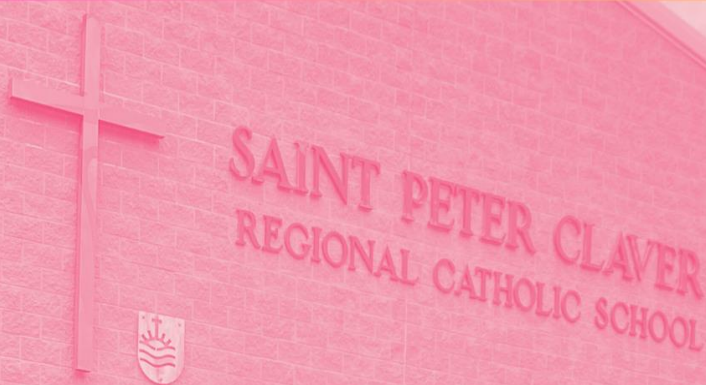




ST. PETER  
REGIONAL CATHOLIC SCHOOL  
CLAVER  
2024-25 SY

*With God  
All Things  
Are Possible*



**Student – Parent Handbook**  
**2024–25**

**Revised 7/2/2024**

**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**

**7:30 am- 7:45 am – *Students travel to classrooms***

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

**7:51 am – *Morning Prayer & School Day begins***

**3:00 pm – *Afternoon Prayer and Dismissal***

**3:30 pm – ESP Check-in Begins**

### **School Office Hours**

**7:30 am – 3:30 pm**

**Established - 2001**

**Mascot -Jaguar**

**School Colors – Green and Blue**

Dear Parents and Students,

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. This Handbook is to familiarize our families and students with our school's policies and practices.

A student's enrollment at St. Peter Claver School, 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 **as well as those policies of the Archdiocese of Atlanta**. Review the Handbook carefully with your child(ren) and discuss the implications within it. The handbook can be found on our school website [www.spc-school.org](http://www.spc-school.org) for your reference.

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.

#### Notice of Exemption

I understand that the before and after school care (ESP) program, Pre-K and Kindergarten programs, are not considered a licensed childcare facility. These programs are not required to be licensed by the Georgia Department of Early Care and Learning and these programs are exempt from state licensure requirements.

#### **Parent/School Partnership Pledge**

The parent school relationship is important to the student's religious formation and academic success. 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. 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 <sup>th</sup> .	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 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 all school communications including <i>The Jaguar Journal</i> , <i>Hello &amp; Happy Friday</i> , <i>Thursday Communication</i> folder inserts, progress reports and report cards, RenWeb emails, and class newsletters and SPC website <a href="http://www.spc-school.org">www.spc-school.org</a>
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, SPC Parent & Teacher Organization meetings, and other school events. Support St. Peter Claver through time, talent, and treasure and give to the St. Peter Claver Jaguar Fund.
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.

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## 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 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 Cognia, 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 13 Catholic elementary schools in the Archdiocese of Atlanta Catholic School system.

### **Office of Catholic Schools Mission Statement**

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

### **Vision Statement of the Catholic Schools in the Archdiocese of Atlanta**

The system of Catholic Schools in the Archdiocese of Atlanta provides solid faith formation and academic excellence. We prepare our students for college, life's vocations, active participation in society and in the life of our Church, and ultimately for Heaven.

### **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**

St. Peter Claver Regional Catholic School is a Roman Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educative activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While St. Peter Claver Regional Catholic School is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all parents/guardians and students to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith by not contradicting or criticizing them publicly, in words or actions, including through online social media venues. Students who fail to act consistent with this expectation may be subject to disciplinary action, including expulsion. Parents/guardians who fail to act in a manner consistent with this expectation may be asked to withdraw their child/children from the school.

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**

- 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, **Business Manager/Director of Advancement**, Coordinator of Admissions and Marketing, School Counselor, and **part-time Curriculum Coordinator**.

### **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.

**SPC 2024-2025 Faculty and Staff Directory**

Name		Email
Liv Anderson	5 <sup>th</sup> Grade Teacher	<a href="mailto:landerson@spc-school.org">landerson@spc-school.org</a>
Natalie Androla	MS Religion & Literature Teacher 8 <sup>th</sup> HR	<a href="mailto:nandrola@spc-school.org">nandrola@spc-school.org</a>

Angela Brooks	Math Specialist / Math Resource	<a href="mailto:abrooks@spc-school.org">abrooks@spc-school.org</a>
Camino Avila	Coordinator Admissions & Marketing	<a href="mailto:cavila@spc-school.org">cavila@spc-school.org</a>
Mili Bergantinos	Technology/STEM Teacher	<a href="mailto:mbergantinos@spc-school.org">mbergantinos@spc-school.org</a>
Teresa Carnes	PK/K Assistant /Resource Teacher	<a href="mailto:tcarnes@spc-school.org">tcarnes@spc-school.org</a>
Catherine Cooper	MS Social Studies & ELA Teacher	<a href="mailto:ccooper@spc-school.org">ccooper@spc-school.org</a>
Matthew Davis	4th Grade Teacher / Admin. Team	<a href="mailto:mdavis@spc-school.org">mdavis@spc-school.org</a>
Emily Dim	Admin. Assistant / Admin. Team	<a href="mailto:edim@spc-school.org">edim@spc-school.org</a>
Sharon Gex Davis	Media Specialist / Admin. Team	<a href="mailto:sgexdavis@spc-school.org">sgexdavis@spc-school.org</a>
Alejandra Gordon	Business Manager/ Admin. Team	<a href="mailto:agordon@spc-school.org">agordon@spc-school.org</a>
Susanne Greenwood	Principal	<a href="mailto:sgreenwood@spc-school.org">sgreenwood@spc-school.org</a>
Lauren Hughes	MS Math & Science Teacher/6th HR	<a href="mailto:lhughes@spc-school.org">lhughes@spc-school.org</a>
Breanna Johnson-Anderson	3rd Grade Teacher / Admin. Team	<a href="mailto:bjohnson-anderson@spc-school.org">bjohnson-anderson@spc-school.org</a>
Andrea Jones-Lang	1st Grade Teacher	<a href="mailto:Ajones-lang@spc-school.org">Ajones-lang@spc-school.org</a>
Elizabeth Madden	2nd Grade Teacher	<a href="mailto:emadden@spc-school.org">emadden@spc-school.org</a>
Rachael Morledge	PK/ Kindergarten Teacher	<a href="mailto:rmorledge@spc-school.org">rmorledge@spc-school.org</a>
Jose Lago	PE/Health & Spanish Teacher / Athletic Coordinator	<a href="mailto:jlago@spc-school.org">jlago@spc-school.org</a>
Olga Rivera	Director of Extended School Program - ESP	<a href="mailto:orivera@spc-school.org">orivera@spc-school.org</a>
Makilah Slaughter	Art & Music Teacher	<a href="mailto:mslaughter@spc-school.org">mslaughter@spc-school.org</a>
Alexis Slocum	School Counselor/Resource/ Admin.	<a href="mailto:aslocum@spc-school.org">aslocum@spc-school.org</a>
Sarah McLean	School Nurse	<a href="mailto:smclean@spc-school.org">smclean@spc-school.org</a>
Emma Win	School Nurse	<a href="mailto:ewin@spc-school.org">ewin@spc-school.org</a>

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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. Catholic families “receive priority of acceptance” and confirm they are Catholic by providing the required Catholic Parish Verification Form. (Archdiocesan Policy #5120).

### **Priority Guideline for Admission**

In the admission of students to elementary schools, priority shall be given to these criteria in the following order:

- ❖ Currently enrolled students eligible for re-enrollment.
- ❖ Siblings of currently enrolled students.
- ❖ Students who are children of employees within the building.
- ❖ Students in good standing on the current year's waiting list.
- ❖ Students from parishes in the Archdiocese of Atlanta.
- ❖ Students transferring from another Catholic school (out of town/state).
- ❖ Students of another religious affiliation.

### **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 based on 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.

### **Statement Regarding Non-Catholic Students**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic formation offered at the school except those intended only for Catholics; namely, the reception of the Sacraments.

**St. Peter Claver School follows the Georgia State Law for beginning age requirements for school entrance.** 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.

