

GENERAL INFORMATION

History of St. Peter's

In 1926, Father Baque opened St. Peter's School with a staff of three Sisters of Charity of the Incarnate Word. In 1948, the present primary school building was constructed. In 1955, the two-story Annex building was added. As of 1995, St. Peter's School became a part of the Brainpower Connection with the University of the Incarnate Word. The Brainpower connection is collaboration between the University and St. Peter's to share resources and personnel wherever possible and to promote education from its foundation in elementary school to its summit at the University. In 1997, construction on the Community Center was completed. The Community Center provides St. Peter's School with a gymnasium, Science lab and Art studio. In fall, 2008, the Early Childhood Center was opened at 103 and 105 Marcia Place. St. Peter's School has been awarded the Blue Ribbon School of Excellence twice, in the 1985-1986 school year and again in the 2005-2006 school year.

St. Peter's Mission Statement

We, the members of St. Peter's Parish, are committed to witnessing and sharing the love of Christ. St. Peter's School offers our children an **EXCELLENT EDUCATION WITHIN A COMMUNITY OF FAITH**; a community in which the parish's faith, values, and attitudes are reinforced and lived within an educational setting that encourages growth and self-esteem. Our children, formed in Christian values, give witness to the Gospel in the Church and in society.

St. Peter's School is an expression of the parish's belief that each child is a unique gift of God and a special promise for the future. Each deserves respect, affirmation, and support in the development of his/her talents and individuality. The school helps each child reach full potential with awareness of being a child of God.

We recognize the parents are the primary educators of their children. The school supports and reinforces the parents' desire to give their child a holistic education based on sound academics and Christian values. *(Reviewed 6/11)*

St. Peter's Philosophy Statements

- We believe in a holistic approach to education. Therefore, the spiritual, emotional, intellectual and physical needs of our children are addressed through excellent programming.
- We believe that the parish is responsible for the Catholic formation of its young people. Therefore, the school sees itself as one avenue the parish uses to pass on its faith and traditions to its children.
- We believe in the goodness and uniqueness of each person. Therefore, each teacher, staff member, parent and child is treated with care and respect.
- We believe that truth is rooted in values and principles found in Christ's teachings. Therefore, Christ's teachings are related in all course content.
- We believe that knowledge and values are taught within the context of the community. Therefore, the school continues to foster a community of faith consistent with and in union with the faith community of the parish.
- We believe that Catholic formation is critical. Therefore, classes in Catholic teachings are included in the curriculum.
- We believe that parents have the primary responsibility as educators of their children. Therefore, the school is supportive of the parents' role.
- We believe that a wholesome self-esteem is critical to the educational success of each child. Therefore, the school creates and maintains an atmosphere conducive to enhancing a positive self-image.
- We believe that children have the responsibility to participate in the faith life of the community. Therefore, opportunities to become involved in the liturgical, social and political life of the community are provided.
- We believe that Catholic education is a critical part of the Church's ministry. Therefore, we make every effort to support and encourage the development of Catholic education in the Archdiocese and beyond.
- We believe that the school plays a vital role in the parish. Therefore, every effort is made to ensure the school's continued growth and development. *(Reviewed 6/11)*

Accreditation

The Accreditation Commission of the Texas Catholic Conference Education Department recognizes St. Peter's School as an Accredited School. The Texas Catholic Conference Accreditation Commission is the official accrediting agency for Catholic Schools of Texas. The Texas Education Agency recognizes it as such. The school earned commendations in all domains during the last accreditation visit in the fall of 2008. St. Peter's School is scheduled for its next Accreditation visit in the fall of 2017.

Policy Statements

The policies and guidelines established by the Archdiocese of San Antonio are followed.

Every aspect of St. Peter's School is subject to regular evaluation, and new program areas are established only after thorough study and evaluation of the availability of resources to fund the endeavor and the parish's need for the program.

Teachers, staff and students at St. Peter's School project Christian attitudes at school and in the community. Catholic children who attend St. Peter's School, and their parents/guardians, are asked to attend Sunday mass and in general, participate in parish life.

Prior to student admission and/or student attendance, an annual policy (handbook) agreement is signed by parents/guardians and is on file.

Specific procedures and policies are outlined in the St. Peter's Parent/Student Handbook found on the school website. Throughout the year as situations arise, the Principal, in consultation with the School Council, may amend this handbook as necessary.

St. Peter's School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin or gender.

SCHOOL ORGANIZATION

Pastor

The Pastor is the leader of the St. Peter Prince of Apostles Parish and School. The Archbishop, the Archdiocesan Department of Catholic Schools and the Texas Catholic Conference Education Department (TCCED) have entrusted authority to him. The Pastor is responsible for fostering, nurturing, guiding and coordinating all of the ministries of the parish. He delegates the administration of the school to the Principal, who administers the school in accordance with Archdiocesan policies and guidelines. The Pastor and Principal cooperate and offer mutual support in matters of educational policy and practice. **As leader of the decision-making process in the Parish, the Pastor's authority includes the approval of all recommendations made by the Principal and/or School Council.** The Pastor, Fr. Eddy Morales; Business Manager, Ms. Becky Finley; School Finance Chair, Mr. Raul Cardenas; play a primary role in the development and implementation of the school's budget.

Selection of the Principal includes the recommendation of a search committee appointed by the Pastor. The Principal is hired by the Pastor, in consultation with the Superintendent of Schools in the Archdiocese, and as per a ministry agreement from the Department of Catholic Schools.

School Council

The School Council's authority is derived from the Pastor. **The School Council's mission is to provide consultation to the Principal and Pastor in areas of school business: policy, development, strategic planning, and finance.** The School Council consists of the Pastor, the Principal, three appointed and nine elected parents/parishioners, the PTC President and a UIW Representative. School Council meetings are generally held on the fourth Wednesday of each month. The Agenda and Minutes are posted in both school buildings for parent and parish view. These meetings are open to parents and parishioners. Anyone wishing to address the Council may do so by contacting the Council Secretary, Ms. Estelle Rodriguez, no later than seven (7) days prior to the scheduled Council Meeting requesting their item be placed on the Agenda.

Principal

The Principal, Ms. Ann Lauder, is the Chief Operational Officer of the school and has responsibility for coordinating the day-to-day operation of the school. The Principal is responsible for setting policy, monitoring the strategic plan, approving procedures, reviewing programs, evaluating faculty, supervision of maintenance/custodial services and physical plant repairs/improvements, governance of student discipline, supervising staff and staff development, and determining all matters of admission, expulsion, release of student records, and graduation. The Principal formulates and oversees the budget and handles all areas of personnel, including hiring and dismissal. The Principal maintains an office on the ground floor at the Primary School Building.

Assistant Principal

The Assistant Principal, Mr. Jacob Saucedo, assists the Principal in the day-to-day operations of the school. This administrator's main responsibilities include, but are not limited to: overseeing the Athletic program, the curricula and curriculum alignment of grades PK3-8th grade, and curriculum development in Fine Arts and Foreign Language. The Assistant Principal organizes meetings with staff to ensure that TCCED requirements are followed; reviews lesson plans, and ensures that needed resources are obtained. When the Principal is unavailable, the Assistant Principal serves as the administrator in charge. The Assistant Principal maintains an office in the Annex.

Counselor for Student Support

The primary responsibility of the school counselor, Mr. Ernest Gottfried, is to counsel students to maximize his/her academic, spiritual, social and physical abilities. The Counselor is available to assist students with a wide range of individual concerns and makes available to students, parents and staff a wide range of community resources to assist with personal and family concerns. The counselor assists teachers in implementing the guidance curriculum of the Archdiocese, consults with parents to make appropriate referrals on academic and personal issues, consults with staff and others to provide effective instructional programs and operates as a member of the Administrative Team at St. Peter's School. The Counselor takes the lead in the RTI process, the standardized testing program (ITBS) and academic programs such as NJHS and NEHS. The Counselor maintains an office in the Annex.

PAC (Principal's Advisory Council)

The PAC assists the Principal and Assistant Principal in the operation of St. Peter's School activities that are overseen by the homeroom parents. This consultative committee supports the administration in matters of school policies, procedures and programs. Membership is comprised of the Homeroom Parent(s) from each class. Members receive suggestions and or concerns on school related issues from the administration and act as a channel of communication to parents as requested.

Annex Office Manager

The Annex Office Manager, Ms. Sandy Cortez, coordinates information within the school, between parents and administration and between parish and school. She also manages teacher personnel records and payroll, records professional growth and attendance for each teacher and coordinates substitutes for teacher absences and field trips. She orders textbooks and supplies and checks students and visitors in and out at the Annex. The Annex Office Manager maintains an office in room 101 in the Annex.

Primary Office Manager/Registrar

The Primary Office Manager, Ms. Yvette Mireles, answers the telephone and coordinates the voicemail system. She checks in/out students and visitors in the primary building, and handles registration for all new students/families. The Primary Office Manager coordinates information, reserves facilities and disseminates mail and messages. The Primary Office Manager/Registrar maintains an office on the ground level of the Primary Building.

School Accounts Manager

The Accounts Manager, Ms. Sylvia Hamon, works with the Principal and Finance Chairman from the School Council, Mr. Raul Cardenas, to ensure the approved budget is maintained. The Accounts Manager maintains the tuition accounts and assists with other financial responsibilities as needed. The Accounts Manager maintains an office in the Annex Building (Community Center), Room 102.

Health and Safety Coordinator

The Health and Safety Coordinator, Ms. JoAnn Harris, maintains all Health and Immunization Records for the school, coordinates and facilitates all required Health Screenings and handles student ailments, medications and EpiPins and all communications with families related to accidents and/or ailments. As Safety Coordinator she monitors the Criminal Background Checklists for the school. The Health Coordinator has a clinic behind the Parish Hall. All medical conditions reported to the Health Coordinator are reported to staff and After School Care workers only on a need to know basis.

Teachers

Teachers at St. Peter's are degreed, professional individuals. The classroom teacher is the heart of the school and is primarily responsible for ensuring that students at St. Peter's School have a well-organized environment conducive to learning. Teachers maintain classrooms in a professional manner and maintain communications with parents to ensure student success.

Teachers make every effort to inspire and sustain the behaviors and attitudes included in the Code of Conduct by modeling these expectations in their relationships with parents, students, and staff. Teachers ensure that students are familiar with expected behaviors and attitudes, and recognize positive behavior and attitude and facilitate an environment conducive to learning by:

- Creating enthusiasm for the subject matter
- Teaching creative and inspiring classes
- Ensuring students master necessary subject area skills
- Fostering each student's self-image and self-confidence and treating each student with respect
- Providing positive individual attention to students
- Reinforcing Christian values, and stressing the difference between right and wrong
- Being a living example of integrity
- Involving students' parents, whenever appropriate, in their child's education by maintaining ongoing communication with parents
- Maintaining orderly and respectful classrooms
- Encouraging responsibility and initiative among students.

Library Manager

The library manager, Ms. Tennille Kennedy, oversees the two school libraries, one at the Primary and one at the Annex. Her job includes monitoring books, AV equipment and computer use in the libraries. As a part of the teaching staff, she often conducts instruction on the use of reference materials, reads to and with students and works on special projects assigned by classroom teachers.

Paraprofessionals/Aides

When student enrollment permits, paraprofessionals, also referred to as Teacher's Aides, are assigned specific areas of responsibility. These aides remain with the assigned grade and perform assigned duties from the classroom teacher.

UIW Teaching Assistants

Work study students from UIW are hired to assist in classrooms and engage in a wide variety of duties including grading papers, tutoring and leading small group instruction. Their positions are paid by Federal Work Study funds.

PTC

The purpose of the St. Peter's Parent Teacher Club is to foster a close union between parents and teachers, and to coordinate activities for the welfare of the school. Parents/guardians of students attending St. Peter's School and all teachers are considered active members of this club. A \$40 fee per family is paid at registration; teachers who do not pay family dues pay \$20 for membership. These fees are used to provide the school with educational materials to enhance the quality of education. PTC meetings are generally held in September, February and May.

Parent Volunteers

St. Peter's School parent volunteers are a very special resource. Parents help in classrooms, help with programs, and assist with co-curricular activities. Parents are asked to sign up for volunteer services needed by the school and parish (see Service Work Policy). Parent volunteers have a current Criminal Background/History check on file and always sign-in to secure a Visitor Pass. Homeroom Parents are volunteer parents whose task is to assist their child's homeroom teacher. Some of these activities include organizing classroom parties, making phone calls, and arranging for workers at the various school activities. Directives for the year are given at a special meeting for Homeroom Parents. During this meeting specific duties are outlined for the year. Special duties are also made known to Homeroom Parents. Homeroom Parents are part of the Principal's Advisory Committee (PAC), which meets once a month.

Students

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing/bullying
- Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome and that their behavior must stop immediately
- Report all incidents of discrimination or harassment to the Principal, Assistant Principal or other school personnel

- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, will discontinue that conduct immediately; the student is subject to disciplinary measures.

