

St. Peter Catholic School

“A Christ Centered School of Excellence”

Parent and Student Handbook 2015 - 2016

421 W. New York Ave
Deland, Fl. 32720

Telephone 386-822-6010
Fax 386-822-6013
E-mail: prandlov@stpeter-deland.org
www.stpeter-deland.org

*St. Peter Catholic School is a “Christ-Centered School of Excellence –
committed to the development of the spiritual, academic and social potential of each student.”*

St. Peter Catholic School
421 W. New York Ave.
Deland, Florida 32720

2015 – 2016

Dear Parents and Students,

"Christ is the foundation of the whole educational enterprise in a Catholic School.... He is the one who ennobles man, gives meaning to human life, and is the model which the Catholic school offers to its pupils ... the Catholic school tries to create within its walls a climate in which the pupil's faith will gradually mature and enable him to assume the responsibility placed on him by Baptism...the specific mission of the school is a critical, systematic transmission of culture in the light of faith and the bringing forth of the power of Christian virtue by the integration of culture with faith and of faith with living."

(Excerpts from the Vatican Declaration of the Catholic School, March 1977.)

We hope this handbook will help you become better acquainted with the policies and philosophy, and serve as the basis for cooperation and communication between home and school, which is so essential for the achievement of our common goals.

Peter C. Randlov M.Ed.
Principal

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“Jesus said to them, ‘You shall love the Lord, your God, with all your mind, with all your soul, and with all your heart. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.’” *Matthew 22: 37-39*

St. Peter Catholic School provides your child with a complete and best opportunity to realize the threefold purpose of Catholic Education: message, community and service (“To Teach as Jesus Did”).

Educational Goals

- To broaden the students’ understanding of God’s love for us through the study of the Gospel and the teachings of the Roman Catholic Church. This is accomplished through religion classes, faith formation throughout the school day, attendance at Liturgy and Liturgical functions, formal Morning and Afternoon Prayer, and experiences that help our students translate their faith into service for others. In addition, the Loyola & Sadlier Religion Programs provide opportunities for interaction through family oriented activities. More information regarding the Religious Education Program is available in the Parish/School Religious Education grade level catechetical content booklet.
- To provide a safe and happy environment so that each child may grow spiritually, physically, emotionally, intellectually and socially. In each classroom, teachers strive to recognize the uniqueness of each child. Teachers assist students acquiring a desire for learning, using techniques and strategies to meet the learning style of each student.
- To provide students with the basic skills needed to be effective in all areas of life: language arts, including English, Speaking, Reading, Writing and Listening; Mathematics; Government; Citizenship; History; Science, including care of the environment; and technology.
- To provide students with the opportunity to learn about and appreciate the fine arts through study of: art history, art appreciation, the development of artistic ability; and music, choir, including band, liturgical music, and the opportunity to perform in plays..
- To provide students the opportunity for physical development, health and safety through the physical education and sports programs.
- To provide students with keyboarding and various software application skills that will prepare them for today’s technological needs in the work field.
- To continue to provide ongoing education for faculty and parents on the topics of assessment differentiated instruction, and technology.

Statements of Belief

- Catholic identity is demonstrated through the integration of Catholic faith and values into everyday learning and life experiences.
- Each student is a unique child of God, with diverse cultural characteristics and distinct traditions.
- The opportunity for success is an important component of student learning incorporating a variety of teaching and learning styles.
- A healthy learning environment is a shared responsibility among pastor, principal, faculty, parents, students, and the parish community at large.
- A supportive and challenging learning environment increases a student’s potential for responsible decision making, while allowing for creative expression and academic success.
- A safe and comfortable school climate fosters spiritual growth and the realization of student potential.
- Ongoing evaluation and improvement of the curriculum are crucial to the development of a sound educational program.
- A nourishing Christian atmosphere of mutual respect among the students and staff creates a welcoming community.

Mission Statement

"The mission of St. Peter Catholic School is to provide a curriculum of academic excellence rooted in the teachings of the Catholic faith within a safe, caring environment."

Philosophy

St. Peter Catholic School exists for the purpose of assisting parents in the task of preparing their children to be witnesses of their Catholic faith by living according to Christian values. The unique feature that distinguishes a Catholic school from other schools is its’ integration of the Catholic Faith, human knowledge and skill.

St. Peter Catholic School is child-centered because Our Lord was people-centered. Hand in hand with parents, the staff is committed to total development of body, spirit, mind, and heart.

The Catholic school system is a private system. You request to send your child here. ***Consequently, the philosophy and discipline of our system must be accepted. It may not be every child or parent.*** We reserve the right to request that your child pursue his/her education elsewhere if they (parents/students) refuse to accept our rules and regulations. **You child/children has/have been accepted under the condition that you worship God wee in Church.** Otherwise, the Christ-centered philosophy of our school is not apparent meaningful to you and it is unfair and unjust to deprive another boy or girl entry to our school when, in fact, their parents are convinced and worshipping Christians.

Accreditation

St. Peter Catholic School was re-accredited through the Florida Catholic Conference Bishops in 2013.

Faculty and Staff

The Faculty and Staff represent many nationalities bringing with them a diversity of educational backgrounds as well as a richness of culture, Catholic values and Catholic heritage. Faculty members received their degrees from a variety of colleges and universities throughout the United States as well as internationally. **All of our teachers are qualified/certified by the Florida Catholic Conference, which is the accrediting agency for our school and the State of Florida.**

August 2015

Diocese of Orlando School Policies

Dear Parents:

Over the years, the Diocese of Orlando and the Office of schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children and we often ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Should your child observe or experience these or similar activities, he or she should feel comfortable telling you, or the Principal. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this letter.

In Him,

Peter C. Randlov M. Ed.
Principal

Acceptable Use Policy

Bishop Thomas Wenski promulgated a Diocese of Orlando Network Acceptable Use Policy for all parishes, schools and entities of the Diocese of Orlando. Our current bishop, Bishop John Noonan continues to promulgate this same policy. This policy is important for protection of Diocesan intellectual property, as well as assuring the safety of the use of the internet. **Parents are asked to review the entire policy by going to the Links section of the school website.**

There are specific parts of the policy that pertain to school parents and their child who are students in St. Peter Catholic School. These sections have been distributed to school families. This policy supersedes any other policy which you may have previously signed regarding the use of the internet. St. Peter families must sign an acknowledgement that they have received the pertinent information and will abide by Diocesan policy.

Child Abuse Reporting

Any clergy, religious or lay employee or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures.

- Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.
- Respond to local DCF call back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

Custody

Divorced or separated parents must file a court-certified copy of the custody section of a divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of addresses (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. The school respects the rights of the non-custodial parents. In the absence of a court order to the contrary, St. Peter Catholic School, on request, will provide the non-custodial parent with access to academic records and to other school related information regarding the child.

Fingerprinting Policy

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted. A background check form must also be completed. Fingerprint cards and background check forms must be collected by the school and parish and sent by the parish or school administrative office to Diocese of Orlando offices for processing by the Florida Department of Law Enforcement or the Federal Bureau of Investigation, depending on the area of volunteerism.

