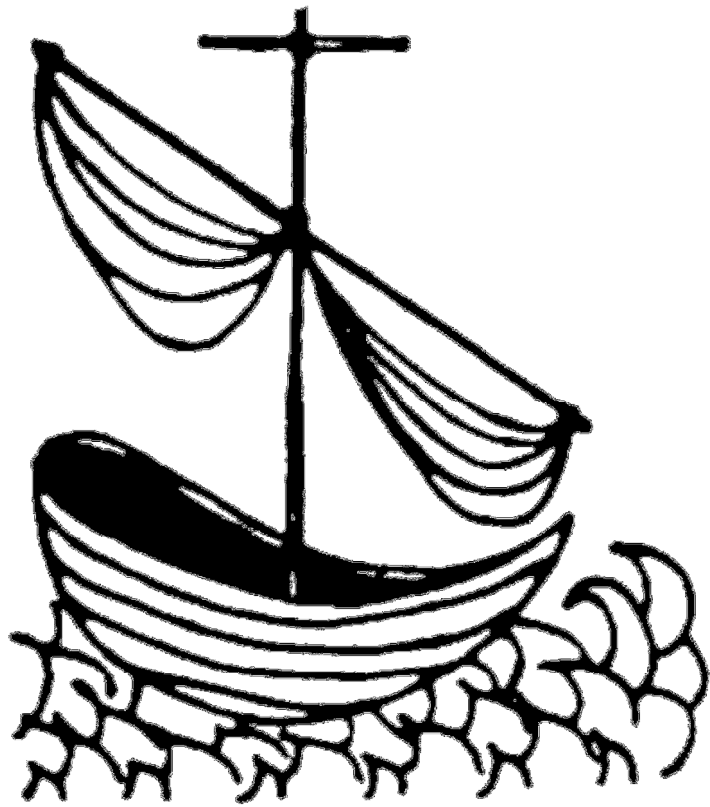
The school day at St. Peter's begins with prayers and announcements promptly at 8:00A.M. All students are to be in their classroom by 8:00A.M. After 8:00A.M. a student will be recorded as late. **Three tardies are considered a one-half day absence, and may result in a detention. Excessive tardiness may have a direct impact on a student's academic evaluation and promotion to the next grade.**

If a student comes to school and leaves for the day before 11:15A.M., the student will be recorded as absent. If a student arrives after 11:15A.M., the student will be recorded as absent and may not participate in after-school activities, e.g. practices and games.

### **Dismissal**

#### **Early Dismissal**

For pre-planned early dismissals, parents should send a note to the teacher with the date and time of the early dismissal. This will avoid unnecessary classroom disruptions and enable the teacher to easily have that student ready to leave. The parent must come into the front office and sign the student out of school. If the student returns later that same day, the parent must sign the student back into school.



## **ST. PETER'S AFTER SCHOOL PROGRAM**

**Director – Mrs. Liz Baker**  
**Billing – Mrs. Teri Beshara**

### **Philosophy**

St. Peter's Catholic School has designed an After School program to meet the needs of students, JK thru 8th, and their working parents. Our purpose is to provide a safe, stimulating, and enjoyable environment, which allows children to freely interact with one another. The program offers a variety of activities including arts & crafts, sports, games, homework, reading, and videos. A snack will be provided for your child each day. The program provides quality childcare, which the parents can rely upon through the year.

### **Personnel**

All employees are subject to a federal and state background check. All employees are required to take the Diocese of Raleigh mandated child abuse awareness program.

### **Discipline**

The St. Peter's Catholic School discipline code also applies to the After School Program. Please consult the Discipline Policies and Procedures in this Handbook.

### **Registration/Billing**

Each parent is required to complete an After School registration form for *each* child in the After School program. There is an annual registration fee of \$25 *per family* that must accompany your application form(s). Parents will receive an invoice monthly for payment of after-school. **A child may not attend after-school if fees are not paid within 30 days.**

### **Insurance**

Parents are required to have personal medical insurance coverage for their children.

### **Medication**

Medication will be administered with only specific instructions in writing from a physician or the child's parents or guardian. The container must be labeled with the medication name, the child's name, and the time to be given. No other medication will be given without contacting the parent or legal guardian. The parent must bring the medication to the After School director, Mrs. Liz Baker. Do not send it with the child.

### **Communication**

Any change in calendars, programs, or reminders, will be sent home with the child/children, and updated on the school website. [www.stpeterscatholicsschool.com](http://www.stpeterscatholicsschool.com) or Alert Now.