### **Accommodation of Students with Special Needs**

St. Peter Claver Catholic School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. St. Peter Claver has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **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. We do not recognize an exemption based upon matter of conscience/religious exemption or serology; a medical exemption provided by the child's pediatrician documenting a medical contraindication will be accepted. 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 6<sup>th</sup> 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 7<sup>th</sup> 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 8<sup>th</sup> 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 of Atlanta and has met the requirements, another examination is not necessary. The Health Examination Form is available on the school website ([www.spc-school.org](http://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. **Parish Verification forms must be submitted one month prior to tuition being collected: May 5 /20, 2025. If not received by one of these dates, the family will be placed on the non-Catholic tuition rate. No parish verification form may be received after August 1.**

#### Tuition

<b>Active Catholic Rate:</b>	<b>\$9,048</b>	<b>Active Catholic Families (Parish Verification Form signed by Pastor is required annually; 11 payments of \$822.54 per month from June 2024-April 2025</b>
<b>Non-Active/Non-Catholic Rate:</b>	<b>\$11,700</b>	<b>Non-Catholic or Non-Active Catholic Families. 11 payments of \$1063.63 per month from June 2024 - April 2025</b>

#### Additional Fees

<b>\$200.00/ child</b>	<b>Re-Enrollment (current students) / Enrollment Fee (first time applicants)</b>
<b>\$300.00/ 2+</b>	<b>Enrollment /Re-Enrollment Fee covers texts and instructional materials and Renweb set-up</b>
<b>\$150.00 /child</b>	<b>Grades 5-8 Technology Fee (Chromebook / Headphones / Online Learning/Subscriptions (assessed in October)</b>
<b>\$80.00/ child</b>	<b>Grades PK – 4 Technology Fee (Headphones / Online Subscriptions</b>
<b>\$10.00 /day / child</b>	<b>No-Lunch Fee (only if student arrives without lunch)</b>
<b>tbd / child</b>	<b>School Supplies Fee (mandatory and according to grade level; assessed through FACTS at start of school)</b>
<b>tbd / child</b>	<b>Field Trip &amp; Transportation Fee (assessed through FACTS at time of trip) fee is determined based on respective field trip and cost of bus.</b>
<b>\$21.00 / family</b>	<b>Yearbook (mandatory, one yearbook per family, assessed in FACTS)</b>
<b>\$25.00/ family</b>	<b>PTO Fee (Parent-Teacher Organization) (assessed September 1<sup>st</sup>)</b>
<b>\$65.00 / child</b>	<b>8th Grade Fee</b>

**Tuition is paid monthly through FACTS Tuition Management with the first tuition payment billed in June of the upcoming school year and the last tuition payment of the school year billed in April.** Parents are held responsible for their tuition after enrollment is completed; tuition payments are not refundable. Parent FACTS payment plans indicate tuition installment schedules and late fees.

It is school policy to hold all awards, progress reports, and report cards if tuition and fees are not current in any/all 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 Day T-Shirt, Summer Bridge Book, Individual Sports and Activities, Late Fees, etc.

The SPC Jaguar Fund is the primary source to offset the difference between tuition and the annual operating budget; our goal is 100 % parent, faculty, and staff participation. SPC families are encouraged to donate to the SPC Jaguar Fund with a manageable gift. SPC provides a few ways for families to make a gift: *online* through our website, [www.spc-school.org](http://www.spc-school.org), *by check*, or *through FACTS* where a donation can be given over time through a weekly or monthly draft through FACTS. Families will receive a tax donation receipt for their gift(s).

### **Account Balances and Delinquent Tuition and Fees**

Tuition installments are assessed through FACTS, and tuition accounts must remain current. Parents are required to maintain an active FACTS account, associated with an active bank account or credit card, always. Students may not attend school if the family's FACTS account is inactive.

No student may begin school in the fall with an outstanding tuition balance (including fees).

Accounts more than 30 days in arrears are subject to discontinuation of services. Parents must schedule an appointment with the principal if accounts are over 30 days. The school has the right to refuse class admittance to any student whose account is delinquent more than thirty (30) days. The student may return to class when the delinquent account is current, and the principal agrees to reinstate the student.

If tuition and/or incidental fees are delinquent 90 days, the account will be assigned to an independent collection agency. Parents will be responsible for any unpaid tuition and fees plus any fees associated with the cost of collection.

All tuition and incidental accounts for the present school year must be paid in full by April 20<sup>th</sup> of each year before a student may be enrolled for the following school year. No student may be officially enrolled for the next school year with outstanding tuition/fees.

A student will not be eligible for class trips, extra-curricular activities, and school retreats if the student's account is delinquent.

Transcripts, report cards, awards, and diplomas are the property of the school and will not be issued to the student (or the parents of the student) if the student's account is delinquent.

A graduating 8<sup>th</sup> grade student's account must be current one (1) month prior the student's last day of school for the student to participate in the graduation ceremonies.



This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The school has a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

### **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 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](http://www.factstuitionaid.com). In the event of early withdrawal of a student from St. Peter Claver, families who have financial aid are responsible for the remainder of their tuition balance for that school year.

**To be considered for need-based financial aid, families must submit the following information by these deadlines: Application must be submitted by Saturday, March 1, 2025.**

- 1) FACTS application submission deadline is March 1st. Registration Fee must be paid before applying for Aid. \*Late registration fee penalty will be applied after March 1st.
- 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 1st, 2024. 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 2024 Federal Tax Return and 2024 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 2022 tax return and all required documents to your FACTS parent login.
- 4) Submit and pay the FACTS application determined by FACTS. 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**

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. GRACE is a collaborative effort between the Archdiocese of Atlanta and the Diocese of Savannah to provide tuition assistance for qualified families to attend any Catholic school 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.

In May 2024, the Archdiocese of Atlanta and the Diocese of Savannah decided to transition from the GRACE scholarship program to GA GOAL (Greater Opportunities for Access to Learning) student scholarship opportunity, which will begin this summer. **Please note that the scholarship transition to GOAL will begin with the 2025-2026 school year; GRACE Scholars will continue to process all student scholarships for the upcoming 2024-2025 school year.**

It is important to note, that schools in the Archdiocese of Atlanta will continue to operate as we have since GRACE Scholars was established in 2008:

1. Families will still need to qualify through FACTS Grant and Aid to establish financial need; this must occur every year since means-testing remains a requirement of our participation in GOAL;
2. As in the past, scholarships from the SSO to students should not exceed 80% of established financial need;
3. Scholarships will be funded forward for a student's anticipated enrollment in an Archdiocesan School;
4. With the approval of the superintendent, schools may 'safe harbor' a family who loses its financial qualification for one year;
5. Schools with excess SSO dollars will be able to transfer dollars to another Archdiocesan School at the principal's request and with approval of the superintendent of schools; and,
6. Students must continue to meet residency requirements; entry points remain the same as established under GRACE.
7. GRACE Scholars will continue to process all student scholarships for the upcoming 2024-2025 school year.

For more information, please contact the school or visit the GRACE website at

[www.gracescholars.org](http://www.gracescholars.org)

For more information on GA GOAL, please visit the website at [www.goalscholarship.org](http://www.goalscholarship.org)

### **Georgia Special Needs Scholarship Program**

The Georgia Special Needs Scholarship (GSNS) Program is a school choice program available for special needs students attending Georgia public schools who are served under an Individualized Education Plan (IEP). It allows eligible special needs students to transfer to another public-school, public-school system, state school, or authorized participating private school. Funds received through the GSNS Program can only be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program.

A parent/guardian interested in the GSNS Program should visit the GSNS web page at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx> and read the information provided. A scholarship calculator is available on the Georgia Department of Education web page for parents/guardians (<http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>) but will only work if a student is eligible for the GSNS Program. Print the award sheet generated by the scholarship calculator. It is the only proof needed of a student's eligibility. A parent/guardian must provide a copy of the student's scholarship award sheet to SPC. Authorized private schools have access to an electronic system, which they use to report eligible students enrolled at their schools to the GaDOE.

Each school year private schools report enrolled students, so the GaDOE knows which students are participating in the private school choice option and where they are enrolled. Without notification of a student's eligibility, the private school will not report the student as enrolled in the GSNS Program to the GaDOE. This will affect the scholarship payments for a student and could affect his/her eligibility for the GSNS Program.

