

Saint Peter the Apostle Catholic School Handbook

Mission Statement

Saint Peter the Apostle Catholic School exists to provide:

- * An inviting Catholic Community
- * A challenging academic curriculum
- * Unlimited opportunities to grow in virtue.

Philosophy

Our Philosophy stems from our belief that we are all Christ's hands here on earth. From this conviction, it follows that each of us has a personal responsibility to recognize the inherent worth of our lives, and the lives of others. We are called to do whatever we can to see that potential, both of others and ourselves reach its fulfillment. To that end, we should do all that we do to the best of our abilities, as our way to honor the gifts God has given us.

Saint Peter the Apostle Catholic School seeks to be an agent of the Catholic Church, educating its students both in the individual ways they can be in service to God, and in the ways they can be of service as part of a community. Saint Peter the Apostle Catholic School is supported in its endeavor by Saint Peter the Apostle Catholic Church: the pastor, staff and faith community as a whole. We seek to help create believing, contributing members of the Catholic Church, both in the present and the future. We also seek to create members of a world community, who see their place in, and their connectedness to, the rest of the world.

A Note to Students About Procedures

This handbook's purpose is to help make Saint Peter's School a really good place to be. We want every student and teacher in the school to be happy and comfortable in the place where we all spend so much of our day.

One of the ways we can achieve this is by having a clear understanding of what is expected, why it is expected, and what the results are when these expectations are not met. This particular handbook sets down for students those expectations that affect them. These policies are a collaboration of federal and state laws as governed by the State of Texas, policies as mandated by the Fort Worth Catholic Diocese, and rules as approved by the St. Peter the Apostle Catholic School Advisory Council.

This handbook is not intended to cover all diocesan and school policies and procedures. The purpose is to provide information about the most common areas that affect students and parents at SPS.

For more information, clarification, or to address topics not covered, please contact the school principal. The principal reserves the right to amend the handbook at any time. In all cases, the definitive interpretation of the handbook remains solely with the principal.

Academic

Curriculum

The curriculum at SPS is the adopted curriculum of all schools in the Diocese of Fort Worth. It is based on the accreditation standards of the Texas Catholic Conference on Education. Our textbooks are selected from the Diocesan-approved textbook list. Any parent who is interested may request to see a copy of the curriculum guide, or textbook scope and sequence.

Classroom Expectations

Our school philosophy regarding discipline is based on the *Love and Logic* program developed by Dr. Charles Fay and Jim Fay. It is a plan based on enforceable limits and suitable consequences. Please pay special attention to the set of expectations, set by teachers, given out during orientation.

Progress Reports

Progress reports will be issued for Kindergarten through 8th grade at mid-quarter. Parents sign and return these reports to the issuing teacher within a week of receipt.

Parents may make appointments to discuss progress reports with the teacher through the school office.

Report Cards

Report cards are issued four times a year at the end of each quarter for grades 4K-8. Lost report cards will incur a \$25 replacement fee.

Grading System

A	94 -100	Used for some subjects and by primary grades:
B	86 - 93	N Needs Improvement
C	76 - 85	I Improving
D	70 - 75	S Satisfactory
F	below 70	

A student who talks during a test (even if his/her paper has been turned in) will earn a zero since those still taking the test deserve silence. Any student found to be cheating will earn a zero on their work.

Honor Roll

Students in grades 5-8 are eligible for the Honor Roll.

A HONOR ROLL: "A"s in all classes

B HONOR ROLL: No grades below a "B"

(with no Xs in conduct areas)

School Supplies

All students should be properly supplied with paper, pencils, erasers, pens, etc. Students/parents are responsible for replenishing these supplies whenever needed. See school supply list for specifics.

HARD-COVER BOOKS MUST BE COVERED AT ALL TIMES. Fines will be assessed for book damage. Damage beyond the normal wear will be assessed fines: Minor damage, \$1 - \$5; Major damage, cost of new book. **LOST BOOKS WILL BE CHARGED AT REPLACEMENT COSTS**

Extracurricular Activities

Students who have no failing grades from the previous reporting period or mid-quarter report are eligible to try out or to participate in activities such as sports. A student who has a failing grade may not practice or play. When a subsequent grade check shows the student passing, they may return to practice and play.

Students who are under suspension may not participate in extracurricular students from sports participation for any reason (i.e., behavior issues, ongoing grade issues, etc.).

General Store

Paper tokens are given to our students by our staff for such things as good behavior, exceptional grades, extra effort, or when a student is "caught" doing something nice. These paper tokens are called "Starbucks." It is the responsibility of each student to keep up with his/her own "Starbucks." Once a semester students attend the General Store where they may exchange their "bucks" for goods (school supplies, small toys, puzzles, books, free dress days). Students are asked to use only their own "bucks." This program not only helps promote positive behavior, but also helps to teach lessons in adding, subtracting, economics, and the ultimate decision of value - is that item worth the effort of earning these "Starbucks?"

