

Student – Parent Handbook



ST·PETER
REGIONAL CATHOLIC SCHOOL
CLAVIER

2020-2021

**St. Peter Claver Regional
Catholic School**

**2560 Tilson Road
Decatur, GA 30032**

**Phone 404-241-3063
Fax 404-241-4382**

**Mrs. Susanne Greenwood, Ed. S.
Principal**

School Hours

7:30-7:45 Student Arrival

7:45 am: First Bell - *Students travel to classrooms*

7:50 am Second Bell-*Students are in classrooms/HR*

7:51 am - Morning Prayer - *School day begins*

3:10 pm - *Announcements start*

3:15 pm -School Day Ends

School Office Hours

7:30 am - 3:30 pm

Established - 2001

Mascot - Jaguar

School Colors - Green and Blue

St. Peter Claver Regional Catholic School

Welcome to St. Peter Claver Catholic School. It is our intention to serve you well by assisting in the religious, moral, and academic aspects of educating your children. Our school motto is “Embracing Faith, Service, Love, and Learning in a Christ-centered Community” and the contents of this Handbook reflect these core values. The purpose of this Handbook is to familiarize our families and students with the policies and practices of our school.

A student’s enrollment at St. Peter Claver School, is signified by the signing of the contract by the Principal and parent/guardian, is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in this Handbook. Read the Handbook carefully with your child(ren) and discuss the implications within it. Keep the Handbook in a place for easy referral.

A parent(s)/ guardian(s) signature on the Handbook is an acknowledgement by parents and guardians and their child(ren) of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in the Handbook. **Please Note: the Principal retains the right to amend the Handbook and agrees to notify parents in writing of any changes.**

I/We understand that the continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook including but not limited to general behavior, academic performance, and attendance.

I/We acknowledge that the school governs the conduct of the student when on the school property, during the Extended School Program, when participating in school activities off school property, or at any school sponsored event.

Continued enrollment, in any given school year and re-enrollment in any subsequent school year, is subject to the parents’/ guardians continued support of the mission of the school as documented in the school Handbook and the maintenance of a demonstrably effective and supportive relationship with the school. Re-enrollment in any subsequent year is subject to mutual agreement.

Parent/School Partnership Pledge Form

The parent school relationship is of great importance to the religious formation and academic success of the student. St. Peter Claver School pledges to offer an excellent education rich in Catholic formation, perspective, values, and tradition. We ask that you, as parents/guardians and your children's first teacher, pledge to offer encouragement, positive reinforcement, natural consequences, and parental involvement to your child as well. We ask that you affirm the following statements:

SPC's Commitment to our Families SPC will:	Our Family's Commitment to SPC We as parents/guardians will:
1. Implement our mission and provide a supportive learning experience for Pre-K – 8 th .	1. Understand and support the mission of the school.
2. Treat each student and each family member with courtesy and respect.	2. Treat faculty, staff, and fellow parents with courtesy and respect. Recognize and trust the expertise and the professionalism of the faculty/staff and their ability to teach and guide the students.
3. Provide a welcoming, caring, and safe environment that enhances and supports learning.	3. Monitor recreational activities in order to provide children with time for quality study and to provide them with sufficient rest and sleep necessary to perform to their best abilities in school.
4. Communicate openly and honestly with each family regarding their children.	4. Resolve concerns by communicating openly with teachers and the administration.
5. Communicate school information on a regular and timely basis through a variety of methods: Website, Facebook, RenWeb emails, newsletters, and conferences.	5. Read school communications including <i>The Jaguar Journal</i> , <i>Hello & Happy Friday</i> progress and report cards, RenWeb emails, class newsletters.
6. Provide students with quality learning tools and an environment that enriches their education.	6. Be available to attend school orientation programs, parent/teacher/student conferences, Home & School meetings, and other school events. Support St. Peter Claver through time, talent, and treasure.
7. Articulate and model the school's core values (Faith, Service, Love, and Learning), integrating them into the education of each student.	7. Understand, support and integrate the school's core values into your child's education and home experience.
8. Partner with you in the faith formation of your child through active worship, hands-on service and teaching of the Catholic faith and traditions.	8. Recognize that we are the first and primary educators of our children – in life and in faith. We will teach by example through involvement in church and community events.

NON-DISCRIMINATION POLICY

St. Peter Claver Regional Catholic School shall admit students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the corporation's school. St. Peter Claver Regional Catholic School shall not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

In keeping with Canon Law, the Archbishop or his designee reserves the right to make decisions in all matters regarding Archdiocesan elementary and secondary schools.

St. Peter Claver Regional Catholic School is in full compliance with all Archdiocesan policies as outlined in the School's Policy Manual. Parents may have access to the complete manual which is located in the Front Office.

Schooling rests on an assumption so fundamental it is taken for granted. The assumption is that the environment of the home is conducive to, and supportive of, academic achievement. What the school is able to accomplish depends on cooperation and support of the home.

Let it be known to all who enter here
that CHRIST is the reason for this school.
He is the unseen, but ever present Teacher
in its classes. He is the Model of its faculty
and the inspiration of its students.

HISTORY

St. Peter Claver Regional Catholic School is a Pre-Kindergarten through Eighth Grade elementary school within the Archdiocese of Atlanta. Originally founded in 1961 as a parochial school of Saints Peter and Paul Parish, it was reclassified as a regional school by decree of Archbishop John F. Donoghue in February, 2001. In 1971, the Southern Association of Colleges and Schools fully accredited the school. In 2006 the Southern Association of Independent Schools also granted full accreditation. AdvancEd accreditation was granted in 2013.

The governance structure of St. Peter Claver Regional Catholic School is tied to the Office of Catholic Schools of the Archdiocese of Atlanta. The Superintendent of Catholic Schools serves as the ultimate decision maker of a regional Catholic school.

The Principal is responsible for the promulgation of local policy so long as it is in accord with Archdiocesan policy. The Principal reports directly to the Superintendent of Catholic Schools who reports directly to the Archbishop.

Students from all feeder parishes are considered on an equal par for admissions. The student demographics of a regional school should include representation from all feeder parishes. Families applying for admission should have verified parish status.

Effective June 2013, the schools in the Archdiocese of Atlanta are accredited through the District-wide Accreditation model sponsored by AdvancEd, the parent corporation of the Southern Association of Colleges and Schools (SACS). St. Peter Claver Regional Catholic School is also a member of the National Catholic Education Association (NCEA).

St. Peter Claver is one of 15 Catholic elementary schools in the Archdiocese of Atlanta Catholic School system.

Office of Catholic Schools Mission Statement

As a service of the Archbishop of Atlanta, the Office of Catholic Schools provides support, assistance, and guidance for administrators, faculty, local school councils, and parents in order to promote and to enhance the educational ministry of the local Church.

Mission Statement of the Catholic Schools in the Archdiocese of Atlanta

The Catholic Schools of the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church. Our schools are committed to providing quality education in an environment of spiritual, intellectual, and moral formation in accordance with the teachings of the Roman Catholic Church.

Mission Statement of St. Peter Claver Regional Catholic School

The mission of St. Peter Claver Regional Catholic School is to prepare students to learn, lead, inspire, and serve in local and global communities through Catholic teachings rooted in the Gospel of Jesus Christ, rigorous academics, and spiritual formation.

PHILOSOPHY

The members of St. Peter Claver Regional Catholic School Community believe that the growth of the total child is the primary focus of any educational program. Catholic schools are the most effective means of meeting the foundational purposes of Catholic Christian education: to teach doctrine, to build community, to serve Christ and His people and to provide opportunities for worship.

We nurture in each student a sense of uniqueness – an awareness of his/her self-worth, self-esteem and God-given talents. Each student is seen as an integral member of the total church, school, home and civic community. Through a well-structured educational program, we strive to develop each child's greatest individual potential.

The faculty of St. Peter Claver Regional Catholic School recognizes that the living out of this philosophy is possible only to the degree that we remain faithful to our Baptismal commitment and to the degree that we rely on the power and strength of Jesus Christ, who has promised to remain with us for all time.

BELIEFS

We believe that:

Each child is an individual of great worth, blessed with God-given gifts and talents; therefore, our school promotes the love of God and one another through service to the school and community.

Education is a life-long process which begins at home, is fostered at school, and continues throughout life.

All children can learn; therefore, our school recognizes different learning styles and provides a variety of opportunities for students to be actively involved in the learning process.

The total development of each child includes spiritual, social, intellectual, physical and emotional growth.

Children are best educated in a caring, Catholic Christian community, which fosters an individual responsibility to practice self-discipline and respect in interactions with others.

Teachers, administrators, and support staff create a safe and nurturing educational environment that challenges each child to achieve his/her potential.

A sound curriculum integrated with current technology and effective teaching prepares our students to learn how to choose wisely and how to relate to God and others.

Our school celebrates students' diversity while inspiring in them a sense of self, opening doors to a global, interdependent world.

An ongoing improvement process is essential for our school's success.

GUIDING PRINCIPLES

- Provide a Catholic, Christian environment in which students learn independently and through group work while learning to value diversity;
- Focus on success for all students;
- Promote a climate of high expectations, respect and dignity;
- Provide a curriculum that will have relevance to the life of students;
- Recruit, employ and nurture dedicated, well-qualified and highly professional employees who adhere to professionally recognized standards and local school policies;
- Support Archdiocesan and local school improvement plans and contribute to their implementation;
- Promote continuous improvement through cooperation between and among students, parents, educators, clergy and the wider community.

Archdiocesan Compliance

St. Peter Claver Regional Catholic School functions under the auspices of the Archdiocese of Atlanta. St. Peter Claver is in full compliance with all Archdiocesan requirements as stated in the Policy Manual for Catholic Schools. This manual is available for parent review. Please see the Principal.

Administration

The School Administrative Team is a site-based management team comprised of the Principal, Administrative Assistant, Development/ Admissions Director, Business Manager, School Counselor, and two classroom teachers.

AHERA Regulations

Our school building contains asbestos in limited, controlled concentrations. It is maintained according to all AHERA regulations, including annual inspection. The management plan is available for review upon request.

State Licensing

St. Peter Claver School has a Faith-based exemption from state daycare licensing for four-year olds and the extended school program (ESP); however, licensing guidelines are followed to ensure that continuation of the faith-based exemption.

St. Peter Claver School Advisory Council

St. Peter Claver School is supported by an Advisory Council which advises the Principal and oversees standing and ad hoc committees working on continuous improvement efforts that further the mission of the school.

Name	Title	Email
Natalie Androla	7th Grade Teacher	nandrola@spc-school.org
Shannon Betts	Guidance Counselor/Resource Teacher	sbetts@spc-school.org
Patricia Campodonico	Director of Admissions/ Admin. Team	pcampodonico@spc-school.org
Sarah Cannady	PK/ Kindergarten Teacher	scannady@spc-school.org
Teresa Carnes	1st/2nd Paraprofessional/Resource Teacher	tcarnes@spc-school.org
Seong Cho	Music Teacher	scho@spc-school.org
Sabrina Colbert	Cafeteria Manager/ Maintenance Asst.	scolbert@spc-school.org
Matthew Davis	3rd/4th Grades Teacher	mdavis@spc-school.org
Thinh Dinh	Maintenance/Custodian	tdinh@spc-school.org
Alejandra Gordon	Business Manager/ Admin. Team	agordon@spc-school.org
Susanne Greenwood	Principal	sgreenwood@spc-school.org
Debra Hood	Administrative Assistant/ Art Teacher/ Dir. of ESP/ Admin. Team	dhood@spc-school.org
Breanna Johnson-Anderson	5th/6th Grades Teacher/ Admin. Team	bjohnson-anderson@spc-school.org
Pansy Jones	Nurse	pjones@spc-school.org
Rachael Morledge	PK/Kindergarten Paraprofessional/ Resource Teacher/ Admin. Team	rmorledge@spc-school.org
Emily Moyers	1st/2nd Grades Teacher	emoyers@spc-school.org
Rafael Nazario	Spanish/PE/Technology Teacher	rnazario@spc-school.org
Kathy Schenck	Media Specialist/Curriculum Coordinator/ Admin. Team	kschenck@spc-school.org

Kevin Sevcik	8th Grade Teacher	ksevcik@spc-school.org
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ADMISSIONS

Admissions

The Catholic Elementary Schools of the Archdiocese of Atlanta offer programs of education and formation for students who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire for the school to assist them in their parental role as primary educators. (Archdiocesan Policy #5120).

Non-Discriminatory Policy

All schools of the Catholic Archdiocese of Atlanta, including St. Peter Claver Regional Catholic School, admit students of any race, color, sex, national origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the schools. St. Peter Claver shall not discriminate on the basis of race, color, nationality, and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletics or other school administered programs.

Registration

Parents must follow the application procedures as detailed in the Admissions Online tab found on the SPC website: <http://www.spc-school.org>. Applicants are required to pay a non-refundable application fee, upload and submit records from the previous school(s), and take an entrance test. All required paperwork must be received before a student is tested. All phases of the application process must be satisfactorily completed before notification of the admission status is mailed.

St. Peter Claver School follows the Georgia State Law for beginning age requirements for school entrance, makes reasonable accommodations for students with special needs according to Archdiocesan Policy #5130, and accepts students for whom there is a reasonable expectation of success from the program. To summarize the Georgia State Law for beginning age requirements:

- For admission to Pre-Kindergarten, a child must be age 4 on or before September 1 in the year he or she proposes to enter school.
- For admission to Kindergarten, a child must be age 5 on or before September 1 in the year he or she proposes to enter school.
- For admission to First Grade, a child must be age 6 on or before September 1 in the year he or she proposes to enter school.