Inappropriate Behavior or Language Policy

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment) by students is unacceptable. As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment, knows that students use sexually explicit language to other students, those knowledgeable and responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken if the harassment or behaviors continue.

Media Consent Policy

The Diocese of Orlando requires that all students must have a signed Photo / Video Release form in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by St. Peter Catholic School and the Diocese of Orlando.

Review of Records

The school voluntarily complies with the Buckley Amendment and allows parents to see their students' cumulative record file. A written request to the administration must be submitted by the parent, and will be complied with by the school within 24 hours.

Safe Environment Training

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families. The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

Title IX

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

ADMISSION INFORMATION

Acceptance

Student records from previously attended school(s) must be received prior to acceptance. This will assist the Administration in determining whether St. Peter Catholic School programs will meet the student(s) needs. **All new students in grades Pre-K – 8 are accepted for a probationary period of 90 school days. At 90 days student will be evaluated and a decision will be made.**

Application, Testing, Interviewing

- Students applying for Pre-K 2 must be two years old by September 1 of the year of entrance.
- Students applying for Pre-K 3 must be three years old by September 1 of the year of entrance.
- Students applying for Pre-K 4 must be four years old by September 1 of the year of entrance.
- Students applying for Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering Grade One must be six years old by September 1 of the current year and show proof of successfully completing kindergarten.

Application for all grades, Pre-K 2 through 8th, is made during the month of February before the anticipated date of school entry.

Nondiscriminatory Policy

St. Peter Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic

origin in the administration of its educational policies, admissions policies, or athletic or other school-administered programs.

Preliminary Records

Preliminary records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate (applicable), and an emergency contact card.

Readmission

With regard to students who leave or have been asked to leave the school and subsequently desire to return, applications shall be reviewed on an individual basis. Acceptance shall be at the principal's discretion and subject to conditions, including, but not limited to probationary period.

REGISTRATION, TUITION AND FEES

Registration: All accounts must be current before a family is invited to re-register. Re-registration for students currently attending St. Peter Catholic School is held in February each year. At this time, a family registration deposit is required, along with a financial contract commitment.

Registration fees are non-refundable.

If tuition is more than one (1) month in arrears, parents may be asked to find another educational facility for their child(ren).

FINANCIAL OBLIGATIONS

TUITION POLICY

To qualify for the Catholic School tuition rate, you must be registered in a parish participating in the total parish stewardship program of time, talent, and treasure. St. Peter Parish members are required to fulfill their stewardship amount of \$750.00 each year (January-December). Prior to registration in the spring of each year, it is the responsibility of parents to submit a Stewardship Participation Form for their pastor's verification and signature. This is to be accomplished by the deadline set forth on the form.

Forms submitted after the deadline cannot be considered for the parish tuition rate. The above applies to those from St. Ann's, St. Clare's and Our Lady of the Lakes or other nearby parishes as well.

For new registrations, a letter is needed from their former pastor verifying their church participation and stewardship.

OTHER FEES:

Activity Fee: \$100.00 per family

Technology Fee: \$150.00 per family (covers maintenance, upgrades and software for computers)

***FACTS Management Group (third party agency):** As mandated by the Diocese of Orlando, we are using FACTS for all monthly and semester tuition payments, via electronic fund transfer. The annual fee for this service is \$38.00 per family.

PAYMENT OPTIONS:

Monthly: processed through FACTS (\$38.00 fee) - based on 11 payments beginning in July 2015 and ending in May 2016 (choice of the 5th or the 20th of each month)

- a) If a student is withdrawn or terminated during the school year, a refund will be made for the un-used balance.
- b) If a student enrolls before school starts but after the normal FACTS withdrawals begin, full tuition will be collected over the remaining monthly periods.
- c) If a student enrolls after school starts, tuition will be prorated according to the amount of time missed.

Option 2: processed through FACTS (\$10.00 fee) - based on 2 payments due June 30 and December 30.

Option 1: based on 1 full payment due on or before June 30 (there is a 5% discount applied) FACTS does not charge a bookkeeping fee.

Transcript Fee: Records, transcripts, recommendations, etc. are sent upon request to the one school of your choice when graduating from or leaving St. Peter Catholic School. No charge is made for this service. However, there is a charge for records sent to additional schools.

FACTS Management Service Overview

- Brochures and enrollment forms are available in the school office.

DELINQUENT TUITION

Parents with delinquent tuition accounts shall be notified first by written statement and then by telephone. Lack of response will result in personal contact with the Tuition Review Board.

FACTS withdrawals can be made on the 5th and/or the 20th of each month. If missed payments occur due to insufficient funds, FACTS will re-attempt after 10 days of the original due date. After that FACTS will pursue the missing payment via their follow-up service. There will be a \$20 charge assessed by FACTS for a missed insufficient payment or a returned check fee of \$25. **Please read your FACTS tuition contract for any additional fees.** Parents will not be able to view grades on Parent Portal until delinquent accounts are brought up-to-date.

Withdrawal Policy

Families must notify the school in writing (complete an exit form) if a student is withdrawn from the school. **Registration fees are non-refundable.** Tuition will be prorated for services given.

RETURNED CHECKS/INSUFFICIENT FUNDS

A fee of \$35.00 will be charged each time a check made payable to St. Peter Catholic School is returned or rejected by a financial institution due to "insufficient funds" in the applicable account.

Report cards, cumulative and health/immunization records will not be released until all tuition and other fees are paid in full. Current year's tuition must be paid by May 20th in order for the student to be acceptable for the following year.

Tuition rates at St. Peter School are very low in comparison to rates of other local private schools. The cost of operating the school is increased when parents are delinquent with their

tuition payments. Parents should include tuition fees in their monthly budget with other bills they have to pay each month.

Reduced tuition payments: Any St. Peter parish family parent who foresees that they will be unable to make the full tuition payments will be given every consideration by the School Board. Financial aid request forms must be filled out and returned to the School Board Finance Committee. A reduced rate will be considered. Such arrangements must be made on an annual basis and are reviewed each year in May.

CHURCH PARTICIPATION AND STEWARDSHIP 2015/2016

Parents who are Catholic are expected to participate regularly at Mass each weekend Saturday evenings or Sunday mornings.

As registered members of St. Peter parish, they are expected to take an active part in parish activities by sharing their time and talents. They are expected to share their treasure by contributing to the support of their parish using church envelopes on a regular basis. An annual (January, December) cumulative contribution of \$750 is expected in order to qualify for the Catholic tuition rate. Building pledges are in addition to weekly parish contributions. Parents who are members of a parish other than St. Peter are expected to meet on the same conditions in the parish they attend. They are also subject to any additional conditions imposed by their respective pastors in order to qualify for subsidy from their respective parishes.