If you have any special request or concerns, or if you need to leave a message for your child, please contact the Director, Mrs. Liz Baker at (252)752-3529 between 7:30 A.M. – 2:00 P.M. and (252) 864-4141 between 2:00 P.M. – 5:30 P.M.

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## **LUNCH PROGRAM**

Lunch is provided by the *Aramark Corporation*. Lunches are ordered by the month on order forms that are sent home and are available on the website. Milk and juice may be ordered by the month or purchased separately on a daily basis. The due date is written at the top of the lunch form. Please put your child's name and classroom on the form.

Students may choose to bring their lunch each day in a clearly marked container, or they may purchase lunch via the monthly order form. Students may not bring glass bottles, soft drinks, or excessive amounts of candy. Microwave ovens and hot and cold storage are not available to the students. If your child forgets his/her lunch, the parent/guardian may drop it off at the Front Office. A child without a lunch will have a lunch provided, and parents should provide payment for that lunch. **NO LUNCHESES MAY BE BROUGHT IN FROM CARRY-OUT RESTAURANTS.**

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

## **VISITOR / VOLUNTEER INFORMATION**

### **Visitor check-in**

All visitors (including parents and volunteers) must report to the Front Office, sign in as a visitor, and obtain a visitor pass. All visitors must sign out at the Front Office before leaving the school. The safety of the children is of primary importance to us. Your cooperation in this matter is necessary and appreciated. ***Siblings should not accompany any parents when they are here to volunteer or chaperone.***

### **Celebrations**

The time to celebrate and the planning for special events should ALWAYS be done under the direction of the classroom teacher. Celebrations should be simple and in good taste. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations may be sent to the homes of students via the U.S. Mail unless an invitation is being given to **every** student in the entire homeroom.

The principal must be consulted in any situation in which the name, the reputation, or any connection to St. Peter's Catholic School is implied in any way. St. Peter's does not sponsor graduation parties at the end of the school year.

Please do not have balloons, flowers, or other gifts brought to or sent to your child at school. Delivery of these items will not be accepted. **Lunchroom and playground celebrations are not permitted.**

## **Child Abuse Laws**

St. Peter's Catholic School abides by the child abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All members of our faculty and staff have undergone the mandated Diocese of Raleigh program on child abuse and neglect. EVERYONE who volunteers for St Peters School must also attend a child abuse and neglect workshop.

## **Smoke Free Policy**

Our school is a smoke-free school. This applies to all parents, students, and guests of our school. The use of tobacco products is strictly forbidden in the school building, on school grounds, and on the playground. It is also strictly prohibited at all school-sponsored events, including field trips, picnics, class outings, and athletic events. The use of tobacco products is strictly forbidden by parents and/or those transporting children in one's vehicle to or from official school-sponsored events.

## **SCHOOL SAFETY**

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds
- Close windows and doors
- Walk to the assigned place briskly, in single file at all times, and in silence
- Face away from the building
- Return to building in silence when signal is given

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk briskly to the assigned place in single file;
- Kneel facing a wall and put hands over head;
- Return to classroom in silence when signal is given.

### **Crisis Plan**

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

## **GENERAL INFORMATION**

### **School Directory**

At the beginning of the school year, each family receives a Student Directory listing students' and parents' names, addresses, and home telephone numbers. The Student Directory should be used to acquaint parents with the names of classmates and parents. These directories should not be used or sold for other purposes.

### **Telephone Usage**

For use of the telephone in the classroom, permission must be obtained from the teacher. The office phone is a business phone and students are permitted to use it only in an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the Front Office in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose
- Date

If over-the-counter medication of any kind is needed during the school day, parents must bring the medication in its original container along with signed written instructions:

- Child's name
- Frequency
- Dose
- Date

EpiPens are kept in the classroom and accompany the child when necessary (such as lunch room, playground, and field trips).

### **Books and Supplies**

A list of supplies is sent home at the end of each school year or to each student in the summer mailing. Some supplies are purchased by the school in bulk so that there is uniformity for organizational reasons.

All textbooks are to be neatly covered during the entire school year to protect the life of the book. Workbooks and consumable books must be kept in a neat manner. The student will be responsible for the replacement of lost or damaged books. Backpacks are necessary to keep books and papers protected while traveling to and from school but will not be carried throughout the school day.

### **Lockers**

Each middle school student is assigned a locker to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers or cubbies only at specified times. The school reserves the right to inspect lockers, cubbies, or desks at any time. Students may not go in another student's locker, cubby, or desk. Locker decorations (inside only) must be appropriate for school and should not provide distractions or delay transitions. All locker decorations must be completely removed at the end of each semester.