Immunization Form – GA 3231

To attend school in the state of Georgia, children must meet state standards for immunization. Students who are not completely immunized may not be admitted to school. There is no provisional admission. For medical exemptions, a physician may indicate the condition on the form. The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The Catholic Church does not recognize an exemption based upon matter of conscience/religious exemption. The County Health Department audits Immunization Records.

The Law requires that a “Certificate of Immunization” must be on file for every child enrolled in any public, parochial, or private school. A copy of the original/current health immunization form **3231** is required for each student enrolled.

Students entering 6th Grade are required by Federal policy to have a measles booster. As of June 1, 2014, students born on or after January 1, 2002, or entering or transferring to 7th Grade must have proof of the adolescent pertussis booster vaccination called Tdap vaccine and an adolescent meningococcal vaccination. Georgia Immunization Form 3231 must be updated for the school files. Students entering Kindergarten must have completed the immunization series for Hepatitis B and an updated Georgia Immunization Form 3231 must be sent to the school. Immunization records are included with the 8th Grade final report.

Health Examinations

Effective with the 2008-2009 school year, a comprehensive physical examination is required for all new students. This must be signed by a licensed physician, MD, DO, RNP, or PA working under the direction of a licensed physician. If the student is transferring from another school within the Archdiocese and has met the requirements, another examination is not necessary. The Health Examination Form is available on the school website (www.spc-school.org).

Tuition and Fees

The Catholic Tuition Rate is established through Parish Verification of the status of “active” Catholic according to the stewardship model of time, talent and treasure. Families must be registered in their parish, “active,” (as determined by the pastor using Archdiocesan requirements) and the child must be baptized Catholic to qualify for the Catholic Tuition Rate. All other families must pay the Non-Active/Non-Catholic rate. Parish verification is required each year and the child’s parent(s) or guardian must be the person to submit the form.

Tuition

Active Catholic Rate: \$7,738

Active Catholic Families (Parish Verification Form signed by Pastor is required annually). 11 payments of of \$673.18 per month from June 2020 – April 2021

Non-Active/Non-Catholic Rate: \$9,600

Non-Catholic or Non-Active Catholic Families. 11 payments of \$851.55 per month from June 2020 – April 2021

Additional Fees

\$200.00/ child	Re-Enrollment (current students) / Enrollment Fee (first time applicants)
\$300.00/ 2 or more	Enrollment / Re-Enrollment Fee covers texts and instructional materials and RenWeb set-up
\$150.00/ child	Application Fee and required at time of application (non-refundable; for first time applicants)
\$150.00/ child	Grades 5-8 Technology Fee (Chromebook / Headphones /Online Learning Subscriptions
\$50.00/ child	Grades PK - 4 Technology Fee (Headphones/ Online Subscriptions
\$4.50/ day/ child	No Lunch Fee (if student arrives without lunch)
\$15.00/ child	Field Trip Transportation Fee (assessed through FACTS at time of trip)
\$15.00/ child	Yearbook purchase (optional - included in 8th grade fee for all 8th graders)
\$55.00/ child	8th Grade fee

Tuition is paid through FACTS Tuition Management. Parents are held responsible for the contract they signed with the school. The contract indicates tuition installment schedules, late fees and penalties for early withdrawal.

It is school policy to hold all awards, progress reports, and report cards if tuition and fees are not current in any/all of the following areas including, but not limited to: Media Center books/materials, tuition, ESP fees, and lunch account fees. This is especially important in the Eighth Grade year.

Various fees must be paid throughout the year. Fees may include, but are not limited to, the following: Field Trips, Yearbook, Field Day T-Shirt, Individual Sports and Activities, Late Fees, etc.

Financial Assistance

The Archdiocese of Atlanta and St. Peter Claver Regional Catholic School offer financial aid for qualifying families based on documented need. FACTS Tuition Management processes all financial aid applications which are based on the financial documentation provided by the parent(s) applicant. FACTS estimates the amount that each family can contribute to educational expenses. Applications are available online at www.factstuitionaid.com

To be considered for need-based financial aid, families must submit the following information by these deadlines: Application must be submitted by Monday, March 2, 2021

- 1) FACTS application submission deadline is March 2nd. Registration Fee must be paid before applying for Aid. *Late registration fee penalty will be applied after March 2nd.
- 2) Catholic families must submit their Parish Verification Form before contracts are signed.
- 3) When the parents of a financial aid applicant are divorced, separated, or have never been married, SPC requires both parents to complete the financial aid requirements by March 2, 2020. Please note, each parent must document his and her current total household income and assets, including those of a current spouse, if applicable.
- 4) Submit proof of child support.
- 5) Parents applying for aid must claim their children on tax returns.

- 6) If someone else claims your child as his or her dependent for tax purposes, please add this individual to your financial aid application.
- 7) Upload your 2020 Federal Tax Return and 2020 W2's to your FACTS application.

***Families who do not file taxes**

If you do not file taxes, you must submit a letter of employment verification and proof of current state aid such as Disability, Medicaid, or SNAP to show all income earned, per family, in the last calendar year.

To complete your online FACTS application:

- 1) Go to <https://online.factsmgt.com/signin/3D03Y> Click the green "Sign In" tab.
 - 2) First time applicants, click the gray "Create an Account" tab.
 - 3) Upload your 2020 tax return and all required documents to your FACTS parent login.
 - 4) Submit and pay for the FACTS application fee of \$30.00. This fee is non-refundable.
- Call FACTS Customer Service at (866) 441-4637 with any questions (M-F: 9 a.m. – 8 p.m. EST)
Submit additional documents to St. Peter Claver Regional Catholic School

Grace Scholars

Georgia Residents Assisting Catholic Education, Inc. (GRACE Scholars) is a certified Student Scholarship Organization (SSO) recognized by the State of Georgia to participate in the Georgia Private School Tax Credit Program. GRACE Scholars is the only SSO dedicated to supporting Catholic Schools in the state of Georgia.

New students from Georgia public schools, including all Kindergarten and First Grade students, can apply for financial aid as part of the GRACE Scholar program. Only new families that financially qualify for funds can be awarded a multi-year scholarship to be renewed annually. The GRACE Scholars funds are dependent upon available funds from participating donors in this tax credit program. Families must complete a separate application for GRACE Scholars in addition to the FACTS application.

For more information, contact the school or visit the GRACE website at www.gracescholars.org

Account Balances

All tuition accounts must remain current. Accounts more than 30 days in arrears are subject to discontinuation of services. All tuition accounts for the present school year must be paid in full by April 20th of each year before a student may be enrolled for the following year. Tuition installments are assessed through FACTS. No student may be officially enrolled with outstanding tuition or incidental fees.

Delinquent Tuition and Fees

Students with tuition or fees delinquent 30 days or more will be restricted from all school activities and the following consequences will be imposed:

- Student progress reports and/or report cards will be held in the school office
- School attendance will be interrupted as parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid-in-full.

Safe Environment Training

Upon acceptance to an Archdiocesan school, all new students complete the Safe Environment Program, VIRTUS. This training is to be completed in the school setting with the documentation forwarded to the Office of Child and Youth Protection. Parents may remove their child from the Safe Environment Training by providing the Principal with a written request. (Archdiocesan Policy#6235)

Enrollment/Re-enrollment Policy

All new students are enrolled on a probationary basis. Students have six months in which to prove themselves both socially and academically suited for attendance at St. Peter Claver Regional Catholic School. If during this period there are any problems, a student may be asked to withdraw his/her attendance at St. Peter Claver School. The recommendation and decision of the school is final.

Continued enrollment of the student is subject to the student observing all school rules as set out in the school Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year, and re-enrollment in subsequent years, is subject to the parents'/guardians' continued support of the mission of the school as documented in the Parent/Student Handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents'/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the student, the parents, or the school administration with or without cause. Invitations to re-enroll students will be distributed in January to families who have met their required service hour commitment and are current with tuition and fees.

- Online re-enrollment in RenWeb opens on Wednesday, January 1, 2021 and closes on Wednesday, February 12, 2021.
- **A non-refundable re-enrollment/activities fee is required at the time of re-enrollment submission through Renweb.** The re-enrollment fee per child is \$200. For families with two or more children, the re-enrollment fee is \$300 for the family.
- A \$50 late fee will be assessed to re-enrollments received after **February 12, 2021.**
- Families who re-enroll past the above dates may risk qualification for financial aid.

The pre-enrollment or early enrollment of any student and the acceptance by a school of any enrollment fee or tuition for a student is only a **conditional acceptance** of the student. The school retains the right to void the conditional enrollment of any student under a pre-enrollment or an early enrollment plan. The conduct of the student or the student's parents/guardians may be grounds for the revocation of the conditional acceptance of students. (Archdiocese Policy 5120).

An Online School Directory is made available each year. If you do not wish your information to be included in the upcoming school year's directory, you must put your request in writing and submit it to the office within the first week of school.

Parent Contracts

Each family in good standing signs a Parent Contract. By signing this contract, parents/guardians agree to pay the full amount of tuition indicated on the contract and to abide by all rules, regulations, and policies set forth by the school. In the event of early withdrawal of a student, the parents/legal guardians will be responsible for the remaining total tuition assistance and/or scholarships.

School Closures

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, all Archdiocesan schools shall resume as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty and approved by the Office of Catholic Schools. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees. (Archdiocese Policy 5285).

Transfer Policy

Local transfer of students from any public, private, or Archdiocesan School into Grade Eight is generally not considered. Students whose families have relocated to the Atlanta area from a Catholic school may apply for admission into Grade Eight. Admission to other grades, especially Middle School, will be considered carefully on a case-by-case basis.

ATTENDANCE

Arrival

School begins in respective classrooms at 7:50 a.m. Students arrive at school via car or carpool between 7:30 a.m. and 7:45 a.m. and proceed to the gym to await proceeding to their classrooms/homerooms at 7:45 a.m. Students may sit, talk quietly, read, or play quietly until departure to classes and homeroom. SPC's Before School Care is offered beginning at 6:30 a.m. and ending at 7:30 a.m. There is a \$4.00 charge per morning, per student for this service. Morning Prayer and Announcements begin over the intercom at 7:50. SPC's second morning bell at 7:50 a.m. signals the start of our Morning Prayer and Announcements, and students arriving to school after this bell are asked to stand in place in silent reverence for our Morning Prayer.

Students arriving after 7:50 am are required to be signed in by the parent/guardian and will be marked tardy by their respective classroom or homeroom teacher, which may affect continuation in the school according to the Attendance Policy #5170.

Dismissal

Daily dismissal begins at 3:15 p.m. except on designated early dismissal days. To ensure the safety of the children, **parents are expected to use the carpool line when picking up their children** and are not to wait for their child in the hall or walk him or her out of the car line. Please call the school if you experience an unexpected delay (traffic) or an emergency that precludes your being on time for carpool pick-up. Children who are not picked up in carpool by 3:30, go to the Extended School Program (ESP) where the daily charge applies.

On early dismissal days (Noon Dismissal days are noted on the 2020-2021 calendar), please make proper arrangements to pick up your child through the carpool line. A fee of \$1.00 per minute per family will be charged for any students not picked up after the carpool line. This fee is due at the time of the late pickup.

IN ORDER TO REINFORCE RESPONSIBILITY, NO STUDENT OR PARENT MAY RETURN TO THE CLASSROOM FOR ANY BOOKS, ETC., AFTER DISMISSAL, INCLUDING ESP STUDENTS.

Because child safety is such a high priority at St. Peter Claver School, students remaining after school must be supervised by their parents/guardians or by school faculty/staff at all times. All children must report to ESP, a teacher, an extra-curricular activity director, or go with his/her parents. Children may not wait for parents and any other person outside in the parking lots or any other unsupervised areas of the school. Children are not to loiter in the school halls, cafeteria, church, or school playground.

Early Dismissal

All appointments for medical/dental treatment should be made after the end of the school day whenever possible. Deadline for early dismissal is 2:45 p.m.

A written note or email must be presented or sent to the front office and the classroom teacher by 8:10 a.m. if the student is to be excused for early dismissal. We expect the student to meet the parents at the front office where the parent must sign them out. If an appointment is made after the student is in school, please email both the teacher and administrative assistant.

Students shall not be released to anyone other than the parent/guardian unless the parent has provided written permission for such release for a particular purpose or the parent/guardian has authorized the release pursuant to the Authorized Emergency Card submitted by the parent and on file at the school.

Parents MUST send a note or e-mail by 12:00pm to the teacher, paraprofessional and front office if their child is going home with someone else or to the Extended Day program. Please note that the person specified in the note must present an I.D. to the Extended Day Personnel.

Urgent changes in carpool or dismissal during the day must be called into the office and e-mailed to the teachers and paraprofessional by 12:00 noon. Please avoid last minute changes after 2:30 PM.

Truancy

Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is

understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission.

Absences

Academic success and regular school attendance are closely linked. The importance of punctual and regular attendance for every student cannot be over emphasized. Please make every effort to see that your child arrives at school on a timely basis – between 7:30 am – 7:45 am and remains in school for the entire school day. If a student arrives at school after 7:50 am, the parent/guardian must come into the school to sign him/her in. Students arriving to school after 7:50 am are marked tardy by their respective classroom teacher. Students arriving after 11:00 am, or leaving before 12:00 pm, are considered absent for half of the day.