Parents

Parents make every effort to support and model the behaviors and attitudes included in the Code of Conduct. Parents regularly check the student planner, review with their student the expected behaviors and attitudes, and supports the teachers in the following ways:

- Reviewing homework and assignments on a regular basis
- Providing adequate opportunities for completion of assignments
- Ensuring acquisition of materials and information for projects
- Meeting with the teacher when questions arise about assignments, grades or other items
- Reinforcing Christian values, and stressing the difference between right and wrong
- Being a living example of integrity
- Expecting responsibility and initiative of their student
- Honoring the professional opinion and/or decisions of the staff and school
- Agreeing to follow the school rules, policies and codes at all times.

ADMISSIONS

St. Peter's School generally follows the age guidelines for school entrance set by the State of Texas:

- A student is 3 years of age on or before September 1 and "potty trained" to enter the K3 program.
- A student is age 4 on or before September 1st to enter the K4 program.
- A student is age 5 on or before September 1st to enter Kindergarten.
- A student is age 6 on or before September 1st to enter first grade.

A student may be accepted who does not meet the age requirement. Placement of a student is the decision of the Principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the Principal.

Records Required

For a child to be considered for acceptance into St. Peter's School, the following records must be submitted:

- Original Birth or Baptismal certificate
- Complete immunization records must be provided prior to the students first day of class
- Student's most recent report card (grades 1-8)
- Standardized test scores (grades 1-8)
- Student's Social Security card.

Entrance Tests

Students entering grades 1-8 may be asked to take an entrance test prior to acceptance at St. Peter's School if current testing information is not available from their prior school. Students entering Kindergarten, who have not been in a St. Peter's Pre-K program, may take a readiness test before acceptance is granted. A \$10 fee for each test administered is assessed.

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

Information Days

During the month of January, St. Peter's Community designates several days as "Information Days" for prospective students. During this time, parents and students may tour the school, pick up registration information and ask questions. Interested parents may call the school at any time during the year and request information be mailed to them or to schedule a tour.

Registration

Immediately following the information days, registration for the upcoming school year begins. Registration packets are sent home with current students. (To cover printing expenses and personnel costs, there is a \$10 fee to replace

lost registration packets.) Registration is based on a first come, first served basis with priority being given in the order of: current students, siblings of current students, parishioners and new families. A student's place is guaranteed after all forms and registration fees have been submitted and necessary entrance exams have been taken. The \$275 registration fee is non-refundable and secures student enrollment until January 31st. Registration information is available at www.stpeterprince.org.

Orientation

During the week prior to the beginning of the school year the offices are open for submission of registration forms and other paperwork. Forms are available on the school website: www.stpeterprince.org. A back to school night is scheduled for new and returning students and parents in all grades. Students and parents have an opportunity to pick up their schedules/class assignments in the Parish Hall and meet their teachers in the classrooms. In addition, CYO, Scouts, Faith Formation, Parish ministries, PTC, Mothers-Day-Out, and other information booths are also available.

Student Records

A cumulative record is maintained on each child from his/her entrance to exit from St. Peter's School. The record complies with the Texas Education Agency and the requirements for the Archdiocese of San Antonio. St. Peter's School recognizes the parent and student's rights to privacy; thus, school records are accessible only to school officials and teachers at St. Peter's School who have a legitimate need. They may be accessible to State and local officials who have need for access of records under the law, research organizations that will not identify students or parents, or a parent or legal guardian of the student.

Records are released to other individuals only with the written consent of the parents. If a child leaves St. Peter's School, records are mailed directly to the child's new school. Parents are not permitted to "hand-carry" original records to a new school.

Any parent wishing an explanation or interpretation of the student's cumulative record can make a written request to the Principal; students 14 years or older can make a written request for an explanation or interpretation of his/her cumulative record.

Transfer/Withdrawal

Parents may transfer students into or withdraw students from St. Peter's School at any time during the year. To transfer in, all regular admission requirements are followed. When a student must be transferred from St. Peter's School during the school year, parents are asked to make an appointment for an exit conference with the Principal at least five days prior to withdrawing. This allows the school time to ensure that all fees, tuition and cafeteria charges are cleared, and all library and textbooks are returned. ***When all fees are paid in full, service hours completed and all academic requirements met, St. Peter's School is permitted to forward cumulative records to the student's new school.***

The right to deny admission or request withdrawal of any student/family that does not meet the academic, behavioral, and/or financial obligations as outlined within this handbook resides with the school administration.

8th Grade Transfer

Students entering 8th grade may transfer into St. Peter's School providing they (a)pass the entrance exam or have current testing documentation, (b)have no history of behavioral or academic problems at their previous school, (c)agree to a probationary condition for academics and behavior for the first 9 week grading period.

SCHOOL SUPPLIES AND UNIFORMS

Supply Lists

Each summer, a list of supplies to be purchased for the upcoming school year is posted on the website. In upper grades, summer reading and Spanish activities are published to assist students in preparing for the next school year.

Textbooks

Textbooks are purchased by the school and rented to students. Each student is responsible for the set of books provided for his/her use. All textbooks are neatly covered during the first week of school and remain covered for the remainder of the school year. Students may not write in textbooks or deface them in any way (including using contact paper on the covers). Students pay for books that are damaged or lost. When appropriate, EBooks are purchased for student use.

Backpacks

The school has limited classroom and locker space; students are asked to bring only one book-bag/back-pack (no larger than 17"x11"x6") to school; roller-bags are not permitted. Students involved in sports may bring an extra sports bag. Sports bags are taken to the gym before the school day begins for storage until practice. Book bags are not used to bring items to school that are not allowed or which can be a distraction or a potential safety problem, e.g. toys, electronic devices, etc.

Lockers

A locker is assigned to each student grades 4-8 at the beginning of the school year. Students keep lockers clean and orderly; they do not abuse them in any way. Permanent materials are not attached, glued, or painted on the locker, inside or outside. The inside door of the locker remains free of posters, pictures, and the like. St. Peter's School is not responsible for valuables left in lockers. When circumstances require a student to bring something of value, the student leaves it in the Office for safekeeping or gives it to the homeroom/advisory teacher. Lockers are always closed properly and are not kicked or slammed shut to ensure they are able to close securely. Damaged lockers are repaired as quickly as possible, at the expense of the assigned student. **Students may not share lockers nor enter any locker not assigned to them for any reason.** Please note, the school principal and/or assistant principal or designee may search a student's locker and its belongings at any time.

Uniforms (revised 6/2011)

All students (K3-8) at St. Peter's School wear the school's adopted uniform beginning the first day of school through the last day of school. Uniforms are purchased at Dennis Uniform Company, 431 Isom Road and used uniforms are available in the school store next to the cafeteria. Because uniforms look alike, all articles of clothing should be marked with the student's name; as ink markings eventually wash out, it is best to use 'sew-in' labels.

On liturgy days, boys in grades 6-8 wear a white button down collar shirt and black tie. Students may purchase St. Peter's School windbreakers; however, these do not replace the school sweater. The school windbreaker is worn in classrooms only when over the school sweater. **No other jackets may be worn while at school.** Students may wear a white long sleeve shirt or turtleneck under their uniform shirt, uniform blouse or uniform sweater in cooler weather; no printed or colored t-shirts are worn under the uniform shirt or blouse.

Non-compliance with the uniform policy results in disciplinary action. Habitual disregard for the uniform policy can result in withdrawal of the child(ren). **Students receive a discipline notation (demerit) for a uniform violation.** Students may rent a missing tie or belt for \$1 from the office in lieu of a discipline infraction. Written notice of reasons for non-compliance with the uniform policy may be given to the school office by the parent each time the child is not in complete uniform.

Boys Uniforms

- Green Twill Pants or Green Twill Walking Shorts
- Plain black belt (mandatory in grades 4-8 and optional in primary)
- White Pique (Polo) Knit Shirt (no visible emblems)
- White button down collar dress shirt for Liturgy days worn with black tie (grades 6-8)
- Green V-Neck Pullover or Cardigan sweater with school monogram
- Black Jersey Shorts and T Shirt for PE (Grades 6-8) from school store
- K3 and K4 students wear green twill walking shorts or pants and spirit shirts; white polo on liturgy day.

Girls Uniforms

- Sequoia Plaid Skort or Jumper (Grades K5-3), Green Twill Walking Shorts (K3-K4) and are optional on non-liturgy days for K5-8th, Sequoia Plaid Skirt (Grades 4-8), or Green Twill Pants
- White Poplin Middy Over-blouse and Sequoia Plaid Tie (Grades K5-8)
- Green V-Neck Pullover or Cardigan sweater with school monogram; 8th graders may wear gray sweater with school monogram
- Black Jersey Shorts and T Shirt for PE (Grades 6-8) from school store
- K3 and K4 students wear green twill walking shorts or pants and spirit shirts; white polo on liturgy day
- All hair accessories must match the plaid or be a solid color in the school uniform plaid (solid green, solid black, solid white, solid red only; no sequins, feathers, sparkles, etc.).

Required Shoes

The following shoes are acceptable footwear for students at St. Peter's:

- Boys wear black crew socks with no markings of any kind with school shoes; girls wear white crew socks or solid green or solid white knee socks.
- Boys: solid all **Black** all leather shoes such as "Victory", "Andy", "Winner", or "Ultra Walker Propet"
- Girls: solid all **White** all leather shoes such as "Victory", "Andy", "Ultra Walker" or "Fun Walker Propet." No markings of any color (including no gray or silver) are permitted; **6-8 grade girls may wear a black leather penny loafer such as the Bass loafer and bring tennis shoes for PE.** Tennis shoes for middle school PE must be lace up leather or canvas tennis shoes of a solid color.
- K3, K4, and K5 *students wear only Velcro shoes.*
- School shoes are cleaned regularly, polished as needed and never worn with holes or tears.

Uniform Fit/Tidiness

Uniforms are always clean, tidy, in good repair and fit the student:

- One 8 mm. 18" chain with a religious medal may be worn inside the shirt
- Chokers and collar necklaces are not worn on uniform nor free dress days.

The St. Peter's School uniform is worn properly:

- Boys wear belts with shirts tucked in so that the belt is visible
- Pants are worn at or **above** the hips and are properly buttoned and belted
- Girls wear the school tie, only SPS pins (e.g. NEHS/NJHS, Tiger Spirit, etc.) are permitted on the tie. Skirts/skorts/shorts are not shorter than 3 inches above the top of the knee
- Exposed undershirts are not acceptable.

Students are expected to be in complete and tidy uniform and shoes beginning the first day of school through and including the last day of school.

Grooming

High standards of grooming are very important, not only at St. Peter's, but in the real world as well.

- Hair is kept neat, clean and away from the face:
 - ✓ Hair is not dyed in unnatural hair colors or cut in faddish fashion
 - ✓ For boys: ponytails, spiked and shaggy hair is not permitted
 - ✓ Boys' hair may not exceed two inches in length including the front or sides and may not touch the top of the collar or cover more than half of the ear
 - ✓ Boys' hair nor sideburns may not extend lower than the middle of the earlobe
 - ✓ Hair for boys may not touch the eyebrows and for girls may not cover the eyebrows
- Boys experiencing the growth of facial hair must shave
- Tattoos and writing, temporary or permanent, are not worn; body piercing is not allowed
- Students do not wear facial make-up, acrylic nails or nail polish during school hours
- One watch and one pair of stud earrings (for girls) is permitted
- The Assistant Principal or Principal is the final arbiter of neatness, length and what is considered faddish.

Free Dress and Jean Spirit Days

Beginning each September and running through May, students are permitted to wear a spirit shirt on Mondays. Students who wish to wear jeans with their spirit shirt are assessed a \$1 contribution for a designated school item or project. Throughout the year, there are also days designated as "free dress." Individual free dress passes include the name of the student and date of issue and/or expiration date. Clothing worn for 'free dress' is in good taste and does not distract from the learning process. In poor taste are very baggy pants, T-shirts with logos or inappropriate advertisements (alcohol, sex, tobacco, drugs etc.), bandanas, midriff, halter, strapless, exposed back, sheer or tank top shirts, and jeans with holes or tears. Bermuda shorts and Capri pants are acceptable, however, cut-offs, spandex or Lycra, gym shorts, form fitting bicycle shorts, wind shorts, and shorts with holes or tears are not acceptable. All other requirements related to jewelry, nail polish, make-up, and shoes are aligned with our uniform policy. The administration calls parents of students who are dressed inappropriately and asks that new clothing be brought to school or that the student be taken home to receive an unexcused absence.

Changing Clothing After-School

St. Peter's students represent our community at all times and especially when in uniform. Students arrive at and leave from school wearing the required (full) uniform. Students in the sports program change for sports practice.

Students in after school activities may wear their school or PE shorts during hot weather, but remain in full uniform otherwise.

Lost and Found

Items that are found are brought to one of the school offices. When a child's name is in the item, it is returned to the child. If a lost article is not in the school office, please check the child's classroom(s), playground, and/or the cafeteria lost and found bin.

FACILITIES

General Description

St. Peter's School has three facilities. Administration offices for the Principal and the Primary Office Manager are located at 112 Marcia Place in what is known as the Primary Building. The Primary Building houses K5 through 3rd grade. The Cafeteria, a primary library, music room, art room, health coordinator office and the Parish Hall are also located in or near the Primary building. Across the street from the Primary is the Early Childhood Center, in the houses at 103 and 105 Marcia Place. The Annex Building is located one block north of the Primary at the corner of Grove and Cleveland. The Annex houses grades 4-8. The Annex is connected to the Community Center, which contains the gym, art studio, music room, conference room, science lab, and offices for the Assistant Principal, Office Manager, Accounts Manager, Counselor and Athletic Director.

