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|  | **2016-2017** |
|  | **ST. PETER CATHOLIC SCHOOL**  **STUDENT/PARENT HANDBOOK** |

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***Please read this handbook carefully as it describes the school practices and policies and contains information regarding student health and safety. By enrolling your child/children in 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.***

**Right to Amend : St. Peter Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents by letter, by a student’s weekly folder, or on the school website www.stpeterscatholicchool.com**

# GENERAL INFORMATION

## History of St. Peter Catholic School

St. Peter 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 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 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 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 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.

## Parents’ Role in Education

We, at St. Peter 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 Catholic 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 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 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

## 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.

**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. Those 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 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.

## Admission Information

Nondiscriminatory Policy

St. Peter 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 that 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 Catholic Church Pastoral Council will be used to accept students to St. Peter Catholic School. Any exceptions to these guidelines require the approval of the pastor of St. Peter Catholic 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 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 Catholic Church giving their time, talents or treasures. Families new to Greenville / St. Peter Catholic Church 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 Catholic School 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 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.

**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 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 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 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 31st Children entering Kindergarten must be 5 years old by August 31st. 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.

## Fees & Payment Schedule

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

**Financial Assistance Forms**

St. Peter 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. 1st** of the year for which they are applying. More information is available by contacting the business office at St. Peter Catholic 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 Catholic School no later than August 1st.

**ALL REGISTRATION FEES ARE DUE within 30 days after re-registration. IF ALL OUTSTANDING FEES ARE NOT PAID BY JULY 1ST 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.

## 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.

## Transfer of Schools

* Families must notify the school in writing if a student is being withdrawn from the school.
* Registered students who withdraw by October 15th are responsible for 1/3 of the full tuition amount.
* Registered students who withdraw by January 1st are responsible for half the full tuition amount.
* Registered students who withdraw after January 1st but prior to March 15th are responsible for ¾ the full tuition amount.
* Registered students who withdraw after March 15th are responsible for the full tuition amount.
* The school will not forward records for students who withdraw with an outstanding balance.
* Registration and Technology Fees are non-refundable unless moving out of town.

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

## Child Abuse Laws

St. Peter Catholic School abides by the child abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. 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 Peter Catholic School must also attend a child abuse and neglect workshop.

## Animals & Pet Policy

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

## 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.

# DAILY LIFE

## School Hours & Closing Information

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 Policies

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 with reasons for absence MUST be

given 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.

**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 Catholic School 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. ***Students are allowed 5 unexcused tardies for the school year. An official doctor’s note is needed for excused tardies. After the 5th tardy, a detention will be issued. After every 3rd tardy thereafter, another detention will be issued. Detentions are held Thursdays from 3:00-4:00pm. Repeated detentions due to tardies will be referred to administration for further disciplinary action, including but not limited to, suspension. Excessive tardiness will 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.

**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.

## 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

## 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 any candy. 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 LUNCHES, INCLUDING SOFT DRINKS FOR STUDENTS, 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.

## School Visitor Information

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.***

## 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 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

## 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.

## Lost & Found

The L*ost 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.

## Care of Materials, Books & 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.

## 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 Catholic 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.

## 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 Catholic School is implied in any way. St. Peter Catholic School does not sponsor graduation parties at the end of the school year. Please do not have balloons, flowers, or other gifts brought to or sent to your child at school. Delivery of these items will not be accepted. ***Lunchroom and playground celebrations are not permitted.***

**Middle School Socials**

Several times a year, the middle school faculty co-hosts 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 Peter Catholic School 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, generally begin at 7:30P.M. and end *promptly* at 9:30P.M.

## 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.

## Uniform Policy/Dress Code

St. Peter 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:

* ***Lands’ End***
* ***J.A. Uniforms***
* ***Target***
* ***Belk***
* ***Old Navy***
* ***JCPenny***
* ***Educational Outfitters***
* ***Walmart***

*Brands include: Classroom by Cherokee, K-12, Universal, A+, Royal Outfitters, IZOD, Schoolwear, and Cherokee School Uniforms*.