When a student is absent from school, a parent is to call the school office by 9:00 a.m. each day of the absence or email administrative assistant. If the school office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Peter Claver Regional Catholic School students. Upon returning to school, students who have been absent for any reason must present a signed note to the teacher explaining the reason for the absence. The note will be kept at the school for the current school year. 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.

Students should be fever and vomit free for 24 hours before returning to school. Students who are sent home during the school day with a fever and/or vomiting will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Absenteeism due to vacations not listed on the school calendar will be considered unexcused. Prior approval must be obtained from the Principal for trips taken during scheduled school days. Parents are also strongly urged to make dental, medical and other appointments for their children after school hours, on Saturdays, teacher workdays, or holidays. 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.

It is the student's responsibility to come to the teacher and arrange details necessary for make-up work (see entry for HOMEWORK/MAKE-UP WORK). It is expected that all work will be made up regardless of the reason; grades based on in-class activities requiring participation may be lower than usual because missed activities are difficult to make up. Students on field trips or school related, or school approved activities are counted present and are allowed to make up all class work without reduction in grade.

Absences- excused

An excused absence is an absence permitted by the policies and regulations of St. Peter Claver Regional Catholic School; these policies are in accordance with authority granted by the Compulsory School Attendance Law and the Office of Catholic Schools for the Archdiocese of Atlanta.

Students may temporarily be excused from school:

1. Who are personally ill and whose attendance would endanger their health or the health of others.

2. If there is a serious illness or death in the immediate family, which would necessitate absence from school.
3. When absence is mandated by order of governmental agencies usually involving a court order.
4. When prevented from attendance due to conditions rendering school attendance impossible or hazardous to one's health or safety

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

In Grades 6 - 8, when a student returns to school following a one-day absence, he/she is expected to take, or turn in, any previously assigned test, quiz, or homework on the day of his/her return. Please refer to the class syllabus for details.

For absences due to illness exceeding one day, the following schedule for make-up time is operative:

2 days absent = 2 school days permitted to make up work

3 days absent = 3 school days permitted to make up work

4 days absent = 4 school days permitted to make up work

5 days absent = 5 school days permitted to make up work

For prolonged illness or frequent absences, alternate arrangements may be made at the teacher's discretion.

Absences--unexcused

Unexcused absences are those absences not permitted by the policies and regulations of St. Peter Claver Regional Catholic School. An excused absence becomes unexcused when the student fails to bring an excuse from the parent within three (3) days of returning to school. Parents are to submit a written note upon their student's return. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Tardiness

Students arriving after 7:50 am are required to be signed in by the parent/guardian and will be marked tardy by their respective classroom or homeroom teacher.

Parents are notified by email once their child has accumulated five tardies. Three (3) tardies are considered a one-half (1/2) day absence. Ten tardies requires parent(s) meet for a 7:30 a.m. conference with the Principal. Fifteen tardies in the year will incur a 7:30 a.m. early morning detention. Failure to report for morning tardy detention will incur a disciplinary point. Repeated unexcused absence or tardiness may be considered grounds for suspension or even expulsion. (Archdiocesan policy #5170).

Absence During the School Day

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 school day, he/she must be signed back into school in the office. Such absences, though excused, must be recorded in the legal attendance records. Doctor appointments and school visits will be marked as an "excused" absence with a note presented to the school when the student returns from the appointment. Notes will not be accepted after this time. Students away from school for an

appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals are considered a one-half day absence.

Students may not participate in after school activities if they did not attend school during the day.

Change of Address and Transfers – Please inform the office immediately of a change of address, home or office telephone numbers or email address. School personnel must have current contact information at all times. Inform the office in advance if you are withdrawing your child from St. Peter Claver as a Withdrawal Form must be completed and signed. Permanent records are mailed directly to the new school (once all financial obligations to St. Peter Claver have been satisfied.) Withdrawal paperwork will take three to five business days.

Severe Weather

If St. Peter Claver School is closed due to inclement weather, it will be announced on local TV and radio stations (11 Alive, Channel 2 and WSB 750 AM) as well as the SPC website and Facebook wall. Coinciding with notifications on the above media sites, SPC administration will send a RenWeb email and text alert to all families. In the event of severe weather warning (thunder and lightning, etc.) students will not be dismissed into carpool line until such weather clears.

AUDIO/VIDEO RECORDING POLICY

In accordance with Archdiocesan mandates, no audio/video recording devices may be used during functions of the school without the expressed permission of the Principal. Such events include, but are not limited to: classroom presentations, award ceremonies, performances, parent conferences, administrative conferences, or religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property or involving the use of the school telephone. (Archdiocesan Policy 5530).

BIRTHDAY OBSERVANCE

Every teacher recognizes student birthdays according to his/her classroom procedures. Parents who wish may send a food treat to share with their son/daughter's classmates. These treats will be distributed by the child at lunchtime or a time designated by the teacher. Parents are to check with their child's teacher for possible food allergies among classmates before sending any treats. Please keep the treat simple and easy to distribute. Invitations can only be distributed through the classroom teacher if all students in the class are included. Otherwise, parents are asked to mail the invitations directly to the home address.

BUCKLEY AMENDMENT

Non-custodial Parent

St. Peter Claver School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents with access to the academic

records and other school related information regarding their children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and is included in the Permanent Record.

Custody Disclosure Requirements

The school requires divorced parents to furnish the school with a copy of the custody section of the divorce decree or any current court orders concerning release of information or custody. It is the responsibility of the custodial parent to inform the school to whom the child may be released, if anyone, other than the custodial parent. In order for grandparents to receive school records, guardianship papers or written authorization from the custodial parent must be provided and included in the Permanent Record.

Confidential Information

Information pertaining to the children enrolled at SPC is considered confidential and may not be released by the school without first obtaining written permission signed by parents. However, relevant information relating to the children's family situation, medical status, and behavioral characteristics on the children enrolled at the school at any time shall be shared by administration among caregivers on the school staff, with members of the Department of Family Services or with other persons authorized by these rules or the law to receive such information, or with persons in an emergency situation involving the child.

CAFETERIA

The cafeteria, besides being a lunchroom, is also a place where good social relations can be developed. Each student is expected to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior include walking at all times, leaving the table and surrounding area clean and orderly, putting trash in the proper containers, and following the explicit directions of the cafeteria monitor. For safety precautions, students may not use the microwave.

Chef Advantage

Chef Advantage provides our daily lunch service. They partner with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows SPC families to view the lunch menu, order, prepay and manage student lunches from their smartphone, tablet, or computer. Please go to <http://chefadvantage.boonli.com> for ordering. If you have trouble placing an order, please email support@boonli.com

When a student forgets his/her lunch, it is the child's responsibility to inform the teacher. In this situation, SPC will provide lunch and **a fee of \$5.00 will be assessed through FACTS.**

For lunches brought from home, no glass containers or carbonated beverages are permitted. Pre-K students are required to have a balanced, nutritious lunch that meets federal guidelines, and naturally,

the same is encouraged for all students. **Parents may not bring lunches from fast food restaurants.** Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Parents are more than welcome to visit the cafeteria during your child's lunch to dine with him/her and must notify office and teacher prior to visit. Please be sure to sign in at the front office and secure a visitor's pass while you are on campus.

CALENDAR

The school calendar is available on our website at www.spc-school.org.

CARPOOL PROCEDURES AND REGULATIONS

Carpool traffic and parking are set up for the safety of the students.

Please observe the following guidelines in morning drop-off and afternoon pick-up:

1. **Our main entrance is in the back through the gym building. Please do not drop off or pick up your child at St. Peter and Paul Church front doors.** Please drive around to the school's main entrance (located behind the church).
2. Never back up your car unless a school staff member is directing you.
3. Do not let out or pick up children at a location other than the designated area.
4. Please encourage your child to walk at all times.
5. **Parents are asked to remain in their cars during morning drop-off and afternoon pick-up.** Staff are assigned and on-hand to assist students during both times.
6. Conversations with teachers in the carpool line are not permitted.
7. If your child(ren) is/are not fully prepared to exit the car in morning drop-off, please pull safely into a parking space and walk the child(ren) into the building. Do not remain idling in the morning drop-off line.
8. **The use of cell phones when operating a vehicle on the school grounds is prohibited.**
9. Afternoon pick-up of students is from 3:15 - 3:30. Students will be dismissed through the elementary entrance and exit with steps leading to the carpool line.
10. Please observe the posted sign that announces "CARPOOL PICK-UP BEGINS HERE" and pull up to that sign in the afternoon.

Please be sure that you follow Georgia State Law regarding car seats and booster seats. Children between 40 and 80 pounds and under 4'9" should ride secured with a lap and shoulder belt in booster seats. Georgia State Law (as of July 1, 2011) - Children under age 8 are required to be in a car seat or

booster seat appropriate for their height and weight and used according to the manufacturer's instructions. See guidelines:

<http://gahighwaysafety.org/childpassengersafety/2011boosterseatchangesga.pdf>

No student may remain unsupervised while he/she is on campus. As a result, all students who are not picked up by 3:30 pm will be escorted to the Extended School Program. Parents will be charged for this service beginning at 3:30 p.m.

We understand that on occasion, a parent or guardian may need to send someone else to pick up your child(ren) (please see Change of Plans section). Should this occasion arise, please make sure the driver is familiar with each rule and abides by them.

CHILD ABUSE REPORTING

St. Peter Claver Regional Catholic School abides by the Child Abuse laws of the State of Georgia which require any Principal, teacher, counselor or other school administrator to report all cases of suspected child abuse or neglect of children under eighteen years of age. Georgia Law, Code Section 19-7-5 requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith and provides for a penalty for violation of this law. These laws mandate that all cases of **suspected** abuse and/or neglect be reported to the county of the child's residence DFACS center (Child Protective Services). Since July 1, 2012, volunteers in school settings are also now considered mandatory reporters. This information is covered during Safe Environment screening for all volunteers.

CLINIC

The clinic is staffed by a registered nurse from the hours of 11:00 a.m. – 1:00 p.m. and provides reasonable care of students who become ill or are injured at school. **Parents MUST pick up their child if he or she has a fever of 100 degrees or higher, any contagious symptom (rash, diarrhea or sore throat) or has vomited.** If your child is too ill to remain in school, the parent or guardian will be called to come and pick him or her up immediately (within 30 minutes as your sick child may infect those around them).

For the safety of your child and the children of the school, do not send your child to school if he/she has any signs of illness. Your child must be fever free and vomit free for 24 hours. If your child has a chronic problem that may be mistaken as a symptom of something contagious, a doctor's note must be on file. If we do not have a doctor's note on file, you must pick up your child when the symptoms present.

Infectious Disease Policy

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not responsible for providing expert infectious disease advice or treat students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect all students' privacy. Parents of other children attending the school may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the particular student identified with the disease to the maximum extent appropriate in each particular circumstance.

Local school procedures will include:

- ***Prevention techniques*** – hand washing education, coughing and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, the mandated use of facial masks along with social distancing.
- ***Preparedness*** – St. Peter Claver Catholic School will comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- ***Response*** – St. Peter Claver Catholic School will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from State and Local (County and Municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- ***Recovery*** – St. Peter Claver Catholic School will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns to the Reopening of Schools Plan approved by the Superintendent of Schools.

Students who travel to Level 3 Nonessential Travel Zones or any location identified as a current Hot Spot for an infectious disease by the CDC may be required to quarantine for a period of 14-days. In the case of an identified pandemic or epidemic, the Superintendent of Schools reserves the right to require parents who have travelled to a Level 3 Nonessential Travel Zone (as identified by the CDC) to self-quarantine at home for 14-days before entering school property. This period of quarantine may also be required of students residing in the home.

COMMUNICATIONS

Parents should be aware of their child's educational experiences and progress, and teachers need to know their students' parents. A conference is an ideal way for parents and teachers to get to know one another so that the best interest of the child is realized. Under no circumstances may a teacher be interrupted during school hours, or while he/she is performing a before school or after school duty. However, you may arrange for a conference by writing a note to the particular teacher, or by using their email address. If you cannot contact the teacher through these methods, you may schedule an appointment by calling the school office.

APPOINTMENTS - If you have an early morning appointment, please understand that the appointment ends at 7:45 am. If you have an after school appointment with a teacher, kindly wait until all classes have been dismissed before proceeding to your appointment.

Direct personal communication is an essential component in maintaining a collegial relationship between parents and school. It is important to address any questions, criticisms, recommendations or commendations relative to a child's progress or a school incident by scheduling a conference with the appropriate teacher.

If after discussion and appropriate time to implement a plan, and to review the situation, the concern still exists, the concerned individual may make an appointment with the Principal, or administrative designee, or may request that the Principal, or administrative designee be present at the parent/teacher conference.