### **How Payments are Made:**

- Four times during a school year, scholarship checks are issued by the Georgia Department of Education (GaDOE) for the Georgia Special Needs Scholarship (GSNS) Program. The GaDOE is authorized to make one payment per student per quarter and is not authorized to make any partial or retroactive payments. Payment for each quarter is for instruction and services provided to a student.
- A payment calendar is posted each school year and outlines the periods each payment covers and when payments will be sent during a school year. Parents/Guardians should refer to the GSNS web page <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx> (click Additional Resources on the right side of the page) and review the payment calendar that applies to the current school year.

- Scholarship checks issued by the GaDOE are made out to the parent(s)/guardian(s) of record submitted by a private school but are mailed directly to SPC.
- SPC will notify the parent(s)/guardian(s) of students in writing when scholarship payments are received by the school. A parent/guardian must endorse scholarship checks over to SPC within 30 days of receiving the notice from the school. St. Peter Claver will provide a reasonable opportunity for parent(s)/guardian(s) to restrictively endorse a check to the school.
- Upon endorsing a check to STM, the parent(s)/guardian(s) and the school will validate that the payment amount is correct. Any discrepancies thereafter shall be resolved between the parent(s)/guardian(s) and the school.
- Parent(s)/Guardian(s) cannot remove a scholarship check from school premises and cannot refuse to endorse a check; either or both could result in forfeiture of the scholarship.

### **Media and Parental Permission**

Parents and/or guardians of all new students complete and sign a *Media Release Form* (1170) as part of the enrollment process indicating their consent or non-consent for their child(ren) to appear or be photographed in any school publication, film, interview, web page or video. This form is kept on file for all students and all teachers and staff are informed of students who do not have permission to be photographed. Parents are asked to call the school office if they wish to make any changes to their original Media Release Form (Form 1170) and to stop by the school office to complete and sign a new form.

### **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 by the end of the second week of school. (Archdiocesan Policy#6235)

### **Enrollment/Re-enrollment Policy**

All new students are enrolled on a probationary basis. Students have one year in which to **establish** 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.

Upon enrollment, every student is registered in the Extended School Program (ESP) – whether the family does or does not utilize the ESP. The one-time registration fee of 25.00 will not be assessed in FACTS (incidental fee) until a child attends the ESP.

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 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. Continued 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. SPC utilizes a "Continuous Enrollment" concept for students enrolled in our school. Continuous Enrollment assumes that once enrolled, a child will continue the education until promotion from eighth grade. Invitations to Continuous Enrollment will be sent in mid-December to families who are current with tuition and fees.

- **Invitations for re-enrollment will be sent home on Thursday, December 12, 2024**, and should be returned to SPC by **Friday, January 3, 2025**.
- Continuous Enrollment for the upcoming school year of 25-26 will be automatic in Renweb soon after invitations are due – for families who have responded by January 3rd as well as for those who have not.
- **Enrollment fees will be billed on February 14, 2025**. The re-enrollment fee per child is \$200. For families with two or more children, the re-enrollment fee is \$300 for the family.

The Continuous 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 Continuous 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).

### **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).

### **Special Considerations:**

- Adjustment to school and classroom settings and procedures
- Consideration for adjusted schedules and student groupings
- Planning for various learning environments (in school, hybrid, online)
- Accommodations to protect our vulnerable students and employees
- Social/emotional support for staff, students, and families
- Cleaning and disinfecting supplies and equipment
- Facility use (co-curricular and extra-curricular activities)
- Transportation
- Plan for the prevention of the spread of COVID-19:
  - Social Distancing
  - Face coverings/masks
  - Any individual seeking entrance to the school/building

### **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 7:51 a.m. Students arrive at school via car or carpool between 7:30 a.m. and 7:45 a.m. and proceed directly to their classrooms/homerooms. Upon arrival to their respective classroom, students unpack and begin assigned bell work. Morning Prayer and Announcements begin over the intercom at 7:51. The end of Morning Prayer signals the start of our school day, and students arriving to school after this bell are asked to stand in place in reverence to join in prayer.

**Students arriving after 7:50 am must be signed in by the parent/guardian and marked tardy by their classroom or homeroom teacher.**

### **Dismissal**

Daily dismissal begins with afternoon prayer at 3:00 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 outside the school entrance or sidewalk or walk him or her out of the car line. **Parents are asked to call the front office if there is a change in the driver who will pick up their child in the dismissal carline.** 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 2023-2024 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 always supervised by their parents/guardians or by school faculty/staff. 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 or anyone outside in the parking lots or in any other unsupervised school areas. 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 2:30 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 using the kiosk stand by the reception window. If an appointment is made after the student is in school, please email both the respective teacher and administrative assistant, Ms. Emily Dim at [edim@spc-school.org](mailto:edim@spc-school.org).

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** call the front office and/or email their child's teacher by 12:00 pm if their child is going home with someone else or to the Extended Day program. Please note that the person specified in the email or note must present an I.D. to the ESP Director when picking up the designated student.

**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. Parents can find school email addresses for all teachers and staff on page 10 of this handbook.

### **Substance-free Campus**

**The campus of St. Peter Claver is drug, alcohol, and tobacco free/smoke free.** No student, staff member, or school visitor can use any tobacco product or e-cigarette at any time on school property.

### **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 at 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 SPC's administrative assistant, Ms. Emily Dim at [edim@spc-school.org](mailto:edim@spc-school.org).** 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-free (without fever-reducing medication) and vomit/diarrhea free for 24 hours before returning to school.** Students who are sent home during the school day with a fever and/or vomiting or diarrhea 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. **Parents must notify the school immediately if their child has contracted a communicable disease or medical problem.**

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. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to



schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Absences due to personal vacation are discouraged and considered unexcused absences.**

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 can 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.

The following guidelines apply for make-up work due to excused absence:

1 day out = 1 day to make up missed work

2 days out = 2 school days permitted to make up work, etc.

Work assigned prior to the day of absence will be due the day the student returns to school.

### **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.

### **Tardiness**

Students arriving after 7:50 am must be signed in by the parent/guardian and marked tardy by their 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 7:00 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 always have current contact information. 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 severe weather warning (thunder and lightning, etc.) students will not be dismissed into carpool line until it clears.

Recess and any other outdoor classes or activities will be guided by the following archdiocesan policy: Outdoor activities are cancelled if the temperature is above 95 degrees F. (actual temperature or heat index) or below 31 degrees F. (actual temperature or wind chill factor).

## **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 for a planned birthday party outside of school 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) regarding 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. 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 involving the child.

### **CAFETERIA**

The cafeteria, besides being a lunchroom, is also a place where good social relations and manners 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.

### **M&M School Lunches & Catering**

M&M School Lunches provides our daily lunch service. They 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 on the web. Please go to <http://spclunch.ahotlunch.com> for ordering and funding your child's lunch account.

Parents are responsible for funding their child's lunch account and ordering lunch in advance. **If a child indicates that he/she is having hot lunch, and the family account is not funded, a fee of \$10 will be assessed through the parent FACTS account, and the school will provide lunch to the child.**

If your child needs lunch, and lunch has not been ordered for the day, the parent must email the child's teacher and copy Ms. Emily Dim ([edim@spc-school.org](mailto:edim@spc-school.org)) by 9 am. **The latest time a parent may drop off lunch is 9 am. Lunch payments must be submitted through the Hot Lunch vendor portal.**

When a student forgets his/her lunch, it is the child's responsibility to inform the teacher. In this situation, SPC will provide the hot lunch and **a fee of \$10.00 will be assessed through the parent FACTS account.**

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 always in order.

Parents are more than welcome to visit the cafeteria during your child's lunch to dine with him/her and must notify the front 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](http://www.spc-school.org).

## **CAR LINE PROCEDURES – Arrival and Dismissal**

### **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. (Archdiocesan Policy #5375)

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. Parents are expected to use the car line when picking up their children.
3. All students are expected to follow the directions of the student patrols and teachers on duty.
4. Never back up your car unless a school staff member is directing you.
5. Do not let out or pick up children at a location other than the designated area: **traffic cones labeled #1, #2, and #3.**
6. Please encourage your child to always walk.
7. **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.
8. Conversations with teachers in the carpool line are not permitted.
9. 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 car line.
10. **The use of cell phones when operating a vehicle on the school grounds is prohibited.**
11. Afternoon pick-up of students is from 3:05 – 3:30. **All students dismiss through the front lobby and main entrance of the school.**

12. Please observe the posted sign that announces, "CARPOOL PICK-UP BEGINS HERE" and pull up to that sign in the afternoon.
13. **Parents may not circumvent car line procedures by pulling in front of other cars.**

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>

**IN ORDER TO REINFORCE RESPONSIBILITY, NO STUDENT (INCLUDING THOSE ATTENDING ESP) OR PARENT MAY RETURN TO THE CLASSROOM FOR ANY FORGOTTEN ITEMS, BOOKS, ETC., AFTER DISMISSAL.**

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

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 registered in the Extended School Program and the respective daily fee will apply beginning at 3:30 pm.