Teacher Availability

Our goal at St. Peter's school is to make sure all of our teachers are available to answer all of your questions. In order to make sure parents' needs are met, we ask that parents make appointments to speak with the teachers. By making an appointment, parents are sure to have the undivided attention of the teacher, prepared to answer any questions the parent has. We cannot conference at the start of the day or at dismissal as our focus must be on the students. Also, we ask parents to make sure to take advantage of our scheduled parent/teacher conferences twice during the year.

Student of the Month

Each month teachers will select one student to be "Student of the Month" based on a child's achievement in and out of class. Selection may be based on academic performance, attitude, helpfulness, etc. and is made at the teacher's discretion. The students of the month have their pictures posted outside the school office for one month. The school provides a yard sign for one month, proclaiming "St. Peter Student of the Month." Children's names are published in the St. Peter parent newsletter. Names will be displayed on the school marquee. And all students of the month may wear "Spirit Clothes" each Wednesday during his/her month.

Free Dress Days

At designated times during the year, students and staff will have the opportunity to purchase a free dress day as a way to raise money for school events and/or social ministries. Information will be sent home well in advance of each designated day. Students may also come out-of-uniform one day during the school year for their birthday.

Attendance Policies

Attendance

The doors will open at 7:30 a.m.

Students are expected to be in the classroom by 7:50 a.m.

Students must enter through the front school doors; all other doors will be locked. The school cannot accept responsibility for any students arriving before 7:30 a.m. Students 4K through 5th grade may sit outside the classroom doors until 7:45 a.m., when they will be permitted to enter the classrooms. 6th, 7th and 8th graders will report to the gym if arriving before 7:45 a.m. The students may not go to their lockers until dismissed from the gym.

Classes begin promptly at 8:00 a.m.

Tardiness

A student is considered tardy if not in homeroom by 8:00 a.m.

Students arriving after that time are considered tardy, and must be signed in by their parent. Any arrival after the 8:00 a.m. bell (even on Mass days), constitutes a tardy.

An adult must sign in students arriving after 8:00 a.m. at the school office. For students 1st grade through 8th grade four (4) tardies in a quarter will result in parent communication with the administration. Subsequent tardies that quarter will result in a \$5 fine for each tardy.

Excessive tardies will jeopardize a student's continued enrollment at Saint Peter's Catholic School. Tardiness will ordinarily be unexcused (except in emergency situations), and work missed will not be given credit.

Dismissal

Dismissal time is 3:30.

Upon dismissal, students will stand inside the school with their classes. Older siblings may be asked to stand with younger siblings. Teachers and staff will walk children to their cars. Parents may park in the front of the school and walk inside to retrieve their student(s). Students may not walk to the cars themselves, unaccompanied by an adult.

See diagram for dismissal pick-up at the back of this handbook.

Staff members will walk Extended Day children to the Extended Day area. Any students left after 3:45 p.m. will automatically be placed in Extended Day. This ensures all parents of safe supervision in case of a transportation emergency. A parent occasionally running late can be assured her child is safe. At the first occurrence there will be no fee charged. Subsequent occurrences will accrue the drop-in Extended Day rate.

If there is a change in your after school plans for your child, please try to contact the school office by 2:00 p.m. If an adult other than the usual driver comes to pick up a child, please let the school office know in writing that morning. Please be sure your substitute driver is aware of the dismissal policy. Drivers unfamiliar to the staff should be prepared to show identification. We want to be sure your children are safe.

Absences

In case of illness, a parent must notify the office before 10:00 a.m.

A written excuse from your parent is required each time you have been absent (even if the parent has called), clearly stating the date and reason for the absence, and is to be presented to the teacher on the day you return. This written excuse may be turned in or emailed directly to the teacher. Excessive absences (failing serious illness) will result in the student being asked to withdraw from the school.

Permission of the principal is required for a student who has been absent (all or part of the day) to participate in extracurricular activities, and will be given only in unavoidable circumstances.

Books and assignments for a student in 2nd through 8th grade who is absent may be requested by calling the school office by 10:00 a.m. Calls after 10:00 a.m. may not be honored, as teachers may not have the free time to prepare the work. If work is not requested, it may not be prepared. Please make every effort to pick up requested work.

Excused and Unexcused Absences

Excused absences are personal illness, doctor or dental appointments, death in family, or any other unusual cause acceptable to the teacher and the administration. The administration reserves the right to determine an absence excused or unexcused.

Vacations will be considered an unexcused absence, including vacations that anticipate or extend school vacations.

Work (including tests) missed during an unexcused absence or tardiness may not be made up. Grades of zero will be recorded for all work missed. No teacher is authorized to alter this regulation.

Extended Day

St. Peter the Apostle Catholic School Extended Day program is under the direct supervision of the principal, therefore the students receive the consistency of both the guidelines and the staff he/she is familiar with throughout the day.

The Extended Day program is not a day care program, and legally cannot operate as one. Extended Day may only be open on days the school is open, and will be closed on school holidays and may not be available on days prior to major school holidays, or on other occasions where the faculty needs to be together. These days may or may not be on the school calendar; the days will be published as soon as they are available. Extended Day is open only to registered SPS students. The after-school program begins at 3:45 until 6:00 p.m. The children are supervised at all times, with the schedule including snack-time, playtime, and study hall period for grades 2-8.