**PE Uniforms-** These can be purchased online from Lands’ End and Stadium Sports. School logo is required on shirt & shorts.

***Monogramming*** *is available at the following local locations: Parrott Canvas (shirts are available there), Sew Wright, & Monograms+, Boston Bags & Tags, & PirateThreads.*

**Uniform Requirements**

**JK**

* Yellow polo shirts—short or long sleeve *(with school uniform logo*)
* Yellow sweatshirts *(with school uniform logo)*
* Pull-up navy blue shorts, trousers, or skorts

**K-5th Grade**

* White or hunter green polo shirts—short or long sleeve *(with school uniform logo)* No performance/”wick-away” fabric
* Hunter Green or Navy Blue sweatshirts *(with school uniform logo)*
* Navy blue shorts, trousers, or skorts (Shorts & skorts no shorter than fingertip length with shoulders dropped) No “jeans style” pants/shorts

**6th- 8th Grade**

* White, navy blue or hunter green polo shirts—short or long sleeve *(with school uniform logo)* No performance/ “wick-away” fabric
* Hunter Green or Navy Blue sweatshirts & hooded sweatshirts *(with school uniform logo)*
* Navy or khaki (not light sand color) shorts, trousers, or skorts (**Shorts & skorts no shorter than 2 inches above the knee**) Also, no cargo pants or cargo shorts- there is one specific style allowed from Globe Kids. No “jeans style” pants or shorts
* Official PE uniform

**ALL Students:** No other outerwear is acceptable in the classroom. ***Spiritwear*** is not a part of the school uniform.

**Accessories and Shoes**

* Standard Athletic shoe/tennis shoe, closed at the toe and heel, tied laces or Velcro closure only**. No loafer, Mary Jane or clog style shoes/sneakers may be worn**.
* No added functions like lights or roller wheels are permitted.
* Solid blue, black or brown belt must be worn with pants, shorts, & skorts that have belt loops.
* Solid Black, White, Navy, or Grey *athletic* socks; visible in the shoe, not pulled up to the knee.
* Traditional White or Navy knee socks- for girls only
* Solid white or navy tights, footless tights are not permitted

**Physical Education**

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. Non-marking sneakers must be worn on P.E. days. No jewelry may be worn during gym class. Long hair must be pulled back during activities.

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

* Hairmust be clean, neat, trimmed away from the eyes (above the eyebrows), and may not be distracting to the learning process. Extreme cuts (such as mohawks) and coloring (dyes and bleaches) is not allowed. Male students’ hair must not cover the collar of the SPS uniform shirt.
* Absolutely no hair or eyebrow designs on males or females will be allowed. Parents will be called and students will be sent home immediately.
* Hair accessoriesshould be minimal, conservative and appropriate. No shiny, glittery, bright colors, flowers, scarves or bandanas. No feathers or oversized hair accessories.
* **Jewelry:** Jewelry should be simple and not distracting to the learning process. Watches, a single bracelet or necklace, or one ring on each hand may be worn by any student. Girls may wear earrings in the ear lobes only, no more than three earrings 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 ankle bracelets, 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 pale pink or clear nail polish may be worn by JK-8 girls. No acrylic nails are allowed.

**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 a No Uniform Today (NUT day), parents will be notified to bring the SPS uniform to school. Thus the student will lose the NUT day privilege.

**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.

Students may wear the following:

* Jeans, Capri pants, slacks, and jogging suits that belt above the hip line
* Skirts, skorts, shorts 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, **Shirts & pants that are too or too short**, have inappropriate writing (including but not limited to writing on the seat of the pants), or have holes in them
* Yoga pants
* Pajamas of any kind
* Tank tops
* 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)

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

All Students (except 8th graders) wear their school uniform on Picture Day.

**8th grade girls-** Sunday best. No spaghetti straps. No see through clothes. Skirts & dresses no shorter than 2 inches above the knee. Slacks can be worn, but not jeans. Dress shoes can be worn for pictures only but will need to be changed back to sneakers after class picture is taken.