### **Lost and Found**

The *Lost and Found* area is located in the closets near the front doors of the cafeteria. These items will be kept there for one month and then will be removed. Please check the Lost and Found regularly. Jewelry and eye glasses will be kept in the Front Office.

Please remember to label all books, coats, sweatshirts, P.E. uniforms, lunch boxes, book bags and any other belongings with the student's name and homeroom so that items can be returned promptly.

### **NUT Days (No Uniform Today)**

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. If a student is not dressed properly according to the NUT day dress code, a parent will be called to bring the SPS uniform to school for the student to change into and wear for the remainder of the day. Students who forget their NUT day clothes may not call home to request clothing or change clothes.

### **Service Projects**

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

Please send with your child any of the following dry food items: canned vegetables, canned soups, canned fruit, canned meat, pasta or rice, any dry beans, sugar, cooking oil, or cereal. Please do NOT send items in glass containers.

### **School Advisory Board**

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

- Advises in the implementation of current policies and regulations as stated in the Catholic School Policy Handbook and in the guidelines issued by the Diocesan Superintendent of Schools
- Gains the support of various groups in the community for the school
- Creates understanding of Catholic education and promotes financial support for the school
- Supports all fundraising efforts for the school
- Assists the Principal in evaluating the maintenance of school facilities

School Board meetings are listed on the school calendar. Minutes of the meetings are available at the school's website. Parents are welcome to attend and observe the meetings. Parents who wish to speak at a meeting must contact the President of the School Board in advance to be added to the agenda.

### **Middle School Socials**

Several times a year, the middle school faculty will co-host a social event for the middle school students with parent volunteers. Possible formats for these social events are: an open gym, a dance, or a yearbook signing party. Specific details will be given prior to the event. Students must pay a one-time \$10 fee for middle school socials. Only currently enrolled middle school St Peters students may attend. Students who attend the middle school socials must have attended school the day of the social, arriving before 11:15 A.M. Admission to the social is one canned good. Students must be dressed properly to be admitted to the social. (Refer to the out-of-uniform middle school social dress code). If a student is not dressed properly, the parent will be called to bring appropriate clothing.

No student will be allowed outside the school building unless he/she is being dismissed to the parent. Socials, which are chaperoned by parents and teachers, begin at 7:30P.M. and end *promptly* at 9:30P.M.

## **Curriculum and Academic Policy**

**St. Peter's is extremely proud of its academic tradition as a school of excellence, following and exceeding the curriculum guidelines as established by the Diocese of Raleigh and the State of North Carolina Department of Public Instruction.**

**RELIGION is a core subject in our curriculum and is taught daily to all students. St. Peter's welcomes students of other religious faiths, but all students are expected to pass the religion curriculum as mandated by the Diocese of Raleigh curriculum and standards.**

**To be successful, both the parents and the students must be committed to the pursuit of high academic achievement. As listed in the admissions packet, if a student fails a core course [religion, reading (literature & language arts), math, science, social studies] he/she may be required to remediate that course during the summer in order to be promoted to the next grade level. If a student fails two core courses, he/she may be required to repeat that grade level the next school year.**

**In order to graduate from St. Peter's Catholic School, a student must be enrolled in and pass the six (6) core subjects which are religion, mathematics, science, social studies, literature, and language arts.**

### **Assessment of Student Academic Performance**

#### **Grading Scale**

##### **Grades K-1**

S+	Above satisfactory
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

##### **Grades 2 through 8**

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or below

##### **Special Classes**

S	Satisfactory
N	Needs improvement
U	Unsatisfactory

## **Homework**

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

## **Testing**

Teachers are not required to allow students to retake a quiz or test in order to improve their academic standing, nor are they required to give a make-up test or quiz for an unexcused absence.

Middle school students take midterm and final exams. Exams will not be given at any time other than the scheduled exam time. In the case of an emergency, please contact the Principal to discuss the situation. Vacations and family outings should not be scheduled during the week of exams. The school is under no obligation to provide a make-up exam when a student is absent due to vacation or family outing.

## **Standardized Testing**

**Standardized tests will be given in Grades 2 through 8. This testing program includes the following:**

- The ITBS – Iowa Test of Basic Skills (grades 3 – 8)
- The COGAT – Cognitive Abilities Test (grades 3, 5)
- The North Carolina Writing Assessment Test (grades 4 and 7)
- Algebra End-of-Course Exam (grade 8 students who have completed the course)

## **Progress Reports**

Progress reports will be issued midway between each nine-week grading period or when necessary, especially if the child's academic work or behavior is a problem. These dates are listed on the school calendar. The reports are sent home with the child and should be signed by the parent/guardian and returned to the teacher the following school day. Failure to do so may result in an after-school detention.