Extended Day can be used on a weekly as well as a drop-in basis. For specific fees and other details, please contact the school office.

Early Dismissal

On early dismissal days students will be dismissed at 12:00 p.m. On most Early Dismissal Days, Extended Day will be available for those who need it. Children left after 12:20 p.m. will be placed in Extended Day, and be charged the drop-in fee. Students staying in Extended Day on early dismissal days must bring a lunch.

Make-up Work

Work missed due to an excused absence must be made up within a reasonable time (a maximum of one day for each day absent) unless the work was due the day of the absence.

Long-term assignments such as History Fair, Science Fair, book reports, etc. will need to be brought to school by 8:00 a.m. whether the student comes to school or not. They will not be accepted late and a zero will be recorded.

Make-up tests will be given at the teacher's convenience, and generally not during class time. Please be prepared for this on the day you return to school unless the absence has been lengthy.

For 1st through 8th grades, missed homework that is not the result of an absence, or other extraordinary circumstance, will not be accepted late. These assignments will receive a zero grade.

Appointments

Please schedule doctor and dental appointments before or after school.

If it is necessary to leave the school for an appointment, you must:

- a. Notify the teacher the morning of the appointment.
- b. Have a parent sign you out at the office when leaving the school.
- c. If you return to school after an appointment, a parent must sign you in at the school office.

Early Dismissal or Illness at School

Parents are required to sign out students leaving the school for any reason.

Students will not be permitted to leave with anyone other than a parent unless there has been written authorization from a parent. The authorization note must also include a phone number for verification. Identification may also be requested.

We will be unable to call a student for early dismissal between 3:00 and 3:30pm unless a parental note was provided, or a call was made, to the office by 10am that morning.

Student Code of Conduct

A student's behavior should at all times reflect respect for God, parents, teachers, adults, fellow students and the property of others.

Behavior at odds with this respect will be corrected, and the student will bear the consequences of their choices and be responsible for making amends for their actions.

Every student is responsible to every adult on staff, and every adult is responsible for every student at SPS. Teaching children to be responsible for their choices is key. Children are learning all the time and we hope our school is a safe place to make mistakes.

In general, student's behavior should include:

- The qualities of honesty, self-discipline and self-respect.
- Politeness and kindness in speech, action and manner
- Respect and prayerful participation during prayer and liturgy.
- Orderly behavior.
- Preparedness for class.

Students should strive to be a credit to their parents, their school and, above all, to themselves.

Corporal punishment is not used at St. Peter the Apostle Catholic School.

Each classroom posts its rules and consequences, based on the tenets of the *Love and Logic* discipline program. Reasonable limits and suitable consequences are the hallmarks of this plan.

Some behaviors are always inappropriate:

- * Harassment, teasing and/or bullying for any reason will not be tolerated. This includes, but is not limited to, harassment on the basis of race, color, religion, national origin, gender, age, disability, appearance or any other status as protected by applicable law.
- * Pushing, shoving, fighting, or kicking is not allowed. Play fighting will be treated the same way as real fighting.
- * Absolutely no weapons may be brought to school on threat of expulsion.
- * Absolutely no drugs may be brought to school, on threat of expulsion.
- * Absolutely no pornographic materials may be brought to school, on threat of expulsion.
- * Chewing gum is not permitted on school grounds
- * Uniform rules are expected to be followed.
- * Students may not leave school grounds unless signed out by a parent or guardian, including during Extended Day hours.
- * Cell phones are not allowed in school. If a child **MUST** have a phone for when they leave campus, they must turn it in to their teacher, or the office, at the start of school. If they leave campus at the end of the school day, they may retrieve their phone. If they are going to Extended Care, the teacher, or staff member will pass the phone on an Extended Care staff member.
- * No toys, electronic games or trading cards, ipods, etc. are allowed on campus. Students must not bring cds, DVDs, etc without written consent of their teacher.

Detention

Detention is held at the discretion of the teacher/staff member issuing the detention. Before attending detention, the student will bring home a note detailing the incident, the date and amount of time of the detention, and signatures from both the teacher and the principal or assistant principal. It is the family's responsibility to sign the detention forms and return it to school the next day. If the slip is not returned the following day, detention time will automatically be doubled for each day missed. Teachers make every effort to alert parent(s) of the detention. Detention slips are not given out lightly, or without warning.

A missed detention will result in a doubling of detention time, unless the child is too ill to attend school on that day.

During detention the student will sit quietly in the assigned classroom. A staff member will be present to supervise.

Four detentions result in a one-day suspension.

Suspension or Expulsion

Some serious offenses may warrant direct suspension or expulsion (e.g. violent or vulgar behavior or language, rudeness to teachers or others, harassment of others, endangering another's life, fighting or encouraging, alcohol, drugs, destruction of property, interference with security equipment, etc.). Possession of weapons in a school

building is a criminal offense. Carrying or using a weapon (as defined by the police department) will result in instant expulsion.