St. Peter Claver Regional Catholic School also provides for continuous, effective communication through the following methods:

- The monthly school newsletter, *The Jaguar Journal*, is sent electronically via RenWeb email and a print version sent home with students every month beginning in August.
- Weekly calendar updates and pertinent announcements are emailed every Friday afternoon before 6:00 pm in our *Hello and Happy Friday from SPC*.
- Memos, announcements, notes, and flyers are sent through weekly "Communication Folder"
- RenWeb Parent Portal
- Graded papers sent home
- Email (faculty/staff email addresses listed in the front of the handbook)
- Calendar
- Academic alerts, progress reports, and report cards
- Notes and phone calls initiated by parent, teacher, counselor, or principal
- Classroom newsletters
- Website - www.spc-school.org
- Parent-Teacher-Student Conferences
- Home and School Association meetings

- Facebook & Instagram
- Car Park school marquee with current dates, school events, and notices

Computer Lab

The Computer Lab is open daily during our regular school hours. Students enrolled in ESP may use the lab as scheduled by the ESP Director. Only approved websites for ESP may be accessed during after school hours. In agreeing to the Acceptable Use Policy, concerning computer and Internet, families and their children acknowledge and accept correct use of all school technology. No student may use a computer unsupervised.

CRISIS INTERVENTION PROTOCOL

St. Peter Claver Regional Catholic School follows the guidelines as stipulated in the Crisis Intervention Plan outlined by the Archdiocese of Atlanta for such traumas as the death of a student or staff member.

CURRICULUM AND ACADEMIC INFORMATION

Curriculum

St. Peter Claver School uses the Archdiocesan curriculum for Religion, Science, Math, Reading, Language Arts, Social Studies, Art, Music, Physical Education and Health, Guidance, Spanish, and Technology. Textbooks serve as resources for meeting curriculum standards and objectives. All programs uphold the Catholic Church's teaching on the value of life and the inherent dignity of all humans. This includes the born and unborn, young and old, weak and strong, regardless of race, color, religion, citizenship, nationality, or ethnicity. With combined classrooms in grades Pre-K through Sixth Grade, blended learning is utilized in every classroom to support.

Religion: The Catholic Religion, with its traditions and doctrines, is taught to all students daily in a structured class and interwoven into all subject areas throughout the day. Religious education includes catechesis on and participation in the sacraments, prayer, liturgy, and service in addition to the core curriculum. The Religion program upholds the teachings of the Catholic Church on the value of human life and the inherent dignity of all persons. ALL children are expected to maintain a prayerful posture during times of worship and actively participate in all aspects of the Religion program. Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in March.

- Sacraments – Students in the Second Grade fully prepare for their first reception of the Sacrament of Reconciliation and the Sacrament of First Eucharist. However, additional home parish religious education as well as some meetings (rehearsal) may be required. **The Archdiocese mandates that students receive these sacraments for the first time in their home parish. Parents are responsible for communicating with their home parish for dates of**

ceremonies. After children receive the sacraments for the first time, parents must provide to the school a copy of all Sacramental Certificates.

- **Prayer** – Prayer is an important part of school life at SPC. Teachers and students pray at the start of school, during class, before and after meals, at dismissal, and sometimes for special needs. Students are taught various forms of prayer. We encourage parents and guardians to join us in worship on Wednesday mornings at 9:00 am for Mass. All students, both Catholic and non-Catholic, are expected to fully participate in all prayer and religious services.

Fine Arts: Music classes offer instruction in various genres including liturgical music. Student vocal performances enhance school liturgies as well as student performances and events throughout the year.

Guidance: The counseling program is designed to be responsive, proactive, and meet the developmental needs of the students. A certified Guidance Counselor serves the needs of students and parents through classroom instruction, small group participation, and individual counseling.

Language Arts: The Language Arts curriculum encompasses all areas of literacy instruction including reading/literature, phonics/spelling, grammar, writing, and vocabulary. The Language Arts curriculum serves as a basis for learning in all other subject areas, as students practice and apply these skills in context.

Library/Media: Teachers in all grade levels along with the Media Specialist assist their students in selecting books based on interest and appropriate reading level.

Mathematics: The objective of the mathematics curriculum is to promote mathematical proficiency in all students. The balanced mathematics program incorporates conceptual understanding, procedural fluency in computation, and adaptive strategies for problem solving. Moby Max (www.mobymax.com) and IXL (www.ixl.com), integrated online curriculums, support blended learning and skills practice at SPC and all the objectives of our mathematics curriculum as well as progress monitoring.

Algebra and Pre-Algebra: Students who participate in the Algebra, Pre-Algebra, or advanced mathematics course in 7th or 8th Grade must meet the criteria set forth by the Archdiocese of Atlanta (adopted February, 2000 and reviewed April, 2012).

The following minimum criteria (6 of the 7 areas) must be met for a Seventh or Eighth Grade student to qualify for advanced placement.

Aptitude Test 80%	Iowa Assessment Mathematics 80%
Iowa Assessment Computation 80%	Iowa Assessment Math Total 85%
6 th & 7 th Grade Classroom Math Test Average 85%	
6 th & 7 th Grade Math Report Card Quarterly Average 85%	
Teacher Recommendation: work ethic, homework completion, and parental support	

For a student to remain in the 7th Grade pre-Algebra course or the 8th Grade Algebra course, he/she must earn a grade of 85% or higher each quarter. If the student falls below the average during the quarter, he/she will be required to attend tutorials. **Should the student's average fall below the 88% mandated average at the end of the quarter, the student may be reassigned to the 7th Grade General Math course or the 8th Grade Pre-Algebra Course.**

7th Grade placement in the advanced mathematics course does not guarantee placement in the Algebra course in the 8th Grade year. All rising 8th Graders must meet the established criteria. Likewise, placement in the 8th Grade Algebra Course does not guarantee placement in advanced high school mathematics. High school placement is dependent upon SSAT performance and each high school's individual criteria.

Physical Education and Health: Physical Education classes provide students with opportunities to develop an understanding of the importance of physical health and wellness, practice sportsmanship and teamwork, and develop age appropriate motor skills.

Science: Five standards are represented in the science curriculum: the study of living things, earth and space science, chemistry, physics, and the scientific method Hands-on science labs and demonstrations for students in all grades provide a dynamic supplement to what is learned in the classroom.

Social Studies: Instruction includes history, geography, economics, Georgia history, current events, knowledge of world cultures, and Catholic social teachings. Students learn that they have a responsibility to their country and their world to be informed, productive, and purposeful contributors to society.

Spanish: Spanish instruction includes vocabulary, common expressions, grammar, geography, and exploration of the culture of Spanish speaking countries. Catholic prayers and Hispanic faith customs are incorporated into Spanish instruction and some school events and observances.

Technology: Teachers incorporate and utilize technology in their lessons. Each classroom is equipped with twelve (12) personal computers to support blended learning in conjunction with teacher-led instruction. Students also have access to the computer lab, Chrome Books and classroom iPads. Students in Grades 5 through 8 participate in a one-to-one technology program, and they are issued a student Chromebook for educational use while in their respective classrooms. Teachers focus on the seamless integration of *Technology* within the curriculum in all subject areas.

Grades and Grade Reporting

The report card shows the progress, effort, work habits and conduct of the student. The following percentage grading scale, as approved by the Archdiocese of Atlanta's Office of Catholic Schools, will be used:

Grades 1-8:

Grades		Specialty Areas	Conduct Scale
A	90-100	100-90 Excellent	O=Outstanding
B	80-89	89-80 Satisfactory	S=Satisfactory
C	75-79	79-75 Needs Improvement	NI=Needs Improvement
D	70-74	74-0 Unsatisfactory	U=Unsatisfactory
F	69 and below		

Middle school students in 7th and 8th Grade participate in exams each semester (Mid-Term and Final).

Grades K- use the following, comparable scale:

M=Mastered: Student has acquired strategies needed to perform with minimal teacher support. Student can apply the skills or concepts correctly and independently.

DE=Developing: Student is gaining confidence and requiring less teacher support. Student shows some understanding; however, errors or misunderstandings still occur.

BE=Beginning: Student is beginning to explore with considerable teacher support. The student cannot complete the task independently. Student requires continued support and instruction.

I=Insufficient Progress: Student requires more than grade appropriate instruction and teacher support. The student cannot complete the task even with assistance. Student requires instructional support in addition to that of the classroom teacher.

X=Not assessed at this time

Specialty Areas	Conduct Scale
E=Excellent	O=Outstanding
S=Satisfactory	S=Satisfactory
NI=Needs Improvement	NI=Needs Improvement
U=Unsatisfactory	U=Unsatisfactory

Pre-Kindergarten uses the following, comparable scale:

Grades		Specialty Areas	Conduct Scale
S	Satisfactory	E=Excellent	O=Outstanding
NI	Needs Improvement	S=Satisfactory	S=Satisfactory
O	Not Yet Introduced	NI=Needs Improvement	NI=Needs Improvement
		U=Unsatisfactory	U=Unsatisfactory

The professional staff, under the supervision of the Principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes the following:

- **RenWeb – Parent preview of student grades online (1st – 8th Grade)** – Parents in good financial standing with the school may view student grades online via the parent portal of RenWeb. Teachers update grades periodically. Accounts must be current to have access to the parent portal. Parents may make inquiries as to the assessments which resulted in an online grade after parent review of the student papers sent home in the respective daily class folder or binder. Inquiries must be made in writing to the teacher within 5 days of the grade update. (Please note, not every returned paper is reflected in the grade book as some papers are used to guide instruction or provide practice, and some grades may not have a take-home paper, such as journals, participation grades, etc.)
- **Progress Reports and Academic Alerts Mid-Quarter** – Parents sign and return progress reports and respond to the electronic academic alert via email within one week. Progress reports and academic alerts are issued mid-quarter. The purpose of Academic Alerts for Grades 3-8 is to inform parents when a student's performance is unsatisfactory or improvement is needed mid-quarter allowing sufficient time to improve his/her grades.
- **Mandatory Parent/Teacher/Student Conference in the fall** – School is NOT in session, but students in 3rd – 8th Grades attend the conference. The day is counted as an official school day.
- **Report Cards – issued quarterly; final report cards sent home on last day of school** – Each report card reflects academic grades and personal development. Parents sign the report card and return it to school within one week. A copy of the report card is filed in the student's Permanent Record. A parent or teacher may schedule a conference to discuss the child's progress. Tuition and fees must be current to receive the report card on the day of distribution. Check the school calendar for report card dates. Parents may make inquiries as to the assessment which resulted in the cumulative grade of a report card. However, grade changes will not be made unless academic evidence warrants such a change. Furthermore, despite parent requests, comments will not be modified or deleted. (Archdiocesan Policy 5180).

Academic Probation – A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (75% or higher).

Homework

The purpose of homework is to extend the learning process, aid in the mastery of skills, reinforce a concept, give practice, enrich a specific area, or for reading/review/study. It is important that a student has a specific place to work, materials necessary to complete the assignment, and sufficient time budgeted for homework. It is the responsibility of the student to fulfill all homework assignments. Failure to complete homework will impact a student's grade and incur a consequence such as homework checkmark, disciplinary point, or a Mandatory Tutorial. Homework is developmental in nature and increases in scope with the maturity and capabilities of the students.

Students are responsible for contacting the teacher and completing all homework/tests missed following an absence.

Student Success Team and Resource

The Student Success Team (SST) identifies students experiencing academic or social challenges, suggests strategies, monitors progress and informs parents when additional education testing is recommended. The Student Success Team consists of classroom Teachers, Guidance Counselor, Resource Teacher, Principal or designee. A battery of educational tests may be required if students experience academic difficulty for two consecutive years.

Remediation is limited to those with minor learning problems that can be addressed within the classroom or by resource personnel. No modification of curriculum will be made; only reasonable accommodations to assist a student's academic success will occur. Remediation after school is only offered to students who qualify for the program. Students who qualify may be entitled to services provided by the Title I Program. This federally funded program provides remediation both during school hours and after school for students who qualify.

Students who exhibit special needs that cannot be met by the school shall be referred to the local public school or other appropriate educational settings. The Principal and school personnel will work closely with parents to recommend appropriate educational alternatives.

Retention or Summer Remediation

Students who fail (definition: earned grade of "F" – 69% and below – as a final year average) in one or two core courses (Religion, Math, Science, Social Studies, Literature/Reading, Language Arts) in one academic year will be required to remediate the coursework according to the parameters set by the school. Failure to successfully remediate according to school guidelines indicates the parents' choice to seek alternative educational placement.

Students in Grades 3-8 who have failed two courses in one academic year, and who have successfully remediated, may return to the school in the following year with the status of academic probation.

Should a student fail one (or more) core subject/s (final year average) within the year while on academic probation, alternative educational placement will be required. It should be noted that

academic failure in any core subject may adversely impact a student's ability to attend an Archdiocesan Catholic high school. (Archdiocesan Policy 5180).

Students who are not making adequate academic progress at St. Peter Claver School, after educational testing and implementation of reasonable accommodations, will be referred for alternative education placement.

Grade Requirement for Athletic Participation and Other Competitive Extracurricular Activities

To be eligible for extracurricular activities, including sports, students must maintain a "C" average (75%) or above in all core subjects (Religion, Mathematics, Science, Social Studies, Language Arts) and a Satisfactory (S) or above in conduct and all special area subjects on progress reports and report cards. They must also continue to maintain a "C" average (75%) or above in these subjects during the season.

Graduation

Students who satisfactorily complete the Eighth Grade courses may participate in a graduation ceremony, contingent upon meeting all financial obligations to the school. Eighth Grade students will not be allowed to participate in any graduation events (awards ceremony, field trips, etc.) unless all tuition and fees are current. Graduation Fees will be assessed through FACTS Tuition Management.

Promotion

Students who satisfactorily complete the prescribed courses are promoted to the next grade at the end of the school year.