**8th grade boys-** Button down long sleeve dress shirt, preferably solid white but can be any light color, tie or bowtie (any design or color), uniform bottoms (pants or shorts). Dress shoes can be worn for pictures only but will need to be changed back to sneakers after class picture is taken.

*After pictures are taken, 8th graders can either stay in picture day clothes or change back into uniform. Students may not change into other non-uniform clothing. They must change into sneakers after the pictures are taken.*

**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 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.

**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.

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

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

# CURRICULUM

## Curriculum & Academic Policy

St. Peter Catholic School 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 Catholic School 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 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

S- Below 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

## Technology Information

**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

## 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 & Report Cards

**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 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.

## Honors

**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 Catholic School with “Honors”, if at the year end check, they have maintained an A average and/or B average in 6th, 7th and 8thgrades. We encourage all students to strive for academic success so 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 a member 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 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 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.

## Special Services

**GUIDANCE PROGRAM**

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

**Students**

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

**Parents**

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

**Teachers**

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

**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 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.

**LEARNING RESOURCE DEPARTMENT**

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

The resource teachers will consistently evaluate and monitor the progress of all K-8th grade students receiving support through this department. Good parent and teacher support, and communication, are necessary for this program to be successful. If the student continues to struggle with the available support and services provided, it may be determined that the student’s needs would be better met in a different learning environment. It is important that the student be in a learning environment in which he or she can experience success without frustration while maintaining his or her motivation to learn. **All evaluations (psycho-educational, Vanderbilt, etc.) will go directly to the Learning Resource Department, not the classroom teacher, for purposes of confidentiality and documentation. The Learning Resource Department will distribute the forms to the appropriate teachers to complete. They will then be sent to the designated health provider or agency as required. It is the responsibility of the parent(s) to request information from their health provider or agency if they want a copy of these reports.**

## 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.

# CONDUCT & DISCIPLINE

## Code of Conduct

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

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

## Student Honor Code

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

Respect

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

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

Cooperation

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

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

Responsibility

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

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

**BULLYING, HARASSMENT (SEXUAL, VERBAL, OR UNAUTHORIZED PHYSICAL CONTACT, INCLUDING FIGHTING) WILL NOT BE TOLERATED**

## 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, Plagiarism & Academic Dishonesty

**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.

## Student 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 may be called. Students will receive an after school detention;
* 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.

## Disciplinary Referrals and Detention

Disciplinary referrals and detentions may be issued for a breach of classroom and/or school rules. After three referrals, a detention will be issued. Any staff member of St. Peter 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. Suspension from school includes all afternoon and evening activities such sports practice, games, middle school socials, and any other school sponsored activity of that day.

## Probation & Expulsion

**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.

# AFTER SCHOOL PROGRAM

**AFTER SCHOOL PROGRAM**

**Director – Mrs. Liz Baker**

**Billing – Mrs. Teri Beshara**

**Philosophy**

St. Peter 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 Catholic School discipline code also applies to the After School Program. Please consult the Parent Handbook online for details. ***No electronic devices, including cell phones, iPods, etc. are allowed in the After School program.***

**Registration**

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).

**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, reminders, etc., will be sent home with the child/children, and updated on the school website. [www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com) 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. – 3:00 p.m. and (252) 864-4141 between 3:00 p.m. – 5:30 p.m.

**Hours of Operation**

The After School Program will operate from the time school dismisses until 5:30 p.m.

**Days of Operation**

The After School Program will operate according to the regular school year calendar. After School care will begin the first full day of school and is provided on certain half-days. Please consult your school calendar. After School care is not provided for the following half-days or full days: Halloween Carnival, Grandparents Day/Thanksgiving Vacation, Christmas Vacation, Martin Luther King, Dinner Auction, Basketball Tournament, and Easter Vacation.

**Program Schedule**

1. Children will be under adult supervision at all times.

2. Children will have free play.

3. A snack will be provided each day. Please let us know of any food allergies.

4. Supervised study/homework or reading period is provided. It will be up to the discretion of the parent whether the student will use the designated homework hour.