Sexual harassment and/or bullying of any kind cannot and will not be tolerated under any circumstances. Sexual comments, suggestions, looks, or gestures or any other verbal or physical contact of sexual nature is never acceptable. Teasing, and/or physical intimidation, slanderous talk are some, but not all elements of bullying behavior. A first offense for bullying behavior may be up to a 3-day suspension; physical contact may result in a 5-day suspension. Any further offense may result in expulsion.

Work missed during suspension is due the first day you return. This includes assignments to be turned in and tests to be taken. A maximum grade of 70 will be given for both assignments and tests.

General Information

Tuition

St. Peter the Apostle is a member of FACTS tuition management service. More information is available on our web site under the heading 'financial,' or you may contact the Parish/School Bookkeeper, Sylvia Mendez, through the parish office.

Financial issues should never keep a family from providing a Catholic education for their children. If you are interested in financial aid, or are having trouble paying tuition, please contact the principal or the bookkeeper as soon as possible.

Office Hours

The office is open on regular days from 7:30 a.m. to 4:00 p.m. On early dismissal days it will only remain open for 20 minutes after dismissal.

Visitors at School

Permission from the principal must be obtained at least two days in advance. Teachers will not permit visitors to class without a note from the principal.

Lunch/ Cafeteria Services

For students buying their lunches, lunch is preordered and prepaid by month.

Students may bring sack lunches and purchase milk or juice.

Carbonated soft drinks may not be brought and will be forfeited.

Ice cream and other snacks are available for purchase.

Sweets and "junk food" are discouraged.

Food and drink are not to be removed from the cafeteria.

In fairness to all students we ask that parents not bring fast food for themselves or their children into the cafeteria.

Students are expected to sit in their chairs properly and use good table manners at all times.

Students will not play with, throw, or sell their food.

If a child forgets his/her lunch, we will serve them a 'Lunchable.' We will send a notice home for payment when this happens.

Communications and Newsletter

Students will take home a Wednesday folder each week, with papers for parent(s) to look over. Weekly the principal and the school office will also insert a newsletter, containing any pertinent information, upcoming events, changes for the student body, important dates, and achievements of our students and staff. Newsletters will also be sent home electronically to the email addresses provided the school by the family, and will be posted online on the school web site. Please take the time to look for and read this important information. Students and parents are responsible for all information included in the school newsletters.

Students will not be allowed to use the school telephone to contact someone to bring forgotten items such as homework, textbooks, lunches, etc., to school.

Cell phones are not allowed in school. If a parent wishes their child to have a phone for after school hours (off campus), the cell phone must be given to their teacher for safe keeping upon arrival. The phone will be given to the student at the end of the day, unless the student is going to Extended Care, when the phone will be turned over to a staff member. If a student is caught with a cell phone at an unauthorized time, or using it in an unauthorized manner, the phone will be confiscated and given to the principal. Parents must come in to claim the phone from the principal. There is a phone in the office for student use.

Field Trips

Participation in field trips is a privilege, not a right. Students considered by the teacher to be disruptive may be restricted from participating in field trips or a parent may be required to accompany the student. If a child is not allowed to attend a field trip, parents may be asked to keep them at home or pick them up from school when the class leaves.

A signed permission slip is required to participate in a field trip. A copy is provided in the back of this handbook, and on the school's web site. The signed permission slip must be at school by the date specified on the permission slip.

Homework due the day of the trip will be turned in before leaving school.

Parent drivers are required for field trips. Parents wishing to participate need to check in with the office to make sure they meet diocesan requirements for drivers (insurance requirements, Keeping Children Safe, etc.) at least 2 (two) days prior to the trip.

Uniform requirements will be noted on the permission slip. Students not meeting this requirement will stay at school rather than attending the trip.

Siblings are not allowed on field trips.

Inclement Weather

In the event of severe weather, St. Peter the Apostle Catholic School will follow the decision of the White Settlement School District. Television station Channel 5 (NBC), radio station WBAP 820 and www.nbcdfw.com will run announcements of any school closings.

Fire and Tornado Drills

Fire and tornado drills are scheduled periodically to ensure the safety of everyone at school in the event of such an emergency.

Fire drills are signaled by a sustained alarm. Students will proceed to the assigned exit in COMPLETE SILENCE, as it is necessary for everyone to be able to hear instructions. Remain with your class until signaled to return to class.

Tornado drills are signaled by classroom phone alert. The same behavior required for fire drills is also required for tornado drills. Students must move away from doors and windows, move to assigned safe locations, and assume the "duck and cover" posture.

Searches

Lockers are school property and may be searched at any time. The school also has the right to search book bags, gym bags, and purses.

Out of School Activities

No activity (sports, dances, parties) may carry the name of the school or any class within the school unless it is officially sanctioned by the school administration.

Birthdays

Families may choose to provide cookies or cupcakes for a child's class on the occasion of his/her birthday, which will be distributed at lunchtime or at dismissal. Drinks and/or party favors are not permitted, nor a party in the classroom.

We ask that parents not send birthday party invitations to school, as it is a liability issue for the Diocese. Students may come out of uniform on their birthday, or one the day of their choosing if their birthday falls during a holiday. Students may not come out of uniform on a Mass Day, or any other day which requires a Mass uniform. See Uniform Code for guidelines.