PARENTS' ROLE IN EDUCATION

We at St. Peter Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Peter Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his / her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the school and church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Peter Catholic School, trust you will be loyal to this commitment. During these formative years (PreK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, it is your first step, that you as parents should investigate the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

It is essential that a child takes responsibility for grades he/she has earned and is accountable for homework, long-term assignments, major tests, service projects, and

other assignments. This responsibility also extends to times of absence, and/or tardy, and early dismissals.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process we ask parents:

- to set rules, times, and limits so that your child:
 - gets to bed early on school nights;
 - arrives at school on time (by 7:45 a.m.) and is picked up on time (3:00 p.m.) at the end of the day;
 - is dressed according to the school dress code;
 - completes class assignments on time;
 - has lunch money or lunch every day;
- to actively participate in school activities such as Parent-Teacher Conferences, Fundraising and Volunteer Hours;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- **to notify the school with a written note when the student has been absent or tardy;**
- to notify the school office with a written note of any changes of address, important phone numbers, or add/delete pick up lists;
- to meet all financial obligations to the school;
- to inform the school of any special situation regarding the student's well-being, safety and health;
- to complete and return to school any requested information promptly;
- to sign your child's planner every evening;
- to read school notes, homework sheets and newsletters and to show interest in the student's total education;
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school;
- to treat teachers with respect and courtesy.

PARENT ADVISORY COMMITTEE (PAC)

PAC has as its primary purpose the organization and implementation of parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is expected to contribute towards and assist in our PAC fundraising efforts.

SCHOOL BOARD

The purpose of the St. Peter Board is to promote the value of Catholic education. It is a consultative board - a board that operates in the policy making process by formulating and advising the school principal concerning school policies, but never enacting policy. Currently, the School Board assists the school in implementing the goals and objectives developed by the St. Peter Catholic School Strategic Planning Committee 2015 - 2016.

BOOSTER CLUB

Through the fundraising efforts of our Booster Club, the school purchases equipment to enhance the athletic program.

The Booster Club is made up of all parents of St. Catholic School students. All parents are encouraged to volunteer and get involved in Booster Club events.

With the generous financial support of school and parent families, the Booster C continues to purchase:

Sports equipment ~ team uniforms ~ team banners ~ Sports Banquet

GENERAL INFORMATION

School Hours Drop Off – by 7:50 a.m.

Monday, Tuesday, Thursday, Friday..... 7:50 a.m. – 3:00 p.m.

Wednesday 7:50 a.m. – 2:00 p.m.

If an emergency should occur and parents realize that students will not be picked up time, please notify the school office before the end of the school day since it is not safe children to be left alone on the school grounds. Students who are not picked up on time will be sent to the After School Program.

Supervision of students begins at 7:30 a.m. Students must be in the school courtyard Morning Prayer no later than 7:50 am. Students arriving after 7:50 am will be marked tardy Picking up students before 3:00 pm disturbs the entire class. Please refrain from doing this unless there is an emergency.

Wednesdays throughout the school year will be a 2:00 pm dismissal for faculty meetings. Please consult your school calendar for any other early dismissal dates.

OFFICE HOURS

School office is open from 7:30 A.M. to 3:30 P.M., Monday thru Friday. Communication is encouraged and welcome. Your child's well-being is important to all of us. The first step in resolving an issue that may arise is with your child's teacher, as they are with them daily. The next step is the principal; the principal is available in the school office. Please call to setup an appointment with the principal.

SPECIAL MEETINGS

When special meetings for parents of students who are preparing for their First Holy Communion, Penance, or other events are planned, all parents concerned are expected to attend. Nothing should be more important than caring about your child. Participation in the Parent Advisory Council is also encouraged.

CHANGE OF ADDRESS/PHONE

Change of address, home phone, or emergency phone numbers should be reported to school office as soon as possible.

WRITTEN PERMISSION

If for any reason students must leave class during the hours of school, written permission must be given by the parents. Children will not be allowed to leave school grounds on a verbal request at any time. Parents must sign the student out on the "sign-out" sheet in the school office.

CARE OF SCHOOL PROPERTY

Students are not allowed to mark desks, rented texts, chairs, walls, or other school furniture. Students will be required to have any defaced books, broken furniture, equipment repaired or replaced. Throwing "spitballs" in the bathrooms or classroom is never allowed.

Hazardous Materials Policy

St. Peter is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

BEFORE AND AFTER SCHOOL CARE

1. Before school care is available at 6:30 A.M. in the extended care room. Students on the school grounds before 7:30 will be sent to before school care.
2. After school care is available from 3:00 P.M. - 6:00 P.M. in the extended care rooms. Parents will be billed for before and after school care services.

ATTENDANCE

Students are expected to be in attendance for 181 days each school year. Excessive absences during a marking period may affect a student's grade for that marking period. In addition, they may also affect trimester grades. St. Peter Catholic School follows the Volusia County guidelines for absenteeism. This may require our school to report excessive absence to the proper authorities. A student's ability to be promoted to the next grade or graduate may then be in jeopardy. There is direct correlation between attendance and achievement...simply put; the more the child is in school he/she will be successful.

VPK Attendance Policy

Every child enrolled in the VPK program is allowed 20% of the total number of days of the program for excused absences. What this means is each child may be absent a total of 36 days.

- Two unexcused absences per calendar month are allowed.
- An excused absence is defined as one of the following:
 1. Illness or injury of the child or the child's family member, which requires hospitalization or bed rest.
 2. Physician or dentist appointment
 3. Infectious disease or parasitic infection.
 4. Funerals or memorial service, or bereavement upon the death of a family member.
 5. Life-threatening illness or injury of the child's family member.
 6. Compliance with a court order (e.g. visitation, subpoena).
 7. Special education or related services for disabilities.
 8. Observance of a religious holiday or services.
 9. Family vacation, not to exceed five excused absences per program year.
 10. Extraordinary circumstance beyond the control of the child and the child's parent.
- If a child is absent five consecutive instructional days without appropriate documentation, he is considered withdrawn from the program.
- If a child exceeds the 36 days absentee allotment, he/she will be considered withdrawn from the program.
- Failure to abide by the attendance policy stated above will result in termination of the child's enrollment in the program.

***Policies and procedures for the VPK program follow at the very minimum the state requirements.**

SICKNESS POLICY

Students having communicable diseases and or a temperature of 100 degrees or above not permitted to attend classes. Students who become ill during the school day will be sent home with a parent or guardian.

Students who have communicable diseases must check with the school clinic before returning to class. The school follows the Volusia County Health Department guidelines.

As soon as the school has knowledge of a communicable disease or pediculosis (lice) parents of classmates of the infected student are informed. Siblings are automatically checked. Homework request for a sick child must be called into the school office by 10:30 a.m., and may be picked up at the end of the day.

TARDINESS AND DAILY ARRIVAL AND DISMISSAL

As elementary school children cannot drive themselves to school, it is the parent's responsibility to get their children to school on time. Please make every effort to have your child at school by 7:50 A.M. daily. A student who comes late to school not only misses important announcements, morning routines, and instructions, but also disrupts the class and may distract other students during instructional times.