Standardized Testing

The Archdiocese Testing program for elementary school requires that the **Iowa Assessments** (1st – 8th Grades) and the **Cognitive Ability Test** (2nd, 5th, and 7th Grades) be administered annually to assess the effectiveness of the school's academic programs and to evaluate the progress of the individual child. In addition, the **NCEA information for Growth: Assessment of Children/Youth Religious Education (ACRE)** is given annually to students in Grades 5 and 8.

The **NWEA MAP Test** (Northwest Evaluation Association Measures of Academic Progress) will be administered to students in Grades 1 – 8 three times during the academic year: in mid-September, mid-January, and early May. MAP Test data will be used to implement differentiated instruction and blended learning.

Academic Awards

- **Principal's List** - Report card grade of 95 or above in core subjects and conduct with no comments indicating deficiency in self-control or personal development (3–8; quarterly).
- **High Honors**– Report card grade of 90 or above in core subjects and conduct with no comments indicating deficiency in self-control or personal development (3–8; quarterly).

- **Honors** – Report card grade of 85 or above in core subjects and conduct with no comments indicating deficiency in self-control or personal development (3-8; quarterly).
- ***Spirit of St. Peter Claver Award*** – exhibits characteristics of our school’s patron and motto – faith, service, love, and learning (Pre-K – 8; semester; one per grade level).
- ***110 % Effort Award*** – exhibits a dedicated work ethic and pride in class work and studies (Pre-K- 8; semester; one per grade level).
- ***St. Cecilia Award for Excellence in Music*** – Exhibits love for music and actively participates in class/performances, displays effort and cooperation and goes above and beyond what is expected in the curriculum; (Pre-K -8; semester; one per grade level).
- ***St. Catherine of Bologna Award for Excellence in Art*** - Exhibits love for art and actively participates in class/performances, displays effort and cooperation and goes above and beyond what is expected in the curriculum; (Pre-K -8; semester; one per grade level).
- ***Our Lady of Guadalupe Award for Excellence in Spanish*** – Exhibits interest in Spanish, actively participates in class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum; (Pre-K – 8; semester; one per grade level).
- ***St. Sebastian Award for Excellence in Physical Education*** – Exhibits interest in applied physical education, actively participates in class/sports, displays effort and cooperation, and goes above and beyond what is expected in the curriculum. (Semester; one per grade level).

Daily Schedule (tentative)

6:30 – 7:30	Morning Care ESP is available in the school gym. (Fees apply)
7:30 – 7:45	Students may enter school
7:50	School day begins with Morning Prayer and Announcements
*(Any student entering the building after 7:50 a.m. is considered tardy.)	
11:30 - 12:00	Grades PK-2 Lunch
12:00 - 12:30	Grades 3-6 Lunch
12:30 - 1:00	Grades 7-8 Lunch
3:10	Bell for Afternoon Prayer/ Announcements/Dismissal to Carpool
3:30	Any student not picked up by this time will be signed into the Extended School Program unless enrolled in an extracurricular activity.

DISCIPLINE AND CONDUCT

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and care for others. All regulations of our school are formulated with this in mind. Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. A climate of mutual understanding, respect, and trust based upon

faith in the worth and dignity of each individual does much to promote self-discipline. The purpose of discipline is:

- To provide a classroom and school environment conducive to learning.
- To promote character development, i.e., to cultivate the virtues that ensure Christian living, and to redirect inappropriate behavior.

When an individual's actions interfere with the right of the teacher to teach and students to learn, consequences will be incurred. A student may be sent home from school in cases of disruptive behavior.

Students respond favorably to positive methods of discipline incorporating consequences for inappropriate behavior and guidance in making better choices. Each teacher develops a classroom plan for discipline and expectations of behavior that builds individual student responsibility. Each class has a standard system of discipline that will result in consequences including, but not limited to, and of the disciplinary measure listed below:

- ***Super Sticks/Class Dojo:*** Early elementary students earn super sticks or dojo points for following/modeling class procedures and guidelines. Math skills are reinforced in these behavior management systems with counting and adding, and critical thinking is called upon with cause and effect and self-reflection.
- ***Conduct Cards:*** Students in grades 5 – 8 have their conduct card with them at all times. Students incur checks for non-compliance of class/school rules (ie. Missing homework, talking in class, uniform violations, etc.) Accumulation of checks or behavior incurs disciplinary points
- ***Mandatory Lunch and Recess Homework Tutorial:*** Students in grades 5-8 with missing or incomplete assignments are required to sit for silent lunch and recess. Parents will be notified that students have sat for silent lunch and recess via email by the teacher.
- ***Detention: Five (5) Checks equates to One (1) Detention.*** When a student has a detention, parents will be informed via email by the RenWeb system. **Detentions are scheduled on Thursdays from 3:30 – 4:30.** Parents must pick up their child promptly following a detention served or the child will be placed in the Extended School Program at the daily rate. Detention takes precedence over appointments, practices, lessons, tutoring, sports, etc.

Conduct Card System

This system is applicable to students in Grades 5-8.

Checks are assigned upon an infraction of school rules. Checks are recorded on a student's conduct card as well as in the RenWeb behavioral tracking system. Checks will be given for the following offenses:

- Uniform violations – Shirt untucked, improper jacket/outerwear, uniform shoes, etc.
- Incomplete or missing homework
- Failure to return signed parent communications to school
- Failure to show respect for teachers, students, or the properties of the school or others
- Interfering with other students' right to learn through disruptive behaviors, including but not limited to talking, passing notes, or joking around in class
- Failure to come to class prepared with proper materials
- Chewing gum or eating in class
- Failure to report for detention
- Inappropriate behavior in school, Church, ESP, or at any school function
- Any inappropriate behavior in or out of school that is detrimental to the reputation of SPC or the well-being of its students

According to the degree of seriousness, more than one check may be issued to the student at the discretion of the teacher in consultation with the Principal.

Upon earning five checks in one category (Uniform, Preparation, Homework, Inappropriate Behavior, Talking, Disrespect, Parent Signature), students will receive a mandatory detention. Detentions are scheduled on Thursdays from 3:30-4:30 pm.

Parents will be notified about checks via the Conduct Card that is sent home and must be signed off on every Thursday. Parents will be notified about detentions via an email from our RenWeb system. The discipline record may be printed from RenWeb at any time.

The following actions will be taken as a student accumulates detentions:

3 detentions	Student will meet with an administrative team member.
6 detentions	A BEHAVIOR CONFERENCE with the school counselor, administrator, and classroom teacher is required to outline a plan for improvement.
9 detentions	A conference with the Principal is required. The student is placed on probationary status and cannot participate in extra-curricular activities including, but not limited to: field trips, assemblies, middle school dances, Field Day, athletics, clubs, etc.
12-14 detentions	Student will serve in-school suspension.
15 detentions	Students will serve an out-of-school suspension.
16 detentions	A student receiving 16 detentions will be dismissed from St. Peter Claver Regional Catholic School.

Serious Offenses

Some offenses are considered serious offenses and may incur several checks, and the severity of the incident may warrant additional consequences. The following comprise serious offenses but are not limited to:

*Cheating	* Forgery	* Bullying/Harassment	*Vandalism
*Plagiarism	* Stealing	* Dishonesty/Lying	* Profanity
*Leaving school grounds	* Disrespect toward teachers/adults or fellow students		

A student, who consistently infringes on the rights of others, neglects his/her school responsibilities, and exhibits behavior which is detrimental to the good of the students and the reputation of the school, is in direct opposition to the philosophy of St. Peter Claver School. This student will be eligible for dismissal. Parents of student who exhibit similar behavior/offenses may be asked to withdraw their child from the school.

New students are on a probationary status for the first two quarters/first semester and may be dismissed for any serious offense at the discretion of the Principal.

The Principal is the designated leader of the school in concert with the faculty and staff, and is responsible for the orderly operation of the school. The Principal reserves the right to waive any regulation for just cause.

Plagiarism

As the school's mission statement says, SPC's academic teachings are rooted in Catholic teachings, one of which is the rightness of honesty, and an honest day's work is all we expect of any student. Plagiarism is a breach of that expectation.

To plagiarize is to use someone else's work in whole or in part as if it were one's own. Plagiarism can happen in any submitted assignment, no matter if it's in writing, art, speech, or some other medium.

If, intentionally or otherwise, a student hides or misrepresents the presence of someone else's writing, art, speech, or other work in an assignment that he or she claims to be an original product, the student has plagiarized.

Among the ways to plagiarize are:

- to use another student's answers on a quiz, test, or homework assignment;
- to take and use words or phrasing from a source without quoting them properly and/or identifying where they come from;
- to copy and paste text from a website without attribution;
- to re-submit previously submitted original work;

- to paraphrase another's words or ideas without citing the source;
- to use a picture or illustration in submitted work without citing the source;
- to say in a speech someone else's words as if they were original or without quoting them properly.

SPC's classroom teachers are expected to brief students on the school's plagiarism policy and to teach a unit on different kinds of plagiarism in advance of the year's first major graded assignment. When that assignment is completed, our plagiarism policy takes effect.

A first plagiarism offense results in an email to parents, a 50% reduction in the plagiarized assignment grade, and a mandated session with the respective teacher for remediation on the different kinds of plagiarism. The student is also expected to redo the assignment.

Subsequent offenses result in an email to parents, a zero on the plagiarized assignment, and a detention. Repeated offenses will necessitate a student-parent-teacher conference and/or other disciplinary action taken at our discretion.

Suspension

Suspension is a serious disciplinary measure. Suspension is warranted when the student is seriously uncooperative and/or disrespectful or if the action warrants serious consequences. Prior to the suspension, the student will be advised of the reason for the suspension. The parent/guardian will be given prompt notice of the suspension and the reason for the action. Suspension may be either in school or out of school. Parents may be required to pay the cost of a substitute teacher (\$70.00 per day) to supervise their child during in school suspension.

Harassment/Bullying

Respect for the dignity of each person is essential to Catholic tradition. It is vital that St. Peter Claver Regional Catholic School maintains a learning and working environment free of any form of harassment or intimidation. Harassment of any student, teacher, or staff member by any other student, employee, parent, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including, but not limited to: race, creed, color, national origin,

physical disability, or sex. Harassment can occur any time during school, during school-related activities or on the Internet. It includes, but is not limited to, any or all of the following:

- **VERBAL HARASSMENT:** Derogatory comments or jokes, threatening words spoken to another person; and cruel rumors or false accusations
- **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **VISUAL HARASSMENT:** Derogatory, demeaning, or inflammatory posters, cartoons, written words (including texting), drawings, gestures
- **SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
- **CYBER HARASSMENT:** Inappropriate or threatening comments, made through electronic media such as text messages, emails, instant messaging, or other social media. These infractions may occur both inside and outside of school

Bullying is the most recognized form of harassment, and it is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, exclude or humiliate the victim. It involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" does not include ordinary arguments or typical peer conflict. This doesn't preclude disciplinary action for related behavior.

Harassment (Grievance Procedure)

The parents of the student alleging harassment will be notified immediately, and the student will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible. Filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or grades. There will be a school-wide harassment form that students and teachers complete upon witnessing or notification of harassment.

It is the student's responsibility to:

1. Conduct oneself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Students are to immediately report all incidents of harassment or bullying to a teacher, administrator, or supervising adult.
4. When informed he/she is perceived as engaging in intimidating, harassing, or unwelcome conduct, the person must discontinue the behavior(s) immediately.

School Desks and Lockers

Lockers and desks are provided to the student by the school and are considered school property. Because they are school property, lockers and desks are subject to search by the school administration

at any time. Students and their parents should not have any expectations of privacy with respect to lockers and desks.

Search and Seizure

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property. The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possessions of which is prohibited by law or by school policy.

Weapons and Contraband Materials

The school has the right and duty to protect the health, welfare, and safety of students against all forms of hazardous substances, weapons, and other contraband materials. Furthermore, the policy prohibits the use, possession, or discharge of any weapons, dangerous instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, volunteers, and other personnel in the school. This policy includes possession of firearms (real or toy), materials that can be used as weapons and other contraband materials, matches, lighters, or any flammable substances. Violation of this policy may warrant notification of the police, immediate suspension, and possible expulsion.

Expulsion

Expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure or in response to an egregious offense. Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. Inappropriate behavior by a parent towards a staff member, student, or another parent of SPC may be cause for student expulsion.

Students asked not to return the following year for behavior reasons are not considered to be expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are articulated in the student Handbook.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

- Parents are notified of pending expulsion
- Parent/student conference will be held with the Principal

- Documentation of the event or events leading to expulsion will be submitted to the Superintendent

Parents with a student in an Archdiocesan school may appeal within ten (10) calendar days to the Superintendent for a review of the decision. The Superintendent will only assure that correct procedures were followed as defined by the Archdiocesan Policy.

Reasons for Expulsion

Possible reasons for expulsion, based upon the discretion of the Principal:

1. Actions detrimental to the moral and spiritual welfare of other students and/or staff members
2. Habitual profanity or vulgarity
3. Assault (fighting, physical contact), battery, harassment or any other threat of force or violence directed toward any school personnel or student
4. Open, persistent defiance of the authority of the teacher
5. Continued willful disobedience
6. Use, sale or possession of narcotics, and/or other controlled substance on or near school premises
7. Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises
8. Stealing
9. Smoking or possession of tobacco products
10. Willful vandalism
11. Habitual truancy
12. Possession of firearms, real or toy
13. Possession of weapons, material that can be used as weapons and other contraband materials
14. Possession of matches, lighter or any flammable substances
15. Violation of probation contract
16. Other conduct that is inconsistent with the mission or policies of the school
17. Compromise of academic standards (ie., habitual cheating, theft or compromise of testing, etc.)