Geography Bee

Students in grades 4-8 participate in the Geography Bee. The winner takes a test to determine eligibility for the State Bee.

Spelling Bee

Students in the 5th-8th grades are eligible to participate in the school-wide spelling bee. Winners from Saint Peter's school participate in the regional spelling bee. More information about the spelling bee may be obtained from the language arts teachers.

Science Fair

Students in grades 6 and 8 may have an opportunity to participate in a science fair at Saint Peter's school. Students may also participate in the Regional Science Fair held each spring at Texas Christian University and Texas Woman's University. More information about these fairs is available from the science teachers.

History Fair

5th and 7th grade students may have to opportunity to participate in a history fair at Saint Peter's school. Students may be encouraged to enter their papers or projects in the All-Catholic History Fair held at Nolan High School. Specific information on these fairs and the types of entries permitted will be available from the history teachers.

Graduation

Eighth grade students will be asked to participate in the graduation exercises and will receive a certificate provided that:

1. All fees and tuition have been paid by May 10.

2. The student passes all required courses in the eighth grade. If one course is failed, the student will be permitted to participate in the graduation exercises, but will not receive the certificate until the course has been made up in an approved summer school. If more than one course is failed, the student will not be permitted to take part in the graduation exercises.

3. Any student not eligible to participate in the graduation exercises will also not be eligible to participate in any of the other end-of-year activities associated with graduation, such as the class trip and luncheon.

4. There is a graduation fee paid at the beginning of the school year intended to help defray end-of-the-year costs.

Library

Grades 4K through 8th attend library at least once a week. Individual students may attend more often at each teacher's discretion. Students may check out one to two books per weeks. Library books are due the next library class period.

A fine of 25 cents per day (counted on school days only) will be assessed if the books are not returned on time. Students must replace lost books.

Volunteer Program

Parent(s) who volunteer at school help us in many ways, including enhancing and supporting their children's education and providing the school with services otherwise unavailable. Families have two ways to fulfill their volunteer obligation:

- Donate 20 hours of their time, per family, during the school year, 10 hours each semester. First semester hours must be completed by Christmas Break; second semester hours, by May 31st. Examples include: driving for field trips, improvement projects around the school, helping out in the library, phone calls, helping with fund raising, coaching, etc. Any adult family member may contribute. Drivers on school field trips receive "time and a half."
- Donate needed items: Parents receive one (1) hour credit for every \$20 of supplies purchased for the school or school event (receipts must be provided). Some donations may not count towards your hours (Angel Tree, Viva, etc.). Please check with the office if you are not sure.

PARENTS ARE RESPONSIBLE FOR THE LOGGING OF THEIR HOURS AND RECEIPTS. The Log Book is located in the front office.

- Parents receive one (1) hour credit for each of the four Home and School general meetings attended during the year.
- Paying \$25.00 per volunteer hour not completed within its required semester is mandatory.
- Parents may choose to 'buy-out' of any of the major fundraisers (Fall, Viva, Spring) by paying \$100 per family, per fundraiser.

All families are responsible for any and all information contained in the HSA Volunteer Contract given out at Final Registration, and posted on the school web site at the beginning of each school year. Signing of the school handbook is an acknowledgement of the family's receipt of the Volunteer Contract.

All adults who wish to volunteer around children MUST take the Safe Environment class through the Fort Worth Diocese first. This includes driving on / attending field trips, and participating in classroom projects or events.

Home and School Association

The Home and School Association is a group of parent-led committees that organize fun family events, fund raising projects, spirit-building events, and support the students and faculty of the school. SPS room parents are required to attend Home and School meetings as part of their duties. Money raised by the Home and School helps with the school's expenses, as well as enables us to enrich the school environment with additional resources. The Home and School Association is always looking for fresh ideas, enthusiastic participation and committed parental involvement. Elections for Home and School officers are held in the spring.

School Advisory Council

Saint Peter the Apostle Catholic School Advisory Council has been established to help set policies and to advise the pastor and principal in aspects of the decision-making process for the school. Meetings are held every six weeks during the school year, and are open to all parents, unless otherwise noted.

Parents wishing an item to appear on the School Advisory Council's agenda must notify the president in writing two weeks before the subsequent meeting. Parents interested in becoming a council member may do so by contacting the school office in the spring of the school year.

SPS Men's Club

The SPS Men's Club is an organization of fathers and friends of St. Peter's who join together for fellowship, fundraising and to aid in the development and growth of SPS. More information about the club is available through the school office.

Religion Class and Liturgical Schedule

Every student at SPS receives age-appropriate religious instruction. Non-Catholic students are also required to participate in religion classes. First through eighth grades are required to attend a Celebration of the Eucharist every Friday morning at 8:00 a.m. Kindergarteners join at the discretion of their teacher. Parents and family are always invited to attend. We ask parents to allow their students to sit with their classes during Mass, as it is part of their religion curriculum (learning parts of the Mass, proper behavior and responses, etc.). Classes rotate the responsibility of preparing the Mass. Students wear Mass uniforms, no exceptions.

At the Offertory of each Friday Mass, students are encouraged to bring non-perishable goods up to the altar, which are then donated to the St. Peter Food Bank. We ask all families to try and participate each Friday.