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 this change has been updated using the School Pass app and that the appointed driver is familiar with each rule and abides by them.

### **Rainy Day Car Line Dismissal**

Rainy day dismissals require special procedures and patience. The faculty, staff, and patrols conduct this dismissal over the PA system and by walkie-talkie communication. At the start of the school year, each family will receive a carpool sign to display. Please keep it handy in your glove compartment and make additional copies for anyone else who may be picking up your children. On rainy days, display the family name so that it is visible in the passenger side window or hang it from the rearview mirror. Parent/Guardian drivers are asked to pull up curbside to the numbered traffic cones as directed by staff. The faculty, staff, or student patrol will call students/carpools by the family name displayed on the sign. Once called, the patrols will assist the student getting into the car.

## **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, **volunteer**, 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).

## **CLINIC**

**The clinic is staffed by a certified nurse assistant from 8:00 a.m. – 12:30 p.m. who provides good and 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 100.4 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.** In utilizing an abundance of caution and in keeping with our current Infectious Disease Policy (see below) your child must be fever free and vomit free for **24** hours to return to school. 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.

**All students are required to arrive at school daily with a clean and filled water container, filled with water only. Fruit drinks or sugar sweetened beverages may not substitute for water. Students who are properly hydrated feel and perform better at all levels. Frequent water intake helps students concentrate, elevates their physical activity, and reduces fatigue and the frequency of illness, among other benefits.**

### **Face Masks**

SPC's protocols to mitigate infectious disease are outlined below. Face masks may not be worn by students during the school day unless a doctor's signed note is provided denoting the medical reason.

### **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.

St. Peter Claver Regional Catholic School is unable to provide any guarantee that students or their families will not be exposed to or infected by COVID-19. Under Georgia law, there is no liability for an injury or death of an individual entering school premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering school premises, and by enrolling your child(ren) in and attending school, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you, your child(ren) and or other family members may be exposed to or infected by COVID-19.

It is expected that students and other school family members will follow all preventative measures and guidelines recommended by St. Peter Claver Catholic School including not coming to the school premises if demonstrating any signs or symptoms of COVID-19.

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 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 may comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- **Response** – St. Peter Claver Catholic School may 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 may provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- **Recovery** – Schools may 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.



## 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 teacher or 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 or meeting with a teacher, please understand that the appointment ends at 7:30 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 *Hello and Happy Friday from SPC* is our weekly electronic newsletter sent every Friday. Included in this newsletter is a greeting from the principal with a review of the current school week as well as a look ahead with pertinent school information and calendar reminders. We resend the weekly *Hello and Happy Friday* over the weekend to ensure that our families remain informed.
- Printed memos, announcements, notes, and flyers are sent through weekly "Communication Folder" on Thursdays.
- RenWeb Parent Portal. Parents are asked to access their parent portal on Renweb to view academic information specific to their child(ren).
- 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](http://www.spc-school.org)
- Parent-Teacher-Student Conferences (Friday, October 20, 2023)
- Home and School Association meetings
- Annual Stakeholders Meeting
- Facebook & Instagram
- Car Park school marquee with current dates, school events, and notices

## **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 a 1:1 Chromebook program in place for students in grades one through eight, blended learning also serves as a resource for meeting curriculum standards and objectives.

**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 and 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 the school with 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 Friday 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 and student performances and events throughout the year.

***Guidance:*** *The counseling program is designed to be responsive, proactive, and meet the students' developmental needs.* 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. IXL ([www.ixl.com](http://www.ixl.com)) and integrated online curriculums support blended learning and skills practice at SPC and all the objectives of our mathematics curriculum as well as progress monitoring.

**Mastery of math facts** is critical for students to achieve by the end of fourth grade. Such fluency helps students advance when they meet with multidigit math, fractions, and long division, and allows them to focus on more complex problem-solving. **In grades 1 through 5, a minimum of 15 minutes per day must be spent on basic facts practice and quick checks of spiral review.**

**Math computation** may be accommodated to allow additional time, but no longer may students be scored for completion only (and not accuracy). \*Qualifying students, at the principal's discretion, may have time-and-a-half to complete assessments/tests. Students are graded in the same manner as all other students. **\*Qualifying students include those who have an identified need for such accommodation via the psycho-educational evaluation and are approved by the school for said accommodation.** To follow this policy, students in K to 5 who qualify for time-

and-a-half and/or extended time on tests should take their timed Math computation assessment with the classroom assistant or Resource teacher in the hallway or Guidance Suite or Media Center.

***Algebra and Pre-Algebra:*** Students who participate in the Algebra, Pre-Algebra, or advanced mathematics course in 7<sup>th</sup> or 8<sup>th</sup> 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 <sup>th</sup> & 7 <sup>th</sup> Grade Classroom Math Test Average 85%	
6 <sup>th</sup> & 7 <sup>th</sup> 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 must 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.**

7<sup>th</sup> Grade placement in the advanced mathematics course does not guarantee placement in the Algebra course in the 8<sup>th</sup> Grade year. All rising 8<sup>th</sup> Graders must meet the established criteria. Likewise, placement in the 8<sup>th</sup> 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 understand 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 Chromebooks to support 1:1 blended learning in conjunction with teacher-led instruction. **Students also attend once weekly Technology class in the SMART Lab where they explore STEM and media arts through applied technology and project-based learning.**

### **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:**

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

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

**Pre-Kindergarten and Kindergarten** uses 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.

**B =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

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

O = Outstanding

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

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

- **RenWeb - Parent preview of student grades online (1<sup>st</sup> - 8<sup>th</sup> 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. Academic Alerts for Grades 3-8 inform parents when a student's performance is unsatisfactory, or improvement is needed mid-quarter, allowing enough time to improve his/her grades.
- **Mandatory Parent/Teacher/Student Conference in the fall** - School is NOT in session for Fall Conference Day; however, students in 3<sup>rd</sup> - 8<sup>th</sup> Grades attend the conference with their parent(s). The day is counted as an official school day.
- **Report Cards - issued quarterly; final report cards mailed home following teacher post-planning.** 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. Homework provides an opportunity for students to develop personal responsibility and study skills, including good organization, self-reliance, and time management.

Examples of assignments include unfinished class work, drill, and practice exercises (E.g., assigned modules on Moby Max or IXL), preparation for tests, research activities and reports, reading and writing assignments, data collection, and hands-on-projects.

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 and increases in scope with the students' maturity and capabilities. Individual abilities, study skills and time management practices will determine the length of time a student will spend on any given task. Suggested time allotment for homework – including nightly reading – are as follows:

K-1<sup>st</sup> Grades: 10-30 minutes      Grades 2-3: 30-60 minutes      Grades 4-8: 60-120 minutes

Teachers will refrain from assigning homework over school breaks (i.e., Thanksgiving, Christmas break, Spring Break, etc.) Teachers will also be mindful of assignments given over the weekends.

However, daily reading for pleasure and enrichment is always encouraged.

Students are responsible for contacting the teacher and completing all homework/ tests missed following an absence. Teachers do not issue assignments in advance prior to planned student absences.

### **School Supply Kits**

To provide SPC students with uniform and high-quality school supplies, SPC works with a vendor to customize individual grade level student supply kits that last the full school year. While this is not a SPC fund-raiser, school supply kits are a required purchase – one supply kit

per student – and the kit fee is assessed through FACTS in July prior to the start of the upcoming school year. On the last full day of school in May, each student will bring home any unused school supply kit items.