## **Report Cards**

Report cards are issued four (4) times during the academic school year or every nine (9) weeks. The dates are listed on the school calendar. Grades for academic subjects are indicated according to the above grading scale.

Report cards must be returned to school with a parent/guardian signature within five (5) days of being issued. Failure to do so may result in an after-school detention.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held at the end of the first marking period (except for the Junior Kindergarten) and may be conducted at any time with an appointment.

### **Middle School Honors**

Middle school students earning all A's during a marking period or semester qualify for the Pastor's Honor Roll. Students earning all A's and B's for the 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 from 7:45A.M.-8:15A.M. Each grade will coordinate and host one academic breakfast.

### **Graduation Honors**

Students may graduate from St. Peter's Catholic School with honors, if they have maintained an A average and/or B average for each subject in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. We encourage all students to strive for academic excellence so that they may graduate with honors.

### **National Junior Beta Club**

Seventh graders who exhibited excellence (all A's and B's in every subject) 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 of the Beta Club. In order to maintain membership in the Beta Club, students must possess 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 below in any given subject. Members who do not maintain a creditable record, or who give evidence of personal conduct unbecoming a member of the Beta Club (by receiving referrals or after school detentions), may be disqualified from membership. A member may be reinstated, with no additional membership fee, when the school determines that the student is once again eligible for membership. We encourage all students to join the Beta Club.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Peter's Catholic School 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 depends on successful completion of all subject areas. The Administration may recommend the retention, tutoring, summer school classes, or psycho-educational evaluation as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and/or emotionally for the next grade.

**Please note the following definitions:**

**PROMOTION...a student has successfully completed all of the requirements of a particular grade level and is thereby promoted to the next grade level.**

**RETENTION...a student has NOT successfully completed all of the requirements of a particular grade level and is thereby NOT promoted to the next grade level.**

**TRANSFER...a student has NOT successfully completed all of the requirements of a particular grade level, BUT is advanced to the next grade level with certain requirements attached that must be fulfilled before the next academic year begins. A student in this situation will automatically begin the new academic year on academic probation.**

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

### **Athletic and Extra-Curricular Eligibility**

Please refer to the athletic handbook.

### **GUIDANCE PROGRAM**

The Guidance Program at St. Peter's is comprehensive and designed to serve three populations in the following ways:

#### **Students**

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

#### **Parents**

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

## **Teachers**

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

## **LEARNING RESOURCES PROGRAM**

Our learning resources program serves as a means of evaluation, accommodation, and support in an effort to make learning a successful experience for every child. St. Peter's does not offer **special education** as mandated in the public schools.

If an **existing student** begins to experience academic difficulty, the **Learning Resources Director**, the appropriate teacher or teachers, and the parents will work together to identify the student's problem and make a plan to address the issue(s). The plan may include classroom observation, classroom strategies/interventions to be implemented on a trial basis, and/or screening to determine learning abilities. If further testing is needed, it is the **parents'** responsibility to contact either Pitt County Schools or a private testing agency. Testing through the Pitt County Schools is free; however, there are specific steps to follow. This information can be obtained from the learning resource teacher. Public schools have ninety (90) days after all paperwork is filed to complete testing. If through formal testing a student is diagnosed with a specific learning disability, he or she will qualify to receive classroom accommodations through the Learning Resources Department.

In order for a student to receive classroom accommodations, the Learning Resources Department must have on file a copy of a **complete and recent** psycho-educational evaluation (within the past three years). The Learning Resources Director, along with teachers and parents, will determine which of the recommended accommodations may be made based on review of the required documentation. The Learning Resources Department will support the student after gathering information from the testing results, classroom performance, grades, and both teacher and parent input. Some accommodations can be provided based on specific needs the child may have, but this is minimal and benchmark accommodations have been established.

The Director of Learning Resources will consistently evaluate and monitor the progress of all K-8<sup>th</sup> grade students receiving support through this department. Good parent and teacher support and communication are necessary for this program to be successful. If the student continues to struggle with the available support and services, it may be determined that the student's needs would be better met in a different learning environment. It is important that the child be in an environment in which he or she can experience success without frustration, while maintaining the motivation to learn.

## **LIBRARY**

The library-media center is an extension of classroom teaching, as well as an enrichment source. Students are encouraged to check out a book each week during their library session. If a book is not returned on time, a fine of \$0.10 per day or \$0.50 per week will be imposed.

If a book/material is lost or damaged beyond repair, it must be replaced at the cost of the book/material.