Altar server duty is rotated among those students who have taken the required training. Servers are asked to arrive by 7:40 a.m. on the day they are to serve. If a student does not arrive by 7:50, another student will be asked to substitute. Occasionally, servers may be asked to serve a funeral Mass during the school day.

Medications

Students are not permitted to keep any medication in their possession, even over-the-counter medications. All medication must be turned in to the school nurse and administered only by an authorized authority. Students requiring any medication must have a signed authorization from the parent and a physician requesting its administration. The medication must be presented to the school nurse in the original prescription container.

All students must have permission from a teacher (except in an emergency) to go to the clinic.

Any students running a fever, and/or vomiting should not be allowed to return to school for 24 hours after symptoms disappear.

Sports

Students in grades 5-8 may participate in extracurricular sports. Participation is a privilege.

Grade requirements must be met in order to be eligible. (See Academic: Extracurricular Activities and Athletes' Contract.)

Physician's forms must be completed: no student may practice or play without a doctor's release.

Insurance coverage requirements must be met.

All parents and students must sign the Athletes' Contract for each sport. All paperwork must be turned in by the due date - no exception.

Parents of athletes will be expected to adhere to the Parents' Code of Conduct.

Organizations

National Junior Honor Society

In the spring of each year, students in grades 6-8 will have the opportunity to apply for the National Junior Honor Society. Students with a cumulative grade average of 90 or above will receive applications to join the society. Students who receive an invitation are not required to continue with an application. Applications will be reviewed by the Faculty Council on the basis of the following criteria:

A. Scholarship: In order to have received an application, the student has already fulfilled the first criteria which is a cumulative grade average of 90 or above. In addition, the committee will use the application, in particular the Awards and Honors section, to find other examples of scholarship (ex: Science Fair Awards, Duke, TIP, honor roll, etc.)

B. Leadership: Students should show that they have been elected or appointed to a leadership position in a club, sports team, or other organization. The Council may also take into consideration leadership in the classroom and the example the student gives to their peers and those in lower grades.

C. Service: Students must demonstrate (through proper documentation on the application) that they give their time to help others in the community

D. Character/Citizenship: These two standards go together to some extent. Students to be accepted to the society must show that they are well-rounded and involved in various activities not only but outside of school. Their behavior should be exemplary showing no detentions or "X" marks on the conduct part of the report card. In addition, the members of the Faculty Council discuss behavior and attitude in the classroom.

Students selected to join the Taylor Bradshaw Chapter of the National Junior Honor Society will be inducted in a special ceremony. These students will also be expected to maintain (or exceed) these standards each year. Each subsequent year the students will be required to fill out a maintenance application to show that they are still worthy of membership.

Student Council

Students in 6th, 7th and 8th grades may participate in Saint Peter's Student Council.

Private School Interscholastic Association (PSIA) and Destination Imagination (DI)

PSIA and DI are open to 1st through 8th grades as extracurricular activities. These are organizations which allow students to compete with other schools in academic and artistic areas. They promote self-confidence, academic achievement and leadership. More information about these organizations is provided at final registration.

Uniform Code

The uniform code of St. Peter's school plays an important role in the school: it unifies us as a community, it takes the focus away from how we look and places it on how we act and it discourages us from spending unnecessary money on items we may not need. All students should take pride in the Saint Peter's uniform and remember that they represent their school when seen in uniform. Students are expected to be in uniform when they are on campus. All faculty and administrators are responsible for calling a student's attention to anything that is not uniform. *The faculty and administration reserves the right to ask any student to change any aspect of their appearance if it is found to be distracting or not in the spirit of the SPS uniform code.*

Main Uniform:

All uniforms (pants, shorts, skirts, shirts, etc.), except belt, socks and shoes should be purchased from Parker Uniform. A list of appropriate uniform choices by grade level is available at Parker Uniform.

Boys:

Pants or shorts: Pants and shorts must be neat, clean and fit well. Shorts may be no shorter than 3" from mid knee. Blue slacks and shorts must stay dark navy blue, not faded. Dyeing may be necessary.

Shirts: White oxford shirt (long or short sleeved) or red knit shirt (long or short sleeved) with school emblem. No oversized (shoulder seam below shoulder, cuff below wrist) shirts allowed. All shirts must be neatly tucked in at all times. Only solid white undershirts may be worn under the uniform shirt.

Sweater: This is part of the required uniform. Sweaters may not be oversized or faded. An optional SPS sweatshirt /fleece may be offered, but may not be worn if faded or torn, and may not be worn as part of the Mass uniform.

Socks: Solid navy blue or solid white socks must be worn. No trademarks or emblems are allowed. Socks must cover the ankle.

Belts: Solid navy blue, brown or black belts must be worn with slacks or shorts having belt loops. Solid colored, braided belts may be worn.

Shoes: Black, navy or dark brown leather slip-on or tie dress shoes for 2nd through 8th grade. They should not look in any way like tennis shoes or sports shoes. No suede. Kindergarten and 1st grade may wear their choice of tennis shoes or dress shoes. Shoes may not roll, make sounds, light up, etc. Shoes must have hard soles. No sandals.