If a student is not sitting in class at 8:50 A.M. he/she is officially tardy. Any student late for school must get a tardy pass and have a responsible adult sign them in at the office. After the sixth occurrence, the student will receive an hour of after school detention, for students in grade 3 thru 8. For students in K, to 2nd grade the teacher will have 1/2-hour detention in the classroom.

PERSONAL BELONGINGS

Mark all articles of clothing, lunch boxes, wallets, purses, book bags, coats, and sweat suits with the child's name. Only labeled belongings can be returned to the owner. After a time, unclaimed articles will be given to a charitable organization.

Except when directed by a teacher, students are not allowed to bring games, radios, IPod magazines, skateboards, weapons, or roller skates to school. These may be confiscated and returned at the school's discretion. Please monitor the amount of money your child brings to school. The school will take no responsibility for excess money in a child's possession.

NEWSLETTERS/SCHOOL NOTICES

Bulletins, announcements, and notices will be sent home on Thursdays during the school year, in order to keep you informed. Please read these notices and keep the monthly calendar on hand and are posted on the school website.

ABSENCE

When a student is absent from school, a parent should call the office by 9:00 a.m. each day of the absence. This practice is for the protection of the St. Peter Catholic School students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate

the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 10:00 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. – 3:30 p.m.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. **These tests must be taken within one week of the original test date. Excessive absence can be cause for a student to be retained in the current grade for another year if the student does not pass the grade.**

SERVICE REQUIREMENTS

FAMILY

Families are required to complete 20 volunteer/service hours every year. You have until March 30 to complete these hours. Otherwise, you will be charged \$10 per hour not completed.

GRADES 5, 6, 7, & 8th -

Students must earn the follow hours of unpaid service. (5th Gr. - 5 hrs.), (6th Gr. - 10 hrs.), (7th Gr. 20 hrs.), and (8th Gr. 30hrs). This service is broken down into school, church, and the community. These hours must be earned during the school year and completed by April 15th. All hours must be validated by an authorized supervisor. Students not earning these hours will not be permitted to attend the graduation trip, and/or walk for graduation

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate and will be dealt with on an individual basis.

Academic Information

Curriculum

St. Peter's offers its students opportunities for growth in the following major subjects:

- **Religion / Faith Formation**
Catholic Doctrine and Tradition, Scripture, Prayer, Service, Social Justice, Sacramental Formation (including preparation for the reception of the Sacraments of Reconciliation and the Eucharist.) Students (Grades Pre-K3 through 8) participate in the Celebration of the Eucharist every Wednesday, on Holy Days, and special occasions. Students also participate in other various liturgical celebrations and mandatory weekly masses.
- **Language Arts / Literature**
Reading, English, Spelling, Writing Composition, Library and Research Skills, and Appreciation of Literature.
- **Mathematics**
Students are placed in one of two levels based on their class work, tests, and results from placement tests, IOWA Assessment results, and teacher recommendation. Students are placed in either Pre-Algebra or Algebra I at the beginning of their 8th grade

year. For grades 5th through 7th, students are grouped into ability levels for more cused, individual attention. **Also see Title I Program**

- **Physical Education**
Physical fitness and development program and Health appropriate for grade levels.
- **Social Studies**
Middle School students take World History in 6th grade, World Geography in grade, and American History/Civics in 8th grade. An honors program in 7th & 8th gr is being offered to students who have scored well in the IOWA Assessment, shown academic success in their previous grade on testing, homework, exams, teacher recommendation, as well as scoring well on an assessment test taken in August, 2015. other students will continue to take the average class which is still challenging.
- **Science**
Middle School students participate in an integrated curriculum in science. This modeled after the current State of Florida's program preparing students who take Florida standardized assessments. An honors program in each of these grade levels is being offered to students who have scored well in the IOWA Assessment, shown academic success in their previous grade on testing, homework, and exams, teacher recommendation, as well as scoring well on an assessment test taken in August, 2015. other students will continue to take the average class which is still challenging.
- **Foreign Language**
Spanish is offered to all students grades Pre-K – 8. Advanced Spanish classes offered to students in grades 4 through 8. Mandarin Chinese is offered to all students in grades Pre-K through 5th. In 6th grade families may choose either Spanish or Mandarin Chinese. From 6th grade on students may not change their language.
- **Handwriting**
Students are instructed in the Zainer-Bloser method of handwriting. *Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.*
- **Fine Arts/Performing Arts**
Music, Band, Instruments, Art History, Crafts, Speech and Drama, Photography, Year Book, Student Ambassadors, NJHS, Student Council, Newspaper, and Engineering
- **Computer Literacy**
Word Processing, Data Base, Spread Sheets, Power Point and integration with curricular subjects.

Evaluation of Students

Students are evaluated for mastery of skills and content during each trimester. Each department, primary, elementary and middle school has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Students are also assessed in behavior and effort. Report cards are distributed every twelve weeks. A policy of open communication invites parents to contact teachers whenever they feel it is necessary. This should always be done through the school and never at the home of the teacher. Middle school cumulative trimester exams are scheduled on the school calendar.

Grading Scale:

Pre-K – Development Progress Report issued twice per year.

Kdg. - 5th grade will use a Standards Proficiency Scale:

Proficient (P): Student work is secure and meets grade level expectations for this trimester with accuracy.

Developing Proficiency (DP): Student work is developing but is not consistently meeting grade level expectations for this trimester.

Insufficient Proficiency (IP): Student work shows insufficient progress/understanding and is significantly below grade level for this trimester.

BLANK or N/A: Not taught or NOT assessed during this trimester.

Grades 6th – 8 will use a number scale.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

I = Incomplete 0, All incompletes must be made up in order to be eligible for promotion or graduation

- The grading system for Mandarin Chinese/Spanish – Grades K-5 will be issued by trimester.
- The grading system for Spanish – Grades 6, 7, 8 will be a trimester percentage grade.
- The grading system for Physical Education – Grades K – 5th will be issued by trimester.
- The grading system for Physical Education – Grades 6th - 8 will receive a percentage grade; issued by trimester.
- The grading system for Music – Grades K – 5th will be issued by trimester.
- The grading system for Art – Grades K – 5th will be issued by trimester.

Technology has a high priority place in the St. Peter Catholic School curriculum. Computer applications are integrated into all subject areas on all grade levels (Pre-K-3–8).

Please note the number grade will automatically transfer into a letter grade through our Rediker/Parent Portal Program.

Descriptions of Learner Behaviors:

Kdg. – 8th Grade

All students will have their behaviors rated in the domains of **responsibility, participation, assignment completion, & interpersonal skills.**

Behavior scale: (1-3)

- 1 Student consistently demonstrates this behavior.
- 2 Student sometimes demonstrates this behavior.
- 3 Student seldom demonstrates this behavior.

Report Cards/Progress Reports

Report Cards are important tools for communication. All report cards can be accessed on Parent Portal, on specified dates. See calendar. Hard copies available to families without Internet access

Honors: Middle School students are eligible for Honors.

Principal Honors

An average of 94% or above (no B's) in all subject areas including special areas and an 'S' in Conduct and Effort in all subjects including special subject areas.