All fines and lost book fees must be paid before quarterly and final report cards are issued. Checks can be made out to St. Peter's Catholic School.

Library materials are carefully selected by qualified personnel. If a parent questions whether a reading choice is appropriate for his/her child, please discuss concerns with the school librarian immediately.

## **FIELD TRIPS**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip completed and signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip. Note: A fax does not take the place of an original signature.
- Parents may refuse to permit their child to participate in a field trip by stating so on the permission slip.
- If movies are shown in vehicles to/from field trips, they must be pre-approved by the teacher.
- Siblings should not accompany parents when they are volunteering to chaperone.
- ANYONE (INCLUDING PARENTS) WHO DRIVES AND/OR CHAPERONES FIELD TRIPS MUST HAVE ATTENDED THE MANDATED DIOCESE OF RALEIGH WORKSHOP ON CHILD ABUSE AND NEGLECT AWARENESS. THE WORKSHOP WILL BE PROVIDED THROUGH THE SCHOOL'S RESOURCES. THIS IS A POLICY OF THE BISHOP OF RALEIGH; ABSOLUTELY NO EXCEPTIONS WILL BE MADE.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors in which the student's sense of right and wrong should indicate to them what is appropriate.

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

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

### **Student Honor Code**

**(Written in conjunction with St. Peter's School students)**

#### **Respect**

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

- Personal belongings
- Personal space
- Thoughts and ideas of others

#### **Honor**

I will speak and behave honestly by not engaging in the following behaviors:

- Lying to peers or any person of authority
- Cheating of any kind
- Plagiarizing any material
- Stealing
- Forging parent signature on any document, assignment, or quiz

### Cooperation

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

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

### Responsibility

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

- Classroom behavior (coming to class prepared with completed homework, assignments, make-up work, and supplies)
- Personal behavior (monitoring speech by thinking before speaking to insure that words will not hurt others; not repeating or starting lies, gossip, or rumors)
- **BULLYING, HARASSMENT (SEXUAL, VERBAL, OR UNAUTHORIZED PHYSICAL CONTACT, INCLUDING FIGHTING) WILL NOT BE TOLERATED AND MAY RESULT IN A STUDENT'S REQUIRED PRESENCE BEFORE THE DISCIPLINARY COMMITTEE.**

### Classroom Rules

Each teacher has rules and consequences for behavior in his/her classroom. It is the student's responsibility to be aware of and abide by the rules and consequences at all times.

### Cheating

Cheating includes, but is not limited to, plagiarism, copying homework, or seeking or offering unauthorized assistance on any academic assignment including class work, homework, quizzes, and tests. This involves discussing the contents of a quiz, test, or exam before it is graded and returned, including but not limited to Accelerated Reader (AR) tests. Additionally, it is considered cheating to share or borrow another student's materials so that the student may earn undue credit.

### Forgery

Forgery involves purposely falsifying a document and/or a signature with the intent to deceive.

### Lying

Lying is purposely misrepresenting information by telling a false statement. Lying includes giving partial information when directly asked for the truth. All students are required to answer truthfully and completely when asked a question by a member of the faculty and/or staff.

### **Plagiarism**

Plagiarism involves representing another's work as one's own. It includes but is not limited to copying or paraphrasing from texts, books, reference materials, or internet sites without referencing the source.

### **Stealing**

Stealing is taking or borrowing another person's property or ideas without permission.

### **Drugs, Alcohol, and Weapons Policy**

Students who possess drugs (including tobacco products), alcohol and or weapons (including explosives, ammunition, chemicals/ chemical weapons, WMD) at school or at any official school function may face suspension, probation or expulsion.

### **Harassment and Bullying**

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. **BULLYING OF ANY KIND, INCLUDING HARASSMENT, WILL NOT BE TOLERATED.** Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.

### **Consequences for Violating the Honor Code**

Any violation of the Student Honor Code may include the following consequences:

- Student warning
- Parent call
- Disciplinary referral—signed by a parent and returned to school the next day
- After-school or in-school detention
- Appearance before the Disciplinary Committee
- Suspension (in-school or out of school)
- Expulsion (most notably for violation of drug, alcohol, or weapons policy)

### **Disciplinary action for cheating, plagiarizing, or forging may include one of the following:**

- First offense – all students involved will earn a grade of zero (0) on the assignment and parents/guardians will be called;
- Second offense – all students involved will earn a grade of zero (0) on the assignment, parents/guardians will be called, and students will go before the Disciplinary Committee and be placed on academic probation;

- Third offense – all students involved could face suspension or expulsion.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Any staff member of St. Peter's Catholic School may issue a detention. Parents are given written notification of the detention, including the day, date, and time of the detention. Middle School detentions will be held every Thursday from dismissal until 4:00 P.M. Students in detention will not be put in After-School at 4P.M. It is the parent/guardian's responsibility to make sure their child is picked up in the front of the school at 4:00P.M.. There will be a \$1.00/minute late fee charged when any student is not picked up on time.