THIS SCHEDULE IS SUBJECT TO CHANGE AND WILL VARY ACCORDING TO NEEDS.

**AFTER SCHOOL EVENTS**

If your child remains at school after hours for a school event and utilizes After School you will be charged. (see Fees)

**Fees**

Full Day Pick up by:

3:30 p.m. $6.00

4:30 p.m. $8.00

5:30 p.m. $10.00

Half Day Pick up by:

2:00 p.m. $12.00

3:30 p.m. $16.00

5:30 p.m. $20.00

**Payment**

PAYMENT IS DUE ON THE 12TH OF THE MONTH. IF NOT PAID BY THE 20TH, A $10.00 SURCHARGE WILL BY CHARGED PER MONTH. RETURN CHECK POLICY - $25.00 FEE WILL BE CHARGED FOR ALL RETURNED CHECKS.

**Late Fees**

The After School Program closes promptly at 5:30 PM. A late charge of $7.50 per 15 minutes will be assessed and added to the monthly bill.

**Outstanding Balances**

In accordance with St. Peter Catholic School Policy, if there is an outstanding balance owed to After School (as applies to all school fees), report cards will not be issued AND students may not be allowed to reenroll the following year until all financial responsibilities are met.

**PARENTS PLEASE NOTE:**

**CHILDREN WHO ARE NOT PICKED UP AT THE END OF DISMISSAL WILL AUTOMATICALLY BE TAKEN TO AFTER SCHOOL AND BE CHARGED THE ANNUAL FAMILY REGISTRATION FEE AND A FEE FOR THE TIME PERIOD**

**AFTER SCHOOL CARE IS USED.**

# St. Peter Catholic School Student Acceptable Use Policy

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

Students may bring e-Readers to school to use for educational purposes**.** You must register your E-Reader with the Media Specialist before using during school hours and follow the appropriate guidelines for use.

**Grades K through 2**

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

As a student and eD user at St. 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 web sites 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 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 SPS will make a concerted effort to control student access to this material and a filtering system is in place, parents must be aware that SPS cannot totally control the content of material available on the Internet or user access to that material. During school, teachers will guide students toward appropriate educational material. However, it will be the responsibility of the student to not pursue material the school may consider offensive.

**Our school has a web site and Facebook that contains information about our school as well as individual classes have web pages.** This is a wonderful tool for communicating, but SPS will follow the following standard guidelines for web page use in schools.

1. If a photograph is used, no student should be identified by name.
2. If a piece of written works is used, the student will be identified by first name only. If needed, a last initial will be used with the first name.

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

First offense-confiscated; parent must come and get the device after school.

Second offense- confiscated for a minimum of thirty days or until the end of the year.

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

1. Inputting, using or accessing material that is inappropriate in language or images.
2. Violating copyright laws by illegally copying or using software or data.
3. Communicating threats of any kind.
4. Harassing or insulting another person for any reason.
5. Plagiarizing-claiming another’s work as one’s own.
6. Vandalizing or damaging any network hardware, software, databases or files.
7. Using another student’s ID and/or password.
8. Excessively using or wasting network time and resources, including printing non-school material.
9. Using the network for non-educational purposes.
10. Changing the eD settings, including the desktop image on the school’s computers and themes on your school Google Drive account. Also, no photos for your profile picture on Google Drive.
11. Student participation in “social networking” websites off of the SPS campus is a potentially dangerous activity. If students participate in these websites, they are prohibited from listing St. 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 SPS computer network will have his/her access revoked for a period of time and/or other measures as deemed appropriate by a school official.**

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

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

Student Handbook and Acceptable Use Policy Signature Page

I have read and understand the St. Peter Catholic School Student/Parent Handbook **and** Computer Network and Internet Acceptable Use Policy. I agree to follow this policy.

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

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

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

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

**Photo Release Permission Slip**

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). First name will only be used. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

\_\_\_\_ Yes, I give consent for St. Peter Catholic School to photograph my child for school purposes and/or at school events.

\_\_\_ No, I do not authorize St. Peter Catholic School to photograph my child for school purposes and/or at school events.

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

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_