First and Second Honors

An average of 90% or above (all A's or B's) in all subjects including special areas and "S" in Conduct and Effort in all subjects including specials.

All of the students who qualify for the honors listed above will receive a certificate recognition from the Principal at one of the Wednesday Masses, TBA.

Academic Probation

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

Homework

All students' grades 2-8 are required to use a student planner which is supplied by school. The planner should be signed and monitored by the parent each evening. Homework is re-enforcement of instruction, research on a particular subject or project, study, or read for enjoyment. It includes studying as well as writing and reading. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child's developmental level and/or needs. Each teacher will distribute specific homework guidelines and grading policies for homework. School Administration will support teacher's guidelines and policies.

Suggested Time Allotments

- Kindergarten – 10 minutes
- Grade 1 – 20 minutes
- Grade 2 – 30 minutes
- Grade 3 – 40 minutes
- Grade 4 – 50 minutes
- Grade 5 – 60 minutes
- Grade 6 – 90 minutes
- Grade 7 – 90 minutes
- Grade 8 – 90 minutes

*This does not include reading assignments

Library

Library Hours are 8:00 a.m. – 3:00 p.m.

Loan Period:

- Grades K – 6 Books are due each week on the day the class is regularly scheduled library.
- Grades 7 - 8 varies. Books are due on the day the book report is due.

Reference books must be used in the library only. Children are taught to take proper care of library books and materials. Lost or damaged books are the financial responsibility of parents of the students who check them out. Report cards and transcripts can be withheld for library infractions. Students should return books when they are due so that others can enjoy them too. Students pay \$0.10 per school day on overdue books until the book is returned (exceptions for days of illness). Lost books must be paid for at the cost of the book plus \$2.00 processing fee. If fees are not paid or books are not returned, students will no longer be allowed to check out books.

Parent / Teacher Conferences

If parents require a conference during the school year, they may make arrangements with the individual teacher. **No conferences during drop off or pick up. All conferences must be scheduled ahead of time a mutually agreeable time.**

Student Records

Parents requesting records/transcripts/recommendations must allow 5 business days. All forms should be submitted to the St. Peter Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Testing

The Iowa Assessments are given to students in Grades 2 through 8 in the spring of each year. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8 in February. Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or tests per day.

STUDENT SERVICES

School Guidance Counselor

A certified school guidance counselor serves the needs of students, parents, faculty, and administration. This is accomplished through large and small group guidance classes, academic testing, and individual consultation.

Requests for Student Information

Parents may need information from teachers regarding their children's academic, social and/or emotional progress in school when they are seeking outside help from professionals. St. Peter Catholic School is **committed** to working with parents to get necessary paperwork completed in a timely manner following the rules for privacy for all students. If you need any information for doctors, counselors, psychologists, psychiatrists, or tutoring centers, please bring all paperwork to the school registrar in the school office. The school office will distribute the papers to be completed to the proper teachers. The information will then be sent to the professional you have indicated. Teachers are not permitted to complete forms unless the forms come through the school office.

Programs and Services:

Resource

St. Peter Catholic School is very proud of our resource program. We are able to meet the learning needs of many of our students who struggle with reading and mathematics in grades Kindergarten through 5th grade on a daily basis. Our Resources teacher works with students on an individual or small group instruction basis giving our students the necessary skills necessary in reading and mathematics. Where appropriate, the resource teacher will visit the student(s) classroom and assist the homeroom teacher with class instruction for those needing services. This approach is known as "push-in." For students in grades 6th through 8th grade this service is offered on an individual basis. There would be additional criteria that would need to be met for this service. Please see the resource teacher and guidance counselor for criteria.

Title I Program

Title I is a federally funded program intended to enhance classroom instruction in reading, writing, and math skills. The criteria for this is based on standardized test scores (IOWA ; STAR), classroom assessment portfolio, and teacher recommendation. In addition, Volu County determines which of its public schools are Title I schools. Students who qualify based on test scores and teacher recommendation must also be zoned for a Title I public school. Where appropriate a title I teacher may be assigned to work with a student or students during the academic day or immediately after school. For details about this service please speak to Resource Teacher and Guidance Counselor.

Drug Abuse Resistance Education (DARE)

DARE is an 11-12week program offered to students in Grade 5. An officer from Deland Police Department is assigned to St. Peter Catholic School to explain and discuss resistance to drugs and negative peer pressure.

Duke University Talent Identification Program (TIP)

Duke University recognizes students in Grade 7 who have scored at the 95th percentile higher on certain sections of the IOWA. These students are invited to take the SAT or A college entrance exam. They also qualify to participate in higher learning programs.

NATIONAL JUNIOR HONOR SOCIETY

St. Peter Catholic School is a member of the National Junior Honor Society of Second Schools (NJHS). It is under the sponsorship and supervision of the National Association of Secondary School Principals. Members are selected after the second grading period of school year.

Guidelines for Selection:

1. Membership is selected from grades 6, 7 & 8.
2. Candidates must be in attendance at this school the equivalent of one semester.
3. Candidates must maintain an A in conduct.
4. Candidates must maintain a cumulative scholastic average of 94 percent in the core subjects (Math, Science, English, Social Studies, Literature, Religion, Spanish, Music, Art, P.E., and Computers).
5. Selection is based on five criteria: Scholarship, leadership, service, citizenship, and character.
6. The selection of each member of the chapter shall be by a majority vote of the Faculty Council on behalf of the faculty and administration.
7. Students may not apply for membership. Membership is an honor bestowed upon individual students by the Faculty Council on behalf of the faculty and administration.
8. N.J.H.S. members who transfer from another school will be accepted if a letter from the student's former school states that the student was a member in good standing in the NJHS.
9. During the last trimester, N.J.H.S. members must maintain a 92% average on the progress report.

Members who do not abide by the above criteria will be placed on probation for one trimester. A repeat offense will result in dismissal from NJHS.

Talking about Touching:

A Personal Safety Curriculum

The Talking about Touching program focuses on teaching children basic skills that will help them keep safe from dangerous or abusive situations. The Diocese of Orlando has mandated the program be taught to students in grades Pre-K – 3. The school counselor will present the program during the first weeks of school. The goal of Unit 1, Personal Safety, is to increase

the children's knowledge of and adherence to rules that will keep them safe. The goal of Unit II, Touching Safety, is to strengthen children's ability to distinguish between safe touch and unsafe touch and to increase their knowledge of safety rules about touching. The overall focus is on safety, rather than sexuality, which helps defuse the difficult nature of talking to children about sexual abuse. Letters home to parents keep them informed about what is being presented in the classroom.