**Detention takes precedence over appointments, practices, lessons, ballgames, etc. Students are not allowed to dress out for sports activities or club performances before or during detention.**

### **Suspension**

Any major rules infraction may result in disciplinary action, including probation, suspension, or expulsion. In the event of suspension, it is the student's responsibility to make up all missed work within three (3) school days. Students who are suspended will earn a grade of zero (0) for class work that is assigned the day(s) of suspension.

### **Probation**

Probation is very serious. It is assigned to a student who has committed major infractions against school policies. Probation carries with it the warning that further violation of school rules may result in more serious disciplinary action, including suspension and/or expulsion.

### **Expulsion**

Since the expulsion of a child from a Catholic school is a very serious matter, this measure will be invoked as a last disciplinary resort. Every effort will be made to secure the cooperation of the student as well as the parents/guardians in order to prevent expulsion.

Students may be expelled if they are guilty of one or more of the following:

- Extremely grave infractions of school policy;
- Moral delinquency which is persistent and/or has a negative influence on other children;
- Negative behavior that has a bad influence on other children;
- Serious disregard for authority;
- Destruction of school or classroom property.

Students who are expelled or asked to leave the school may not return to school property for any reason. The Principal must speak with the Pastor in determining expulsion or withdrawal from school. The Pastor alone has the authority to invoke expulsion.

## **UNIFORM DRESS CODE**

St. Peter's Catholic School Uniform policy is designed to make it easy for parents to purchase quality uniforms at reasonable prices. Our goal is to make it simple for parents and students to follow uniform guidelines.

Uniforms may be purchased from **Educational Outfitters** (www.educationaloutfitters.com) or 1-866-326-KIDS) in Cary, NC. Locally, **J.A. Uniforms and Globe Kids** also carry official uniform brand pants, skirts and shorts. The official uniform brands are **Classroom by Cherokee, K-12, Universal, A+, and Royal Outfitters**. PE uniforms, are only available at **Educational Outfitters** at this time. Shirts and sweatshirts may be purchased from **Globe Kids or Educational Outfitters**

### **Uniform Requirements**

#### **Junior Kindergarten**

Yellow polo shirts—short or long sleeve  
Pull-up navy blue shorts, trousers, or skirts

#### **Kindergarten through Grade 5**

White or hunter green polo shirts—short or long sleeve  
Navy blue shorts, trousers, or skirts

#### **Middle School**

White, navy blue or hunter green polo shirts—short or long sleeve  
Navy or khaki shorts, trousers, or skirts (No cargo pants or cargo shorts)  
Official PE uniform

#### **ALL Students**

All students (except Junior Kindergarten) may wear navy blue or hunter green crew neck sweatshirts with the official school logo.

Only Middle School students may wear navy blue or hunter green “hoodies” with the official school logo.

#### **Accessories and Shoes**

Athletic shoe/tennis shoe, preferably white, closed at the toe and heel, laces or Velcro closure **only**. **No loafer, Mary Jane or clog style shoes/sneakers may be worn.** No tennis shoes with lights or roller wheels are permitted.

Solid blue, black or brown belt must be worn with pants or shorts that have belt loops.

Black, White or Navy athletic socks, visible in the shoe not pulled up to the knee

Traditional White or Navy knee socks

Solid white or navy tights, footless tights are not permitted

### **P.E. Uniforms**

P.E. uniforms are required for grades 6-8. The uniform will consist of SPS shorts and shirts.

As a part of their quarterly grade, students are required to dress out. No black-soled tennis shoes may be worn on P.E. days. No jewelry may be worn during gym class. Long hair must be pulled back during activities.

Athletic uniforms may be worn for games only and not to gym class, practices, or on Nut days. Permission to wear uniform jerseys is at the discretion of the Principal and the athletic Directors.

### **Hair, Jewelry, and Make-up**

Hair must be clean, neat, trimmed away from the eyes, and may not be distracting to the learning process. Extreme cuts (such as mohawks) and coloring (dyes and bleaches) is not allowed. No oversized hair accessories or feathers. Male students must be clean-shaven with sideburns no longer than the bottom of the ear lobes. Male students' hair must not cover the collar of the SPS uniform shirt

The only jewelry permitted are watches and earrings, which should be simple and not distracting to the learning process. Girls may wear earrings in the ear lobes only, one earring per lobe. Earrings may be no larger than a dime (girls K-5) and no larger than a quarter, including hoops (girls 6-8). All other jewelry, such as bracelets, ankle bracelets and rings, head or facial jewelry, and tongue rings are prohibited.