In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion. The reason for expulsion will be noted in the cumulative file for as long as the school administrator deems appropriate. (Archdiocesan Policy 5470)

Sexual Violence

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the Principal, or other school authority is required under state law to report the

incident (GA. Code Section 19-7-5) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Archdiocesan Office of Catholic Schools will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Georgia law. In these cases, the Department of Human Services and the police will be contacted immediately.

Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes:

- recruitment;
- initiation;
- a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang;
- displaying gang markings or slogans on school or personal property or clothing;
- having gang tattoos;
- possessing literature that indicates gang membership;
- fighting, assault, hazing;
- extortion;
- establishing turf;
- use of hand signals, gang vocabulary and nicknames;
- possession of beepers or cellular phones;
- possession of weapons or explosive materials;
- possession of alcohol, drugs, drug paraphernalia;
- attendance at functions sponsored by a gang or known gang members;
- exhibiting behavior fitting police profile of gang-related drug dealing;
- being arrested or stopped by police with a known gang member;
- selling or distributing of drugs for a known gang member;
- helping a known gang member commit a crime;
- any other action directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family).
- Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as already outlined in the school discipline policies.
- Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/property will be determined in cooperation with Archdiocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang related activity; the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Student/Parent Handbook.
- Discipline policies and consequences as defined in the Student/Parent Handbook.
- The right of school authorities to search lockers, student's desks, and, upon request, personal property, if suspicion of gang involvement exists.
- Policies and procedures relative to scheduling, supervision, and attendance at school sponsored events, held during the school day, in the evening, or on weekends, whether held on school property or at other public facilities.
- Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on school property or at other public facilities.
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

EMERGENCY DRILLS AND PLANS

Fire drills are conducted once each month; tornado, earthquake and lockdown drills are conducted once per semester. Detailed escape plans are posted inside the doorway of each room used by the school. State Law requires that fire drills be held monthly.

During the **fire drills**, students should follow these regulations:

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

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit with back against wall, and put hands over head;
4. Return to the classroom when signal is given.

Emergency Plans

Loss of Power: In the event of loss of power, teachers will open blinds for natural light. The office will notify the service provider of the problem.

Loss of Water: In the event of loss of water services, the office will notify the water company of the problem. If service cannot be restored within 2 hours, parents will be notified for pickup of the children.

Loss of Heat: The children and staff will be moved to the warmest and safest area in the building and will be required to wear their coats/jackets. If the temperature should fall below 40 degrees, parents will be contacted to pick up their children.

Loss of Air Conditioning: In the event of loss of air conditioning, teachers will open windows where possible. Should the temperature reach above 90 degrees, parents will be called to pick up their children

EXTENDED SCHOOL PROGRAM

A one-time and non-refundable fee of \$25 per family registration fee, due upon 1st use or billed on the first cycle's statement.

Hours of Operation and Calendar

The first day of ESP operation for the 2020-2021 school year is Tuesday, August 11th, 2020. The last day will be Wednesday, May 26th, 2020. The program operates from the end of the school day until 6:00 p.m.

The hours of operation are: Morning Session 6:30-7:30 am in the gym
Afternoon Session 3:30 pm - 6:00 pm

*Rates incur any time a student attends the program.

The Extended School Program will operate during the regular school year, excluding any and all the days that the school is closed for school holidays, inclement weather, or any other reason. Parents are responsible for their children between the closing of the Extended Care program (6:00 pm) and the beginning of any evening school programs. Archdiocesan Safe School Environment procedures prevent any school employee from taking care of students after regular work hours. No school employee may ever drive a student (unless it is his or her own child) to or from the school or to school-sponsored activities.

Please notify the Extended Care Director at 404-241-3063 or if an emergency occurs that will cause your child(ren) to be picked up after 6:00 pm.

EXTRA-CURRICULAR ACTIVITIES/ STUDENT ACTIVITIES

The school's first obligation is to provide a quality academic and spiritual program. With that in mind, the school provides other activities that will enhance the student's development in the areas of leadership, service and the arts. Many of the clubs and activities are held after school. Students participating in extracurricular activities represent the school; therefore, conduct befitting a Catholic Christian student is required at all times.

Students must be in school the day of the extra-curricular event in order to participate in the activity. Students who leave school early for a doctor/dentist appointment must provide an appointment verification slip to the person in charge of the after school activity before they may participate in the day's activity.

The Extra-Curricular Activity Rules apply to all extra-curricular functions. (Maintain a "C" average and conduct grades of Satisfactory or above.)

You may choose for your child(ren) to participate in co-curricular activities from 3:30-5:30 pm. Extra fees may apply for these co-curricular activities. If your child is not participating in a co-curricular activity from 3:30-5:30 pm, he or she will be signed into SPC's Extended School Program. Service is provided by outside vendors for Dance, Piano, Chess, and Karate. These companies are paid directly by the parent.

Competitions

5 th -8 th Grade	Archdiocesan Spelling Bee	6 th -8 th Grade	Oratorical Contest
3 rd -6 th Grade	Battle of the Books	3 rd -8 th Grade	MLK, Jr. World Peace Poetry Contests

Year-Round After-School Activities and Clubs for School Year 2019-2020

Ballet and Dance	Piano Lessons with Mrs. Cho
Choir	Green Thumb Club
Kilometer Kids	Junior Beta Club
Gregg's Pantry	Karate
Chess	Photography
PingPong	Soccer
Book Club	Robotics/STEM
Art Club	

Junior Beta Club

Students in grades four through eighth grade may participate in the National Junior Beta Club based on scholarship, leadership, citizenship, service, character, and faculty recommendation.

Yearbook

A yearbook staff is selected from the 7th and 8th Grades. The student staff works throughout the school year under the guidance of an adult moderator to publish the school yearbook in the spring.

FIELD TRIPS

Field trips are of an educational or cultural value and directly relate to the curriculum, or provide service to the community. Field trips originate and end on school property. Dress uniforms are to be worn on the day of the field trip unless otherwise stated on the permission slip. St. Peter Claver School aims to keep costs to a reasonable amount. Field trip fees are not included in tuition. Parents are notified in writing of such trips two weeks in advance. Students who do not return the permission form by the date specified may not attend the field trip and the student will be relocated to another classroom within the school or may remain home with an excused absence. **Only original permission slips will be accepted. No faxes, emails, handwritten notes or phone calls are accepted. Field trips are a privilege. Students who do not exhibit consistently good manners or self-control may not be permitted to attend a field trip.**

NOTE: Parents who accompany field trips must have a volunteer background check on file.

FUNDRAISING POLICY

Fundraising projects are offered throughout the year. Students are prohibited from selling items door-to-door or soliciting contributions, pledges or orders door-to-door. In addition, students are prohibited from operating vending machines or concession stands.

GIFTS

Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students. Invitations for parties should be mailed to the homes of students unless an invitation is extended to every student in the entire grade. Gifts sent to the school for students are discouraged and will be held in the front office until the end of the day.

GUIDANCE COUNSELING AND SERVICES

The Guidance Program and the Family Life Program are valuable resources that enable students to understand themselves, enjoy school and plan wisely for the future. Guidance and counseling services are available to all St. Peter Claver students. The Guidance Counselor plans and implements classroom guidance lessons, small group counseling and individual counseling, which focus on issues common to elementary and middle grade students and oversees the SST process. The Counselor also consults with parents and teachers to assist in the social, emotional and educational needs of children, as well as coordinate programs and services to meet those needs.

GUM

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

INTERNET USE AT SCHOOL

Internet access is available for instructional purposes to the students and teachers of St. Peter Claver Regional Catholic School. Guidelines for Internet use are detailed in the "Acceptable Computer Use" policy. After signing this agreement, students may use computers to connect to the Internet for class related activities and assignments. Absolutely no games, chat groups, blogs or unauthorized use of the Internet are allowed. Abuse of Internet privileges may result in a student's loss of those privileges and/or disciplinary action. (See Forms: Internet Use in back of book).

LEAVING SCHOOL GROUNDS

During school hours, students are the responsibility of school personnel. Students may not leave school without permission from the Principal or a designee. Parents must sign children out of school in the school office. The school may only release a child to his/her parent, an emergency contact provided to the school or another designated adult a parent has authorized in writing, in which case photo identification must be shown.

LOST AND FOUND

Any items found in the school building or on the school grounds should be placed in the Lost and Found area. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.** Lost and Found uniform items not claimed within 10 days will be placed in the uniform room with other donated/gently used uniform items.

MEDIA CENTER

The Media Center is open daily during regular school hours. However, due to the lack of a full time Media Specialist, students may only come to the library to check out books during their scheduled library special time. The following applies to check out material:

- Pre-K – 2nd Grade students may check out one book at a time.
- 3rd -8th Grade student may check out 2 books at a time.
- After the book is returned, an additional book may be checked out.
- More than one renewal of a book requires permission from the Librarian.
- There is no fine for overdue books; however, students in all grades who have overdue books face disciplinary actions which may include, but are not restricted to: disciplinary points, detention, or the loss of privilege to check out books. Students are responsible for paying replacement cost for lost, stolen, or damaged books or materials.

*No report card will be issued to a student with outstanding books or materials.

MEDICAL INFORMATION

Allergy Policy

St. Peter Claver Regional Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Peter Claver Regional Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. For further questions about allergies, please call the nurses office (404-241-3063) ext. 111.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor and school nurse deem them mature enough to carry an inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Asthma Policy

St. Peter Claver Regional Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy.

Appointments

Please make every effort to schedule medical or dental appointments for your children outside of school hours, especially on holidays or early dismissal days. When this is not possible, notify the teacher via note, phone message, or email at least a day in advance. Pick up your child at the office and sign him/her out; sign your child back in upon returning. Please try to stagger the times of your child's appointments so that your child does not miss the same subject each time, and do not schedule appointments during the weeks of Standardized Testing in March. See school calendar for specific dates. Please note that student must be in attendance at least ½ of a school day to be eligible to participate in any extra-curricular activity.

Medication

All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school under the following conditions:

1. If medication is needed in order for the students to remain in school, the Medication Permit Form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have the Medication Permit Form (found on the school website – www.spc-school.org) signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in original labeled container with child's full name, name of drug and dosage, time to be given, and the physician's name. Medications sent in baggies or unlabeled containers will not be given.
3. The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered in the school office/clinic.
5. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. Nebulizer treatments will not be administered by school personnel. Only the parent or adult designee may perform nebulizer treatments in school. (Archdiocesan Policy # 5300)

The school supplies NO medicine. All medicines, including Tylenol and cough drops, must be brought to the office and require the Medication Permit Form. Reasonable effort will be made to allow the child to take medicine as prescribed. It is the responsibility of the child to know when the medicine is to be taken.

Student Insurance Coverage

There is a standard insurance policy carried by the Archdiocese of Atlanta. This policy will cover all registered students of St. Peter Claver during school hours and school sponsored events. Coverage is secondary to the parents' coverage for their children.

Student Emergency Form

The school requires a **Health Emergency Form** for every student stating critical information in case of an emergency. This information also contains a release for emergency treatment at a medical facility if the school is unable to contact the parent or authorized parent representative. **This form is also used in the ESP.** A classroom set of emergency forms accompanies students on all field trips. All areas must be complete before the form will be accepted by the office. It is the parents' responsibility to keep the school informed of new information or any changes to this current information supplied by parent at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc.

In an emergency, 911 will be called. The student will be transported to the location indicated on the Emergency Information Form completed by the parent/guardian at the beginning of the school year. Parents are expected to have primary insurance on their children. The school does not incur an expense in an emergency when 911 is called. In the event a student has an adverse reaction to prescribed medicine or medicine from home, the parents will be notified to pick up their child.

It is the duty of parents to notify the school immediately if their child has contracted a communicable childhood disease or medical problem.

MIDDLE SCHOOL

Activities

Middle School students have the opportunity to participate in a variety of co-curricular and extracurricular activities such as sports, Junior National Beta Club, Service, Yearbook, and Green Thumb Club. To be eligible to participate in extracurricular activities, a student must:

- Be present in school at least 4 hours on the day of an extracurricular event and provide a valid excuse (i.e. doctor's or dentist's note) to the Principal for the time out of school.

Academic Competitions

Students in the Middle School may be involved in various co-curricular and extra-curricular competitions, clubs, and activities. Participation in particular events may vary from year to year. Some of the competitions and activities offered include, but are not limited to: Archdiocesan

Oratorical Contest, Battle of the Books, Essay Contests, Spelling Bee, and Religion Bee. All students must be passing courses and have a satisfactory mark in conduct to represent the school.

SSAT/High School Applications

Students in the 8th Grade who intend to apply to a private high school must take the SSAT. Registration material may be obtained from the local high school and online at www.ssat.org . It is recommended that students register for the December date. Review materials for the test are available.

Paperwork for application to private high schools must be sent to the school during first semester. Postage is the responsibility of the applicant. Envelopes with proper postage should be sent with the forms. It is the policy of the school that no recommendations will be returned directly to the students. Official transcripts will be collated containing all the forms needed from St. Peter Claver School, and the application packet will be sent directly to the high school. It is strongly suggested that requests for teacher recommendations are made before the Christmas break.