NON-PROMOTION AND NON-GRADUATION: DIOCESE OF ORLANDO

Parents will be informed of possible non-promotion or non-graduation for academic deficiency at the beginning of the second trimester or as soon as possible thereafter as the condition exists. Arrangements will be made for consultation with the parents. Teachers determine promotion and retention based on the overall achievement of the student. The guidance counselor and administration are consulted if there is a possibility of retention. The parent must be notified of possible non-promotion or non-graduation at the beginning of the second semester. In all grades students are expected to pass the core subjects (math, language arts, spelling, reading or literature, science, social studies) with 60% or better. If a student should fail two of the core subjects, retention would be automatic. If a student should fail only math, only language arts, or only reading, the teacher would recommend the parent secure summer tutoring for the student in the particular subject. In grades one through eight teachers have the final say in promotion or retention with consideration from the administration. Deficiencies in social maturity and skill development are a strong consideration for retention in pre-kindergarten or kindergarten.

Field Trips

Field trips are considered part of the curriculum and are a privilege. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and returned to St. Peter Catholic School prior to student participation in the field trip.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. (Permission slips are due back forty-eight hours after receipt of the permission slip or as stated by the teacher).
6. The school field trip permission slip and the letter of introduction will be sent home by the teacher sponsoring the field trip. This is the only permission form which may be used.
7. A telephone call will not be accepted in lieu of the proper field trip permission slip.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Sacramental Formation Program

The St. Peter Catholic Church Sacramental Formation Program is under the direction of the Parish Director for Religious Education. Students in grade 2 are prepared for two sacraments – Reconciliation and First Eucharist. Parents are required to be active partners in preparation

of their children for these sacraments. Information about preparation for these sacraments will be sent home in a timely manner through the Parish Religious Education Office.

Mass

Once a week the students, along with their teacher, assist at Mass. This is the high point each week when the school worships our Heavenly Father, thanking Him for all He has given us. All participate fully in the Mass as the greatest act of worship. Skirts/long pants are to be worn on Wednesday. Parents are welcome to join the student body at our weekly Wednesday Liturgies at 8:15 am., as well as other liturgical celebrations...i.e. feast days, liturgical programs, benedictions, or other para-liturgical services.

Hot Lunch

The St. Peter Catholic School hot lunch program is provided five (5) days a week. The cost of hot lunch is \$4.00 per meal. Parents will be required to pay the return fee for checks that do not clear. If students do not participate in the hot lunch program, they bring a brown lunch. Students are expected to use the same manners used in the classroom during lunch. Courtesy towards other students and cooperation with your teachers are in order at all times.

Uniforms and Dress Code

Uniforms are to be worn from the first day of school. Uniforms are to be clean, neat and in good repair at all times. *Pants must be worn at the waist. Shirts must be tucked in at all times. Skirts, jumpers, and shorts must be worn no shorter than 2 inches above the knee and boys are required to wear belts. If students choose to wear a T-shirt under their uniform shirt, the T-shirt must be plain white with absolutely no writing or graphics and must be short-sleeved.* The Administration has the right to judge the acceptability of appearance and jewelry. The school uniform (including clothing for Physical Education) must be purchased from Sunshine Uniforms.

When purchasing shoes, adhere to the following requirements: **NO HIGH-TOPS**

- **Shoes: Boat Shoes..Brown with white soles; NO TAN SOLES, can be purchased through Walmart/Target. Pre-k through 8th grade. All black shoes are also permitted.**
- **Sneaker:** To be worn for P.E. – any color, low quarters (boys and girls) children need to change into their boat shoes or black shoes, after P.E.
- **Socks:** Solid white only – colored stitching and sports socks are not permitted. Every day, both PE and non-PE days, students are expected to wear socks that no lower than 1" above the ankle.

All shirts must be tucked into trousers. Blousing is not permitted.

Belts should be visible when arms are at side.

ALL STUDENTS MUST HAVE A UNIFORM SWEATER OR UNIFORM SWEATSHIRT. OPTIONAL SCHOOL JACKET IS PERMITTED.

Classroom Cold Weather Outer Wear for All

A School jacket may be worn in class. Non-uniform jackets may only be worn if the temperature is below 50 degrees and may not be worn inside classrooms or changing classes. A school sweater or sweatshirt must be worn under the non-uniform jacket.

Classroom Cold Weather Physical Education Outer Wear for All:

PE uniforms must be purchased from Sunshine Uniforms. Solid navy sweat suits may be worn for P.E. when weather is colder than 60 degrees.

Pre-K3 Uniform is required:

Red Polo shirt w/ logo, navy cardigan or grey sweatshirt w/ logo, jacket w/ logo (optional), white long sleeve Polo shirt w/ logo (optional). Tennis shoes are acceptable for all Pre-K.

Boys: Elastic waist: navy walking shorts/navy pants, white ankle socks ONLY (no logos).

Girls: Elastic waist: plaid PK culottes or navy walking shorts/navy pants, only white ankle socks ONLY /tights/ knee highs (no logos).

Pre-K4 ONLY! Uniform is optional

Jewelry

Girls: Jewelry must be appropriate for school. Earrings must be small and not dangling. Girls may wear one pair of earrings only, one bracelet, watch, a single ring, no more than a single chain, or cross. Earrings may be worn on the ears only. Holiday earrings may be worn on Valentine's, Halloween day and on the last day of school just prior to Christmas vacation and Easter vacation. Jewelry worn in violation of the above policy will be confiscated by the teacher.

Boys: Earrings may not be worn on any part of the body.

Personal

Any altering of hair color is not permitted this includes both boys and girls. Boy's hair must be in a business cut, above the ears, eyebrows and collar, and layered. Girl's hair must not cover the eyes. The Principal reserves the right to judge the appropriateness of a hairstyle and altered color. The student has 24 hours to correct an unacceptable style/color. **Girls nor boys will be allowed to attend school with excessive haircuts or hair color (NO HIGHLIGHTS).** The student will not be allowed on campus until the problem is corrected. All time out of class will be unexcused.

Permanent marking of any part of the skin is not acceptable.

Make-up may not be worn to school or during the school day. A \$1.00 fee will be collected to remove make-up or nail polish.

MASS UNIFORMS

Uniform jumpers or skirts for girls and long pants for boys. Only St. Peter School sweaters/ sweatshirts/jackets/hoodies are allowed at Mass and all other church services/school functions.

P.E. UNIFORM

P.E. uniforms **must be purchased from Sunshine Uniforms.** All students: navy P.E. shorts and grey T-shirts w/ logo only, no spirit shirts. Athletic shoes are required (no high tops). Solid navy sweat suits may be worn for P.E. when weather is colder than 60 degrees.

SPIRIT DAY / PEP RALLIES

Students may wear appropriate P.E. school shorts and the red, white, or gray spirit shirt, with the Patriot Logo. If the weather is cool, only school sweatshirts and/or jackets may be

worn. No shoes w/wheels, backless shoes, or sandals are acceptable. Spirit shirts do not have to be tucked in. **For Pep Rallies, only students who participate in the school Catholic Youth League may wear their team shirts.**

**Out-of-Uniform Guidelines/"Dress Down" Day
Students wear**

- *jeans
- *shorts no shorter than 2" above the knee
- *skirts no shorter than 2" above the knee
- *sweatshirts
- *dresses
- *watches
- *tennis shoes
- *short socks
- *skorts
- *jogging suits
- *slacks

Students may NOT wear:

- *flip-flop sandals
- *tank tops
- *pants with inappropriate writing
- *biker shorts
- *necklaces & bracelets
- *make-up
- *high tops
- *open back shoes
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *nail polish
- *pajama pants
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't!