A moderate amount of make-up may be worn by girls (6-8). Visible permanent or temporary tattoos are prohibited. Only light-colored nail polish may be worn; no acrylic nails.

### **Out-of-Uniform Guidelines**

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

If a student is not dressed properly on an out-of-uniform day (NUT day), parents will be notified to bring the SPS uniform to school. Thus the student will lose the NUT day privilege.

### **NUT Days**

Students may wear the following:

- Jeans, Capri pants, slacks, and jogging suits that belt above the hip line
- Skirts, skorts, and dresses no shorter than two inches above the knee
- Athletic tennis shoes (closed at toe and heel)
- Tee shirts and blouses that cover the shoulders and midriff at all times
- The SPS uniform

Students may not wear the following:

- Clothes that are overly revealing, too tight, have inappropriate writing (including but not limited to writing on the seat of the pants), or have holes in them
- Pajamas of any kind
- Tank tops
- Shorts (unless two inches above the knee)
- Biker shorts
- Hats, scarves on the head, bandanas, or toboggans
- Excessive jewelry
- Cut off pants, shorts, or skirts (even if purchased in cut off condition)

### **School Pictures**

Students should follow the guidelines provided for NUT Days with the exception of Tee shirts. Tee shirts are not allowed. Students may remain in street clothes after pictures have been taken. On the day of picture retakes, students may bring an appropriate shirt to change into for the picture. After the picture is taken, the student will return to school uniform dress.

### **Middle School Socials**

Students should follow the guidelines provided for NUT Days with these exceptions:

- Boys may wear shorts
- Girls may wear Capri pants but not shorts
- Students may wear open toe sandals

### **Music Programs**

**BOYS** must wear collared knit shirts of any color, dress slacks of any color, and dress shoes. Slacks should be belted at the waist. Shirts should be tucked in. No sandals or flip-flops.

**GIRLS** may wear dresses and skirts of any color no shorter than two inches above the knee. If sleeveless, dress should have at least a 2-inch wide strap. No see-through clothing, tank tops, halter tops, tube tops, spaghetti-string tops, clothing exposing bare midriffs, shoulders, or bare backs, short shorts, low necklines, or clothing that is overly revealing. Open toe shoes or dress sandals are allowed; no flip flops.

### **Dress Code for Eighth Grade Graduates**

### **Morning Mass:**

**BOYS** may wear collared knit shirts of any color, dress slacks of any color, and dress shoes. Slacks will be belted at the waist. Shirts will be tucked in. No bleached hair is allowed. No sandals or flip-flops.

**GIRLS** may wear dresses of any color no shorter than two inches above the knee. If sleeveless, dress will have at least a 2-inch wide strap.

No see-through clothing, tank tops, halter tops, tube tops, spaghetti-string tops, clothing exposing bare midriffs, shoulders, or bare backs, short shorts, low necklines, or clothing that is overly revealing. Open toed shoes or dress sandals are allowed.

### **Evening Ceremony:**

**BOYS** should wear button down LONG-SLEEVE WHITE SHIRTS, tie (any color), Khaki slacks, and dress shoes. Slacks will be belted at the waist. Shirts will be tucked in. No bleached hair is allowed.

**GIRLS** should wear white dresses. If sleeveless, dress should have at least a 2-inch wide strap, street length to floor length allowed. (Please avoid the “Prom Dress” look). No see-through clothing, tank tops, halter tops, tube tops, spaghetti-string tops, clothing exposing bare midriffs, shoulders, or bare backs, short dresses, low necklines, or clothing that is overly revealing. White open toe shoes or dress sandals are allowed. Bleached hair and excessive jewelry are not allowed.

***The determination of what constitutes out of uniform is at the discretion of the Principal, Assistant-Principal, and faculty.***

### **TECHNOLOGY**

#### **Cell phones and other electronic devices**

During school hours and on day field trips, students are not permitted to use cell phones or other electronic devices. If a student must bring a cell phone to school for after school hours use, he/she must leave it with the office or with a teacher. Students in after-school are still under the policy for school hours. Cell phones that ring or vibrate during school hours disrupt the learning process and will be confiscated. If a student does not abide by this policy, the following will occur:

- First offense – confiscated; parent must sign a release form to get the electronic device back from the principal
- Second offense – confiscated for a minimum of thirty days or until the end of the year

## **Acceptable Use Policy for Students**

### **Purpose**

The purpose of this policy is to communicate the school's position on the appropriate use of the Internet and computers on school premises. We are very excited to be able to provide access to the Internet and believe the Internet offers a wide array of information and resources for our students and staff.