### **Teacher's Responsibility**

- Communicate classroom policies and procedures to students and parents in August.
- Communicate due dates and directions for completing each homework assignment to students to be recorded in assignment books/school planner.
- Coordinate assignments and tests with other teachers to avoid student overload.
- Provide homework assignments that are directly related to instructional objectives and consider the differences among students so that they can be completed independently. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Provide opportunities for students to ask questions and receive clarification of expectation when the assignment is given.
- Review and provide feedback to students. This feedback may include self-evaluation and/or tracking of progress, peer feedback, or teacher comments.
- Seek feedback from students and parents regarding the level of assistance needed to complete homework assignments as needed.

### **Student's Responsibility**

- Use the assignment book/student planner to keep track of all assignments, tests, and other responsibilities. Collect the necessary materials needed to complete the assignments.
- Ask any questions you may have about the assignment.
- Complete the assigned homework neatly and submit assignments on time.
- Review homework with parents.

### **Parent's Responsibility**

To help children be successful with work at home, parents can:

- Create a place that supports studying. Most children do best in quiet, well-lit environments.
- Talk with your children about your expectations, help your child with organization, and empower your child to take ownership of the homework process.
- Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- Make sure children have the supplies they need to complete assignments.
- Be available if children have questions. Parents can support their children by looking over homework and providing guidance, but they should not do homework for them.



- Let teachers know if homework assignments are too difficult or unclear. Please feel free to send the teacher an email describing the concern.
- Monitor assignment completion using the assignment book/student planner.

### **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.

Reasonable accommodations are offered to assist a student's academic success. 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. 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.

Students who qualify may be entitled to services provided by the Title I Program. This federally funded program provides remediation during school hours.

### **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 failed two courses in one academic year and have successfully remediated may return to the school the following year with academic probation status.

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.

### **Tutoring**

Teachers may not tutor, for compensation, their own students or students in the grade above or below the assigned grade of the teacher.

### **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** (Grades 1-8) and the **Cognitive Ability Test** (Grades 2, 5, and 7) 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 ARK -Assessment of Religious Knowledge - is given annually to students in Grades 2 through 8.**

The **NWEA MAP Growth 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.

### **Semester 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).
- ***St. Francis de Sales Award for Excellence in Media*** – Exhibits love of reading, actively participates in library class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class); participants in Battle of the Books are also recognized.
- ***St. Clare Award for Excellence in Technology*** – Exhibits interest in applied technology, actively participates in class, displays effort and cooperation, and goes above and beyond what is expected in the curriculum (one per class).

### **Daily Schedule (tentative)**

7:30 – 7:45      Students may enter school.

7:51              School Day begins with Morning Prayer and Announcements

\*(Any student entering the building after 7:50 a.m. is considered tardy.)

11:15 – 11:45    PK-K Lunch – in class

11:30 - 12:00    Grades 1-3 Lunch

12:00 - 12:30    Grades 4-5 Lunch

12:30 - 1:00     Grades 6-8 Lunch

3:00                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.

### **Advancement Director**

The SPC Advancement Director promotes St. Peter Claver Regional Catholic School and helps develop a relationship between the school and the community. This includes Hospitality, Marketing, Community Outreach, and Public Relations. Volunteers are needed to assist in the many events and activities that promote the school.

## **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 everyone 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 always have their conduct card with them. Students incur checks for non-compliance of class/school rules (i.e.. Missing homework, talking in class, uniform violations, etc.) **Accumulation of five (5) checks results in**

**serving one (1) Thursday afternoon detention. Conduct cards are sent home weekly and require a parent review and signature for return the next day.**

- ***Better Choice Reflection Sheet:*** Students are given the opportunity to reflect on and write about their inappropriate behavior and ways to correct these behaviors through better choices.
- ***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 (Uniform, Preparation, Homework, Inappropriate Behavior, Talking, Disrespect, Parent Signature), students will receive 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 following actions will be taken as a student accumulates detentions:

3 detentions	Student will meet with an administrative team member.
5 detentions	A BEHAVIOR CONFERENCE with the school counselor, administrator, and classroom teacher is required to outline a plan for improvement.
7 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.
9 detentions	Student will serve in-school suspension.
11 detentions	Students will serve an out-of-school suspension.
13 detentions	A student receiving 13 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	
*Possession of contraband	*Plagiarism	*Stealing	* Dishonesty/Lying	
*Plagiarism	*Stealing	*Dishonesty/Lying	*Profanity	*Use of tobacco products
*Leaving school grounds	* Disrespect toward teachers/adults or fellow students			
*Racial Profanity				

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(s) who exhibit similar behavior/offenses may be asked to withdraw their child from the school.

New students are on 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 is 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. **This policy applies to work completed using Artificial Intelligence (AI).**

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. Before the suspension, the student will be advised of the reason for it. 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.

### **Respecting Persons**

The good name, reputation and personal safety of each student, faculty/staff member, and adult volunteer are vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or is inconsistent with Catholic teaching or values, as determined by the school in its discretion.

Catholic teaching prohibits actions which violate respect for the dignity of the human person. Actions considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from school. Parents or guardians are to support this guideline in their relationships with school employees, students and their families; failure to do so may result in the parents being asked to withdraw their children from the school.

### **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 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 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, defined as any aggressive and unwanted behavior 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 privacy expectations regarding lockers and desks.

### **Search and Seizure**

All school property, including students' desks and lockers and their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures and any containers, book bags, purses, phones, or clothing articles 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. If the school believes a student has been involved in possible criminal activity, including, but not restricted to suspected use or possession of drugs, illegal substances, abuse of social media, weapons, or stolen property, it may choose to conduct a search of a student's belongings, including, but not restricted to purse, book-bag, locker, and vehicle. The school reserves the right to request police assistance in these investigations if it so chooses. Depending on the situation, parents may or may not be contacted prior to police involvement. If a search and seizure is warranted, it will be conducted by the principal along with another school authority. Parents will be informed in writing by the principal of such a search and seizure on the day it is conducted with the reason for doing so explained.

### **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 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 ensure 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 **or racial profanity, in word or gesture**
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 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**

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 always, 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 the 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 must 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

The purpose of the Extended School Program is to provide a structured extracurricular program for enrolled students. The environment is a Christ-centered extension of the school day providing a snack, supervised free time, recreation, planned activities, service opportunities, and quiet time for homework and academic study.

After school ESP begins at 3:30 pm Mondays through Friday's and ends at 6:00 pm. Students report to the ESP supervisor at the designated area. Each student will be provided with a nutritious snack followed by a 45-minute period for homework and reading. A designated cart is housed in the ESP with brain-based board games, books, and arts and crafts materials. Weather permitting, students may have time on the soccer field as well as recreation time in the school gym.

**A one-time and non-refundable fee of \$100 per family registration fee is required and billed through FACTS with first use or on the first cycle's statement.**

### Hours of Operation and Calendar

The first day of ESP operation for the 2024-2025 school year is Thursday, August 10, 2024. The last day will be Wednesday, May 22, 2025. The program operates from the end of the school day until 6:00 p.m.

The hours of operation are    Afternoon Session    3:30 pm - 6:00 pm

### Weekly Fees

Weekly ESP rates are as follows:

**Daily Full-time Fees:** 3:30 – 6 pm (16 or more afternoons per month)

**\$12.00** per afternoon for first child and **\$6.00** per afternoon per additional sibling

**Daily Part-time Fees:** 3:30 – 6 pm (Less than 16 afternoons per month)

**\$16.00** per afternoon and **\$6.00** per afternoon per additional sibling

**Short-time Fees:**

3:30 – 3:45 pm: **\$6.00** per student

3:30 – 4:30 pm: **\$8.00** per student

ESP fees are assessed bi-weekly through FACTS for the ESP services used during the previous two weeks. A \$40 late fee will apply to payments received after the due date. Families with accounts past due of \$100 or more (either morning, afternoon, or combination) will not be permitted to use the ESP services until all fees are current.

**Late Charges**

If your child is picked up after 6:00 pm, you will be charged a late fee of \$1.00 per minute, per child. These charges will be added to your FACTS account. Please notify the director if an emergency occurs that will cause your child(ren) to be picked up after 6:00 pm. All transcripts, report cards, awards, and diplomas are the property of St. Peter Claver Catholic School and will not be issued to the student (or the parents of the student) if the student's account is delinquent until all tuition and other assessed fees are paid in full.

**Sign In/Out Procedures**

ESP personnel sign in ESP students using the *RenWeb Child Care* and sign-out the student with the same once the parent has entered the building and checked in with ESP staff. At the point of sign-out, parents or authorized persons assume the responsibility of supervising their children and escorting them out of the building.