All uniform regulations and guidelines are subject to the discretion of the principal. The Administration reserves the right to have students call home for a change of clothes if shorts or skirts are not of appropriate length.

Field Trip Dress Code will be the St. Peter Catholic School dress school uniform, unless indicated otherwise.

SPORTS

Sports Program

St. Peter Catholic School is a member of the Diocese of Orlando Catholic Youth League and includes the following:

- Boys (Grades 5 – 8) Flag Football, Basketball, and Soccer
- Girls (Grades 5 – 8) Basketball, Volleyball, and Soccer
- Boys & girls (Grades k-5) Track and Field & Basketball

At the Athletic Director's discretion, younger students may participate in the above sports. Students may try out for as many of the sports activities as they wish.

Any athlete with repeated behavioral issues or discipline referrals will be asked by the Athletic Director or administration to miss play time, miss a game, or be excused from their team after (2) offenses.

Sports Philosophy

We believe that the sports program should complement and work directly with the teaching and Catholic philosophy of St. Peter Catholic School to promote the overall education, growth and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, coaches, faculty and parish. While having winning teams is an important part of any sport, the primary goal is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. *Success is knowing you have done your best!*

Sports Fees and Standards for Participating

The following criteria must be met to participate in the sports program:

1. Pay a nonrefundable fee for each sport which is payable when a child is accepted on a team.
2. The child must maintain a "C" average in all subject areas including special areas and an S in Conduct and Effort.
3. The team coach is responsible for discipline at practice and games.
4. It is a privilege to participate as a member of a St. Peter Catholic School sports team. The Principal reserves the right to remove a student, temporarily or permanently, from a team. See the *Code of Conduct Handbook*.

Insurance

Every child at St. Peter Catholic School is covered by the Diocesan insurance plan for the hours he / she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

TEXTBOOKS/BOOK BAGS

To help keep their books and other school materials in good condition, all students are required to have and use some type of carrying case. Textbooks, which are rented by students, and workbooks, are to be kept covered and clearly identified. Children are financially responsible for the loss or damage of any school-owned materials.

Medication

Administering Medication to Student Guidelines

1. Prescription and over the counter medications require proper written authorization.
2. The "Student Medication Authorization" form must be completed, signed by a parent / legal guardian and the prescribing physician. This form needs to be returned to the School Office at the beginning of each year or at the time the student needs the medication during school hours. The form must be filled out for each medication that your child needs to receive during the school day. Any change in physician's information, in medication, dosage or directions will require the completion of a new medication authorization form.
3. Children under prescription of Epi-pen will be required to fill out additional and specific forms.
4. The authorization form and the medication must have the child's full name, name of medication, directions/ dosage / route, time of day to be taken, physician's and parent's name, signature, and phone number. The medication must have a current expiration date.
5. **All medication must be administered by school personnel, not by students.**
6. The clinic of the school will only store medications for students who have a completed written authorization on file.
7. The parent/legal guardian will be notified in writing when unused/discontinued medication is left at school. **If not picked up within five days of notification, the medication will be destroyed.**
8. Any questions or concerns regarding the administration of medication should be directed to the School Office, who will determine the appropriate action.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. **Invitations for parties are the parents/student's responsibility and should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade, or all the boys or all the girls.**

Parties

At the Homeroom Teacher's discretion students may be permitted the following parties year: Halloween, Christmas, and Valentine's Day. Homeroom parents may assist the classroom teacher with these three parties.

Birthdays Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform their birthday or half-birthday. In addition, birthday treats may be brought to school.

CONDUCT

GENERAL NORMS AND GUIDELINES FOR STUDENTS

RESPECT: Respect will be shown at all times, to all teachers, school staff, volunteers, fellow students, and neighbors in the community.

HONESTY: Honesty shall be shown in all activities, games, sports, tests, and exams. Courage to be truthful, even when it is difficult, shall be fostered as virtue. Keeping hands off what does not belong to us shall be demanded in all circumstances.

COOPERATION: A generous spirit of cooperation shall be the prevailing mood of school. Courtesy and thoughtfulness; loyalty to St. Peter School, its ideals, its spirit, its students, its teachers, its teams; readiness to help teachers and fellow students shall be offered as evidence of students' good will.

SEXUAL HARASSMENT: (sexually explicit language/actions) will not be tolerated; such behavior will be subject to disciplinary action if continued.

BULLYING: Bullying is when a stronger, more powerful person/persons hurts, intimidates or frightens a smaller or weaker person deliberately and repeatedly.

- ! Students will be taught skills to use to fend off bullies and advocate for themselves.
- ! After a warning, persistent bullies will be subject to disciplinary action.

EMAIL THREATS OR HURTFUL STATEMENTS

The age of technology has given way to a new problem. The problem arises in that students and adults have the ability to make negative, untruthful statements about staff and other students. Blogs, text messaging, websites, etc... offer students and adults the opportunity to post potentially defamatory statements about others. Despite their quasi-public figures, courts now have taken a stand on this issue and state that teachers have the same right to their reputation that other people have. Administrators can punish students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values and students and adults should be held accountable for intentional hurt they cause others.

CONSEQUENCES

Possible consequences of misbehavior, depending on the severity and frequency of the infractions, are the following:

1. Disciplinary action by the teacher
2. Student/teacher conference
3. School/parent contact
4. Detention
5. Referral to the principal
6. School/Parent conference
7. In-school suspension
8. Suspension
9. Expulsion
10. Saturday School: \$25 charge to the parent(s).

SUSPENSION (Grades 5-8)

There are certain offenses which merit direct referral to administration for immediate action, which may result in suspension. Parents shall be obliged to attend a conference with the administration relating to the offense.

The following are examples of the offenses warranting such referral:

1. Vandalism in any form; misuse of, or stealing school property; damage to or stealing of anyone's property, including local stores and neighbors in the community.
2. Repeated defiance, disrespect, profanity, and abusive language to teachers, school helpers, crossing guards, or neighbors in the community.
3. Fighting, gang activity, or inflicting physical harm on any other student.
4. Smoking, chewing tobacco, regardless of parent consent, in school or around the premises.
5. Possession of questionable material (books, pictures, tapes etc.).
6. Leaving school premises during school hours without permission of the principal or teacher.
7. Actions and language that would normally be considered obscene.
8. Truancy.
9. A serious problem in which the class is affected and in which the individual doesn't respond to normal discipline.
10. A serious problem in which the parents refuse to cooperate.
11. Any other conduct deemed improper by the administration.

PROBATION

Probation is invoked by the principal when it becomes apparent that the student has a serious problem. It gives the student an opportunity to correct his or her problem and to assume the responsibilities involved in a more mature manner.

IN-SCHOOL SUSPENSION (Grades 3-8)

- ! Student reports directly to the school office in full uniform.
- ! Bring textbooks to in-school suspension,
- ! Bring lunch from home.
- ! All work must be completed during the in-school suspension.