### **Protecting Students**

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint Peter's has taken precautions to restrict access to controversial material. The school is utilizing a filter system which allows us to restrict by category and by site. This system also provides a reporting mechanism for all sites visited or attempted by users of the network. The smooth operation of the network relies upon the proper conduct of the users who must adhere to guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. This requires efficient, ethical, and legal utilization of the school's computer network resources. If a user violates any of these provisions, his or her account will be terminated, future access will be denied, and appropriate disciplinary action will be taken.

### **Protecting Resources**

We also need to protect the computers and network system that we have in place at our school. This system is a valuable asset and part of our educational curriculum. To that end, it is our policy to maintain anti-virus software on our network. In addition, it is expected that students will not bring removable media to school to load into the school computers. Files are not to be downloaded by students except as directed by teachers for specific assignments.

### **Legal Considerations**

Certain behavior is clearly illegal such as using a computer for credit fraud, to spread computer viruses, or to download copyrighted materials. These behaviors are strictly prohibited and appropriate action will be taken.

### **Use of Email, Instant Messaging, Social Networking and Chat Rooms**

The use of the Internet is a privilege and inappropriate use will result in cancellation of those privileges. It is expected that users will abide by generally accepted rules of network etiquette. These are not limited to but include the following:

1. Be polite. Do not get abusive in your messages to others.
2. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal your personal address, post pictures, addresses or phone numbers of students, teachers, or staff.
5. Electronic email is not guaranteed to be private. People who operate the system, have access to all mail, files, and documents. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Instant messaging and chat rooms will not be accessible to school computers. However, part of the curriculum will be to discuss Internet Safety, particularly as it pertains to all types of electronic mail.

## **Security**

Security on the computer system is of high priority. If you feel you have identified a security problem, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account.

## **Vandalism**

Vandalism of any kind will result in cancellation of privileges and/or disciplinary action. The student may be financially responsible for repair or replacement of damaged or destroyed equipment. Vandalism is defined as any attempt to harm or destroy data of another user, any equipment, software, etc. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Internet/Computer Use Agreement**

An integral part of this policy is the attached agreement. This agreement contains specific statements for students to read and affirm. These specific affirmations correspond with the general statements of this policy. At the beginning of each school year and/or upon enrollment, this agreement will be provided to students and required to be read and signed by the student and parents.

### ***Internet/Computer Use Agreement***

1. I will not attempt to visit websites that contain unsuitable material. If I am unsure if a site is suitable, I will ask a teacher or member of the staff.
2. I will only copy pictures or text into my documents. I will not download any other type of file (for example games, software, screen savers, etc.)
3. I will not bring any discs or flash drives for use in the school's computers.
4. I will not give anyone other than a school administrator my password.
5. I will not attempt to gain or guess anyone else's password or sign on with any other person's ID and password.
6. I will not attempt to change the desktop setup or any other settings on the school's computers.
7. I understand that anything going out from the school's computers will carry St. Peter's address. I will not give out personal information about myself in an email, including my name, home address, etc. unless given permission by a teacher.
8. I will not send out in email any material that is inappropriate. I will not use offensive or threatening language in my emails or in any other communication.
9. During lessons and at all times at school, I will only use the computers for school work.
10. I will ask a teacher before I print any information from the Internet.
11. I will not take information or documents off the Internet or from another user and pass it off as my own work.
12. I will give credit in reports that I write or work that I do from website or other sources where I obtained the information for my report.
13. The Internet in school is for educational use. I will not use it for financial gain or advertising.
14. I will report any misuse of the Internet or computers immediately to a teacher or member of the staff.

15. I will not type, draw, or input in any way anything on the schools computers that includes vulgarities, swearing, or any other inappropriate language or image
16. I understand that my parents will be informed if I misuse the Internet or computers.
  
17. Student participation in “social networking” websites off of the SPS campus is a risky and potentially dangerous activity, and is, therefore, strongly discouraged. In the event that students elect to participate in such websites, **they are prohibited from listing St. Peter’s Catholic School as their school**, as well as from including reference to the school name, employees of the school or fellow students in any postings to such websites.
18. If I do not understand a part of this policy and how it applies to me, I will ask a teacher for help.
19. I have read this policy, understand it, and agree to follow it.