Girls:

Jumper/Skirt/Slacks/Skorts: Jumpers/skirts/slacks/skorts must be of a tasteful, modest length (about 2 1/2" from mid knee both in the front and back), neat, clean and fit well. Girls must wear shorts under the jumper or the skirt. Uniform shorts may be no shorter than 3" from mid knee.

Blouses: White middie blouses and red knit shirt (long or short sleeved) with school emblem are allowed. No oversized (shoulder seam below shoulder, cuff below wrist)

shirts allowed. Knit shirts must be tucked in neatly at all times. Only solid white undershirts may be worn under the uniform shirt.

Sweater: This is part of the required uniform. Sweaters may not be oversized or faded. An optional SPS sweatshirt/fleece may be offered through the Spirit Club, but may not be worn if faded or torn, or as part of the Mass uniform. Sweaters/sweatshirts should not be tied around the waist.

Socks: Solid navy blue or red or solid white socks must be worn. No trademarks or emblems are allowed. Socks must cover ankles. 7th/8th grade may wear neutral or navy pantyhose (no patterns, etc.). All grades may wear solid white or solid navy tights during cold weather. If socks are worn with tights, they must be the same color.

Belts: Solid navy blue, brown or black belts must be worn with slacks or skorts having belt loops. Solid colored braided belts may be worn.

Shoes: Black, navy or dark brown leather slip-on or tie dress shoes, or white and black saddle oxfords, leather. No suede. All shoes must have hard soles. No boots or ankle-high shoes please. Heel heights on shoes may not exceed 2 inches. Shoes should not look in any way like tennis shoes or sports shoes.

Junior High Students:

Junior high girls may also wear the white midy blouse or white fitted shirt with peter pan collar and blue tie.

Mass Uniform

All students 5K through 8th grade are required to wear Mass uniforms to school Mass, any diocesan Mass, Bass Hall field trips, and other designated times during the year. Boys must wear navy pants, a white button down shirt and a navy tie (ties may be purchased through Parker). Small, tasteful print on a navy tie is acceptable. Girls 5K through 5th must wear jumpers, midy blouses and ties. 6th through 8th must wear skirts, and white fitted shirt with peter pan collar and tie, and knee socks. All other uniform requirements apply to Mass uniform.

Spirit Days

For scheduled "spirit days" students may wear blue jeans with St. Peter's t-shirts (available from the school office), and tennis shoes. Students-of the Month are permitted to wear "spirit" clothes on each Wednesday their picture is posted outside the school office.

Out of Uniform

Students may have a free dress day on their birthdays (or on the school day closest to the actual birthday) and for special occasions or rewards, except on Mass days. Students are expected to dress with due regard for decorum and modesty. On special days such as all-school picture day, field trips and other announced occasions, students need to be in uniform. Guidelines regarding shorts/skirt/skort lengths, shoes, socks, jewelry, etc still apply to out of uniform dress. Nice jeans, walking shorts, are acceptable. Only solid colored Tee shirts (no writing or pictures) are acceptable. The faculty and administration reserves the right to ask any student to change any aspect of their appearance if it is found to be distracting.

In Addition:

Hair must be worn in a tasteful manner. What constitutes "tasteful" is left to the administration's discretion. Hair above the eyebrows and collar, and no hair highlights for boys; above the eyebrows or off the face for girls. Minimal lowlights (as to look natural) are acceptable for girls. Boys with facial hair must be clean-shaven. If students do not come to school clean-shaven, they will be given disposable razors to shave at school.

Fingernail polish and other makeup are unacceptable for grades 4K-8. Only girls may wear earrings - one set only, and on the earlobe. For safety reasons, the earrings should not be longer than the bottom of the earlobe (no hoops). Watches, one per student may be worn. Alarms on watches may not be sounded during school or church (sounding alarms will result in a confiscated watch). Hair bands may not be worn around the wrist. One genuinely religious ring and one genuinely religious necklace may be worn. No tattoos, whether permanent or temporary, are acceptable. No aerosol sprays of any kind are allowed in the school.

Any changes to this uniform code will be made by the administration, and a copy provided in writing to each student.

Acceptable Use Policy

Internet Terms, Conditions, And Regulations

It is the policy of Saint Peter's Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Acceptable Use - The use of Internet and related technologies must be in support of education and research and consistent with the educational (religious) objectives of Saint Peter's Catholic School. (Electronic communications to and from Saint Peter's Catholic School should reflect the Christian principles and educational goals of the school.) Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use - Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The

faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

4. Copyright - It is the policy of Saint Peter's Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or no-print materials allowed by:

- a. Copyright law
- b. Fair use guidelines
- c. Specific licenses or contractual agreements
- d. Other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of the Saint Peter's Catholic School policy, doing so at their own risk and assuming all liability.

5. Other

a. Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.

b. Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any e-mail must use the school address only.

c. No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.

d. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

e. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

f. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage software components of a computer or computing system is prohibited.

g. Prior approval for Listservs is required for student

Acceptance at Saint Peter's Catholic School each year is neither guaranteed nor automatic. Each year the faculty evaluates all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Saint Peter's or family members cause disruption to the school community.