Reservation/Use of Facilities

Various groups for school and parish related activities reserve rooms in the Primary, Annex and Early Childhood Center. Reservations for school related activities are handled through the Primary Office Manager. Reservations for ancillary activities such as Scouts are handled through the Parish Office at 822-3367.

Due to liability issues, all campuses and all parish property posts "No Pets/No Skateboarding at any time" signs to be followed by staff, students, parents, parishioners, visitors and neighbors.

Drop Off

To ensure the safety of all students, please do not walk your child to their classroom; you are welcome to walk your child into the cafeteria (K3-3rd grade) or to the gym (grades 4-8) if it is before 7:40 a.m.

K3-K4 (103 and 105 Marcia):

- drop off 7:00-7:40 at Cafeteria (under the church on Cleveland Court side) ***no charge*
- drop off 7:40-8:00 in front of 103 Marcia;
- after 8:00 drop off at Primary Office, 112 Marcia Place for tardy slip and escort by our staff to their classroom.

Primary (grades Kindergarten through 3rd grade)

- drop off 7:00-7:40 at Cafeteria (under the church on Cleveland Court side) ***no charge*
- drop off 7:40-8:00 at the Barilla Parking Lot site
- drop off after 8:00 at Primary Office, 112 Marcia Place, for tardy slip.

Annex Students

- drop off 7:00-7:40 at Community Center corner of Grove & Cleveland through the parking lot and in the front glass doors into the gym ***no charge*
- 7:40-7:50 at Community Center corner of Grove & Cleveland through the parking lot and in the front glass doors through the gym to homeroom—NO DROP OFF IS ALLOWED ON GROVE STREET.
- After 7:50 pick up tardy slip in office area and proceed to homeroom.

For safety reasons, students may not be outside classrooms prior to 7:40 as staff is in a morning prayer meeting.

Pick-up

K3-K4 (103 and 105 Marcia):

- Students are picked up at 3:00 by parent or designee at the 103 Marcia House
- If student is not picked up by 3:10, the child is escorted to After School Care and is charged as a "Drop In."

Primary (grades Kindergarten through 3rd grade)

- Students are dismissed at 3:10 and are escorted to the Barilla Parking lot for pick-up
- Students who have not been picked up by 3:20 are escorted to After School Care and charged as a “Drop In.”
- Parents are asked to meet in the designated area and not to take students from the line as the class is moving to the pick-up area to ensure student safety.

Annex Students

- Intermediate students (4th and 5th grade) are dismissed at 3:20; students proceed only through the gym and out through the glass doors; parents proceed a)through the parking lot and exit one-way down Cleveland Court, b)park on Cleveland Court and proceed one-way toward Grove. Parents may not park in the drive through lanes in the parking lot
- Middle School students (6-8) are dismissed at 3:30, students proceed only through the gym and out through the glass doors; a)through the parking lot and exit one-way down Cleveland Court, b)park on Cleveland Court and proceed one-way toward Grove. Parents may not park in the drive through lanes in the parking lot
- No pickup is allowed on Grove Street
- Students who have not been picked up 10 minutes after dismissal are escorted to After School Care and charged as a “Drop In.”

Minimum School Days/Early Release

Minimum day/early-release days are scheduled to accommodate teacher in-service requirements. Minimum day/early-release is generally scheduled on the day before a holiday. Students are dismissed at 12:30 p.m. in the Early Childhood and Primary and 12:40 at the Annex on these days. Students will be served lunches on these days prior to dismissal. These dates are noted on the monthly calendar published in the Tiger Tales, on our website, and on the yearly calendar. ASC is not offered on two of these dates: the Friday before Christmas Break and the last day of school.

Student Telephone Use

The office telephone is a business phone and is used by students only in the case of an emergency. Permission from the office staff is needed to use a school phone. ***The school phone is not used to make personal arrangements, such as requesting permission to go to another child's home after school.*** Students are not to use the phone to call parents to bring items they forgot at home. Pick-ups after sports practice sessions are arranged in advance as practice generally ends at the same time each day.

To ensure the safety and privacy of every student, student cell phones may only be in the off position and secured inside a backpack between the hours of 7 a.m. and 3:30 p.m. and secured in the backpack in the off position while in ASC. At the annex, students may turn their phones on from 3:30 to 3:45 and use the phone function only (never using camera function, text function, or used to play games, listen to music, etc.) outside the school building in the common/public area when adult supervision is visible.

At school events, e.g., sports events, dances, scouts, etc., cell phones remain in the off position unless students are given permission to contact their parents by the supervisor/coach/staff and do so in their presence. Cell phones are never used in restrooms and are never turned on during school sponsored events.

A cell phone confiscated the first time is returned to the parent with a warning; the second time it may be returned to a parent for a fee of \$50 and for a 3rd confiscation, it will be returned only at the end of the school year.

SCHEDULES and ACTIVITIES

Daily Schedules

St. Peter's School year includes 180 instructional days. Students are scheduled for a specified amount of time in each subject area, following TCCED guidelines. Changes are occasionally made with approval of the Principal or Assistant Principal.

In-service Days

The Archdiocese of San Antonio requires all Catholic schools conduct at least 70 clock hours of professional development. In-service days are noted on the monthly calendar. Most of these days are early release days or are held prior to the beginning of the school year.

Inclement Weather

During inclement weather, local radio stations and television stations normally announce school closings. The Archdiocesan Department of Catholic Schools makes the decision to close Catholic schools when the weather is bad throughout the Archdiocesan area. Missed days are generally made up in accordance with the Archdiocesan School policy. Listen for *OFFICIAL ANNOUNCEMENTS MADE ON TV and RADIO STATIONS*. **St. Peter's School also closes school if Alamo Heights School District closes.**

St. Peter's Annual Events

Although some events change from year to year, St. Peter's School has several events that occur annually. The school calendar is located on our web-site at www.stpeterprince.org. Other events and new dates are announced in the monthly calendar sent out with the Tiger Tales Newsletter. **Tiger Tales is published each Monday and is a primary source of communication.**

FINANCIAL & SERVICE OBLIGATIONS

Tuition

Tuition rates are reviewed by the School Council and set each December for the following school year. Tuition agreements are based on 9, 10, 11 or 12-month payment plans.

It is the policy of St. Peter's Prince of Apostles School to manage tuition accounts in a fair, just and timely manner in order to ensure the financial well being of the school.

- Payment is due the 1st of each month beginning in June, July, August or September through May
- Payment may be mailed or **brought to a school office by a parent/guardian**
- Use blue or black ink when paying by check. A NSF fee of \$35 is charged when required. **After three (3) NSF charges for any financial transaction with the school within a fiscal year (July 1-June 30) a family will be required to make all payments with a money order or cashiers check**
- VISA, MasterCard and Discover is accepted for tuition payments. Credit cards are presented in person and are not subject to refunds
- For your convenience, your checking or savings account can be debited each month. See the Accounts Manager for easy set up procedures
- When tuition is not into the School Accounts Office by the end of the school day on the 5th day of the month, a \$35 late fee is added and invoiced to the account. (If the 5th day falls on a weekend, the next business day applies.) When necessary, a second invoice with an additional late fee of \$35 is mailed to the home address
- Access to RenWeb, Report Cards and Records is removed when financial obligations are not met
- Student(s) are withdrawn from St. Peter's School on the first day of the second month that tuition is not paid or if a written payment agreement has not been made; **re-enrollment charges will apply in addition to late fees**
- Diplomas, grades, transcripts, and report cards are released only after all payments are made
- **When a family experiences unusual or unforeseen circumstances, it is appropriate to call the Accounts Manager before the 3rd of the month; generally tuition assistance or special arrangements can be made**
- Both the Archdiocese of San Antonio and St. Peter's School do have limited funds for tuition assistance to families in need or to families who experience a crisis situation. In addition, the Parish offers a tuition assistance scholarship to a Middle School applicant each school year through the Msgr. Pugh Scholarship fund and a tuition assistance scholarship from the Buckley family. Hope for the Future tuition assistance can be applied for through the Archdiocese of San Antonio.

The following criteria are necessary to qualify and maintain Parish (discounted) Tuition Rates:

- Registration and active participation as a member of St. Peter Prince of the Apostles Parish for at least 3 or more months
- Stewardship participation is at least \$50 monthly, payable to St. Peter's Church. Check, church envelopes (marked with account number), bank draft or credit cards are accepted

- If regular contributions cease, Parish Tuition payment will revert back to St. Peter's School Regular Tuition Rate. (Membership in the Parish is not affected)
- When a discount for "Parish Tuition Rates" is selected, no other discounts apply (e.g. BrainPower discount).

After the eligibility requirements set by the Parish have been met, application for Parish Tuition Rate must be made through the School Accounts Manager. It is the sole responsibility of the family to make this application (no retroactive refunds will be granted). Furthermore, the Parish Tuition Rate will become effective on the first of the month following the school's receipt of the required information:

- 1.) A new completed "Parish Tuition" agreement form
- 2.) Written approval from the Parish that your family has established eligibility

A family is notified by the School Accounts Manager when the Parish Tuition Rate has been approved.

After School Care

St. Peter's School offers an After School Program on school days from dismissal of school until 6:00 P.M. St. Peter's School Council is the governing (policy-making) body. The Principal is in charge of the After School Program. A director is appointed by the Principal to oversee the operation of the facility, collect payments, and coordinate the program in accordance with the rules and regulations set forth. The Principal and the director hire other staff.

Students registered to attend regularly are provided with a snack and are supervised for activities and some homework/study time. The ASC staff enforces the same standards of conduct required of students during the normal school day. Students are removed from the After School Care program on a temporary or permanent basis for misconduct, failure to follow rules, or disruptive behavior.

All students must be registered for After School Care to cover the potential need for care in an emergency. Registration forms are available at the orientation meetings in August or retrieved from our website at www.stpeterprince.org. Policies, rules, payments, etc. are available with registration forms.

Monthly payment is expected on the first day of each month. When payment is not received by the 5th of the month, a \$35 late fee is automatically assessed. Children may not participate in After School Care until payment is made. All payments may be made with credit cards: VISA, MasterCard or Discover in either office from 7:45 A.M. to 3:30 P.M. or submitted by **separate check** with tuition.

When a student is not picked up by 6:00 pm, a charge of \$35 per every 10 minute period is assessed. **Drop-ins or late pick-up fees are paid on the day they are incurred.** When payments are accrued and not paid within two weeks, a late fee of \$35 is assessed. For drop-ins, there is a \$15.00 fee per day per child. A \$35 fee is added for checks returned from the bank for Non-Sufficient-Funds (NSF). Chronic disregard for financial or other After School Care policies requires a conference with the Administration.

Once enrolled in the ASC program, parents have until the 5th of the month to decide on the monthly rate or drop-in rate. Changes must be submitted in writing to the director no later than the 5th of the month; a non-notification fee of \$35 is assessed when warranted. When a family using the drop-in rates changes to the monthly rate, the amount already paid is credited to the monthly amount. When a family changes from monthly to drop-in rate or chooses to sit out the entire month, the unused balance is carried forward to the next month. Only one change is permitted each month. Report cards are held at the end of any nine weeks for any unpaid After School Care fees.

Periodically children are dismissed at 12:30. Students (K3-8th) who remain on the campus after 12:40 (12:50 at Annex) are sent to the After School Care Program. On early release days students not enrolled in ASC are charged \$35 and may remain until 6 p.m.

Cafeteria

The priority for our school lunch program is to offer a nutritious re-fueling opportunity for students in a location away from their classroom. All lunches, whether purchased or brought from home or by an adult, are to conform to the national nutritional standards set for school aged children. Eating in the cafeteria is a privilege for all students who can abide by the lunchroom rules. The cafeteria offers hot, nutritious meals from a catering contract negotiated by the school with Matter of Taste Catering. Prices for these meals are very reasonable; menus for the next month are

e-mailed to families and pre-ordered and pre-paid to Matter of Taste Catering. (See the Cafeteria Monitor from Matter of Taste for arrangements when an extended illness could warrant application of fees to the next month).

Microwaves are available to warm up food—not to cook food. Please do not send frozen dinners; they take too long and when cooked are sometimes dangerously hot and difficult for children to take back to their table safely.

Milk is provided for purchase for all students through Matter of Taste Catering. *Soft drinks are prohibited* in the lunch room. Students need to eat lunch every day to stay healthy and alert; please notify the Administration if there is a special circumstance warranting exemption. The school purchases “luncheon-type meals” for students without a lunch; if provided to a student, the \$5.00 charge is added to the next tuition bill and the parent is notified via e-mail of the purchase(s). (*Amended June, 2011*)

Students are expected to follow noise level instructions and use their “restaurant manners” in the cafeteria. Students are expected to limit their volume to “Partner Voice” as monitors must be able to hear students in distress (e.g. choking or having an allergic reaction to a food item). Cafeteria rules are posted and are enforced by grade level; please support staff and monitors in their efforts to ensure that students finish their meal and are safe while doing so. **Fast-food meals are discouraged;** healthy options only please. If your child forgets his/her lunch, please bring it to the cafeteria where there is a designated table—do not take to the office as the lunch may not arrive at the right time.