EXPULSION

If a student violates the discipline code, and is suspended three times, he or she shall be expelled from the school. Automatic expulsion may result from physical assault on a member of the faculty or staff, possession of or misuse of drugs, alcohol, weapons or explosives. When a student is expelled from St. Peter Catholic School, a conference will be held with the principal, pastor, and the teacher or teachers involved. The decision of the pastor and principal is final.

Returning to School after Dismissal

Students are not permitted to return to the school building after 3:00 p.m. unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher face detention, suspension, or expulsion.

Volunteers

All individuals who volunteer in the school must have cleared fingerprints through the Diocese of Orlando and participate in Safe Environmental Training through the Diocese of Orlando. All families are required to complete the Volunteer Sign-up Sheet Annually.

Parents/volunteers who observe inappropriate student behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a student.

Home to School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Peter uses the Thursday newsletter, and via school website. Official school-wide communications will be sent with the youngest or only child. In addition, the school-to-home system is used for many communications. *Families of children whose parents reside in separate households must notify the school administrative assistant if they would like to receive more than one school mailing.*

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the school office. Students may **submit a note from their teacher**. The office phone is a business phone and students are permitted to use it only in case of an emergency. **Forgotten homework, lunch, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home the night before and written permission should be given to the teacher the morning of.

Student Directory

Within the second month of the school year, each family receives a Student Directory listing students' and parents' names, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. *These directories should not be used or sold for other purposes.*

Lost and Found

Any items found in the school building or on school grounds should be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 5 days. After 5 days items are donated to charity.**

Emergency Drills

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

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence walking on the right side in hallways and stair cases;
4. Stand in single file, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file, walking on the right side in hallways and stair cases;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

BOMB THREAT

In the event of a bomb threat students will be evacuated. If not permitted to return to the building, students may be picked up by a parent, or other authorized person at the following locations: Pre-K - 8th grade - Methodist Church

Crisis Plan

St. Peter has developed a “crisis plan” in case of a lockdown or emergency evacuation.

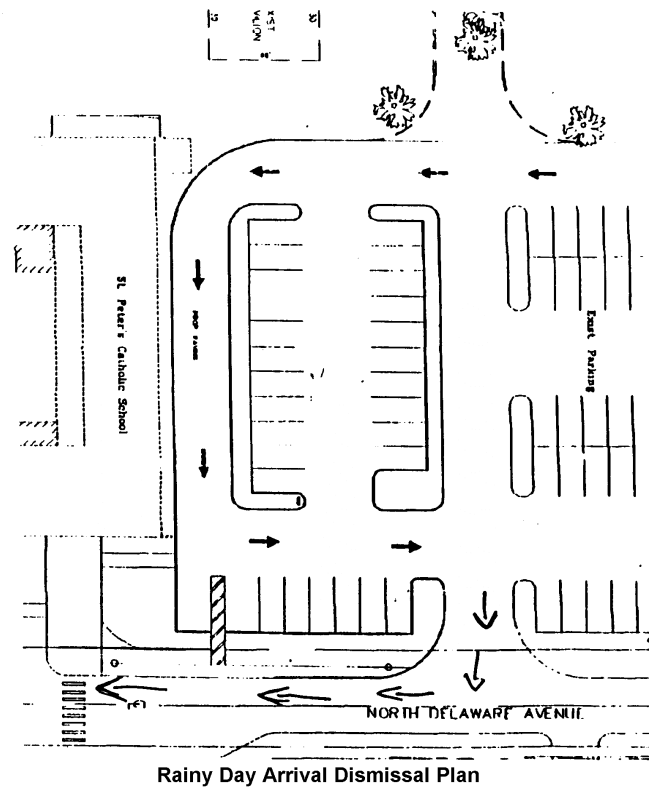
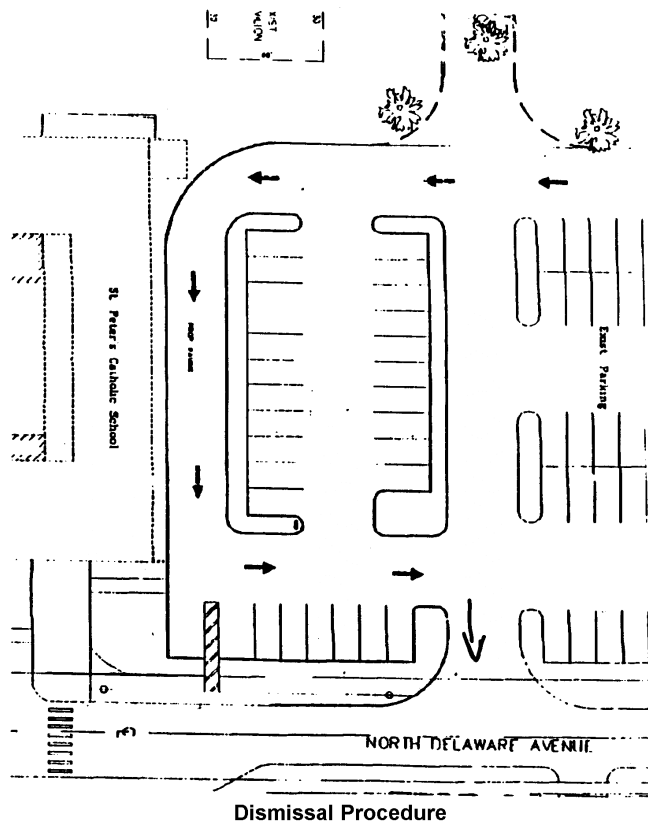
Weather Emergencies

For school closings due to weather, we will always follow Volusia County Put Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset bad weather, parents are encouraged to listen to local television and radio broadcast regarding school closures.

St. Peter reserves the right to re-open school depending on our local campus situation. Please use the following communications regarding the status of St. Peter Catholic School:

1. St. Peter opening web page.
2. St. Peter’s answering machine message.
3. Email Broadcast

Parking Lot Procedures



- K-Grade 8 students are dismissed at 3:00 p.m. each day. Students are dismissed at 2p.m. every Wednesday's unless otherwise noted.
- Parents, please be prompt in picking up your children as we have no supervision for them after 3:15 P.M. Students not picked up by 3:15 p.m. will be sent to Extended C and charged for services rendered. For the safety of our children, please leave parking area promptly. Students should not re-enter the building after dismissal unless emergency arises.
- Children may not play on the playground equipment before or after school.
- Parents may not conference to teachers while they are on duty (7:45 a.m.-3:15 p.m.). Please arrange another time for a conference.
- Obey parking lot speed limit and refrain from using cell phones.

RAINY DAY DISMISSAL PROCEDURE

- Bus students are required to be on the bus at 2:55 P.M.
- Extended care students will go directly to the extended care rooms.
- Students will be dismissed from the pavilion. In the event of lightening, students will be dismissed at the Delaware Ave. entrance. Parents please remain in your car and sure to put family name placard on passenger side of vehicle.