Teachers have individual practices and procedures in their classrooms. These may not all be covered in this handbook.

The administration retains the right to amend the handbook. Students will be given prompt notification if changes are made. In all cases the interpretation of the handbook remains with the administration.

Please sign below that you have read and reviewed this handbook and then return this page to the school to be filed in the office. Continued enrollment in school constitutes acceptance of an intention to comply with the policies as stated.

This page to be signed and turned in to your homeroom teacher the first day of school.

As a student in Saint Peter the Apostle Catholic School, I recognize my responsibilities and I agree to follow all the regulations that are assigned to me. In completing my obligations, I will follow the example of Jesus.

Student Signature: _____

As a parent of a student in Saint Peter the Apostle Catholic School, I recognize my responsibility to support the policies as outlined in this handbook. I will encourage my student to follow the rules, and will support the consequences that may occur as a result of my student failing to follow these rules. In doing this, I will support my child and the staff of SPS and follow the example of Jesus.

Parent Signature: _____

Date: _____

**CATHOLIC SCHOOL SYSTEM
PARENTAL CONSENT
FOR INTERSCHOLASTIC SPORTS' PROGRAM
RELEASE OF CLAIMS, AND INDEMNIFICATION**

Students are eligible to participate in the Interscholastic Sports' Program sponsored by the schools of the Diocese of Fort Worth under the following conditions:

1. Students must maintain passing grades in all required subjects before being allowed to participate in the sports' program.
2. The student's file shall include the following information:
 - A. Evidence that he/she has had a complete physical examination each school year prior to the start of practice, and to be renewed annually. (*June to June*)
 - B. A written statement by the parent/guardian either accepting or declining the student accident insurance coverage offered through the school.
 - C. The Parental Consent for Interscholastic Sports' Program, Release of Claims, and Indemnification.

I, the parent/guardian of _____ hereinafter referred to as "my child", realize that an Interscholastic Sports Program is beneficial both to the physical and emotional development of my child, I realize that my child could be injured while playing in the Interscholastic Sports' Program and that the Diocese of Fort Worth Catholic School system is not required to have the Interscholastic Sports' Program. The Diocese of Fort Worth Catholic School System allowing my child to participate in the Interscholastic Sports' Program is sufficient consideration for me entering the legal agreement contained herein and I acknowledge that the Diocese of Fort Worth is relying on my agreement contained herein to allow my child to participate in the Interscholastic Sports Program.

Therefore, in consideration for the Diocese of Fort Worth allowing my child to participate in the Interscholastic Sports' Program, I hereby agree that my child, I, and the other natural parent of my child assume any and all risk for any injuries which my child could or might sustain in the participation of any sport. I understand that there is always the possibility of an individual being injured in the sports' program. Therefore, on behalf of myself and the other natural parent of my child, I hereby release and discharge the Diocese of Fort Worth, its agents, servants, and employees, including but not limited to, all the Catholic School System, and all teachers, coaches, and parents participating in the Interscholastic Sports Program of and from any and all claims, demands, or causes of action arising out of or connected in any way with my child participating in the Interscholastic Sports Program.

Having made the above stated contract, I request and consent to my child being permitted to participate in the Interscholastic Sports Program sponsored by the Schools of the Diocese of Fort Worth.

Name of Child: _____ **Grade:** _____

Emergency Numbers: HM: _____ **Work** _____ **Pager/Cellular:** _____

Family Doctor: _____ **Phone:** _____

Parent/Guardian Signature: _____ **Date:** _____

**PARENTAL/LEGAL GUARDIAN PERMISSION SLIP
FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from _____ School. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

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

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

PARENT'S NAME/SIGNATURE

ADDRESS

EMERGENCY PHONE NUMBER

Please return this entire form by _____

VOLUNTEER DRIVER INFORMATION SHEET

DRIVER

Name _____

Date of Birth _____

Address _____

Phone # _____

Driver's License # _____

Date of Expiration _____

VEHICLE THAT WILL BE USED:

Registered Owner _____

Model of Vehicle _____

Address of Owner _____

Make of Vehicle _____

Phone: _____

License Plate # _____

Registration Expiration _____

Inspection Expiration _____

(If more than one vehicle is to be used during the period of time you are volunteering, please provide the information for each vehicle on a separate sheet of paper.)

If you are not the registered owner of the vehicle/s you will be using, do you have the owner's permission to drive the vehicle? _____ Yes _____ No

To the best of your knowledge, is the vehicle in good working order and is it properly maintained (oil changes, brakes checked, tires checked, etc.)? _____ Yes _____ No

INSURANCE INFORMATION

Insurance Company Name _____

Policy # _____

Date of Expiration _____

Liability Limits of Policy* _____

*The minimum acceptable limits for liability if \$100,000/\$300,000

CERTIFICATION

Have you had any accidents or moving violations in the past three years? _____ Yes
_____ No

If yes, please specify, including date _____

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current registration and license for my vehicle, have a current state vehicle inspection and have the required insurance coverage in effect on any vehicle used for transportation.

Signature _____

Date _____