Change of Mailing or E-mail Addresses

It is imperative the school be informed of any change of mailing address, phone number(s) and e-mails. Current emergency information in the case your child is ill or injured is critical.

Custody of Children

St. Peter’s School abides by the provisions of the Buckley Amendment regarding the rights of the non-custodial parents. All court orders are to be on file in the student’s permanent record. In the absence of a court order to the contrary, the school provides a non-custodial parent with access to the academic records and to other school related information regarding the child. A non-custodial parent must give a 24-hour notice of a request. It is the responsibility of the custodial parent to provide the school with an official copy of the court order when a court order specifies no information is to be given to the non-custodial parent or the non-custodial parent may not pick up the child or see the child. All divorced parents are encouraged to provide the school with a copy of the custody section of the divorce decree. Unless otherwise noted only individuals listed on the child’s registration forms are allowed to remove the child from the campus.

Family Service Hours

St. Peter’s PTC administers our Family Service Hours program. This program allows parents of our school children to stay active in their child(ren)’s school life and encourages participation in activities associated with school (such as CYO, Scouting, fundraising activities such as the Halloween Carnival, and the parish and school-sponsored Dinner/Dance). Parents are needed to serve as homeroom parents, a volunteer for a day to help with classroom or teacher needs, or even to serve as a cafeteria monitor. Parent involvement helps keep school tuition and fees low and it makes for happier and better disciplined students. This program also helps keep parents aware of their child’s academic life and school happenings, and lends to camaraderie between parents and the staff.

The Family Service Hours program is an extension of the Tiger Spirit program. Tiger Spirit is a school-based program designed to encourage the development and recognition of moral excellence within our student body. One of the most effective ways of achieving this is through role-modeling. The more parents our students observe participating at school, the greater our ability to support the goals of **TIGER Spirit: Tolerance, Integrity, Generosity, Empathy, and Responsibility**. These two programs go hand-in-hand to reinforce our philosophy of a school community where all are welcome and share in our goals of academic excellence, religious respect, and a reverence for life.

Hours Required

Each St. Peter’s family is required to provide a minimum of **20 service hours**. The hours can be served by a parent, grandparent, or a family member who is 18 years of age or older. (The Service hours cannot be earned by St. Peter’s students as the program is specifically designed to encourage a family’s participation in a child’s school activities. St. Peter’s students in grades 4-8 are responsible for their own service hour program). A family’s service hours should be submitted within 30 days of the event, and all hours should be completed by May 1st. Service hour sheets are available from homeroom parents or on our web site at www.stpeterprince.org.

Non-Completion Fee

Families who do not complete their service hours are charged a fee of \$500. When service hours are not completed and/or the fee is not paid by the first week in June, the family loses its reserved space for the following school year and is not issued report cards or diplomas. In cases of extreme hardship, in which a family feels it cannot fulfill the required service hours, the reason for deferment is submitted to the administration in writing. No grievance or requests for deferment is heard without written submission. All grievances or deferments are decided on a case-by-case basis. All deferments are reviewed again each April 15th to determine continuation or cancellation for the next school year. When the Principal is not able to make a determination, the Pastor is asked to do so.

Service Hour Logs

Each St. Peter's committee, activity or event has a chair or person in charge. It is this person's responsibility to verify and sign-off on each volunteer at each event or activity within **30 days of the event**. It is the parent's responsibility to notify the designated person in charge of time worked. The person in charge then verifies time worked with their signature on the sign-up sheet or via e-mail if logged into RenWeb. ***The parent(s) are responsible for keeping their own service records.***

All sign-up sheets are turned into the St. Peter's PTC to be logged in on RenWeb by the PTC designee. Parents can pick up these sheets in the school offices or download them from our website. When hours worked are in dispute, the PTC board evaluates any request when submitted in writing. If a decision cannot be reached, the Principal decides the matter.

Each family is notified in early January of their accumulated service hours to facilitate verification. Families are notified again in April **if they have not completed their hours**. Families who have completed their hours receive no notice. Those families who have not met their requirement of 20 service hours by April 15th are given a list of possible activities to help them complete their hours. Families who have earned "extra hours" cannot 'roll over' these hours for the next school year or transfer to another SPS family; donations of items are not accepted in lieu of service. If a parent(s) accepts a payment for any service, they can not use those hours as any part of their family service obligation.

Ways to earn service hours

The following commitments are included in the minimum required hours for each family:

- All committee, sub-committee and planning meetings (1 hr.) *approved committees only (see list below)
- Volunteer for work in a Halloween Carnival or Dayosa booth, set-up and clean-up (1 hr. per actual hour worked)

****Please note that attending a class party or contributing food for a party does not count as service hours.***

Committees Approved for Service Hours Participation

- Dinner/Dance Auction (Gala)
- CYO
- Grant Writing Committee, Hospitality Committee, Lunch-services Committee
- Religious Education – volunteer teacher for preparation for the Sacraments
- St. Peter's School Committees for Special Projects, School Council, PTC
- School Athletics
- Scouting Activities – Cub Scouts, Girl Scouts, Boy Scouts

Service Hours for Board Member Participation

Service on the following committees requires a great deal of participation and involvement on behalf of parents. Those serving are required to attend school events and participate in the decisions made to enhance the St. Peter's school environment. Service hours for active participation on these boards are as follows:

St. Peter's School Council

- Officers in good standing (per President's decision) - 20 hrs.
- Board member on committees – 20 hrs.
- Non-active members (per President's decision) – 10 hrs.

PTC

- Board member in good standing (per President's decision) – 20 hrs.
- Homeroom Parent (per President and HR Coordinator decision)– 20 hrs.

CYO

- Board member in good standing (per president's decision) – 20 hrs.
- Coach – 20 hrs.
- Asst. Coach – 10 hrs.
- Team Mom – 5 hrs.

Fund Raisers

Tuition is unable to cover the total cost of the quality education offered at St. Peter's School. The parish and school sponsor fund-raisers to raise money for specific projects. St. Peter's Parish and St. Peter's School partner in fund-raisers to limit the number of fundraisers held. The PTC also coordinates a limited number of school fundraisers. It continues to be important for St. Peter's School parents to support the fund raising efforts of the school so we can ensure quality programs and services for students. The only fall fundraiser is the Halloween Carnival and each family is required to sell at least \$100 in raffle tickets (in lieu of selling raffle tickets you will be billed \$100 with your next tuition payment); participation in the spring fundraiser, Denim and Diamonds, is greatly appreciated. Other fundraising activities such as Family Nights at EZ's, Purple Garlic and Chick-Fil-A are scheduled as announced in Tiger Tales; a percentage of the sales is collected and paid to the PTC.

SPIRITUAL & ACADEMIC PROGRAMS

Religious Studies

Catholic education is a gift that the Catholic community and parents give to children during their formative years. At St. Peter's School, we teach virtues and values, respect for the environment, and reverence for all of God's creation. We seek truth and stand witness to truth. We strive to be good citizens of this country and to be bold and passionate disciples of God's kingdom. We offer excellence rooted in Jesus Christ.

The Religious Studies program serves a multifaceted mission: to teach the message of Jesus, to nurture a personal relationship with God, to provide an understanding of our Catholic faith and its traditions, and to build community. Through instruction in Catholic doctrine and scripture, regular participation in the Catholic liturgical experiences, and most importantly with family support, this mission is carried out.

The specific objectives of our religious studies are:

- Message: Through the light of instruction in the basic doctrine of our Catholic faith, the study of sacred scripture, the sacramental life and the moral life, we *deepen our awareness and knowledge of who God is.*
- Community: Through interaction in a loving, worshiping community, we are led to a *greater awareness of how God acts in our lives and we are helped to deepen and strengthen our relationship with God and one another.*
- Service: Through involvement in acts of loving service to one another and the community, we *strive to imitate the actions of Jesus, the early Christian community, the saints and the contemporary Christian leaders.*

Liturgy

Students at St. Peter's attend and participate at liturgy each week, generally Friday morning. Students help plan and participate in the Mass, following the liturgical calendar. Students also attend Mass on the High Feast Days of the Church. Parents and family are welcome to attend these services with their child(ren). Students are encouraged to make an offering at every school mass; offerings are deposited in a tuition assistance fund for SPS families encountering financial crisis during a school year.

Sacramental Preparation

St. Peter's School partners with St. Peter's Parish for preparation to receive the sacraments of First Eucharist and Reconciliation. Students are prepared for the First Eucharist and Reconciliation in second grade through the Faith Formation Office of St. Peter's Parish. More specific information is given to students preparing to receive the sacraments in August/September of each school year.

Retreats

St. Peter's School plans a retreat for 8th graders during the school year, generally in October. The school and the Parish Youth Ministry Office also plans retreats or activities open to middle school students during the school year that expand access to a deeper understanding of our faith.

Big Brothers/ Big Sisters

Through religion teachers, upper-grade students are paired with lower-grade students in a big brother/sister program. The purpose is to form a bond of Christian friendship. Classes generally meet immediately following services on the first Friday of each month as well as other planned activities.

Student Service Hours

Students in grades 4-8 give a minimum of 55 service hours to meet graduation requirements for St. Peter's School. The Religious Studies teacher monitors and approves Service Hours. Many classes select a service project to devote their time to beginning each August. The following are required but not limited to:

- Grade 4: 5 Hours
- Grade 5: 5 Hours
- Grade 6: 10 Hours
- Grade 7: 15 Hours
- Grade 8: 20 Hours

Service hours are completed, documented and logged into Renweb within 30 days of the event; the total hours are to be completed no later than May 1st. Community service documentation forms are also available in the religion class or through Homeroom teachers. Service hours are reported in the comments section of the report card each 9 weeks by the homeroom teacher.

Human Sexuality Education

St. Peter's School provides an education program in family living, human sexuality, AIDS Education, and sexual morality appropriate to the age and maturity of the students according to the guidelines of the Archdiocesan Religion Curriculum Guide and in collaboration with the UTHSC "Worth the Wait" curriculum.

Physical Education

St. Peter's Physical Education curriculum is aligned with the TEKS and also participates in the Presidents Challenge Physical Fitness Program. Students, based on their developmental group, are given fitness tests in the fall and spring to complement our complete physical education program. Prior to testing, students are taught the correct techniques for all tests, including proper pacing and running. There is no limit to the number of tries students may have on each of the five events: curl-ups, shuttle run, endurance run/walk, pull-ups or push-ups, and v-sit reach. Students in grades K5 through 5th grade wear their school uniform during their Physical Education classes. Students in grades 6 through 8 wear a standardized uniform available from the school store.

Health Education

St. Peter's staff teaches a well-rounded health education curriculum with a focus on personal hygiene, nutrition, and mental and physical wellness. It is the goal of St. Peter's School to qualify as one of the Healthiest School in San Antonio, following the standards set by the Alliance for a Healthier Generation. Visit them at www.HealthierGeneration.org.

Technology

With the advances of technology and the corresponding explosion of access to information available, the opportunity exists to provide your child with online services at our school. In providing this opportunity for your child to take advantage of the wide range of services and information, we cannot totally block access to the Internet and its subsequent range of materials. Each parent and child needs to be aware of the fact that not all information on the Internet may be accurate or true and is uncensored. The school's policies, rules and regulations that govern every day behavior and their subsequent consequences also govern behavior on the use of online services. In order for each child to be able to log onto services through the school, parent and child need to read and sign the Acceptable Use Agreement (sent home with students). The agreement covers both rules of usage and etiquette.

St. Peter Prince of Apostles School provides technology resources to its students and staff for educational and administrative purposes. Technology Resources include the intranet, internet access, fax, E-mail, stand-alone computer, and telephone. The goal in providing these resources is to promote educational excellence in St. Peter Prince of Apostles School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Peter Prince of Apostles School firmly

believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Peter Prince of Apostles School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. The following information is intended to clarify those expectations as they apply to computer and network usage.

Improper use of the St. Peter Prince of Apostles School Technology Resources is prohibited. Uses of the St. Peter Prince of Apostles School technology resources that are prohibited include, but are not limited to the following:

- Users may not use the St. Peter Prince of Apostles School's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc. Users may not post information about other students or the school for any reason. (This rule includes home users who use St. Peter's name in any form).
- Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are improper, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
- Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data. Users may not use the St. Peter Prince of Apostles School's private network to engage in illegal acts.
- Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
- Users may not knowingly or recklessly post false or defamatory information about a person or organization.
- Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users may not indirectly or directly make connections that allow unauthorized access to St. Peter Prince of Apostles School's network.
- Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will not install or reproduce unauthorized or unlicensed software.
- Users may not plagiarize works that they find on the internet or other resources.
- Users may not use computer resources and Internet for private business activities or unreasonable personal use.
- Users may not download, install or store software on a school computer without the approval of appropriate school personnel.
- St. Peter Prince of Apostles School systems or resources may not be used for personal gain, or to buy, sell, advertise, or trade any products or services that are not affiliated with school business.
- Users must demonstrate a high standard of care to protect the personal information of others (including home addresses, telephone numbers, or identification information) that is used for school purposes.

Obligations for use of technology

- Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- Attempts to log on to St. Peter Prince of Apostles School's private network or any other network as a system administrator are prohibited.
- Any user identified as a security risk or having a history of violating this or any other St. Peter Prince of Apostles School policies may be denied access to St. Peter Prince of Apostles School's private network.
- Users should immediately notify a teacher or system administrator of any possible security problem.

- Students will promptly disclose to their teacher or other appropriate school employee any message or information received that is inappropriate.
- Use of all school technology resources is subject to review, access, and monitoring, even if a private password or other private access code is used. Any use of school resources such as telephones, Internet, e-mail, or other resources is not private and students/staff and employees should have no expectation of privacy when using such resources for personal use.
- As required by law and in recognition of the need to establish a safe and appropriate computing environment, St. Peter Prince of Apostles School will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.
- The Principal has the responsibility to establish a system to ensure adequate supervision of students using the Technology Resources and to maintain executed user agreements for students. All staff is responsible for interpreting and enforcing this policy.
- The Principal has the responsibility to interpret and enforce this policy for employees including maintaining executed user agreements.
- St. Peter Prince of Apostles School will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through St. Peter Prince of Apostles School's private network.

School personnel, including the Library Manager, provide guidance to the student in internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and a user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for internet participation
- Guide student access to appropriate areas of internet
- Assure that students understand that misuses of the internet could result in loss of access privileges or other privileges

The student and parent/guardian must sign a Student User Agreement before the student is given access to the school's internet resources. A copy of the agreement is included as part of the handbook agreement. School personnel or the parent/guardian may withdraw student internet access at any time. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the School's technology resources.

ACADEMICS

Along with the required core courses, St. Peter's offers a variety of courses that are both challenging and fun. The amount of time spent in each class is determined by TCCED guidelines.

- The Early Childhood Program focuses on language development and socialization through developmentally appropriate activities.
- The Primary Curriculum provides a strong emphasis on the basics, while giving students a variety of opportunities for hands-on learning.
- The Intermediate Curriculum continues an emphasis on basic skills and increases the level of self-responsibility and expands learning opportunities.
- Students in grades 6-8 are offered electives such as Art, Choir and Technical Theater. Some electives meet on MWF and others meet TTH. Students select a combination of MWF and TTH electives so they attend an elective five days per week. All students are scheduled for Spanish and most students take one Fine Arts class.

Progress Reports & Conferences

Progress information is available via RenWeb throughout the school year. Teachers are available to discuss student progress by appointment at any time, but two mandatory conferences are scheduled: one in September and one in February from 3:30-6:30; appointment information will be communicated by the homeroom teacher.

Report Cards and Grading Periods

St. Peter's School follows the Archdiocesan nine weeks grading period schedule.

Numerical grades are used from first grade through eighth grade.

The following grading scale is used for K3, K4, and K5:

- **E** EXCEPTIONAL
- **V** VERY GOOD PROGRESS
- **G** GOOD PROGRESS
- **L** LIMITED PROGRESS

Grades 1 through 8 use the following evaluation keys:

- 94 –100 EXCEPTIONALLY HIGH ACHIEVEMENT
- 85 - 93.9 HIGH ACHIEVEMENT
- 75 - 84.9 AVERAGE ACHIEVEMENT
- 70 - 74.9 LOW ACHIEVEMENT
- 0 - 69.9 DID NOT MASTER MATERIAL
- "INC" designates INCOMPLETE WORK and converts to a 0 if not completed
- "A" designates ACCOMMODATIONS made for students
- "M" designates MODIFIED WORK for students

The following codes are used for Conduct and for certain subjects:

- **O** OUTSTANDING EFFORT
- **S** SATISFACTORY EFFORT
- **I** IMPROVEMENT NEEDED
- **U** UNSATISFACTORY EFFORT
- **N** NOT OBSERVED

How to schedule a conference with a teacher

- Send a note to your child's teacher requesting a conference suggesting a time and day; give a reason for conference so the teacher can be prepared, provide a phone number where you can be reached in case the time you gave is not convenient for the teacher.
- Call the school office to request a conference with a teacher. The message is given to the teacher. The teacher will either set up the conference time or the secretary will return your call giving a time and day.
- E-mail your child's teacher requesting a conference.

E-mail

St. Peter's places a high priority on communication between parent and school personnel. Teachers can be reached via e-mail through the RenWeb system which is linked through our website at www.stpeterprince.org. Please feel free to contact administration if you are having difficulty getting a reply from staff in a timely (within 24 hours) manner.

Lost Report Card/Envelopes

Report cards are issued and sent home to parents in an envelope. This envelope is signed and returned to the student's teacher. This is the teacher's way of knowing that the parent received the report card. IF THIS ENVELOPE IS LOST, A CHARGE OF \$10.00 is assessed to replace the envelope and re-issue grades; this fee is paid before another report card is issued. Final report cards are generally sent home with students on the last day of school or at 8th grade graduation. Report cards may be 'held' until library fines, dues, service hours or other obligations are met.

Deficiency Reports

A deficiency report is e-mailed when a student is falling behind (below 75) in class work, homework, has done poorly on a test, or when not performing to his/her potential. Parents are responsible for acknowledging receipt of the report and setting up a conference with the teacher. **Parents are asked to check their e-mail daily, or at least weekly to benefit from this important communication tool. Student grades are available on our RenWeb system and teachers generally communicate as needed.**

Independent Study (Homework)

Homework is an important part of a student's education. The purpose of homework is to reinforce and extend what a student has learned in class and to develop self-discipline, personal responsibility, and independent thinking. Teachers assign a variety of homework assignments, (some may not be written assignments) to provide students an opportunity to develop various skills such as reading, collecting, interviewing, researching, and to listening to programs such as those on radio or TV. Homework assignments vary by grade level. Upper grades are frequently given "long-term" assignments to assist with time-management skills, research skills and higher order thinking skills. Generally, students are assigned 10-20 minutes of independent work per subject per grade level, i.e. a 'typical' 4th grade homework load is generally 40-60 minutes, plus unfinished class work if applicable. All students are encouraged to practice their Spanish vocabulary/listening skills/conversation skills at least 10 minutes each night including week-ends. All students should read at least 20 minutes per night.

Standardized Practice for Late Homework

- To receive full credit for an assignment, work is completed on the date it is due.
- When an assignment is one day late, the grade automatically begins at 70. (Anything incorrect on the assignments is deducted from the 70).
- When an assignment is submitted more than a day late, the grade is not recorded higher than 50. Missing homework is converted to "0" after three days unless there are extenuating circumstances agreed on by teacher and parent, in writing (includes e-mail communication)
- If three (3) late homework assignments are accrued per subject in one grading period, a student is issued a notation in their planner or via e-mail to parents or issued a demerit and is subject to detention depending on his/her status.

A student whose absence is excused is allowed three (3) school days to make up schoolwork missed on those days. It is the student's responsibility to find out what assignments were missed. If a student will be absent for an extended period (two (2) or more days), homework for the student should be picked up by contacting the homeroom/advisory teacher or the Administration office before noon on the second day of absence. Students are not penalized for excused absences when assignments are handed in on time.

Student Planner/Assignment Book

In grades 1-8, a planner or assignment book is required and is used as a systematic, organized way for students and parents to monitor daily academic progress. Students are to use a planner/assignment book with space to record all assignments. When the student is absent he/she copies information on the class work missed. The student also copies the assignments missed. Failure to bring a planner/assignment book three (3) or more times in a grading period generally constitutes a parent conference. Planners are available for purchase through the school store or may be purchased at most office supply stores and other retail stores.

Standardized Practice for Making Up Missed Tests

At the Primary School, the homeroom teacher monitors students who missed a test. At the Annex, the testing center for grades 4-8 allows a student to take missed tests after school on a published schedule to ensure optimal testing conditions and prevent missed class time. The schedule is posted in the homerooms. The Counselor will e-mail testing information to parents to ensure effective communication when a student needs to report to the testing center. Tests must be taken/retaken in the Testing Center on the scheduled time or the grade is recorded as an "INC." The Counselor maintains the testing schedule and should be contacted when schedules need to be modified.

An INC is converted to a "0" at the end of the grading period if a test has not been taken or if work has not been submitted.

Testing Program

The Archdiocesan Testing program is used at St. Peter's School. The Iowa Test of Basic Skills (ITBS) is administered during the spring of the year in grades K5-8, plus COGAT (Cognitive Ability Test) in 2nd and 6th grade. Parents and teacher(s) are given results of the test(s). Kindergarten may also be given the Metropolitan Readiness Test. Students in grades 5 and 8 are administered the ACRE test in the spring to evaluate the Religious instruction program. Also administered at some grade levels are the MAT, TPRI (reading benchmark test) and DRA (Developmental Reading Assessment). Classroom teachers announce testing schedules.

Annex Hall Passes

Students are not allowed in the Annex hallways or restrooms without a Hall Pass issued by their homeroom teacher, the librarian or a classroom teacher except during passing periods. Demerits are issued for violations.

Truancy

Students who do not report for a class or who leave a class without teacher permission are considered truant and will be handled as a disciplinary infraction.

Attendance and Absence/Illness

State law requires attendance at school. Accordingly, students are expected to attend school unless there are valid reasons for absence. Valid reasons, such as sickness, are considered as excused. Invalid reasons, such as extra vacation, are generally considered unexcused.

Parents may petition the school when unusual circumstances require unforeseen absences. In all cases, absences are explained in writing by the parent upon the student's return to school. In accordance with Texas State Law, each student must be present a minimum of 90% of the days a class is offered. With a school year of 180 days, this means a student *may not miss more than 16 days in order to receive credit for the class*. After the 16th absence, a student may be required to repeat a specific course/class/subject or grade.

In all cases, students are liable for all work missed and are subject to the discretionary authority of the Principal for determination of whether absences are excessive. If a student is continually absent without a legitimate excuse, the parents are notified and a conference set up with parents, teacher and administration. If no improvement occurs within a reasonable amount of time, the principal initiates corrective measures.

Parents are encouraged to make medical and dental appointments outside of the normal school hours. When excessive tardies or early dismissals for medical, dental, or other reasons are accrued, the administration takes action deemed necessary to correct the situation. When a student must be absent from school for longer than 2 hours, he or she is counted absent for half (½) of the day.

If a student becomes ill during the school day, the school contacts the parent or guardian designated to pick up the child. The administration requires a written note from a physician for absence due to chronic illness.

Teachers at the Annex will take attendance each class and enter attendance into RenWeb. Teachers at the Primary are to record attendance by subject to ensure student attendance by subject matter.

To receive credit for a class or course a student must be in attendance at least 90% of the time for each class. Arriving late or leaving early will jeopardize a student's completion of their grade or class.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. A child is tardy if he/she is not in the classroom by the designated time for his/her building. Please note that \$5 is assessed each time a child exceeds 3 tardies in a grading period. This fine is deposited in a Scholarship/Tuition Assistance fund. Students who are tardy or leave early are not considered for perfect attendance awards. A student who is tardy more than 25 minutes is recorded as absent for that class or subject (please remember that more than 16 absences can lead to failure to get credit for that class or subject).

K3 to 3rd grade: Students arrive *in their classroom* by 8:00 am. Students arriving after 8:00 am stop by the school office for a tardy slip. After the 3rd tardy in a grading period, a \$5 fine per tardy is assessed and deposited into our Scholarship/Tuition Assistance Fund. Students and parents are not to enter the building prior to 7:40 as adult supervision is not available; teachers meet for prayer from 7:30-7:40.

4th-8th: Students arrive *in their classroom* by 7:50 am. Students arriving after 7:50 am stop by the office for a tardy slip. After the 3rd tardy in a grading period, a \$5 fine per tardy is assessed and deposited into our Tuition Assistance Fund. Students may not be on campus except in the Cafeteria or Gym prior to 7:40.

- A student arriving at school more than two (2) hours late is considered absent half (1/2) a day.
- A student leaving more than 2 hours early is considered absent for a half (1/2) day in the afternoon.

- ***A student receives a perfect attendance certificate at the end of the school year and is noted in their permanent record when the student attended all school days and if a student has no tardies or early check-outs.***
- The form requesting early release/check-out are available on our website; if it is an emergency early release/check-out, the parent fills out the form when they arrive to check the student out.

Promotion/Retention and Failure/Summer School

A student may be promoted to the next grade at the end of the school year when the academic average in each subject is at least a 70 and attendance requirements are met.

- With a final 70-74 average in any subject the student takes a summer enrichment course if returning to St. Peter's.
- With a final average lower than 70 in any subject, the student takes an extensive summer school course for credit in order to pass.
- With a final average below 70 in more than one of the core subjects (Religion, Reading/Literature/Spelling/English, Social Studies, Science, Math, Spanish or PE) a student is retained at the present grade level for the next school year.

Academic Probation

A student is placed on academic probation for consistent lack of cooperation in the academic area, frequent absenteeism, lack of preparation for daily class, failure to do the assigned class work, failure to complete independent study work (homework), or a visible disregard for learning. Should a student continue in these habits, parents are asked to withdraw the child from St. Peter's. Academic probation is a very serious matter. Students on academic probation do not participate in extra-curricular activities and generally are not asked to return the following school year.

Procedures for Academic Probation

After three notices are made to parents by one or more teachers, the parent may be notified by letter or e-mail that the student has been placed on the first step of "Academic Probation."

If improvement is not shown and maintained, a conference with the Administration, student, teacher(s), and parents is held. This is the second step toward "Academic Probation". If satisfactory progress is not maintained, the parent is notified that the student has been placed on "Academic Probation" at a conference with the administration and (if necessary the teacher). The terms of Academic Probation are clearly outlined in the conference and put in writing for parents and staff. Students on Academic Probation do not participate in extracurricular activities (sports, games, dances) until all expectations set in the terms of probation have been met.

Academic Honor Roll

The Academic Honor Roll is determined by averaging a student's core courses only. The following are considered core courses: Religion, Science, Social Studies, Math, English/Language Arts/Reading, and Spanish.

- **High Honors (Gold Certificate)**
An average of 94-100 in all core subjects with no "U's" where subjects are graded with O, S, or U.
- **Honor Roll (Silver Certificate)**
An average of 85-93.9 in core subjects with no grade below 85 in any subject with no "U's" where subjects are graded with O, S, or U.
- **National Elementary Honor Society (Grades 4-5)**
Requirement for membership are scholarship (94% average in core courses and no grade lower than an 85%), responsibility, leadership and service. Students who meet the scholarship criteria are invited to apply for National Elementary Honor Society (NEHS); all applications submitted by the deadline are considered by the faculty committee and selected if they meet all the standards. Students are inducted into NEHS in the spring.
- **National Junior Honor Society (Grades 6-8):**
The National Junior Honor Society (NJHS) recognizes outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of: scholarship, leadership, service, and citizenship. To be eligible for membership the candidate must be a member of those classes (second semester sixth grade, seventh grade, eighth grade designated as eligible in the chapter bylaws). Candidates must have been in attendance at the school the equivalent of one semester. The minimum standard for scholarship is a cumulative scholastic average of at least 94% and no grade lower than 85%. Candidates are evaluated on the basis of service, leadership, character, and

citizenship. The selection of each member to the chapter is by a majority vote of the Faculty Council named by the Principal prior to each school year. Disciplinary infractions that breach the code of conduct related to any of the above are grounds for removal from NJHS.

St. Peter's Annual Awards Criteria

At the end of the school year, recognition is awarded to students on the basis of achievement and effort. Pre-Kindergarten and Kindergarten receive a promotion certificate. First through eighth grade students each receive a certificate with commendations.

Principal awards, special awards, and honor awards are also given to students who earn them. Third through eighth graders who meet the criteria are eligible for the Presidential Academic Award.

- **PRINCIPAL'S AWARD:** A dedicated student who demonstrates tolerance, or integrity, or generosity, or empathy or responsibility on a regular basis and has maintained honor roll status at least one nine-weeks.
- **CITIZENSHIP AWARD:** A student who has shown by his/her actions that he/she possesses the qualities and characteristics we hope to instill in all our students.
- **CHARACTER AWARD:** A student who has demonstrated outstanding kindness, courage and respect. One who is able to stand up for him/herself and others regardless of peer pressure.

Graduation Requirements

Eighth grade graduation requirements are set in keeping with the tradition of high quality Catholic education in forming personal Christian values, and for maintaining the academic excellence noted at St. Peter's. The school is also mindful of the individuality of each student and the need for providing assistance where needed.

To participate in the public graduation ceremonies at St. Peter's and to receive a diploma, a student must have a final average of "75" in each subject if admitted to a Catholic College Prep High School. A student admitted to a Catholic High School who receives a "70-74" average in one or more subjects is permitted to participate in the graduation ceremony but receives a blank diploma until additional academic work is completed. An 8th grade student who fails one core course may take a rigorous summer school course to graduate, participates in graduation, but does not receive a diploma until the course work is completed and the student earns a grade of at least "75." A student who receives an average below "70" in more than one subject does not participate in the graduation ceremony and does not receive a diploma.

The valedictorian and salutatorian are named based on their academic status within the 8th grade; the highest GPA and second highest GPA based on 8th grade coursework at the end of the last grading period. The average is calculated by averaging the 9 week grading periods.

A diploma is withheld from a student for the following reasons:

- Incomplete assignments pending
- Textbooks, library books, or other loaned materials not returned
- Tuition and other incurred expenses not paid. (i.e. lost or damaged textbooks, library books, damaged school property, etc.)
- Student or Parent Service hours incomplete
- The student's behavior throughout the School year was problematic.

(Policy adopted by School Council, June 1982, revised 1987, reviewed 2011)

Scholarships

Each spring the Msgr. Charles Pugh Memorial Scholarship is awarded to one student entering sixth, seventh or eighth grade. Any student with an overall grade average of 75 or above with consistent participation in a variety of community and school activities and with a sincere interest in Catholic education is encouraged to apply. The scholarship recipient receives \$4500 towards the tuition for the following school year.

Each spring, one family is awarded a \$4500 tuition scholarship based on identified financial need and commitment to Catholic education by the Charles Buckley Family. Application packets are available on the school website each March and listed deadlines are published annually.

Each year the Parent-Teacher-Club awards eighth grade students with scholarships. The purpose of the Scholarship Award is to foster the continuance of education in a Catholic High School, and to give eighth grade students at St. Peter's an incentive to excel in many areas to merit the award.

Criteria for the PTC Scholarship Award

- The academic average for seventh & eighth grades is at least "90"
- The student exemplifies good behavior
- The student demonstrates school spirit by participating in school projects, activities such as choir liturgies, class projects, sports etc.
- The student demonstrates involvement in parish and community projects
- The student presents two letters of recommendation from teachers
- The student presents one letter of recommendation from an adult who is neither a teacher nor the student's parents
- The student writes an essay on "Why I Want To Continue My Education in a Catholic High School"
- The completed application form and all documents are submitted to the Principal by the posted deadline. The selection committee consists of the Principal, a teacher and officers or delegates of the PTC. No person on the selection team may have a child applying for the award.

Every student who graduates from St. Peter's School and is admitted to a Brain Power High School (St. Anthony's Catholic High School or Incarnate Word High School) receives a \$1500 scholarship for each year of attendance at either High School.

Graduation Ceremony

Students in the 8th grade who have met all of the requirements for graduation take part in the graduation ceremony held in May. A group of 7th grade parent volunteers are solicited by the PTC to organize the ordering of invitations, reservation of facilities and reception details. 8th grade awards and scholarships are presented at graduation.

EXTRA CURRICULAR ACTIVITIES

Athletic Program

St. Peter's offers a variety of sports opportunities. Students may participate in Volleyball, Football, Basketball, Soccer, Track, Cross-country, Softball, Tennis and Cheer. The Administrator in charge of Athletics is Mr. Jacob Saucedo and Athletic Director is Coach Maria Littlefield; they oversee the fiscal management and scheduling of the Athletic Programs. An Athletic Booster Club of parent volunteers assist in fundraising, uniform distribution and other related and necessary activities.

Athletic Expectations

Students are encouraged to participate in extra-curricular programs after school. These activities are under the direction of the Athletic Director and coaches. St. Peter's is a member of the Archdiocesan Catholic Schools Athletic League. The sports usually include an "A" and a "B" team. Students who are interested in school sports should request a copy of St. Peter's Sport's Policy Handbook. Students may not be failing more than one subject nor receive less than a 70 % overall grade point average on his/her mid-quarter progress report or end of quarter report card. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed. Students must also comply with all discipline policies (including serving any detentions before being eligible to play), model Tiger Spirit values at all times and remain current on athletic financial obligations.

Cheerleaders and Pep Squad

During the month of April, the squad hosts tryouts for cheerleaders to represent St. Peter's at athletic events and other school functions. Being a cheerleader is an honor and a responsibility. Those selected to be cheerleaders conduct themselves at all times in such a way that their behavior is a credit to themselves and to the school.

Cheerleaders are selected from interested students entering grades six, seven, and eight. Cheerleaders remain eligible to serve in this capacity by maintaining an overall average of 70 or better and grade no lower than a 70 in each subject, following the code of conduct, displaying TIGER Spirit at all times, attending required cheer events/practices and keeping current on financial obligations. Academic eligibility is based on the averages available each Monday from the RenWeb system.

Students in grades K4-5 are welcome to join the Pep Squad, the Tigerettes. Squad members wear a green and white uniform, attend weekly practice and perform at home games in the fall and spring. The squad also assists the cheerleaders at most pep rallies and during Catholic Schools Week.

Choir

The Choir at St. Peter's is made up of students in grades 5-8. Students practice during their elective class, but may occasionally have a before or after school rehearsal. The Choir sings at the liturgies and performs at various functions such as the Light the Way ceremony at the University of the Incarnate Word.

Hand Bells

St. Peter's is very fortunate to have a Hand Bell Choir. Practices are generally held during an elective class or after school. Specific practice times are scheduled each year after students sign-up. Students in grades 4-8 may request to belong to this group.

Theatre Arts

The Theatre Arts program at St. Peter's School includes every aspect of producing a play and is open to students in grades 4 through 8. Two productions are presented for the school and parish each year: a drama in the fall and a musical in the spring. Auditions for cast are held after school and are open to students in grades 4 through 8. Rehearsals are generally arranged before school, after school and weekends, and technical and stage work times may also be required.

Plays and Symphony

Throughout the course of the year, St. Peter's music/drama programs and the UIW Drama Department and/or Catholic High Schools may present plays or musicals. Students in announced grades may tryout for the plays. Tryouts and practice schedules are set up and announced by the faculty. Students in grades 4 and 5 are generally invited to the Youth Symphonic Series hosted at Trinity University.

Art

Art exploration is incorporated into the primary school curriculum on a weekly basis. In addition, it is scheduled as part of the Intermediate curriculum by semester. In 6th through 8th grade, students may choose art as an elective; an art fee of \$35 per student per semester is used toward the purchase of special supplies.

Clubs

Students in grades 6th through 8th select a club of their choice that meets on early out Fridays; some clubs collect fees for special activities or projects.

OTHER SCHOOL RELATED ACTIVITIES

Yearbook

A Yearbook is published each school year. A student committee works on the book during the school year. Yearbooks are ordered by completing forms available on the school website.

School Sponsored Dances (Grades 6, 7 & 8)

Several times a year classes host dances. The opportunity to participate in this activity has the advantage of teaching students the social graces needed in our society. These dances are chaperoned by parents and have the approval of the principal. Only students who attend St. Peter's are permitted to attend unless otherwise noted.

Our students abide by the student code of conduct to remain at a dance. If a student refuses to abide by the rules set forth for school dances they are asked to call home to be picked up. The principal may deny the student permission to attend future dances.

National Association of Student Councils (NASC)

The National Association of Student Councils (NASC) promotes and provides leadership development opportunities to prepare and empower student leaders to serve their schools and communities. The Student Council is open to students in 6th, 7th and 8th grade and is aligned with the NASC constitution and affiliates with state and local associations. The St. Peter's Student Council is under the direct supervision of a Middle School staff member.

Class Parties/Birthday Wishes

Class parties are held at Christmas, Valentines Day and at the end of the school year. Other class parties are held only with the permission of the administration.

Invitations to a student's birthday party may be given out at school only when EVERY STUDENT IN THE CLASS RECEIVES AN INVITATION or IF EVERY BOY RECEIVES AN INVITATION or IF EVERY GIRL RECEIVES AN INVITATION. If only a few students are to receive an invitation, they may not be handed out at school. This includes before school, during school hours, after school, sports practice, etc. When the whole class is not invited to a party, hurt feelings, cliques, and emotional upsets occur and interferes with learning.

The school does not permit birthday parties on the campus. Parents may send cupcakes or cookies with no trans-fats and minimal calories on the day of the child's birthday, but no drinks of any kind and no cakes or doughnuts, please. Do not send balloon-grams, flowers, or limos to the school. Preferred treats include vanilla yogurt with fruit, apple crisp or applesauce, all-fruit bars, etc. Please consult www.healthiergeneration.org.

CYO Sports

The CYO sports are under the jurisdiction of St. Peter's Parish. Parents have been organized to direct CYO sports for Pre-Kinder through 5th grade. Students in grades 6, 7, or 8 who do not play on the St. Peter's School teams may participate in other CYO sports programs. The CYO is governed by a local executive board.

Scouting

All levels of scouting troops are given permission to wear the scout uniform to school on their meeting days. Scouts are expected to live up to the code of ethics and honor as described in the scout handbook especially while wearing the scout uniform.

HEALTH/SAFETY

Illness/Injury

If a child is ill or injured, a member of the staff cares for the child. The office staff is equipped for administering emergency **first-aid**. When emergency medical treatment is necessary the parent is contacted. If a parent is not available, the child is taken to the emergency room of the hospital indicated on the "Emergency" card at registration. Please keep your TELEPHONE NUMBER, AN EMERGENCY NUMBER, & THE NAME AND NUMBER OF YOUR CHILD'S DOCTOR CURRENT. When a child becomes ill at school the parent is contacted to take the child home. If the parent cannot be contacted, the person(s) listed on child's emergency card is contacted.

Medication

Only medication necessary for a student to remain in school is given during school hours. Medication is brought to the office by the parent. If the medication is liquid, it should be accompanied with a calibrated medication dispenser that has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist is administered during school hours. Only the Health Coordinator or her designee dispenses medication. 'Over-the-counter' medication (including but not limited to acetaminophen, ointments, cold tablets, and cough drops) is only given during school hours if accompanied by the Archdiocese of San Antonio Medication Permission Request Form signed by the parent/guardian **and** a specific prescription of a physician indicating the medical reason for use.

Student medication must be in its original container clearly labeled with the following information:

- Student Name
- Physician/Dentist name
- Date
- Name of medication
- Dosage
- Directions for Administration
- Duration of Administration

Medication that has expired is not administered. School personnel return unused medication directly to the parent. By physician's written direction, a student may be allowed to carry and self-administer inhaler medication.

Health Files

St. Peter's School maintains a health file on each child that contains a record of immunization, vision and hearing screenings, pertinent medical information, and the child's doctor's name. Health records are treated as confidential; they are available to the Administration, nursing staff and professional staff. The student's original health record is given to the receiving school when the student transfers to another school.

Screening Tests

Visual and auditory screening tests are given to all children each year. These tests are required by the State of Texas. Screening for scoliosis is done in 6th grade annually. This is a required screening by the State of Texas. A parent may choose to have screening done by a physician. Documentation of such screening must be presented to the school by the end of September of current school year.

Supplemental Student Insurance

Each student is insured with the school's supplemental student accident insurance. The Archdiocesan Department of Catholic Schools requires participation; and the charge is included in the Registration fee. When a child is injured the school completes its section of the insurance claim form. The parent and the physician's office complete their sections of the claim form. Either the parent or the physician's office files the claim. The school is not responsible for filing claims, but is very willing to answer questions and help with questions or concerns that may arise. This insurance only supplements a family's health insurance policy.

Asbestos

This is the annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan, located in the Assistant Principal's office. In 1993 St. Peter's had its three-year re-inspection. In January/February and June/July (1994) we had our periodic surveillance. These are conducted by PSI. The results of these inspections and surveillance are recorded in the Management Plan. Ceilings were removed and replaced at the Annex building in 1994. At the primary building pipe casings were changed in the bathrooms, primary library and boiler room. Remaining asbestos is checked annually.

Leaving Campus

Students do not leave the campus at any time without being escorted by a school employee, parent or guardian. Students are not released to an adult other than their parent or guardian unless the person is listed on the child's emergency card. Students who take public transportation or walk home or to a guardian's work place must leave campus at the end of the school day; written permission must be on file with administration.

Travel between Buildings

Students do not travel between the Primary and Annex buildings without adult supervision unless written permission is provided by the parent and is on file in both offices and with the ASC Director.

Visitors on Campus

Parents are welcome at St. Peter's School. Parents may enter the Primary School by way of the administrative offices on Marcia Street when picking up children for appointments, bringing latecomers to school, or visiting for any reason, but are asked to park in the parking lot off Barilla or across the street on Cleveland. Visitors in the classroom and on field trips must be on the approved volunteer list provided by the Archdiocese of San Antonio indicating an approved Criminal Background Check.

Student visitors *are not encouraged*. When there is a visitor at school, students are distracted and learning suffers. The Administration gives permission in cases when a student is visiting from another part of the world and can provide a learning experience for a class. Administrative permission is required for any visitors in classrooms. Parents are asked to take forgotten lunches directly to the cafeteria. Please mark the lunch bag/box with the child's name and a cafeteria monitor will distribute it to the children when they arrive.

Student Check-in/Check-out

If a child arrives after school has begun, the child secures a tardy pass from the office for admission to class. When a child must be picked up early, a parent signs the child out in the main office before leaving the campus, please use the form available on the website or in the office. Please remember that attendance is taken by class and early check-out can not exceed 16 per class or subject without jeopardizing a student's completion of the subject or grade.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Going on a field trip is a privilege, not a right. Students may be denied the opportunity to attend a school-sponsored trip based on a history of misconduct or one single event. At times, money may be requested from each student to defray entrance fees. Parent participation in field trips is left to the discretion of each teacher. Parents receive a notice at least five school days before each field trip. This notice includes the objective of the field trip and how it enhances student learning. The parent signs the form and returns it to the teacher no later than the day before the scheduled field trip. Without the parent signature, the child remains at school supervised by another classroom teacher. Parents who transport children on field trips must have a Volunteer Driver form on file with the school. All parents who attend field trips must have a current Criminal History/Background check on file and be on the approved volunteer list.

Model Release

St. Peter's School promotes the school during outreach activities, Catholic Schools Week, Open Houses and at Archdiocesan activities. Pictures taken at school activities and in the classrooms are frequently used on the websites and submitted to Today's Catholic for publication. These pictures become the property of the school and parents release St. Peter's from any liabilities involved due to distortion or alteration that might occur during reproduction.

Fire/Disaster Drills

Fire/Disaster Drills are held once a month. At the beginning of the school year drills may be held more frequently, especially at the primary building, until the building can be cleared in the least amount of time. Escape plans are posted inside the door of each classroom.

Crisis Plan

In the event of a crisis, the school does have a crisis plan that is utilized. This plan is available in each classroom and on our website. If such an event occurs, parents are notified as needed.

Suspected Abuse

As is required by Texas law, any incident of abuse or suspected abuse of a child is reported to Child Protective Services.

STANDARDS OF STUDENT CONDUCT

St. Peter's School promotes a positive environment of academic and spiritual growth. The Code of Conduct empowers each person with the skills to act respectfully and responsibly in a Christian manner. In order to promote academic excellence and spiritual growth, the school community establishes these expectations for all.

Conduct Expectations:

WE TREAT EVERYONE WITH COURTESY AND RESPECT.

- Students speak and act respectfully at all times. Vulgarities and obscenities, whether drawn, written, spoken, or gestured, are prohibited.
- Students readily recognize, accept, and respond appropriately to the legitimate authority of St. Peter's staff and all adults. Disrespect, direct disobedience, or physical attack toward an adult is cause for immediate disciplinary action.
- Student behavior in church reflects reverence, conscious and active participation, and respect for the worshipping community and space.
- Students refrain from any inappropriate touching and all inappropriate displays of affection.

Bullying is not a Christian behavior and is prohibited. *Bullying is the intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power.* Bullying is unjustified and typically is repeated. Bullying differs from conflict or bossiness. Two or more students can have a disagreement and/or conflict (which may involve bossiness). Bullying involves a power imbalance element where a bully targets a student who is not able to defend him/herself. Students and/or parents should report bullying to the teacher and if unresolved should report bullying to administration in a timely manner. All staff and parents are charged with prevention and intervention in bullying.

WE CARE FOR ALL PERSONAL AND SCHOOL PROPERTY.

- Students take care of the property of the parish and school as well as their own possessions and those of others.
- Students never mark on or otherwise deface or damage walls, furniture, or other school/parish property.
- Students never take or damage the property of others.
- Students do not remove anything from a teacher's desk without instruction by the teacher to do so even if one might think he/she has a right to do so. Teacher materials are confidential and not for student perusal.
- Each student does his/her part to keep all areas of the school and school grounds clean and attractive.
- Eating or drinking in the school buildings or on the grounds is prohibited except in designated areas or with permission. *Chewing gum is hazardous to clothing, shoes, furniture and floors and is not permitted on school property.*

WE SUPPORT AND MAINTAIN A POSITIVE AND SAFE ENVIRONMENT.

- Students move from place to place in an orderly, quiet, and safe manner.
- Students do not leave the school grounds or linger in unsupervised areas.
- Students do not engage in the use of or distribution to others of tobacco, alcohol, or other controlled substances (drugs).

Substance Abuse Policy

Students may not possess, use, attempt to possess, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any glue, aerosol paint, or any other volatile chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug
- *A student caught using, distributing or possessing any forbidden substances is subject to expulsion from St. Peter's School.*

Definitions

- "USE" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, and speech.
- "UNDER THE INFLUENCE" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate the Standards of Student Conduct policy are subject to disciplinary action including expulsion. Lockers, student bags, and other personal property may be searched by faculty for alcohol, drugs, and other controlled substances. Any student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Any misuse of prescription drugs or over-the-counter drugs will be subject to disciplinary action. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions are subject to expulsion from school.

Unacceptable Items:

Weapons

- Students may not have knives, guns, or any objects that could be used to harm others on campus, on their person, in their personal belongings or locker or at any school function. Any materials, toys, or activities that are deemed offensive, inappropriate for learning, or as having a negative influence are prohibited (i.e., note passing, gambling, electronic items, occult or gang related paraphernalia).
- Any student found guilty of carrying or possessing a weapon deemed lethal by the school Administration on school/parish property during hours, outside of school hours or during any school activity or function is placed on suspension for three days. After this period of time, the parents will be notified if the student will be allowed to return to school or be expelled. If the student is permitted to return to school, he/she is automatically placed on "Disciplinary Probation." If the student is expelled, the parents of the expelled student may appeal. The appeal must be made in accordance with the "Grievance Procedure" set forth by the school. Bringing pocket knives, sharp objects, any dangerous object, cigarettes, firecrackers, etc. results in SEVERE DISCIPLINARY ACTION.

Toys and Electronic Communication Devices

If toys are brought for "Show-and-Tell" they are given to the teacher to keep until the appropriate time. Other items that are not be brought to school include: radios, tape recorders, calculators, record albums, tapes, electronic games, individual magazines, trading cards, CD players, Gameboys, iPods, and the like.

WE COME TO SCHOOL PREPARED FOR SUCCESSFUL LEARNING AND ALL DAILY ACTIVITIES.

Students have readily available and organized materials needed for each class and daily activity and are dressed in full uniform.

- Students contribute to creating a successful learning environment by remaining focused and participating positively in all class activities.
- Students report to school and to each class in a timely manner.
- Students exhibit a positive attitude toward learning and a pride in their work by preparing all homework/classwork assignments neatly and on time.
- Students follow all oral and written directions as well as school and classroom rules.
- Students use appropriate methods for communicating with the teacher as outlined in the classroom rules.
- Students do not disrupt class in any shape, form or fashion, thus impeding the continuous flow of the educational process. *At St. Peter's School, students have a right to learn and teachers have the right to teach.*

WE ACT RESPONSIBLY AND ACCEPT CONSEQUENCES FOR OUR ACTIONS.

- Students recognize the choices they have made and take responsibility for their actions, and avoid blaming others.
- Students are honest and will refrain from lying, cheating, and copying.
- Students accept the consequences of their behavior in a mature fashion. Pouting, temper tantrums, etc., are not allowed.

WE CONDUCT OURSELVES WITH HONESTY AND INTEGRITY

Stealing

- Students do not take the property of others. A student found guilty of stealing is subject to suspension or expulsion, depending on the gravity of the offense.
- Any student acting as an accessory to a theft is subject to the same punishment.
- Any student withholding information about such actions is subject to suspension.

Cheating

- Cheating is a serious compromise of a student's integrity. If cheating is discovered, the student's work is confiscated, and a "0" is automatically recorded for the work. The parent is notified.
- Cheating in any form results in disciplinary measures that may include detention or suspension and is cause for expulsion.

Harassment

The schools of the Archdiocese do not condone harassment of any kind. All students, staff and parents are treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another person and/or communicated via electronic communication systems (including facebook entries, texting, etc.).

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Students are NOT to hit or grab another student at any time. **Teachers are to report any physical contact to the parent and administration on the first occasion and any subsequent occasions.**

DISCIPLINE MANAGEMENT PROGRAM

Students at St. Peter's School follow the Code of Conduct outlined in the handbook. Students are expected to demonstrate acceptable levels of behavior at all times. Disciplinary action is taken when a student engages in actions outside the Code of Conduct and is designed to help the student develop self-discipline and internalize the Christian behaviors supported by the school. It also serves to create a positive and productive school atmosphere conducive to learning.

The classroom teacher generally handles discipline in K3 through 5th grade. St. Peter's School has adopted a school wide discipline philosophy based on Discipline without Stress: Punishments or Rewards by Dr. Marvin Marshall. The levels of development are as follows:

D Democracy

➤ Highest level of social/moral behavior

At this level students are motivated to be responsible because they know:

- ✓ Their behavior is based on their belief that this is the right thing to do regardless of what their classmates might do or be doing.
- ✓ When operating at this level a student is
 - Caring, considerate, shows respect for self, others & property,
 - Responsible for his/her own actions & is trustworthy and honest.
- ✓ *When operating at this level, a student's motivation is internal and shows self-discipline.*

C Cooperation

➤ Appropriate and acceptable level of social/moral behavior

At this level students are connected with their classmates:

- ✓ They follow the values and rules so that they fit in
- ✓ When operating at this level a student is
 - Considerate
 - Complies with class and school rules and conforms to peer pressure
- ✓ *When operating at this level, a student uses external motivation to gain approval or avoid punishment. (i.e. A teacher or administrator must discipline you to get you to stop or think).*

B Bossing/Bullying

➤ Not an appropriate or acceptable level of classroom or school behavior

At this level students try to rule others and do not behave courteously:

- ✓ They disrupt class and are bullying/bothering the teacher by interrupting the lesson, they bully/bother classmates by interrupting their learning.
- ✓ When operating at this level a student
 - breaks the rules
 - tries to make their own rules and standards.
- ✓ *When operating at this level, a student must be bullied/bossed to get desired behavior.*

A Anarchy

➤ Lowest and most unacceptable level of classroom or school behavior (it comes from the Greek word that means "without rule")

At this level, students do not follow rules:

- ✓ They are loud, noisy and boisterous,
- ✓ They often ending up hurting others physically.
- ✓ *When operating at this level, a student is not behaving in a civil manner & must be removed from the group.*

Students in Grades 4 through 8 sign a *Contract* with the school. This contract is aligned with our Standards of Conduct and the Levels of Behavior expected (successful students operate at levels C or D.) Parents are asked to review the

Code of Conduct and Levels of Behavior with their child(ren) on a regular (at least weekly) basis. Generally, a student who acts outside the classroom procedures is given a reflective essay to complete; a second offence merits a Self-Diagnostic Referral that is to be signed by the parents before readmission to a class. Students who disobey school rules, such as the dress code, homework requirements, chewing gum, etc, earn demerits. A second demerit in any of the areas merits a referral to the office for a conference and evaluation of the contract. The principal or assistant principal generally assigns a one-hour after school detention for second demerits in a contract area; the student is assessed \$10 per detention. A third demerit in the same area earns a Saturday detention: the student is assigned campus chores and is assessed \$25 per detention. On occasion, students may be sent to the office for other infractions; conferences with the administration generally include a phone call or note to the parent and may result in detention or suspension.

Lunch detention is assigned for infractions related to misconduct and results in a student eating without his/her companions in silence while others are in the lunchroom.

After-school detention is one hour in length after school on the assigned day. The student reports to the designated detention room and is assigned campus chores as well as a written report related to the offense and re-establishes a commitment to their *Personal Tiger-Integrity Contract (PTIC)*. A fee of \$10 is assessed for this service. Generally, a student who has attended after-school detention twice during a semester is assigned Saturday detention upon the next referral.

Saturday detention is three hours in length on the assigned Saturday. The student reports to the Annex at 8:00 am *in full school uniform*. The student spends two hours in activities to improve the school, such as cleaning desks, pulling weeds, or washing walls. Time is also devoted to a self-reflection related to the infraction. A fee of \$25 is assessed for this service.

In-school suspension is assigned for repeated or major infractions of the discipline policy. A \$50 fee to cover the cost of a substitute teacher is assessed. The student completes class and homework assignments away from classmates and is prevented from participating in group activities such as PE, clubs, electives and cafeteria lunch.

Suspension is reserved for serious violations of school regulations and is imposed after the above means have failed to align the student's behavior with their *Personal Tiger-Integrity Contract (PTIC)*. A student may be suspended after a single major violation of rules when his/her actions have resulted in injury to others. The school carefully documents violations and reasons for suspension and includes the parents in the process. A single suspension ranges from a minimum of an overnight to no more than three days. During suspension, a student is marked absent but is required to complete all missed classwork and homework. All work from a suspension is due on the day the student returns to school. A parent conference is required prior to re-entry for any suspension.

Expulsion is required when a grave violation, a series of serious violations, or when other means of discipline have failed. When a student's continued presence in St. Peter's School is likely to hamper the school in fulfilling its mission to educate the students, expulsion is initiated. When such action is considered, a conference with the Administration that includes the parent(s), student, teacher(s), and Pastor is held. After this conference, the Principal and Pastor agree to either readmit the student under a special *Personal Tiger-Integrity Contract (PTIC)* or to expel the student. The Archdiocesan Superintendent of Catholic Schools is notified in writing of the expulsion and is provided a brief explanation of the circumstances and decision.

Immediate expulsion is required for extremely grave behaviors such as gang involvement, possession/use/delivery of any drugs or alcohol, weapon possession, threat of bodily injury or harm to another, assault or vandalizing. (See the Code of Conduct for definitions).

Search and seizure

The school principal and/or the assistant principal or a designee may search student's desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession at any time.

Investigating Claims of Harassment:

The following procedures are followed for filing and investigation of any harassment claim:

1. The person chooses to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal or Assistant Principal.

2. If the complaint is against the Principal or the Assistant Principal, the person reports the incident to the Pastor or the Superintendent of Catholic Schools.
3. As soon as the verbal report has been given, the school reports the incident to the Parent and Superintendent of Catholic Schools.
4. The person alleging harassment is asked to complete a formal, written complaint. The claim is investigated thoroughly, involving only the necessary parties. Confidentiality is maintained as much as possible.
5. The investigation includes a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations and the name of the person bringing the allegation.
6. When the facts of the case have been gathered, the Principal, in consultation with the Pastor and Superintendent of Catholic Schools, decide what, if any, disciplinary action is warranted. The disciplinary action relates to the nature, context, and seriousness of the harassment and includes disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school takes steps, within its limited power, to investigate and eliminate the problem.

Grievances

St. Peter's School Grievance Council composition:

1. Three to five members appointed by the School Council.
2. Individuals appointed to this Council are persons of integrity with some expertise in education, human relations, and conflict management when possible.
3. One member is generally a parent or former School Council member. The other two members have no direct relationship to the school.
4. The appointment to the Grievance Council is for one year and is renewable.

Duties and Process of Grievance Council

1. Both parties to the grievance prepare a complete written statement of the nature of the grievance and the remedies sought. The Grievance Council reviews these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal or in the case of a grievance by the Principal, of the pastor/authorized agent.
2. If the decision of the Grievance Council is to uphold the decision, the process moves to Number 8.
3. If the decision of the Grievance Council is that an additional airing of the situation needs to take place, it calls a meeting of both parties to the grievance.
4. Each party to the grievance is accompanied by one other individual who is not an attorney and who acts as observer/advisor. This individual does not directly address the Grievance Council.
5. Both parties appear before the Grievance Council together and make an oral presentation of the written statements presented. The aggrieved party makes the first presentation. At no time is there cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the Grievance Council moves to a closed session to consider the oral and written presentations.
7. The Grievance Council may recall, together, both parties to the grievance for clarification of the points that may have been raised in either of the written or oral presentations.
8. The Grievance Council renders its decision in writing according to the prescribed Grievance Procedure.

Grievance Procedures for Expulsion or Termination issues

Grievances may be heard from individuals, parents and parent organizations. However, in all cases, the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely. This policy and procedure shall apply only to instances of student expulsion and employee termination.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. Prepare a written statement of the complaint (including to initiate a grievance) to include a brief summary of the initial conference and file it with the School Council Secretary within (3) three school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing is recorded on the original of the complaint.
2. The School Council Secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council who will review the grievance. If it deems necessary, the Grievance Council may hear further statements, evidence or arguments within (7) seven school days of its receipt of the grievance. The Grievance Council will render a decision within (10) ten school days of its receipt of the grievance.

3. If the aggrieved party is not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor within (3) three school days of the decision of the Grievance Council. The Pastor reviews all documentation of the grievance procedure and sets a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting takes place within (7) seven school days of the Pastor's receipt of such an appeal. The Pastor then renders his decision within (5) five school days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal is the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within (5) five school days of the Pastor's decision.
5. Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion or termination.

In the instance of principal termination, prior to the initiation of a formal grievance, the terminated principal who seeks redress must confer directly with the pastor (conference) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

Grievance Process for Non-Expulsion/Non-termination issues (Complaints)

Complaints that do not result in expulsion or termination are resolved at the local school level. Neither the Grievance Council nor the Archdiocesan Council of Conciliation hears these matters. There must be an attempt on the part of the individual lodging the complaint to resolve the problem at its lowest level.

1. Complaints against a student for a specific incident should be addressed with the teacher prior to approaching administration.
2. Complaints against a student for a history of misbehavior should be addressed with the principal.
3. Complaints against students for acts that occur outside the regular school day should be addressed with the child's parent or guardian.
4. Complaints against a teacher must be addressed with the principal prior to approaching the pastor.

All complaints should be made within (3) three days of the event or the point at which the parent/individual is made aware of the situation.

**ST. PETER PRINCE OF APOSTLES SCHOOL
POLICY AGREEMENT**

2011-2012

I have received a copy of the School Handbook and have read it carefully. I *understand* the policies, procedures and regulations of St. Peter's School including: Tuition and Fee Payments, Parent Responsibilities and Expectations, Student Uniforms, Disciplinary Actions, Family Service Hours and the Model Release as included in the Handbook.

I agree with and will follow the "Acceptable Use" regulations for Internet Access as stated in the Handbook.

I hereby *express agreement with these policies, procedures and regulations*. I accept these conditions for enrollment of our/my child(ren) at St. Peter's School.

Date: _____ Parent/Guardian Signature: _____

Date: _____ Parent/Guardian Signature: _____

Children registered at St. Peter's School (please print):

Name: _____ Grade: __ Student Signature (4-8): _____

Name: _____ Grade: __ Student Signature (4-8): _____

Name: _____ Grade: __ Student Signature (4-8): _____

Name: _____ Grade: __ Student Signature (4-8): _____

Name: _____ Grade: __ Student Signature (4-8): _____

**Please complete and return this agreement to the School Office
no later than August 15, 2011
with parent and student (grades 4-8) signature(s).**

Students do not proceed to classes until this form is on file.

Bullying Behavior Chart

See definitions following chart

Physical Bullying Harm to someone's body or property		Emotional/Social Bullying Harm to someone's self-esteem or group acceptance		Consequences Range of age-appropriate and leveled responses	
<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal/Written</i>	<i>Nonverbal</i>	<i>Primary</i>	<i>Annex</i>
LEVEL ONE					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, looks, relationships, etc. 	<ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures • Ignoring someone and excluding them from a group 	<ul style="list-style-type: none"> • Reflection conversation with teacher • Student makes verbal amends • Student makes written amends • Parent contact via planner, email or phone • Behavior Plan negotiated with teacher, parent, student & administration 	<ul style="list-style-type: none"> • Reflection form and discussion with teacher • Reflection form and signature of parent • Student makes verbal amends • Student makes written amends • Lunch, afterschool or Saturday detention • Behavior Contract
LEVEL TWO (some of these behaviors are against the law)					
<ul style="list-style-type: none"> • Threatening physical harm 	<ul style="list-style-type: none"> • Damaging property • Stealing • Starting fights • Scratching or biting • Pushing, tripping, or causing a fall (including recess & PE) • Assaulting 	<ul style="list-style-type: none"> • Insulting family • Harassing with phone calls • Insulting someone's size, ability, race, color, religion, ethnicity, gender, or sexual orientation, etc. • Ostracizing by using notes, texting, e-mail, etc. • Posting slander in public places (such as derogatory comments/pictures about someone in the school bathroom or Facebook) 	<ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books • Saying someone is related to a person considered an enemy of this country (e.g., Osama bin Laden) • Playing mean tricks to embarrass someone 	<ul style="list-style-type: none"> • Parent contact via planner, note, email or phone • Making amends: repairing, cleaning, replacing item • Making verbal amends • Exclusion from event(s) • Behavior Plan negotiated with teacher, parent, student and administration 	<ul style="list-style-type: none"> • Reflection form and discussion with parent and student • Reflection form and discussion with parent, student, administration • Making amends (written, verbal and/or physical) • Lunch, afterschool or Saturday detention • Behavioral Contract to include probationary status at SPS
LEVEL THREE (most of these behaviors are against the law)					
<ul style="list-style-type: none"> • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Harassing someone because of bias against race, color, religion, ethnicity, gender, disability, or sexual orientation • Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against someone's race, color, religion, ethnicity, gender, disability, or sexual orientation • Arranging public humiliation 	<ul style="list-style-type: none"> • Required parent conference with teacher and Admin and any of the following consequences: overnight suspension, suspension, or termination of services at SPS 	<ul style="list-style-type: none"> • Required parent conference with teacher and Admin and any of the following consequences: overnight suspension, suspension, expulsion or termination of services at SPS and/or referral to law enforcement

Adopted Dec. 14, 2011

*In-school counseling for victims is offered at all levels

Definitions

Amends: to make reparation or compensation

Assault: violent attack or attempt to harm another physically

Bully: to domineer or coerce someone who is weaker

Conflict: struggle or clash by classmates

Cruel: void of pity; unkind

Defacing: to disfigure or alter the appearance of something

Gossip: speaking in any negative way about another's personal/private information or business

Harassment: to annoy or pester

Insult: to act hurtful to the feelings of others

Reflection: to consider thoughtfully and contemplatively one's actions (self-evaluation)

Tease: to irritate in a playful manner

Threaten: to declare the intention of inflicting harm

Violent: using physical force or strength to attempt harm

Disclosure and reporting to Council

Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify details made in complaints, and the consequences imposed for incidents found to be in violation will be reported to School Council on a yearly basis. No individuals, either reporters or violators will be named in the report.

Adopted Dec. 14, 2011