Eighth Grade Promotion Activities

Students in the Eighth Grade may be involved in field trips and promotion activities the last week of school. There is a fee to cover the cost of related expenses that is charged through FACTS. Eighth Grade spring pictures will also be offered. A letter with details of events such as the promotion Mass and awards ceremony, reception, and field trips will be sent home in the spring. Students will not be allowed to participate in any graduation events unless they are in good standing academically and current with all fees.

MONEY AND VALUABLES

When sending money to school for any purpose, send it in a sealed envelope marked with the student's name, grade, date, amount, and purpose. It is best to send a check. The office is not responsible for making change. A student should not bring to school more money than is necessary. All money should be kept safely in the student's backpack. This school is not responsible for lost money or valuables. Toys/electronic devices or valuables, if brought to school, will be confiscated and returned at the end of the year upon parent request. This includes bringing the above items to ESP or athletic or school events.

No money may be collected without permission of the Principal (i.e. Girl Scouts, Sports, Class Parties, etc.)

The front office is open to parents between the hours of 7:30 a.m. and 3:30 p.m. The Business Office is also open between the same hours but on varying days each week.

PARENT ACTIVITIES

Home and School Association

The St. Peter Claver Regional Catholic School Home and School Association is designed to bring about the close coordinated efforts between the parents and teachers to promote the mission of the school and foster the pursuit of academic excellence. The Home and School Association is led by a committee of elected parent volunteers who work closely with the Principal and the Advisory Council. Executive Member qualifications are:

- 1) The candidate must be a parent or grandparent of a student who currently attends St. Peter Claver Regional Catholic School
- 2) The candidate may not have any outstanding fees owed to the school.

The HSA Executive Committee meet with the St. Peter Claver Regional Catholic School Principal on a regular basis. All activities performed or conducted in the name of St. Peter Claver Regional Catholic School must be approved by the Principal.

Parents are strongly encouraged to take an active role in the organization and to attend meetings and various school programs throughout the school year.

Volunteering at SPC for 'Love Hours'

Active parents enhance the school's ability to provide an excellent education in a Christ-centered environment. When a parent takes the time to come to school, the message is sent to his/her child that "School is a priority in our family." It is with this in mind that the school, in coordination with the Home and School Association, developed the service "Love Hours" program briefly described below.

Each family is required to complete 14 "Love Hours" of service this year. Each "Love Hour" carries the monetary value of \$10. A family can decide to either complete their "Love Hours" through service to the school community or pay \$10/"Love Hour" which equates to \$140. It is the responsibility of the parent to sign in and out of the School Office or gym concession area for "Love Hours" served.

You will receive record of "Love Hours" served. Parents who do not complete their fourteen (14) "Love Hours" will be billed \$10 per each "Love Hour" not served.

Background checks and VIRTUS training are required of all school volunteers who come into the school on a regular basis either to work with children, assist in the office, or chaperone extra-curricular field trips. All background checks are confidential and will be carefully handled by the Administration.

Some "Love Hours" service opportunities include, but are not limited to:

- Lemonade and Cookies Welcome
- Facilities and grounds beautification and garden maintenance
- Career Day
- Translating communication into Spanish, Burmese, or Vietnamese
- Book Fair
- Classroom activities
- Chaperoning field trips
- Carpooling students to and from field trips or Archdiocesan events
- Field Day
- Hospitality for various school events
- Home and School Meeting Attendance
- Home and School Association Officer or Committee member

- Athletic Coaching
- Concession Stand Volunteers
- Assistance with Extra-Curricular Activities
- Office Assistance
- Lunch Supervision
- Hearts and Heritage Thanks for Giving BBQ Dinner

SCHOOL LOGO/CREST

The school logo/crest are property of St. Peter Claver Regional Catholic School and may not be used or reproduced without the written permission of the Principal.

SCHOOL UNIFORM AND PERSONAL APPEARANCE

The school attire regulations of St. Peter Claver Regional Catholic School are designed to promote an atmosphere on campus that is appropriate for a school setting. These regulations are intended to reduce distractions and to encourage students to focus on their academic responsibilities. Additionally, the St. Peter Claver uniform is a symbol of unity and respect for the school and its community. For all these reasons, students are expected to wear the school uniform correctly, and parents are expected to support these regulations.

School uniform requirements are in place for all students while on campus. Circumstances may arise that make wearing the school uniform impossible. A written note from the parent or guardian explaining the situation should be submitted to the Principal or other authorized designee. Failure to present the note will result in appropriate disciplinary action. While St. Peter Claver staff members will make every effort to provide a uniform replacement, it remains the responsibility of each student to arrive at school properly attired.

Repeated or extreme violations may result in the student being sent home until the infraction is corrected. The following table describes St. Peter Claver's regulations for student dress and appearance, but no such presentation can realistically cover every aspect of the school's expectations. Therefore, students and parents must understand that the Principal is the final recourse regarding all uniform and appearance decisions. Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Please note that frayed, torn or unsightly school garments are not permitted and should be replaced immediately.

If your child does not need a gently used uniform item of clothing, please consider sending it (washed and in a plastic bag) to the school office. A "Uniform Shop" is available through these thoughtful donations of clothing. These uniforms are available at no cost.

St. Peter Claver Regional Catholic School Uniform Guidelines 2019-2020

***All uniform items must be properly sized and in good condition. Skirts should be worn no shorter than two inches above the knee. Pants/Shorts and belt should be worn at the waist.**

All uniform items (except shoes) can be purchased at:

www.landsend.com/school > school number 900181108 or www.Flynnohara.com/school/ga037

Pre-K through 2nd Grade guidelines for girls:

***Summer/Spring (See school calendar for start/end dates of seasonal uniform changes)**

SHIRTS:

-Short sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**

-Short sleeve Knit Peter Pan Collar Shirt: *White*; Required for Mass/Dress uniform **(Wednesdays)**

-Short sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

SHORTS:

-Khaki shorts **(to be worn on non-P.E./non-Mass days)**

-Mesh Athletic Shorts: *Navy* **(to be worn on P.E. days only)**

JUMPERS:

-*Navy and Evergreen Plaid* Jumper: Required for Mass/Dress uniform **(Wednesdays)**

***Winter (See school calendar for start/end dates of seasonal uniform changes)**

SHIRTS:

-Long sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**

-Long sleeve Knit Peter Pan Collar Shirt: *White*; Required for Mass/Dress uniform **(Wednesdays)**

-Long sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

PANTS:

-Khaki pants **(to be worn on non-P.E./non Mass days)**

-Sweat Pants: *Navy* **(to be worn on P.E. days only)**

JUMPERS:

-*Navy and Evergreen Plaid* Jumper: Required for Mass/Dress uniform **(Wednesdays)**

3rd Grade through 8th Grade guidelines for girls:

**Summer/Spring (See school calendar for start/end dates of seasonal uniform changes)*

SHIRTS:

-Short sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**

-Short sleeve Oxford Shirt: *White*; Required for Mass/Dress uniform **(Wednesdays)**

-Short sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

SHORTS:

-Khaki shorts **(to be worn on non-P.E./non-Mass days)**

-Mesh Athletic Shorts: *Navy* **(to be worn on P.E. days only)**

SKIRT:

-*Navy and Evergreen Plaid* Skirt or Skort: Required for Mass/Dress uniform **(Wednesdays)** - with tie

**Winter (See school calendar for start/end dates of seasonal uniform changes)*

SHIRTS:

-Long sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**

-Long sleeve Oxford Shirt: *White*; Required for Mass/Dress uniform **(Wednesdays)**

-Long sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

PANTS:

-Khaki pants (To be worn on non-P.E./non Mass days)

-Sweat Pants: *Navy* (to be worn on P.E. days only)

SKIRT:

-*Navy and Evergreen Plaid* Skirt or Skort: Required for Mass/Dress uniform (to be worn on Wednesdays) with tie

ALL GIRLS:

SOCKS/TIGHTS:

- White or Navy* knee socks or tights
- White* socks **(to be worn on P.E. days only)**

SHOES:

- Black and White*, lace-up Saddle Oxfords
(Pre-K through 2nd grade has the option to wear the mary jane or KEDS version of the *black and white* saddle Oxford.)
- Solid *Black* athletic shoe: **(to be worn on P.E. days only)**

SWEATERS:

- Green Sweater options: *Green*; pullover or button up with embroidered school logo
- Sweater Vest: *Green*; required for grades 3rd through 8th grade dress uniform; optional for Pre-K through 2nd grade)

ACCESSORIES:

- Navy* Cross-tie **(required for 3rd through 8th grade dress uniform)**
- Plaid* Headband
- Brown* Belts only **(required for khaki shorts and pants)**

Pre-K through 8th Grade guidelines for boys:

**Summer/Spring (See school calendar for start/end dates of seasonal uniform changes)*

SHIRTS:

- Short sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**
- Short sleeve Oxford: *White*; Required for Mass/Dress uniform **(Wednesdays)**
- Short sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

SHORTS:

- Khaki shorts: **(to be worn on non-P.E. days)**
- Mesh Athletic Shorts: *Navy* **(to be worn on P.E. days only)**

**Winter (See school calendar for start/end dates of seasonal uniform changes)*

SHIRTS:

-Long sleeve Polo: *Navy* polo with embroidered school logo on top left pocket **(to be worn on non-P.E./non-Mass days)**

-Long sleeve Oxford: *White*; Required for Mass/Dress uniform **(Wednesdays)**

-Long sleeve Basic T-Shirt: *Navy* with school logo **(to be worn on P.E. days only)**

PANTS:

Khaki pants **(to be worn on non-P.E. days)**

Sweat Pants: *Navy* **(to be worn on P.E. days only)**

ALL BOYS:

SOCKS:

-*White or Navy* socks

SHOES:

-*Tan* lace-up Bucks

-Solid *Black* athletic shoe: (to be worn on P.E. days only)

SWEATERS:

-Sweater: *Green*; pullover or button up with embroidered school logo

-Sweater Vest: *Green*; **(required for grades 3rd through 8th Grade dress uniform)**

ACCESSORIES:

-*Navy & Green Plaid* Tie **(required for 5th through 8th Grade dress uniform)**

-*Brown* Belts only **(required for khaki shorts and pants)**

Personal Appearance Policy		
	GIRLS	BOYS
Hair Grooming	<u>Neat, well-groomed hair</u> Small barrettes, bows, or headbands that are white, green, or navy blue may be worn; Unusual hairstyles including unnaturally colored hair are not permitted; Hair beads are limited to 5 and must all be same color. PLEASE NOTE: Anything that is a distraction to learning (i.e., nail polish, hair styles, and accessories) will not be tolerated and will be dealt with on an individual basis.	<u>Neat, well-groomed hair; MUST be clean-shaven at all times</u> Unusual hairstyles including unnaturally colored hair, tails, designs, and multiple lines are not permitted; Beading is not permitted; Beards, mustaches and sideburns below mid-ear are not permitted Hair length may not reach beyond the lower part of the ear / chin area.

Jewelry	<u>One simple watch, one small ring, one matching pair of small earrings and one small necklace with a Christian symbol</u> No bracelets are permitted; post earrings must be no larger than 5mm, and hoops must be no larger than a dime	<u>One simple watch, one small ring, and one small necklace, or medal, with a Christian symbol</u> No bracelets are permitted; earrings are not permitted
Hats	<u>Any head covering is not permitted indoors during school hours (6:30 am – 6:00 pm)</u>	<u>Any head covering is not permitted indoors during school hours (6:30 am – 6:30 pm)</u>
Makeup	<u>Makeup is not permitted</u> Clear lip-gloss may be worn but must be kept in the student's purse or backpack; not in the student's desk.	<u>N/A</u>
Nail Polish	<u>Natural nails with clear nail polish ONLY</u> No artificial nails are permitted	<u>N/A</u>
Purses	<u>May be brought to the bathroom ONLY and must otherwise stay in the student's backpack or locker</u> Purses are not permitted in the classrooms, media center, computer lab, gym, church or cafeteria unless a written excuse signed by the parent is on file.	<u>N/A</u>

***Body altering of any type is NOT permitted; including, but not limited to, body piercing, tattooing, writing on body or clothing.**

Guidelines for Out of Uniform Days:

Out of Uniform Days are special occasions and activities that are announced in advance. It is expected that students participating in out of uniform days will come to school dressed in comfortable clothing and shoes. If there is any doubt about the appropriateness of the clothing, the student should wear the regular school uniform.