**Taxes**

Each parent is responsible for retaining ESP receipts for tax records. On Tax Form 2441 you are only required to write "Tax Exempt" in the appropriate box. If you are filing taxes online, please contact the Business Office for the appropriate tax information.

**Dress Code**

ESP is an extension of our school day and therefore students are required to remain in their school uniforms. Ties and vests may be removed; however, shirts remain tucked in. Only children who must change for sport practices may bring extra clothes. A note informing the ESP staff is required. All children can change into uniform tennis shoes. Please put your child's name on all items. ESP is not responsible for lost items.

**Medication**



It is a parent's responsibility to inform the ESP Director if a child requires medication (either prescribed or over the counter) during ESP/school hours. ESP personnel cannot dispense medication (either prescribed or over the counter) without the following on file:

Medication Permit Form with Physician's Signature

Completed ESP Information sheet

All medication, including Tylenol and cough drops, must be checked in at the Front Office. No child can have medication in his/her possession. Please see the sample form at the back of this handbook for further details.

### **Extended School Day- Discipline, Policies and Procedures**

The Extended School Program is an extension of the regular school day and students must adhere to the policies, rules, and regulations of the school always. Undesirable conduct may result in verbal warning, time out, better choice sheets, points, service detentions, and/or suspension from the program.

### **Holidays**

When school is closed for a holiday, noon dismissal day, or teacher workday, ESP is also closed. Please see the school calendar for dates.

The Extended School Program will operate during the regular school year, excluding 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 always required.

Students must be in school the day of the extra-curricular event 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, and Karate. These companies are paid directly by the parent.

### **Competitions**

5 - 8 Grades	Archdiocesan Spelling Bee	6 - 8 Grades	Oratorical Contest
3 - 6 Grades	Battle of the Books	3 - 8 Grades	MLK, Jr. World Peace Poetry Contest
3 - 8 Grades	Archdiocesan Religion Bee	1 - 8 Grades	MLK, Jr. Archdiocesan Essay & Poster Contest

### **Year-Round After-School Activities and Clubs**

**SPC Clubs are offered for students in grades 4 – 8, take place during the school day, and enhance the academic curriculum** – SPC Clubs are conducted **every other Friday afternoon** each month from 2:15 – 2:55 pm beginning in September 6 – December 6, 2024 and resuming in February, February 7, 2025 – Friday, May 2, 2025.

**Below is a list of the clubs offered in 2024-2025 for students in grades 4 - 8.**

Science Olympiad Club	Geography Bee Club
Math Club	Religion Bee Club
Battle of the Books Club	Newspaper/Creative Writing Club – Fall
Yearbook Club - Spring	Design Club

### **Extra-Curricular/After-School Activities and Lessons** (\*classes are weekly and fee-based/month)

Ballet, Jazz, and Hip-Hop	Robotics Club	<b>Knight School Chess Club</b>
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### **SPC Sports Programs**

We continue to expand our team sports at SPC through Catholic Metro Sports of Atlanta. We begin our school year Fall Soccer - for boys and girls in K through 8th grades – and Volleyball – for girls in 5 through 8 grades. Parents are needed to serve as coaches or assistant coaches and team parents. Students and parents are expected to make a firm commitment to the team. In order to participate in sports, students must have a current physical on file with the school and pay the required athletic fee per sport. There is a permission form in the back of the handbook that you may copy if needed. You may also print a copy of the permission form from our web page: [www.spc-school.org](http://www.spc-school.org). Students not picked up by the assigned practice dismissal time will

be placed in the ESP and charged the drop-in rate. After normal ESP hours (after 6:00 pm), any sports participants not picked up will be charged the late ESP rate of \$1.00 per minute/per child. The late pick-up fee will be assessed via FACTS.

Boys and Girls Soccer Teams – Grades K – 4

- 1<sup>st</sup> Grade Soccer is a Coed team.
- 2<sup>nd</sup> Grade Boys team; 2<sup>nd</sup> Grade Girls team
- 3 & 4 Grade Boys; 3 & 4 Grade Girls

Girls Volleyball – Grades 5 & 6 team; Grades 7 & 8 team.

**Teams must meet CMS minimum number of student participants to form a team.**

Student athletes represent St. Peter Claver Catholic School and its mission. Conduct in violation of our behavioral expectations of Christian love and respect of others may result in school consequences such as discipline points, detention, removal/suspension from the team and/or a school suspension.

Due to the time commitment for sports practices and games, a student must maintain passing grades in all core subjects. If a student earns a 69 or below:

- On an academic alert, he/she has two weeks to acquire a passing grade in all subjects to continue in the sport.
- On a report card, the student will not be able to continue participating in the sports program until he/she earns passing grades in all subjects on the next report card or academic alert grading period.
- On the final report card, the student will not be able to participate in fall sports of the following year until he/she earns a passing grade in all subjects on the first quarter report card.

A student will be ineligible to participate in the sports program and must withdraw if he/she fails two or more core subjects. Students will be notified if they are unable to participate due to failure to meet academic requirements.

### **Altar Servers**

Catholic children 8 years of age or older and who have received First Holy Communion may apply to be a school altar server. Training is required, and students will serve at weekly school liturgies.

### **National Junior Honor Society**

Students who meet academic and conduct requirements are eligible for membership in the National Junior Honor Society (grades 7 and 8). Students must be in their second semester of grade 6 to be considered for NJHS membership. The faculty considers the NJHS guidelines in the areas of Scholarship, Leadership, Service, Character, and Citizenship in selecting members.

### **Safety Patrol**

The Safety Patrol is an organization of Middle School students who assist the teachers in maintaining a safe car line procedure and perform other duties as needed. Students who show characteristics of leadership and responsibility are selected and, with parent permission, serve as Safety Patrols. The commitment is for the entire school year. Safety Patrol members are to be obeyed by all students, all parents, drivers, and pedestrians while on or adjacent to school grounds. If questions arise regarding directions given by a Safety Patrol member, please contact the supervising teachers or the school Principal about the situation.

### **Student Ambassadors**

The Student Ambassador Program is a leadership opportunity for Middle School Students who are dedicated to serving and representing St. Peter Claver Catholic School. Student Ambassadors provide campus tours, welcome prospective students and their families to campus and assist staff at events for new students. Student Ambassadors serve as SPC representatives and perform duties at various SPC campus and community events. Student Ambassadors are carefully selected by the principal based on grades, character, communication skills and enthusiasm. These students exemplify our motto of being people of "Faith, Service, Love, and Learning."

### **FIELD TRIPS**

Field trips are of educational or cultural value and enhance the curriculum. Parents may not opt out of a planned field trip for their child. 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, and field trip fees are assessed via the family FACTS online account. Parents are notified in writing of such trips two weeks in advance with a field trip permission form sent home with their child. Students who do not return the permission form by the date specified may not attend the field trip and will remain home with an **unexcused 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 complete the VIRTUS training and have a current 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. 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 on the Lost and Found cart. **Items placed in the Lost and Found remain until the end of the quarter. At the end of each quarter, unclaimed school uniforms will be donated to the School Used Uniform room and other unclaimed items will be 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 or during Open Checkout. The following applies to check out material:

- Pre-K – 2<sup>nd</sup> Grade students may check out one book at a time.
- 3<sup>rd</sup> -8<sup>th</sup> 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 protect all children from allergic reactions, ALL snacks, treats, etc., must be approved by the classroom teacher prior to being served to students. The school reserves the right to restrict or eliminate distribution of any snack that could potentially be harmful to even one student. 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.

NOTE: Required medications and accommodations due to allergies and/or asthma must be properly documented on the Emergency Information Form. The medication permit form for use of EpiPens, an inhaler or other medications, must be complete and signed by parents/guardians and the physician.

#### **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 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 you child does not miss the same subject each time, and do not schedule appointments during the weeks of Standardized Testing in March. See the 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 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](http://www.spc-school.org) and included in the back of this ) 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 for bringing 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. The child is responsible for knowing 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 Care Form**

The school requires a Student Emergency Care 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 and informs SPC of adult(s) authorized by a parent to pick up and transport a child to and from SPC.** A classroom set of emergency forms accompanies students on all field trips. All areas must be complete before the form is 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 parents 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**



The middle school years can be a time of challenge and confusion for both students and their parents. At no other time in their lives do children face the drastic changes that adolescence brings. During these years, the students are developing attitudes about themselves, others, and the world around them. SPC middle school teachers willingly accept and enjoy the challenge of working with adolescents. Middle school is the place that provides a transition from elementary school to high school. The goal of our middle school is to help each child grow spiritually, intellectually, emotionally, and physically.

While academics are of primary importance in middle school, co-curricular and extra-curricular activities at SPC allow students to explore interests, define and nurture talents, and refine life skills. In this way, students are exposed to new learning experiences about themselves and their world. It is important for parents to encourage, support, and accept their child's pursuit of varied interests. Participation in different activities, not competition, is a goal of middle school whereby students learn to be contributing members of a team.

### **Academic Competitions and Leadership Opportunities**

Middle School students can participate in a variety of co-curricular and extracurricular competitions, clubs, and leadership activities. Participation in particular events may vary from year to year. Some of the competitions, clubs, and leadership activities include, but are not limited to: Archdiocesan Oratorical Contest, Battle of the Books, Essay Contests, Spelling Bee, and Religion Bee, School Safety Patrol, Junior National Honor Society, Weekly Service in Gregg's Pantry, and SPC Clubs. 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.

### **SSAT/High School Applications**

Students in the 8<sup>th</sup> 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](http://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.

### **Shadow Days**

Eighth grade shadowing is considered an absence. The student needs to inform all teacher ahead of the anticipated date of absence. The student is expected to do all schoolwork and be responsible

for missed tests. To minimize loss of instructional time, shadowing should be scheduled on days SPC is not in session and limited to no more than two days. Off campus "Shadow Days" exceeding two will be considered unexcused absences.

### **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 related expenses charged through FACTS. 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**

**All incidental fees are charged through FACTS. 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. The office is not open on school holidays.

## **PARENT ACTIVITIES**

### **SPC Parent and Teacher Organization**

The SPC Parent and Teacher Organization (PTO) works under the auspices of St. Peter Claver Regional Catholic School and supports and supplements school goals by providing speakers, community events and fund-raising opportunities for the school. All families are members of the SPC Parent and Teacher Organization. The SPC Parent and Teacher Organization coordinates efforts between parents and teachers to promote the school's mission and foster academic excellence. See the school calendar for dates of meetings.

SPC Parent & Teacher Organization officers include Co-Chairpersons, Secretary, Treasurer and Events Coordinator.

The PTO 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.

### **Parent Volunteers at SPC**

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 SPC Parent & Teacher Association, provides ample opportunities for parents to volunteer.

Opportunities include:

- **Hands-On Volunteering-**
  - Lemonade & Cookies Day, Front Office morning assistant, coaching, basic school maintenance (dusting, cleaning, bulletin boards), grounds and garden maintenance, Book Fair, Room Parent, Hospitality Committee Events, Friday lunch assistance, Career Day participant, translating communications in Spanish, Burmese, or Vietnamese, chaperoning field trips, preparing monthly Parent/Promotional Treats, Teacher Appreciation Week, carpooling students to and from Archdiocesan events and competitions, Parent & Teacher Organization Officer or Committee member.
- **Meeting Attendance and Special Events Support-**
  - Parents' Curriculum Night, Event Planning Meetings (Multi-Cultural Mass, Grandparents and Special Friends Day, Open House, Catholic Schools Week, Teacher Appreciation Week, Field Day, Pasta & Bingo Family Dinner.
- **Donated Items** – Parents may respond to email requests throughout the year for items needed, such as bottled water, snacks for IOWA test days, etc.

Each family is encouraged to support SPC's Jaguar Fund with a minimum pledge to the school of \$200.00. Pledges to the SPC Jaguar Fund can be paid in 10 equal payments through FACTS. Each school year provides activities and events whereby all stakeholders of SPC can give of their treasure in support of the SPC Jaguar Fund.

**Background checks and VIRTUS training are required of all school volunteers who come into the school regularly 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 Business Manager. To avoid classroom interruptions and maximize instructional time, parent volunteers may not visit their child's classroom without a scheduled appointment/conference.

School computers are available for volunteer activities only; they are not available for personal use. Volunteers whose job requires computer use must complete an Acceptable Use Policy.

## 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.

*"Modesty protects the intimate center of the person. It guides how one looks at others and behaves toward them in conformity with the dignity of persons and their solidarity. Modesty inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies. The forms taken by modesty vary from one culture to another. Everywhere, however, modesty exists as an intuition of the spiritual dignity proper to humanity. Teaching modesty to children and adolescents means teaching them respect for the human person." (Catechism of the Catholic Church 2521-2524).*

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](http://www.landsend.com/school) > school number 900181108 or

[www.Flynnohara.com/school/ga037](http://www.Flynnohara.com/school/ga037)

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### **Pre-K through 5th 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 **(Fridays)**

***\*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**)

## **6th Grade through 8<sup>th</sup> 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 (**Fridays**)

-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 (**Fridays**) - 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 (**Fridays**)

-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

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## **ALL GIRLS:**

#### SOCKS/TIGHTS:

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

#### SHOES:

- Black and White*, lace-up Saddle Oxfords
- Black Mary Jane
- 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 3<sup>rd</sup> through 8<sup>th</sup> grade dress uniform; optional for Pre-K through 2<sup>nd</sup> grade)

#### ACCESSORIES:

- Navy* Cross-tie **(required for 6<sup>th</sup> through 8<sup>th</sup> grade dress uniform)**
- Plaid* Headband
- Brown* Belts only **(required for khaki shorts and pants)**

### **Pre-K through 8<sup>th</sup> 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 **(Fridays)**
- 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 (**Fridays**)
- 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:

- *Navy* socks

SHOES:

- Merrell slip on shoe in camel
- 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 3<sup>rd</sup> through 8<sup>th</sup> Grade dress uniform**)

ACCESSORIES:

- Navy & Green Plaid* Tie (**required for 5<sup>th</sup> through 8<sup>th</sup> Grade dress uniform**)
- Brown* Belts only (**required for khaki shorts and pants**)

Personal Appearance Policy		
	GIRLS	BOYS
Hair Grooming	<p><u>Neat, well-groomed hair. No fad, trendy or unusual styles. Natural color only. Hair may not dangle in the face.</u></p> <p>Small barrettes, bows, or headbands that are white, green, or navy blue may be worn; Hair beads are limited to 5 and must all be same color.</p> <p>PLEASE NOTE: Anything that is a distraction to learning (i.e., nail polish, hair styles, and accessories) will not be</p>	<p><u>Neat, well-groomed hair; MUST be always clean-shaven. No fad, trendy or unusual styles. Natural color only. Braided hair must adhere to proper length, and NO ponytails or buns are permitted.</u></p> <p>Unusual hairstyles including tails, mohawks, extreme fade-shaven side cuts or designs shaved into the head are not permitted; Beading is not permitted; Beards, mustaches</p>



	tolerated and will be dealt with on an individual basis.	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> <b>No bracelets are permitted; post earrings must be no larger than 5mm, and hoop earrings no larger than 10 mm. Dangle earrings are not permitted.</b>	<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 – 6:00 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>

**\*Note: Due to the changing nature of hairstyle trends, the administration reserves the right to classify any hairstyle in violation of the uniform code.**

**\*Body altering of any type is NOT permitted; including, but not limited to, body or facial features 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. 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:

<b><u>Out of Uniform Day</u></b>		
	<b>GIRLS</b>	<b>BOYS</b>
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	Shirts should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol not supporting our school mission; tank tops, halter tops and sleeveless shirts are not permitted. Properly sized and in good condition	Shirts should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol not supporting our school mission; tank tops and sleeveless shirts are not allowed. Properly sized and in good condition
Sweater Sweatshirts	Garments should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol not supporting our school mission. Properly sized and in good condition	Garments should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message/symbol not supporting our school mission. 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>	<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	Properly sized and in good condition; solid black soles are not permitted
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**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. Students may be subject to the loss of the privilege of free dress if they do not come appropriately dressed. Students inappropriately dressed will be provided with a uniform to wear if available. If a borrowed uniform is not available, the parent must pick up the student or bring an appropriately sized uniform.

### **SERVICE PROJECTS**

Our school's mission is 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**

St. Peter Claver School provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Social media can be used for good, and most students use it appropriately. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person (see Respecting Persons guideline in this handbook pgs. 39-40).

At St. Peter Claver School, we do not make a practice of reviewing our students' social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school's code of conduct, the school may investigate and respond with appropriate consequences up to and including expulsion. Therefore, we encourage our parents to be diligent in monitoring their child's social media participation to ensure their personal safety and compliance with St. Peter Claver School's social media usage expectations.

Social Media encompasses the various cyberspace ways that persons can communicate with each other. Social Media includes, but is not limited to, Facebook, MySpace, TikTok, Discord, 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.** The school and the parents are partners in the education of our children. If, in the administration's opinion, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

**The school's 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.

### **PHONES 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.

**Students are not permitted to bring personal cell phones to school.** As noted above, students have permission to use the front office phone to inform parents of a cancelled activity or inform parents of a an important need or problem at school. Parents are asked to call Mrs. Greenwood in the case of a special or unique situation that requires their child bring a cell phone to school. In such a situation, that phone will need to be brought to the front office by the student.

**E-readers, camera watches, and Apple watches or like devices are not permitted at SPC during school hours including during ESP, athletic events, or other school events.** If a student does bring a cell phone to school, consequences will result. The first offense will result in confiscation of the phone, parent communication, and warning to the student; the second offense will result in confiscation of the phone, a parent meeting, and a Thursday after-school detention.

Items that distract or disrupt the learning environment are not permitted at school at any time. These include 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 the afternoon carpool. SPC does not assume responsibility for these items if brought to school by a student. These items are to be kept at home.

### **RECESS**

At the teacher's discretion, classes may go outside for a short recess (weather permitting.)

### RECORDS

The school abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act regarding access to student records. If parents wish to view their child's records, the school must receive a written request with a 48-hour (2 days) notice.

Records of students transferring to other schools will only be sent via USPS mail. No records will be given to parents to transport to the new school. Requests must be made to the school in writing with at least five days' business notice. All forms should be submitted to the Administrative Assistant for distribution. **If a family is not current with their financial commitment to the school and accounts are in arrears, no records will be sent to the transferring school. Archdiocesan schools will not accept students from other archdiocesan schools with accounts in arrears.**

### TEXTBOOKS

All textbooks are school property and must be covered with stretchy cloth covers appropriate for the book's size. These book covers are provided by the school. Contact paper cannot be used on textbooks; however, it may be used on workbooks. 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 of reasonable size to fit into school lockers.

### 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**

Parents are welcome to visit the school. **Appointments to speak with a teacher must be made in advance** out of respect for instructional/planning time and the academic focus in the classroom. Appointments may be made **by email, note, or phone call in advance**. For the protection of all students and staff, all outside doors of the school building are closed and locked during regular school hours. All people entering the building before, during, and after school hours must enter through the lobby front doors and sign in at the kiosk stand by the reception window. Once sign in is complete, a visitor badge will be printed and shared with the visitor(s) and all visitors are asked to wear the badge while on campus. Visitors and/or volunteers are to sign out at the same kiosk stand upon departure.

### **RIGHT TO AMEND THE HANDBOOK**

**The principal retains the right to amend the handbook and parents will be given prompt notification if changes are made. With any amendment to the handbook, the principal will provide the revision date on the lower right corner of the front of the handbook.**

### **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 Internet must be in support of education and research consistent with the school's educational objectives. 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, TikTok 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 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.

# St. Peter Claver Regional Catholic School

## Parent/School Partnership Pledge Form

The parent school relationship is important to the student's religious formation and academic success. 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. 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 <sup>th</sup> .	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, 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.

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



## PARENTAL/LEGAL GUARDIAN PERMISSION SLIP

### FOR FIELD TRIP PARTICIPATION - ARCHDIOCESE OF ATLANTA

**Dear Parent or Legal Guardian:**

Your son/daughter/ guardianship can participate in a school-sponsored activity requiring transportation away from the school site. This activity will take place under the guidance and supervision of employees from St. Peter Claver Regional Catholic School. A brief description of the activity follows:

Curriculum Objective: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Lunch Provisions: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and acceptance of liability and return it to your child's teacher by \_\_\_\_\_. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I request and hereby grant permission for my child, \_\_\_\_\_, to participate in the above-described field trip. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date. I further consent to the conditions stated above on participation in this event, including the method of transportation.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

IN CASE OF EMERGENCY, TELEPHONE NUMBERS TO REACH PARENT/GUARDIAN:

OFFICE

CELL

HOME

ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED. NO FAXED OR ELECTRONICALLY RECEIVED PERMISSION SLIPS WILL BE ACCEPTED.

## ARCHDIOCESE OF ATLANTA

### MEDICATION PERMIT FORM

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 only under the following conditions:

1. If medication is needed in order for the student to remain in school, this 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 this Medication Permit Form 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. 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 at school.
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. High School students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the parent or adult designee perform nebulizer treatments in school.

TO THE NURSE OR HEALTH REPRESENTATIVE OF: \_\_\_\_\_ SCHOOL

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_ ROOM: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_

DOSAGE AND DIRECTIONS FOR GIVING: \_\_\_\_\_

BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Atlanta, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Atlanta, its agents, servants, or employees, including, but not limited to the parish (if applicable), the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Traditional Catholic Prayers**

**The Sign of the Cross:** In the name of the Father, and of the Son and of the Holy Spirit. Amen.

**The Lord's Prayer:** Our Father, who art in Heaven, hallowed be Thy name, Thy kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen.

**The Hail Mary:** Hail Mary, Full of Grace, The Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of death. Amen.

**The Glory Be:** Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

**The Apostles' Creed:** I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

**Grace Before Meals:** Bless us, O Lord, and these your gifts which we are about to receive from your bounty through Christ our Lord. Amen.

**Grace After Meals:** We give you thanks, O Almighty God, for these your benefits, who lives and reigns, world without end. Amen.

**Act of Contrition:** O my God, I am heartily sorry for having offended you, and I detest all my sins, because of your just punishments, but most of all, because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more, and to avoid the near occasions of sin. Amen

**The Morning Offering:** O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart, the salvation of souls, reparation for sin, and reunion of all Christians. I offer them for the intentions of our Bishops and of all the apostles of prayer, and for those recommended by our Holy Father this month. Amen.

**Evening Prayer:** O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. Amen.

**The Memorare:** Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to Thy protection, implored thy help or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of Virgins, my Mother. To thee do I come; before thee I stand, sinful and sorrowful. O Mother of the word Incarnate, despise not my petitions, but in Thy mercy hear and answer me. Amen.

**Hail Holy Queen:** Hail, holy Queen, mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy toward us, and after this our exile show unto us the blessed fruit of thy womb, Jesus, O clement, O loving, O sweet Virgin Mary. Pray for us, O Holy Mother of God. That we may be made worthy of the promises of Christ.

**Guardian Angel Prayer:** Angel of God, my Guardian Dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen

**The Stations of the Cross:**

- I. Jesus is condemned to die.
- II. Jesus carries his cross.
- III. Jesus falls the first time.
- IV. Jesus meets his mother.
- V. Simon of Cyrene helps Jesus carry His cross.
- VI. Veronica wipes the face of Jesus.
- VII. Jesus falls the second time.
- VIII. Jesus meets the women of Jerusalem.
- IX. Jesus falls the third time.
- XI. Jesus is stripped of his garment.
- XII. Jesus is nailed to the cross.
- XIV. Jesus dies on the cross.
- XV. Jesus is taken down from the cross.
- XVI. Jesus is laid in the tomb.

**The Rosary**

**The Five Joyful Mysteries:** The Annunciation, The Visitation, The Nativity, The Presentation, the Finding of Jesus in the Temple

**The Five Sorrowful Mysteries:** The Agony in the Garden, The Scourging at the Pillar, The Crowning of Thorns, the Carrying of the Cross, The Crucifixion and Death

**The Five Glorious Mysteries:** The Resurrection, The Ascension, The Descent of the Holy Spirit, The Assumption, The Coronation of Mary



**The Five Luminous Mysteries:** The Baptism of Christ in the Jordan, The Wedding Feast at Cana, Jesus' Proclamation of the Coming of the Kingdom of God, The Transfiguration, The Institution of the Eucharist as a Sacrament