The administration reserves the right to determine if certain items of clothing are too casual or revealing to be considered appropriate for out of uniform days. Uniform code violations will be strictly addressed. If a teacher finds a student to be dressed inappropriately, the school will contact the parents of the student and request that appropriate clothing be brought to the school. Students will not be allowed in class or at school functions with inappropriate clothing. The following guidelines will be enforced during out of uniform days:

<u>Out of Uniform Day</u>		
	GIRLS	BOYS

Pants	<u>Denim blue or black jeans or Khaki pants or shorts (of appropriate length) are permitted</u> Properly sized and in good condition; worn at the waist (not below) secured with a belt; pant legs must remain at an even length outside of the socks	<u>Denim blue or black jeans or Khaki pants or shorts are permitted</u> Properly sized and in good condition; worn at the waist (not below) secured with a belt; pant legs must remain at an even length outside of the socks
Skirt Dress	<u>Strapless or spaghetti-strapped dresses are not permitted</u> Properly sized and in good condition; hemmed no shorter than two inches above the knee; skirt may not be rolled at the waist; undergarments must not be exposed	<u>N/A</u>
Shirt Blouse	<u>Shirts should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol that is not supportive of our school mission; tank tops, halter tops and sleeveless shirts are not permitted</u> Properly sized and in good condition	<u>Shirts should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol that is not supportive of our school mission; tank tops and halter tops and sleeveless shirts are not permitted</u> Properly sized and in good condition
Sweater Sweatshirts	<u>Garments should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol that is not supportive of our school mission</u> Properly sized and in good condition	<u>Garments should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol that is not supportive of our school mission</u> Properly sized and in good condition
Shoes Socks	<u>High heel shoes and flip-flops are not permitted for safety reasons; socks should be worn with the appropriate shoes</u> Properly sized and in good condition; solid black soles are not permitted	<u>Flip-flops are not permitted for safety reasons; socks should be worn with the appropriate shoes</u> Properly sized and in good condition; solid black soles are not permitted

PLEASE NOTE: Because of the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming, or appearance inappropriate.

SERVICE PROJECTS

It is the mission of our school that students put their faith into action through service to their school, Church, and surrounding communities. Each grade participates in school-wide and individual class service projects.

SOCIAL MEDIA USAGE

Social Media encompasses the various cyberspace ways that persons can communicate with each other. Social Media includes, but is not limited to, Facebook, MySpace, Vine, Snapchat, Twitter, Instagram, etc. While the School does not prohibit the use of social media, **conduct, whether inside or outside the school, which is detrimental to the reputation of the school can result in disciplinary action. Therefore, defamatory or threatening statements made on social media may result in discipline of**

the student account holder. The School and the parents are partners in the education of our children. If, in the opinion of the administration, that partnership is no longer viable, the School reserves the right to require the parent to withdraw the student from the School.

The School name, logo, motto, or mascot may not appear in any form on any type of social media, e.g. student pictured in school uniform. Likewise, the School name, logo, motto, or mascot may not appear in any form of clothing or paraphernalia, e.g. putting the name on t-shirts, without the expressed written permission of the principal.

SOLICITATION AND ADVERTISING

No items will be sold by organizations or by individuals unless approved by the Principal. The Principal cannot permit the sale of items by non-school organizations.

No form of advertising can be displayed on campus that has not been approved by the Principal. The Principal will not approve advertising by profit making organizations, except those having a contract with the school. With approval from the Principal, advertising for recognized parish and community service groups will be permissible.

TELEPHONE CALLS and ELECTRONIC DEVICES

Please help us develop your child's sense of responsibility. Students may NOT call parents for items left at home (homework, lunch, projects, etc.) Phones outside the school office are off limits to all students. Students will be given permission to use the office phone to inform parents of a cancelled activity or inform them of a serious problem at school.

While use by students is not permitted at school, some students need to carry cell phones with them for use after school. Students in Grades 6-8 are permitted to bring a cell phone to school only if a CELL PHONE PERMISSION SLIP is on file. Students in other grades are strongly discouraged from bringing cellphones to school; however, if it is deemed absolutely necessary by the parent, permission from the Principal must be obtained. A copy of the CELL PHONE PERMISSION SLIP can be found on the school website.

The CELL PHONE PERMISSION SLIP must be on file prior to bringing the cell phone to school. The cell phone must be turned off and left in the locker all day. Students who violate the rules regarding cell phones forfeit the privilege of bringing them to school. The cell phone will be confiscated and held in the Principal's office until a parent picks it up.

Cell phones, E-readers and Apple watches or like devices are not allowed to be used during school hours including during ESP, athletic events, or other school events. Cell phones may not be used at any time during school or during school events on or off campus. Cell phones must be in the OFF position and remain in the students' book bags while on school property or during school events off campus. The school is not responsible for lost or stolen cell phones. Cell phones that ring during school hours or school events and are out of book bags will be confiscated.

Items that distract or disrupt the learning environment are not permitted at school at any time. These include, but are not limited to toys, fidget spinners, cameras, radios, electronic games and devices, iPods or mp3 players, and laser pointers. This includes the time before school begins when students are in the gym and in afternoon carpool. SPC does not assume any responsibility for any of these items if they are brought to school by a student. These items are to be kept at home.

TEXTBOOKS

All textbooks are the property of the school. New textbooks can cost as much as \$70 per book. Since it is the student's responsibility to maintain the good condition of the textbooks/workbooks he/she receives, the student will be charged for any lost or damaged book through FACTS. Books are to be carried to and from school in a book bag.

TITLE IX

St. Peter Claver Regional Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

TRANSPORTATION OF STUDENTS

Archdiocesan employees who are grandparents, brothers, sisters, aunts or uncles may transport their grandchildren, brothers, sisters, nieces or nephews to and from school if each of the following is in place:

- The employee is listed on the student(s) emergency card;
- The school office has a copy of the employee's car insurance card on file;
- There is written permission from the student's legal guardian(s) on the office file for said employee to transport specifically named students to and from school.

No Archdiocesan employee may transport students to and from school or to any school event unless the employee fits one of the categories mentioned above.

On-Demand Transportation Services Policy

On-demand transportation services (e.g., Uber, Lyft) are prohibited from transporting Archdiocesan students to and/or from Archdiocesan property unless a parent, grandparent, or guardian accompanies the student in the vehicle. (Archdiocese Policy #5375).

TRANSFERS AND WITHDRAWALS

In the event of student transfer or withdrawal from St. Peter Claver Regional Catholic School, parents should notify the teacher and the school office in writing at least one (1) week before your child is to withdraw from school. An exit interview will be held with a member of the school office. Please provide the name and grade of the child, the date of the last day of attendance, and the name and

mailing address of the school to which the child is transferring. All transcripts and records of the child must be mailed directly to the new school. Please note that records may not be forwarded until all appropriate materials and textbooks have been turned in and all financial obligations have been met.

USE OF SCHOOL FACILITIES

The school building is used only for St. Peter Claver Regional Catholic School sponsored activities. All outside groups requesting use of this facility must secure the permission of the Principal and/or the school office, which set limits and guidelines for such use. A Rental Use Agreement must be completed for such use and can be requested in the front office.

VISITORS

Visits to and contact with the school are encouraged in a number of formal and informal circumstances. There is, however, a specific procedure to follow to ensure the safety of staff and students, the academic integrity of our programs, and to minimize classroom interruptions. .

All school visitors (volunteers, parents, etc.) must report to the main office upon arrival. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge/ identification sticker that may be picked up in the office. Visitors and/or volunteers are to sign out in the office at the time of departure.

For the safety of our children; the doors to the main school hallway near the office are locked. All visitors must sign in at the school office to obtain entry.

TELECOMMUNICATIONS USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom, 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Peter Claver Regional Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without

prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards, chat rooms, or engage in social networking such as **MySpace.com®**, **Facebook®**, **Xanga®**, **Friendster®**, **Twitter** etc. for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

ACCEPTABLE COMPUTER USE POLICY - STUDENT

Use of desktop and laptop computers:

Desktop and laptop computers, which are owned by St. Peter Claver Regional Catholic School, are assigned for in-school use for students. Laptop or tablet computers may not be removed from school.

Students will be responsible for knowing and adhering to all acceptable use policies. Each student and parent/guardian is required to sign a statement indicating his or her understanding and agreement with this written policy.

Authority:

The electronic information available to students and staff does not imply endorsement of the content by St. Peter Claver Regional Catholic School, nor does the school guarantee the accuracy of information received on the Internet. St. Peter Claver Regional Catholic School shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet including, but not limited to data (graphic, video, sound, text, etc.)

St. Peter Claver Regional Catholic School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

St. Peter Claver Regional Catholic School reserves the right to log network use and to monitor file server space utilization and activity by users, including online activities of minors.

St. Peter Claver Regional Catholic School establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use of the Internet will result in cancellation of Internet privileges and appropriate disciplinary action.

Responsibility:

St. Peter Claver Regional Catholic School shall make every effort to ensure that students and staff use this educational resource responsibly.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user of the Internet in the school.

The Principal shall have the authority to determine what inappropriate use is, and his/her decision is final.

Guidelines:

All communications and information accessible via the network should be assumed to be private property of St. Peter Claver Regional Catholic School and shall not be disclosed. Students shall respect the privacy of other users.

Prohibitions:

Students and staff are expected to act in a responsible, ethical manner in accordance with school policy, accepted rules of the Internet, etiquette, federal and state law. The following uses are prohibited:

1. Use of the Internet or network to facilitate illegal activity.
2. Use of the Internet or network for commercial or for-profit purposes.
3. Use of the Internet or network for non-work or non-school related work.
4. Use of the Internet or network for product advertisement or political lobbying.
5. Use of the Internet or network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the Internet to access sites that contain visual depictions that are obscene, contain child pornography, or are potentially harmful to minors, access to which is prohibited by filtering measures already in place.
8. Use of student electronic mail, unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Student e-mail and chat rooms will only be permitted if part of a specific class activity and will be monitored by the respective instructor.

Copyright:

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet shall be subject to "fair use" guidelines.

Security:

In order to protect the integrity of the network, the following guidelines must be followed:

1. Employees and students must not reveal their passwords to other individuals
2. Users must log off upon task completion. This will prevent users from using a computer that has been logged in under another student or teacher's name.
3. Any user identified as a security risk may be denied access to the network

Consequences for Inappropriate Use:

1. All users will be held financially responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of the network and/or Internet; intentional deletion or damage to files belonging to others; uploading or creating computer viruses; copyright violations and theft of services will be reported to the appropriate legal authorities for possible prosecution. Loss of access and other disciplinary actions may be consequences for inappropriate use in violation of this policy.
3. A violation of this policy is an offense subject to student and/or staff member discipline.

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person through respiratory droplets when an infected individual coughs, sneezes or speaks. As a result, government agencies at all levels and federal, state and local health agencies recommend social distancing and have placed limits on the congregation of groups of individuals.

St. Peter Claver Regional Catholic School has put preventative measures in place to reduce the spread of COVID-19. Further, attending activities on the campus of St. Peter Claver could increase your risk and that of your children for contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume that the risk that my children and I may be exposed to or infected by COVID-19 by attending activities on the campus of St. Peter Claver Regional Catholic School. Such Exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while at St. Peter Claver Regional Catholic School sponsored activities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, St. Peter Claver Regional Catholic School employees and volunteers as well as program participants and their families. You also agree that you and your child(ren) shall follow the preventative measures and guidelines implemented by St. Peter Claver Regional Catholic School, including not coming to the school premises if you or your child(ren) have any signs or symptoms of COVID-19.

I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself that we may experience or incur in connection with my children's attendance at any St. Peter Claver Regional Catholic School events. On my behalf, and on the behalf of my child(ren), I hereby release, discharge, covenant not to sue, and hold harmless St. Peter Claver Regional Catholic School, The Archdiocese of Atlanta, its employees, agents and representatives of and from the claims, including liabilities, claims, actions, damages, costs and expenses of any kind arising out of or relating to our attendance at school activities. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of St. Peter Claver Regional Catholic School employees, volunteers, agents and representatives, whether a COVID-19 infection occurs before, during or after participation in any St. Peter Claver Regional Catholic School event.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Parent/Guardian Names

St. Peter Claver Regional Catholic School

Parent/School Partnership Pledge Form

The parent school relationship is of great importance to the religious formation and academic success of the student. St. Peter Claver School pledges to offer an excellent education rich in Catholic formation, perspective, values, and tradition. We ask that you, as parents and guardians, pledge to offer encouragement, positive reinforcement, natural consequences, and parental involvement to your child as well. We ask that you affirm the following statements:

SPC's Commitment to our Families SPC will:	Our Family's Commitment to SPC We as parents/guardians will:
1. Implement our mission and provide a supportive learning experience for Pre-K – 8 th .	1. Understand and support the mission of the school.
2. Treat each student and each family member with courtesy and respect.	2. Treat faculty, staff, and fellow parents with courtesy and respect. Recognize and trust the expertise and the professionalism of the faculty/staff and their ability to teach and guide the students.
3. Provide a welcoming, caring, and safe environment that enhances and supports learning.	3. Monitor recreational activities in order to provide children with time for quality study and to provide them the sufficient rest and sleep necessary to perform to their best abilities in school.
4. Communicate openly and honestly with each family regarding their children.	4. Resolve concerns by communicating openly with teachers and the administration.
5. Communicate school information on a regular and timely basis through a variety of methods: Website, email, newsletters, conferences.	5. Read school communications including <i>The Jaguar Journal</i> , progress and report cards, RenWeb emails, class newsletters.
6. Provide students with quality learning tools and an environment that enriches their education.	6. Be available to attend school orientation programs, parent/teacher/student conferences, Home & School meetings, and other school events. Support St. Peter Claver through time, talent, and treasure.
7. Articulate and model the school's core values (Faith, Service, Love, and Learning), integrating them into the education of each student.	7. Understand, support and integrate the school's core values into your child's education and home experience.
8. Partner with you in the faith formation of your child through active worship,	8. Recognize that we are the first and primary educators of our children – in life and in faith. We will teach by example through involvement in church and community events.

hands-on service and teaching of the Catholic faith and traditions.	
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Parent Name:

Date:
