



1035 Hampton Street • Columbia, SC 29201
www.StPetersCatholicSchool.org
Office: (803) 252-8285
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Parent / Student Handbook
2018 - 2019

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Aubrey Wall
Principal



Dear Parent and Students,

Welcome to St. Peter's Catholic School! In choosing St. Peter's School, you have demonstrated a commitment to the values and philosophy of a Catholic Education.

The Parent/Student Handbook reflects the policies of St. Peter's School for the 2018-2019 school year. Please read this document carefully and sign the corresponding box on the Consolidated Permission Slip Form included in your Back to School Packet distributed by your child's classroom teacher during our August 26th Back to School Night Open House. This agreement states that you intend to abide by the policies of St. Peter's Catholic School during the 2018-2019 school year.

The faculty and staff of St. Peter's School look forward to working with you to promote academic excellence and spiritual development in the context of the teaching of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Many blessings,

Aubrey Wall

Aubrey Wall
Principal

Brief History of St. Peter's Catholic School

St. Peter's Catholic Church was founded by Irish Immigrants who came to Columbia in pursuit of employment. In 1829, seeking a formal place of worship, they were instrumental in building St. Peter's Catholic Church. In 1852, in an effort to educate their children in the Catholic faith that they so dearly loved, St. Peter's Catholic School was founded. It is the longest, continuously running Catholic school in the state of South Carolina. St. Peter's Catholic School was and is today the largest ministry of St. Peter's Catholic Church, providing an academically challenging education in a safe, nurturing and globally diverse environment that prepares its students for a life of faith, virtue and excellence.

FOREWARD

The information found in this handbook is presented as guidance for members of the St. Peter's Catholic School community. We realize that no handbook can be all-inclusive; therefore, the administration reserves the right to adjust and adapt policies based on the needs of the school.

It is the administration's expectation that all students, parents/guardians, faculty, and staff will familiarize themselves with these policies. Additionally, all parents and students are required to sign the Handbook verification form stating that they have read the contents and are supportive of school policies.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irrevocably broken.

Handbook is subject to change

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St. Peter's Catholic School Vision, Mission and Belief Statements

VISION STATEMENT

Children throughout the Midlands will have access to an education anchored in the Catholic faith and traditions that prepares students for life-long learning and discipleship.

MISSION STATEMENT

St. Peter's Catholic School, a ministry of St. Peter's Catholic Church since 1852, offers K4 through 6th grade students an academically challenging education in a safe, nurturing and globally diverse environment that prepares students for a life of faith, virtue and excellence.

BELIEF STATEMENTS

1. We believe that the mission of Saint Peter's Catholic School, a ministry of St. Peter's Catholic Church, is to provide to K4 through 6th grade students of the South Carolina Midlands an education that is academically excellent, SACS accredited, and anchored in the Catholic faith and traditions.
2. We believe that education is a lifelong process and we are dedicated to providing students with a strong academic foundation delivered in a manner that inspires their intrinsic desire to learn.
3. We believe it is our responsibility to recognize and encourage the development of each child's unique talents and abilities.
4. We believe that rigorous academic and personal expectations will increase individual student performance.
5. We believe that students learn in different ways and must be provided with a variety of instructional approaches that support their learning.
6. We believe that positive self-esteem enhances learning by engendering success. Therefore, we are committed to creating an environment of success based on trust and mutual respect among students, staff, teachers, administration and parents.
7. We believe that a safe and physically comfortable environment promotes student learning.
8. We believe that education, self-knowledge and spiritual well-being are the keys to becoming a useful citizen of the world.
9. We believe that participation in daily prayer, weekly Mass and the Sacraments is essential to the knowledge and growth of our Catholic faith.
10. We believe that our goal, as a community, is to become Disciples of Christ.
11. We believe that children of all faiths and races are welcome to learn, grow and achieve academically and spiritually as valued members of our community in Christ.

Administrative Authority

Fr. Gary Linsky, Pastor St. Peter's Catholic Church 1529 Assembly Street Columbia, SC 29201 P (803) 779-0036 F (803) 779-0036 Pastor@VisitStPeters.org	Mrs. Aubrey Wall, Principal B.S., Penn State University St. Peter's Catholic School M.Ed., University of South Carolina 1035 Hampton Street Columbia, SC 29201 P (803) 252-8285 F (803) 254-4736 AWall@StPetersCatholicSchool.org
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Faculty and Staff

Development Director	Alana Jordan – AJordan@StPetersCatholicSchool.org B.A., University of South Carolina
Guidance Counselor	Sr. Vitalina Chimavi, C.S.JB. – SrVitalina@StPetersCatholicSchool.org B.A., Kean University; MA, Seton University; MS, Mercy College
Administrative Assistant/Bookkeeper	Diane Davis - DDavis@StPetersCatholicSchool.org B.S., Xavier University; M.S.S.W., University of Louisville
Kindergarten 4 Teacher	Beth Pasco – BPasco@StPetersCatholicSchool.org B.S., University of Nueva Caceres, Philippines
Kindergarten 5 Teacher	Tracie Wiggins – TWiggins@StPetersCatholicSchool.org B.A., University of South Carolina
First Grade Teacher	Alison Smith - ASmith@StPetersCatholicSchool.org
Second Grade Teacher	Ellie Russell – ERussell@StPetersCatholicSchool.org B.A., University of Dallas; MA, Oakland University
Third Grade Teacher	Marie Phillips - MPhillips@StPetersCatholicSchool.org B.S., Elizabethtown College
Fourth Grade Teacher	Shannon Ronald – SRonald@StPetersCatholicSchool.org BA, University of Notre Dame; MAT, University of Notre Dame;
Fifth Grade Teacher	Christopher Coller – CColler@StPetersCatholicSchool.org B.A., Coastal Carolina University
Sixth Grade Teacher	Rachel Geene – RGeene@StPetersCatholicSchool.org B.A., Clemson University; MS, Walden University
Academic Interventionist	Kathryn Labelle – Klabelle@StPetersCatholicSchool.org B.S., State University of New York at Brockport; M.S., Nazareth College
Music	Wendy Valerio - WValerio@mozart.sc.edu B.M. Ed., Baker University; M.M. Ed., Temple University; and Ph.D. Music Ed., Temple University
Children's Choir Art Teacher	Andrew Kotylo – Music@VisitStPeters.org Monica Wyrick – MWyrick@StPetersCatholicSchool.org B.A., University of Dayton
Spanish	Ana Hidalgo – Ana@VisitStPeters.org B.A., Franciscan University; M.A., Franciscan University
Intervention Specialist	Kathryn Labelle – KLabelle@StPetersCatholicSchool.org BS, SUNY Brockport; MEd., Nazareth College

**Technology Teacher
& ASP Operator**

Librarian's Assistant

Classroom Assistant

Classroom Assistant

**Director of
Operations**

Jenny Priester – JPriester@StPetersCatholicSchool.org
B.S., University of South Carolina

Marie El-Khabbaz - MEIKhabbaz@StPetersCatholicSchool.org

Pamela Robinson - PRobinson@StPetersCatholicSchool.org

Eleanor Moore – EMoore@StPetersCatholicSchool.org

Bruce Haas – Bruce@VisitStPeters.org

Parent/Teacher Organization (PTO)

The PTO is comprised of teachers and parents working in collaboration with the principal and the school board to support the educational, financial and spiritual goals of the school. PTO Officers organize standing committees that mobilize volunteer teams to coordinate events like Catholic Schools Week, school fairs and picnics, fundraising drives, Teacher Appreciation Week and other school events. Members of the PTO coordinate room parents, assist teachers in classrooms and in the school cafeteria, provide transportation and chaperone on field trips, and implement activities to support and improve our school. Please consider becoming an active member in your PTO.

Advisory Board

St. Peter's School Board is comprised of the Pastor, Principal, parents and members of St. Peter's Catholic Church. The School Board serves in an advisory capacity to the school and Principal.

Advisory Board Members

Fr. Gary Linsky, Deacon Michael Younginer, Mr. Bruce Haas, Mrs. Aubrey Wall, and Mrs. Alana Jordan.

ADMISSION POLICY

NEW APPLICANTS

Enrollment is online at RenWeb.com Parents wishing to enroll students at St. Peter's should go to RenWeb.com, select Logins from the menu bar and ParentsWeb Login from the drop-down menu. When the RenWeb ParentsWeb Login screen opens, select Create New ParentsWeb Account and enter St. Peter's District Code is SPC-SC.

SC State law dictates that students entering 4 year-old Kindergarten must be four years of age on or before September 1. Students entering 5 year-old Kindergarten must be five years of age on or before September 1. First grade students must be six years of age on or before September 1.

The following priorities will be used to accept members to St. Peter's Catholic School: 1. Members of St. Peter's Parish 2. Members of other parishes 3. Non-Catholic students.

PLACEMENT AND SCREENING

Four year-old Kindergarteners will be assessed at the end of the K4 school year by the classroom teacher to determine readiness for five year-old Kindergarten.

Prior school records must be requested before final student placement can be made. Any child enrolling after the school year has begun will be admitted on a probationary basis until all documentation has been received.

CONFIDENTIALITY

A separate record will be kept for each registered student. These records will be kept in a confidential manner.

NONDISCRIMINATORY POLICY

St. Peter's 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 of 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 other school-administered programs.

REQUIRED DOCUMENTATION

Per Diocesan policy, the following documents must be submitted and kept on file for the duration of the student's attendance:

1. Parish Verification (for parishioners only)

2. Baptismal Certificate required for Catholic students
3. Birth Certificate Copy
4. SC Cumulative School Health Record if applicable
5. SC Certificate of Immunization (DHEC Form 2740)*
6. Academic Records and testing from prior schools (for transfer students only)
7. Documentation for students with special education, psychological and/or medical needs from doctors provided by parents/guardians
8. Any legal documents or custodial agreements ordered by the South Carolina legal system and/or Family Service Agencies

*Failure to submit a SC DHEC Form 2740 with the box checked for school admission or a SC DHEC Form 2740 with the Medical Exemption Section completed within thirty (30) days of admission may result in suspension of the student until the form is received. Due to changes in DHEC Immunization Regulations, updated forms may also be requested of any student at any time and must be received within thirty (30) days of the request or less if notified of such.

NOTICE OF CHANGE OF POLICY

Effective with the 2015-2016 Academic School Year, the Diocese of Charleston mandates that all Catholic Schools within the Diocese refuse to accept a Certificate of Religious Exemption for new students to satisfy the requirement of an immunization record for enrollment.

LEGAL ISSUES

St. Peter's abides by the provisions of the "Buckley Amendment" which states that non-custodial parents requesting access to academic records and information regarding grades and academic progress shall not be denied unless there is a court order on file with the school specifically denying access to such records and information. Also, if there are custody issues with a child, the school must have a copy of the Court Order that outlines the custody agreement. St. Peter's cannot deny a parent access to his/her child without this document.

RETURNING STUDENTS

Each February, currently enrolled students will be given the opportunity to re-enroll for the following school year. Registration packets will be sent home for each family to complete and return by the deadline to guarantee a spot for the next school year.

SPECIAL NEEDS

Parents must submit documentation from certified medical professionals to the Principal for any conditions that require special services and/or consideration. The school administration and guidance staff will develop a Student Assistance Plan (SAP) that will offer reasonable yet specific classroom accommodations for students, and will work closely with the classroom teacher to monitor and assist teachers in making sure these provisions are being successfully implemented in the classroom. For special services that are not offered at St. Peter's, parents are asked to contact the SC State Department of Education and/or the local public school district for guidelines regarding pull-out services available through the local school district.

STAFFING RATIOS

Students shall be directly supervised at all times by St. Peter's Faculty and/or Staff following DSS Staffing Ratios. A written account for students in K4 will be maintained by the Lead Teacher or her designee. This account will track a student's movements on the premises and on field trips during program hours.

TRANSFER AND WITHDRAWAL

Notice of transfer or withdrawal of a student is to be made in writing by the parent or guardian to the Principal no later than two (2) weeks before the withdrawal date. This will enable the teacher to secure grades and the parent/guardian to settle accounts. Records will be sent directly to the transfer school. *[A student withdrawing from St. Peter's in the first semester must pay for the entire first semester. A student withdrawing during the second semester is bound to pay the entire years' tuition.]*

All financial obligations must be fulfilled before school records will be released.

REQUEST TO WITHDRAW DISCLAIMER

We believe that the education of students at St. Peter's constitutes a partnership between the school and parents/guardians. Just as the parent/guardian has the right to withdraw a child from school, the school administration also reserves the right to require student withdrawal if the administration determines that the school/parent partnership is irrevocably broken.

FACTS TUITION MANAGEMENT

Tuition is collected monthly on either the 5th or the 20th of the month by automatic withdrawal from a specified account through The FACTS Tuition Management System. An application must be filled out and submitted to the school office along with a voided check if the designated account is a checking account. Debits may also be made from a savings or money market account. Annual tuition may be paid over a twelve-month period beginning in June and ending in May. Other options include paying monthly or annually with a credit card or paying in full with a check or credit card. Only tuition is paid through the FACTS Tuition Management System. All other fees, etc. are paid directly to St. Peter's Catholic School. Return check fee is \$35.00 per check. Failure to pay tuition may result in suspension of the student until the account is made current.

Tuition may be paid in full directly to St. Peter's School with a check or cash. A discount of 3% is offered on tuition paid in full for returning students paying in June and for all new students at time of enrollment. The 3% discount does not apply if other financial assistance or scholarships have been awarded.

NON-REFUNDABLE STUDENT FEES

Student Fees are payable directly to St. Peter's Catholic School and are due in May for re-enrollment or at the time of enrollment for new students. Parents/Guardians may elect to pay the Non-refundable Student Fees in three (3) monthly installments. Parents/Guardians must notify the bookkeeper in writing at the time of re-registration or upon enrollment of their choice of payment options.

TUITION

Families who attend St. Peter's Catholic Church or a local parish church with documentation from the pastor qualify for a parishioner discount if they are "in good standing" with the Church. A Parishioner "in good standing": meets the following criteria: A parishioner must be registered at St. Peter's Catholic Church or a local parish church with documentation; as a parishioner you must attend Sunday Mass weekly with your child; as a parishioner you must consistently contribute an identifiable monetary offering to the church; and as a parishioner you must share in the various ministries of the Church. A baptismal certificate must be provided for any student identified as 'Catholic' in order to receive a parishioner designation and be granted a discount. Failure to submit a baptismal certificate may result in loss of parishioner designation and discount.

STEWARDSHIP

Catholic schools exist to provide faith formation and academic excellence. We are all called by our Church to be stewards for the generations to come. As such, our primary mission is to create life-long learners with a commitment to Christian service. As the stewards of our school, St. Peter’s School families are expected to provide time, talent and treasure. We are answering the call of our Church as a school by providing our students with Gospel truths in a safe and competitive academic environment. All Catholic families must be in good standing with their parish in order to receive the parishioner rate. Please consult the parish office to determine your eligibility. All families are required to support the mission of the school through regular attendance at church.

A. Time and Talent:

All families are expected to participate in the building of community through volunteering. The school is only as successful as we jointly make it. Families are required to have at least one family member attend and support all of Parent and Teacher Organization meetings and events. Prior to the start of the school year, you will receive a PTO Volunteer Registration Form to complete and return to the school.

B. Treasure:

Participation in the fundraising efforts of the school is mandatory for each family. Monies raised by the three (3) fundraisers enhance the academic, athletic and fine arts program; and helps to maintain tuition costs

C. Parishioner Status Form for members of St. Peter’s Catholic Church or a local parish church:

We are registered, contributing and active members of St. Peter’s Catholic Parish or a local Catholic church. We have been parishioners “in good standing” for a minimum of six months, our student/s have been baptized in the Catholic church and we have provided our student/s baptismal certificate/s to the school. We understand that the designated parish may be contacted regarding our status. We understand that if we do not qualify under the parish’s requirements that we will be responsible for the non-parishioner rate.

**ST. PETER’S CATHOLIC SCHOOL
2018-2019 SCHOOL TUITION AND FEES**

	Parishioner	
1st Child		\$5,250.00/Year
2nd Child		\$4,500.00/Year
Each Additional Child		\$4,250.00/Year

	Non-Parishioner	
1st Child		\$6,550.00/Year
2nd Child		\$6,100.00/Year
Each Additional Child		\$5,600.00/Year

**Non-Refundable Returning Student Fees –
New Student Fees Due upon Enrollment**

Registration Fee Returning Student	\$175.00
Returning Student RenWeb Fee	\$10.00
Registration Fee New Student	\$200.00
New Student Application/RenWeb	\$70.00
Diocesan Fee	\$54.00
Consumables	\$180.00
Capitol Improvement	\$100.00

PTO Family Fee	\$50.00
Art, Technology, Yearbook	\$75.00
Total Due Returning Student	\$644.00
Total Due New Student	\$729.00

Tuition Assistance Applications may be accessed through RenWeb ParentsWeb as part of the online application process.

Tuition Options: Monthly Drafts, Semi-Annual or Quarterly Drafts through the FACTS Tuition Management Program; or Tuition paid in full by Friday, June 29, 2018 by 12 noon for a 3% discount. The 3% discount does not apply if other financial assistance or scholarships have been awarded.

**FIRST MONTH'S TUITION INSTALLMENT
FOR 2018-2019 DUE JUNE, 2018**

After School Program
Full Time \$200.00 Monthly
September, 2018 through May, 2019
Part Time \$20.00 Daily per child
Early Dismissal Mondays \$30.00 per child
Per Early Dismissal Monday
Enrichment Days \$40 per child
Not to exceed \$80.00 per Family per Enrichment Day
Late Fees Apply
Returned check fee is \$35.00 per check plus charge back fee assessed by St. Peter's Financial Institution

St. Peter's Catholic School reserves the right to adjust this schedule as necessary. In the event of a fee adjustment, every effort will be made to notify the school community.

School Program & Policies

ACADEMIC POLICIES

GRADING

Students in first through sixth grades receive letter grades in academic subject areas. Grades of "E" - *Excellent*, "S" - *Satisfactory*, "I" - *Improving* or "U" - *Unsatisfactory* are assigned for special area subjects.

Please note that participation at two music performances is required of all students. Students who do not participate may **not** receive a grade higher than an "S".

Letter grades correlate to the following numerical scale:

98-100	A+	80-82	C+
95-97	A	77-79	C
92-94	A-	74-76	C-
89-91	B+	70-73	D
86-88	B	69 and below	F
83-85	B-		

HOMEWORK

The main purpose of homework is for practice and reinforcement of skills taught during daily instruction. Homework should not be overly burdensome for students or parents.

The following is a recommendation for the average amount of time students should spend doing homework based on grade level:

Grades K4 and K5	15 minutes of nightly reading
Grades 1 and 2	15 – 30 minutes, plus 15 minutes of reading
Grades 3 and 4	30 – 45 minutes, plus 20 minutes of reading
Grades 5 and 6	45 – 60 minutes, plus 30 minutes of reading

If your child consistently needs more time than the above guidelines, please notify your child's teacher.

Homework will not be assigned on any school activity night or scheduled PTO meeting night. Homework is not assigned on weekends with the exception of long-term projects or extended assignments or make-up work due to absence. If a student is ill or absent, parents/guardians may request homework assignments. Upon return the student's teacher will work with the student if any additional make up work is necessary. Adequate time will be given for completion of missed assignments.

Homework is posted in each classroom and students in grades 2 through 6 are given time each day to copy their assignments in their student planners. Weekly Plans will also be posted on each teacher's web page each Tuesday (go to: www.StPetersCatholicSchool.org; click on Current Parents; click on Class Newsletters to find your child's grade.) Students learn personal responsibility by being held accountable for recording all assignments and for returning all homework materials and textbooks to school the following day. Teachers will check and review homework and give timely feedback to students and parents.

REPORT CARDS AND CONFERENCES

Report Cards will be issued every nine weeks. Progress reports will be sent home for every student at the end of the first four and one-half weeks. Progress reports will be sent at the four and one half week point for the remaining marking periods.

The first nine-week report card will be given to parents during conferences. Students will not attend school on that day to allow teachers to meet with all parents. Appointments must be made for these conferences by signing up in the school office. Please **do not** phone teachers directly to schedule conference times. Please check with your child's teacher about their preference regarding students attending conferences.

Either the teacher or the parents may request additional conferences at any time. Parents requesting conferences should contact the school office to schedule an appointment. Due to additional responsibilities and time constraints of teachers, conference scheduling is required.

K4 and K5 teachers will use a developmental checklist format rather than the standard Diocesan report card.

Please consult the school calendar for distribution dates for all progress reports and report card distribution dates.

HONOR ROLL

Semester Honor Rolls will be issued for grades 4 through 6 ONLY:

- [A] Honor Roll – Grades of A- and above in a marking period;
S or E in Special Areas
- [A/B] Honor Roll – Grades of B- and above in a marking period;
S or E in Special Areas

Golden Angel Pin – The purpose of the “Golden Angel Pin” is to give greater emphasis to academic achievement and/or academic improvement, hard work and determination. The pin will be awarded to students in grades 2 through 6 at the completion of the first and second semesters.

Criteria

1. Limited to students in grades 2 through 6.
2. Academic improvement based on an increase of one letter grade in at least one subject while maintaining grades in all other subjects and not failing any subject.
3. All Special Area grades must be an “E” or an “S”.

St. Peter’s Keys of Success – Students in grades 2 through 6 who exhibit self-discipline, consideration of and service to others, respectfulness, honesty, and a high regard for Christian values may be awarded a St. Peter’s Key. The St. Peter’s Key is presented at the completion of the first and second semesters.

CURRICULUM

Students receive instruction in the areas of Religion, Reading, Language Arts, Math, Science, Social Studies, Physical Education, Art, Music, Spanish, Technology and Library. Teachers follow Diocesan, State and National Curriculum standards. Diocesan and SC State Curriculum guides are available for review on our school website. SC State Curriculum Standards are also available on the State Department of Education website, [_](#) and the Diocesan website www.sccatholic.org

TUTORING

A parent/guardian may request tutoring should their student need additional assistance in any subject area. Tutoring may be arranged through the classroom teacher or the guidance counselor.

RELIGIOUS EDUCATION

All students, regardless of faith, are required to take religion classes, attend liturgies and respectfully participate in other required religious activities.

SUMMER READING

Summer reading is a requirement of the academic program. Summer reading lists and assignments are distributed prior to summer break and are posted on the school website.

PERSONAL PROPERTY

Students are discouraged from bringing personal items to school. Non-instructional items are not permitted at school. These items include by are not limited to ipods, tablets, electronic games, cell phones, fidget spinners, etc.

LOST AND FOUND

Lost and found is located in a bin in the hallway near the elevator. Items not collected at the close of the school year become the property of the school.

LIBRARY

Library is scheduled as a weekly activity, and is open daily during regular school hours for conducting research, checking out and returning books, and as a quiet place for study and silent reading. Library classes consist of story time and guided book selection. Students and teachers may use the Library when other classes are not scheduled.

TECHNOLOGY

Technology classes are scheduled once a week for grades 1 through 6. Students receive instruction in keyboarding and software applications. The curriculum integrates and enhances math,

writing and research skills learned in the classroom. Teachers may request additional time in the lab when other classes are not scheduled.

PROMOTION/RETENTION

Students are promoted when they have successfully completed the Diocesan requirements for their grade level. St. Peter's considers the following benchmarks when considering retention:

- Inadequate completion of grade level work.
- report card grades in two or more subjects for more than two quarters.
- Demonstration of social, emotional or physical immaturity not compatible with grade level

STANDARDIZED TESTING

In accordance with Diocesan policy, the MAP (Measure of Academic Progress) Test is administered to students in grades 1 through 6. MAP Testing will take place 3 times over the course of the school year. MAP Testing is used to measure a student's progress or growth in school. Teachers use student scores to differentiate their classroom instruction in an effort to meet the needs of all students. Copies of test results will be distributed and parents will be informed of how to interpret their child's test results.

COMMUNICATION

EMERGENCY CONTACT INFORMATION

An Emergency Information/First Aid Permission Form will be distributed to parents/guardians for each child. One form must be completed for each child registered. This form will be retained in the School Office. **In the event that any of this information changes during the school year, it is the responsibility of the parents/guardians to provide the school with updated information.**

Parents may contact the school office by phone to leave a message for classroom teachers during regular school hours; 7:55 am until 3:30 pm. Parents may also contact teachers via school e-mail. (See Faculty List with e-mail addresses).

Parents wishing to speak with the Principal or schedule an appointment are welcome to phone the school office during business hours; 8:00 am to 4:30 pm, Monday through Friday at 803-252-8285. Parents are also welcome to email the principal to schedule an appointment. AWall@StPetersCatholicSchool.org.

CRISIS PLAN

St. Peter's Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. If a situation requires the school to go on lockdown, teachers and staff will provide for the care of your child onsite. Parents/Guardians are asked not to attempt to pick up their child during a lockdown. Instead Parents/Guardians are required to remain off of campus and await instructions. Instructions will be forthcoming from emergency personnel, the principal or designee, via local television/radio stations; School Mesenger; email or phone as the situation warrants.

In the event of an emergency requiring the building to be evacuated, students will be moved to one of two secure designated locations: St. Peter's Catholic Church's Cardinal Bernardin Center or off campus across the street at the Richland County Main Library. Parents/Guardians should await instructions off campus. Communication will be as above.

PRINCIPAL'S NEWSLETTER

Principal's newsletters featuring school news, events and reminders will be sent home monthly. The newsletter will be also be posted in PDF format on St. Peter's web page: www.StPetersCatholicSchool.org

TEACHER WEBPAGES

Teachers have their own classroom webpages to highlight classroom events, give an overview of the week's plans, notify parents of upcoming classroom events and contain tips and resources to keep you informed. Teacher webpages can be accessed via a link on the school website.

Go to: www.StPetersCatholicSchool.org; click on [Current Parents](#); click on [Class Newsletter](#).

WEEKLY FOLDERS

Folders containing student work and papers to be signed will be sent home for first through sixth graders. Please review the papers your child brings home, sign all tests and items indicated and return folders as directed by the teacher that same week. Kindergartners will bring folders home daily.

WEATHER EMERGENCIES

St. Peter's follows the Richland One School District policy for school closings, delayed openings or early dismissals due to inclement weather. **WIS-TV 10** lists school closings or delayed openings beginning at 5:30 am.

St. Peter's reserves the right to NOT follow Richland One School District. In the event that St. Peter's elects not to follow Richland One, families will be notified using the Emergency Contact System, School Messenger, or other appropriate means.

TELEPHONE USE

Students are not allowed to use telephones to request forgotten assignments, folders, books or lunches. In the event of an emergency, a staff member will contact the parent or guardian. Student use of cell phones is prohibited. Cell phones including smart watches brought to school will be confiscated and parents will be notified.

Cell phones will not be used by parent/guardians in carpool, during conferences, while in the school building or at school functions.

DISCIPLINE

St. Peter's does not tolerate disruptive behavior in the classroom that prevents other students from receiving instruction. Aggressive and/or violent behavior of any kind, including bullying or harassment will not be tolerated. In the case of disruptive or aggressive behavior, students will be removed from the classroom. Parents will be immediately notified. If incidents of aggression or bullying persist, students may be suspended out of school. Students will not be allowed to make up any work missed during Out-of-School Suspension.

According to Diocesan Policy #5053.1, there are two specific situations which may call for expulsion:

- when the moral or physical well-being of the student body or faculty is endangered (as in when a student brings any firearm or weapon to school)
- when there is any positive promotion against religion or faith

Therefore, students may not possess, handle, use or give to someone else, a knife, razor, ice pick, explosive device including firecrackers and fireworks, machete, any firearm including BB and pellet guns or any other object that can be reasonably perceived to be intended for use as a weapon.

GENERAL SCHOOL RULES

1. Treat all others with respect and courtesy.
2. Treat the school building and school property (including textbooks, library books and all equipment) with respect.
3. Be on time and be prepared for school each day.
4. Do your best in all things.

Teachers may add specific class rules to the above list at their discretion. Teachers in grades 4 through 6 may use their own discipline plan or modify the school-wide plan.

Students are not allowed to chew gum anywhere on campus including the parking lot.

HARRASSMENT AND BULLYING

- Harassment occurs when a person makes verbal comments or physical contact with another person who does not want these comments or contacts.

- Sexual harassment is a particular type of harassment that involves sexual comments, innuendo, invitations and/or requests.

- Bullying is a type of harassment that involves some type of force, whether overt or subtle.

- Harassment of any kind demeans another and the perpetrator fails to respect the dignity of the victim.

- The following are facts and guidelines concerning harassment that all St. Peter's students and families should be aware of and follow:

1. An action does not have to be overt to be harassment. Sometimes suggestive looks have been considered harassment.

2. Harassment does not have to be a pattern of behavior. One incident may constitute harassment. The recipient sets the standard.

3. Since touching, in any manner can be construed as harassment, teachers, parents and students should be careful about putting their hands on one another.

4. Demeaning behavior of any kind can be considered harassment. Do not single out a particular student to be the recipient of jokes or teasing. The student may not think it is funny, and your actions may be considered harassment.

5. There is no firm line separating joking or teasing from harassment. BE CAREFUL! Ask yourself: How would it feel if someone treated me this way?

6. Harassment will not be tolerated in any form at St. Peter's including cyber/internet bullying on or off campus.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com, Zanga, Friendster, Facebook, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

AFTER SCHOOL DETENTION

The Administration of St. Peter's Catholic School reserves the right to implement After School Detention as a consequence for behavioral, attendance and uniform policy infractions. A notice will be sent home requiring a parent's/guardian's signature.

ATTENDANCE

The school day begins at 7:55 am. Instruction begins promptly at 8:00 following the tardy bell. Based on state regulations, students must be in attendance for 180 days.

A written statement by a physician or the parent/guardian stating the reason for absences must be submitted on the day the student returns to school for an absence to be excused.

Absence for reasons other than illness is discouraged. Special requests must be submitted to the Principal, in writing, at least one week in advance and will be approved on a case-by-case basis. Students are expected to make up any missed class work and homework.

Parents/guardians may request homework and/or class work assignments by leaving a message with the school office or emailing the teacher by 11:30 am. Missed work must be made up within a reasonable amount of time as determined by the teacher.

Please be advised that per SC State Law, excessive absences may result in student retention. Whenever possible, professional appointments should be scheduled during after school hours or on school holidays.

If a child leaves school early for any reason other than illness or a scheduled clinical appointment before 11:30 am he/she will be considered absent for the entire day. Students leaving after 11:30 am will be counted absent for one half day. Children are counted tardy if they arrive after the 8:00am bell. For late arrival after clinical appointments that are accompanied by a note from the clinician, doctor or dentist these tardies will be counted as excused.

EARLY CARE

Supervised Early Care is provided free of charge. Students may arrive at school as early as 7:30 am. Students in K4 through third grade will be seated in the hall outside their classrooms. Students may select a book from book baskets made available for silent reading. One teacher will be on duty as hall monitor. Students needing to use restrooms should request permission from the teacher on duty. Teachers will welcome students into the classroom at 7:55 am.

Students in grades 4 through 6 will report to the library at 7:30 am where they may study or read silently. There will be one teacher on duty in the library. Students must ask the teacher on duty for permission to use the restroom on the downstairs hall only. Students will not be permitted to go upstairs for any reason until they are dismissed by the teacher on duty at 7:55 am.

TARDIES

Please make every effort to ensure that your child arrives at school on time at 7:55am. This will minimize classroom disruptions once instruction has begun.

Parents **must** accompany students arriving after the 8:00am tardy bell into the office to sign their child into school. Parents will not be allowed to escort students who are tardy to class. Tardies are recorded on the student's permanent attendance record.

****Students will be allowed four tardies per quarter without penalty****

CONSEQUENCES FOR EXCESSIVE TARDIES

In an effort to alleviate excessive tardies, each quarter the minutes late will be calculated. Parents/guardians will be notified of the accumulated loss of instructional time. If unexcused tardies exceed 90 minutes per quarter a conference with the Principal will be required.

MORNING PRAYER

Morning Prayer is an integral part of the instructional day. It provides time for students and teachers to gather for daily worship and reflection and establishes the spiritual center for our day. Students are expected to be present for Morning Prayer. Any student arriving after Morning Prayer has begun (8:30am – 9:00 am) must be signed in as tardy in the office and escorted by their parent/guardian to Church and delivered to their classroom teacher.

UNIFORM DRESS CODE

Students in all grades wear uniforms at St. Peter's. Uniforms may be purchased online or by phone from:

Lands' End School Uniforms
(800) 469-2222
www.LandsEnd.com

To order uniforms online, go to St. Peter's School website www.StPetersCatholicSchool.org and click on Current Parents then Uniforms and then the Lands' End link. St. Peter's School Land's End Preferred School Number is 900047911.

Girl's Dress Uniform: Grades K4 – 3rd

- Plaid jumper of modest length (no more than two inches above knee)
- Round collared plain white blouse, white turtleneck or white polo shirt. Students are required to have one shirt with St. Peter's embroidered logo.
- White or navy blue knee socks or ankle socks (**socks must be visible above the ankle. No "footie" socks. Tights are acceptable.**)
- All types of footwear are acceptable except: **NO** boots, sandals, platform shoes, flip-flops, clogs, crocs, light up, sparkle, Uggs or "Heelies" may be worn. Athletic shoes in predominately white, black, gray, navy or brown. No athletic shoes on the altar.
- Solid navy blue sweaters, St. Peter's sweatshirts, St. Peter's fleece or sleeveless fleece vest may be worn.
- Only clear nail polish may be worn.

4th, 5th, 6th Grade Girls:

- Plaid skirt and white over blouse or white or red polo shirt with navy or white knee socks or ankle socks. Socks must be visible above the ankle.
- Rules as above for footwear and sweaters and outer wear

Boy's Dress Uniform: Grades K4 – 6th

- Navy blue dress pants
- White collared, oxford shirt (short or long sleeve) with navy blue tie or navy blue bow tie.
- Navy, brown or black belts must be worn (optional for K4 and K5).
- Solid colored navy blue or white socks. Socks must be visible above the ankle.
- All types of footwear are acceptable except: **NO** boots, sandals, flip-flops, clogs, crocs, light up, sparkle, Uggs or "Heelies" may be worn. Athletic shoes in predominately white, black, gray, navy or brown. No athletic shoes on the altar.
- Solid navy blue sweaters, St. Peter's sweatshirts or St. Peter's fleece may be worn.

4th, 5th, 6th Grade Boys:

- Navy blue shorts or dress pants with black or brown belt
- Red or white polo shirt. Students are required to have one shirt with St. Peter's embroidered logo.
- Rules for footwear as above

Winter Uniform:

- All students may elect to wear long navy dress pants with belt
- Long sleeved polo shirts or turtlenecks in colors as above
- Dress uniform as above for Mass Days
- Rules for footwear as above
- Winter coats and outerwear may be worn to school and during recess but cannot be worn in the classroom
- Navy fleece vest or jacket with St. Peter's embroidery may be worn in the classroom.

PE Uniform for all students - Summer Uniform

Navy blue shorts with belt
Belt not required on PE days
St. Peter's logo t-shirt
Rules for footwear as above

PE Uniform for all students -Winter Uniform

Navy blue sweat pants
Navy blue St. Peter's sweatshirt
St. Peter's logo t-shirt
Rules for footwear as above

*Uniform Dress Code is subject to change.

SUMMER UNIFORM

Summer uniforms of navy blue walking shorts, navy skort, and white polo shirts may be worn by students in grades K4-3rd. Students in grades 4 through 6 may wear a summer uniform consisting of navy blue walking shorts, and a white or red polo shirt. Summer uniforms may be worn from August 20, 2018 through October 31, 2018 and from March 1, 2019 through May 31, 2019, with the exception of Wednesdays or unless otherwise noted.

****The Dress Uniform is required on All Mass Days****

APPEARANCE

Bracelets, necklaces and other jewelry (with the exception of a cross or holy medal on a thin chain) are not allowed. Girls may wear small, post, pierced earrings. No dangling earrings or hoops of any kind may be worn. Students are expected to be neat and clean in appearance. Hairstyles for girls and boys should be traditional and conservative.

- **Boy's hair must be cut above the ears and not touch the collar**
- **Boys may not wear pierced earrings of any kind.**
- **All students' hair must be a natural color.**
- **No students may have a visible tattoo.**
- **Hair for boys and girls must permit clear vision**

BOOKBAGS AND SUPPLIES

Students may use a backpack of their choice. Backpacks with wheels will be allowed in grades 4 through 6. Book bags with wheels must be carried up and down the stairs by the handle or strap. Students may not use suitcases as a backpack.

Supply lists are distributed at the end of each school year. Parents are to purchase school supplies and send to school with students during the first three (3) days of school.

All hardcover textbooks must remain covered at all times. Lost or damaged textbooks and workbooks will be replaced at parents' expense.

ACTIVITIES

FIELD TRIPS

St. Peter's unique location in the heart of downtown provides many excellent opportunities for teachers to extend learning beyond the classroom walls. Field trips are an important part of the educational experience and classes are encouraged to take advantage of the many cultural and educational opportunities available to St. Peter's School. When needed, transportation will be provided by parent volunteers and organized by classroom teachers. Drivers must be 21 years of age and hold a valid driver's license, have completed the required SAFE HAVEN training with a certificate on file and be cleared by the Diocese. Volunteers must also complete a Diocesan Adult Hold Harmless Indemnity Agreement. Drivers must present a copy of their insurance card and their driver's license along with the Driver's Information Sheet to be kept on file. These documents must be on file with the School prior to

participation in any Field Trip in which they will serve as a driver. Vehicles must be properly registered, inspected and insured with a minimum liability limit of \$100,000/\$300,000. Vehicles must also be equipped with a seat belt for each student passenger in the back seat. Students younger than seven years must be transported in car seats. Parents must fill out a Driver Information Sheet that will be kept on file at school. Field Trip permission forms must also be submitted. Students will not be permitted to attend a field trip without the signed official permission forms. A telephone call will not be accepted in lieu of the proper field trip permission slip. All monies collected for a field trip are non-refundable. **Official chaperones may not bring pre-school or school-age siblings on the field trip.** Transportation may be by school bus or by foot as deemed necessary.

SERVICE LEARNING

Service to others is an important part of our Catholic Christian tradition. Students are involved throughout the year in projects with local hospitals, nursing homes and other local agencies that provide services to families in need.

HONOR GUARD

The Honor Guard is comprised of fifth and sixth grade students whose purpose is to serve St. Peter's School, its teachers and students. Honor Guard members will assist students and teachers during afternoon carline. This is a responsibility that must be taken seriously. When a student is scheduled to be an Honor Guard, he/she must be on time in the morning and remain for the entire duration of carpool in the afternoon. Excessive discipline and/or behavior problems will result in removal from the Honor Guard.

ALTAR SERVERS

Catholic students in grades 5 and 6 are eligible to be trained as altar servers and may serve at School Masses and funerals. Excessive discipline and/or behavior problems will result in this privilege being revoked.

PARTIES

Student birthdays are acknowledged in Morning Prayer throughout the year. Classroom celebrations must be kept simple. Appropriate treats would be muffins, cupcakes, fruit, etc. No goodie bags, piñatas, etc. are permitted.

No invitations of any type may be given out at school unless the entire class is invited; single gender invitations are allowed. Each student receives a Family Directory at the beginning of the year containing mailing addresses for all students.

ENRICHMENT DAYS

Enrichment Days will be held on Diocesan Professional Development dates: 10/26/18, 1/18/19, and 03/02/19 from 7:45am until 3:30pm. On these days St. Peter's Catholic School will offer the students an opportunity to attend an Enrichment Day for a nominal fee. This day includes activities and games. Parents/guardians need to pre-register for these days. Students may be out of uniform but must adhere to the uniform policy for foot wear. All school rules and regulation apply. Students must bring their own snack and lunch.

HEALTH AND SAFETY

ACCIDENT OR ILLNESS

Students may be sent to the Health Room for the following:

- Fever
- Vomiting

- Rash
- Head Lice - Student must remain at home until treatment has been initiated and head is nit-free.
- Impetigo - Student must remain at home for 24 hours after treatment has been initiated.
- Conjunctivitis (pink eye with white or yellow discharge). Student must remain at home until condition is evaluated and treated.
- Any illness that prevents the child from participating in class.
- Any illness that appears to be infectious or contagious.
- Accidental injury sustained at school.

Parents will be contacted and **must** make arrangements to pick up a sick child. Regular attendance at school is important but a sick child, especially one with a fever or contagious illness, should be kept at home. **Students must be fever-free for 24 hours without the aid of fever reducing medication before returning to school. A fever is defined as a temperature of one (1) degree or more above the normal 98.6 degrees.**

Any student who has undergone an oral or medical surgical procedure especially but not limited to a procedure requiring the administration of anesthesia or the possibility of excessive bleeding must remain in the care of a parent or guardian and should not be brought to school.

In the event of serious accident or illness requiring emergency medical attention, 911 will be called *before* the parents are contacted. The Principal, Guidance Counselor or a designated teacher will accompany the child to the hospital if transport is necessary. Before such a decision takes place, the school will use every reasonable effort to contact the parent/guardian or other adults listed on the student's emergency form (Diocese policy #5074). The school will not be liable for the financial cost of this action.

MEDICATION ADMINISTRATION AT SCHOOL

St. Peter's Catholic School is required to follow the Diocese of Charleston Catholic School System protocol. A medication permit form is available in the School Office. Students are not allowed to have any type of medicine with them or in their backpack during the school day.

Prescription medication for conditions such as epilepsy, asthma, diabetes, ADD/ADHD or other medical conditions will be administered at school only under the following conditions:

- Medication is necessary for the student to remain in school. A medication permit form **must** be completed by the parent/guardian, signed by the physician and returned to the school office, along with the medication in its original container. Medications **must** contain a current pharmacy label. Medications sent in containers other than the original will **not** be accepted.
- Parents are responsible for bringing all medication to the school office and for the removal of any unused medication at year's end. Medication left at school will be disposed of.
- Antibiotics will **not** be administered by school staff. If the antibiotic must be taken during the school day, a parent must make arrangements to come to the school to administer the medication.
- Nebulizer treatments for asthma may also require parental administration if they are needed during school hours.

IMMUNIZATION

A South Carolina Certificate of Immunization, SC DHEC 2740 with the box checked for school admission or a SC DHEC 2740 with the Medical Exemption Section completed, must be on file in the school office. Required standards of Immunization for day care and school attendance for 2017-2018 are available online at scdhec.gov or from your health care provider.

Notice of Change of Policy: Effective with the 2015-2016 Academic School Year, the Diocese of Charleston mandates that all Catholic Schools within the Diocese refuse to accept a Certificate of Religious Exemption for ***new*** students to satisfy the requirement of an immunization record for enrollment.

Please note: Sixth Graders must have an updated Tetanus Shot in order to attend their class trip. An updated record must be presented to the school office at least six (6) weeks prior to departure.

CAR LINE PROCEDURES

ARRIVAL AND DEPARTURE

For the safety of all of the students and faculty, parents/guardians shall utilize the carpool line at arrival and departure times, and are **to refrain from cell phone use**.

Parents are discouraged from parking their car and entering the building to drop off or pick up their children during morning and/or afternoon carline.

All faculty have been given specific instructions that parents will not be allowed to enter the building during carline pick up times.

Please observe these important security precautions. You know your child, but not every teacher recognizes you. It is imperative that students are released only to those authorized for pick up.

Any parents who are walk-ins (not driving but walking from a nearby location) to pick-up students must arrive by 3:10 and wait to the right side of the front door. Once all students are seated in the hall, carline will begin.

If it is necessary for someone other than a parent/guardian to pick up a student, the parent must submit written permission to the Office.

MORNING DROP-OFF

Please use the PARK STREET gate for entering and leaving the school. For morning drop off, cars should form a single line and pull up to the portico where teachers will be waiting to help the children exit the car. Students are not to be dropped off until a faculty member is on duty.

No student may be dropped off at the Hampton Street gate.

For the safety of our Faculty, Staff and our Students, we ask that there **be no cell phone use during carline**.

AFTERNOON PICK-UP

Cars are to form three single lanes for afternoon pick-up. Cars will alternately feed, four at a time, from the three lanes as directed by a faculty member. This system will prevent cars from backing up on Park Street and causing a traffic hazard. Students will enter cars from Loading Zones 1, 2, 3 and 4, all delineated by a bright orange cone. When you are directed into the loading area, please pull all the way up, so that we may load all four cars at one time. Please note the Honor Guard students at the orange cones in Zones 1, 2, 3 and 4 who will help your student into your vehicle.

Please have your family name card displayed in a visible location. This procedure allows names to be called in advance so that your child can be sent to the appropriate loading Zone. While students are loading, all other cars are to remain stopped. **No car will be allowed to pass any other car that is stopped for loading.**

No student will be dismissed to cars pulled up to the Hampton Street gate.

For the safety of our Faculty, Staff and our Students, we ask that there **be no cell phone use during carline**.

SCHOOL LUNCH

St. Peter's has contracted with Schoolhouse Fare to provide lunches for students each day. Parents/guardians may order lunches for their children via the Schoolhouse Fare website at www.orders.schoolhousefare.com; password SPCS. The lunches are delivered each day for the students to Gibson Hall, our cafeteria. Beverages can be ordered through the Schoolhouse Fare website as well on a pre-ordered basis; beverages cannot be purchased as needed each day. Students bringing lunch from home must use a soft-sided lunchbox include utensils if necessary. Please do not send sodas. Do not send glass containers of any kind. Microwaves are not available for student lunches. Schoolhouse Fare lunches will not be held for absent students.

Parents are always welcome to join students for lunch and must sign in at the Office. If you are dropping off lunch for a student, please leave it in the office and a staff member will deliver the lunch to the classroom.

CAFETERIA VOLUNTEERS NEEDED

One parent volunteer will be needed to supervise each of three lunch periods daily in order to give our teachers a duty-free lunch half hour. Please sign-up on the PTO Volunteer Form contained in the “Back to School” packet or stop at the PTO table during Back to School Night.

LUNCH & RECESS

All classes will have at least one 20 to 30 minute lunch & recess period daily. Additional recess will be at the discretion of individual teachers. Classes will be assigned lunch and recess together as follows:

	Lunch	Recess
K4 and K5	11:00 – 11:30	11:30 -12:00
1 st , 2 nd , and 3 rd	11:30 – 12:00	12:00 -12:30
4 th , 5 th and 6 th	12:00 – 12:30	12:30 - 1:00

Recess will be supervised by two teachers and/or staff. All students need the opportunity for play and exercise. Teachers are discouraged from taking away recess as a disciplinary consequence. Lunch and Recess periods may be changed without notice as deemed necessary by the Administration.

SECURITY

To ensure the safety of all students and staff, all doors at St. Peter’s will be locked at all times. Anyone needing access to the school building must ring the doorbell to be admitted. Students are not permitted to leave the school campus unless accompanied and signed-out by a parent or guardian.

Electronic devices of any kind are not permitted to be brought to school by the student unless explicit permission has been given by the teacher and/or principal.

Electronic devices include but are not limited to the following: cell phone, smart phones, iPhone, Ipad, netbook, laptop, Kindle, Nook, game cubes, camera, etc.

Cell phones are not to be used in the school building, in the carpool line, during conferences with teachers and/or during school events such as PTO Meetings, Music programs or while in church.

VOLUNTEERS AND A SAFE SCHOOL ENVIRONMENT

There are many opportunities for parents/guardians/grandparents to volunteer and/or participate in activities at St. Peter’s. In order to preserve a safe school environment, the diocesan guidelines are closely followed. **All persons who volunteer at the school in any capacity must complete the child protection awareness program known as SafeHaven.** To register for a session or to learn more about SafeHaven, visit www.charleston.cmgconnect.org. In addition, the following documentation must be on file with the school’s Guidance Counselor:

- Signed Volunteer Code of Conduct
- Signed Receipt of the Policy of the Diocese of Charleston concerning Sexual Misconduct
- Screening and Background check form
- Safe Haven/Virtus Training Certificate
- Driver Application & Completion Certificate (if applicable)
- Signed Disclosure regarding Background Investigation

VISITORS

Visitors are always welcome at St. Peter's. **All visitors must sign in at the school office and obtain a visitor's pass. Visitor passes must be worn in a visible location for the duration of their stay.** Any visitor including but not limited to parents, grandparents, and volunteers on campus during school hours must sign in and complete a name tag. This name tag must be worn and be visible at all times while on campus. Passes must be surrendered to the school office and visitors will be required to sign-out of the building upon departure.

Parents needing to remove a student from school prior to afternoon dismissal must report to the office. **Parents are not permitted to go to classrooms to collect students at any time.** A staff member will call for the student to report to the office. Any student needing to leave school early must be signed out by a parent, guardian, or an approved person (**with permission to pick-up on file**). If someone other than a parent/guardian is to pick a child up, the parent/guardian must send a written note to that affect and/or have direct contact with the School Office granting permission.

PARENTS AS PARTNERS

As parents in the educational process at St. Peter's Catholic School, we ask parents:

To set rules, times and limits so that your child:

- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has a nutritious lunch and snack every day
- Gets to bed early on school nights

To actively participate in school activities such as Parent-Teacher Conferences; PTO Meetings, events and fundraisers.

ADMINISTRATIVE AUTHORITY

It is the policy of the Catholic Diocese of Charleston that any issue or problem be addressed at the original point of origin. If a problem should arise that involves the teacher, then parents are advised to first address the problem with that teacher. If the problem cannot be resolved at that level then parents are welcome to present the situation to the Principal. A conference with the parents, teacher and Principal will be arranged. In the event that a problem remains unresolved beyond this level, the Pastor would be the next level of appeal. Only after all these levels have all been exhausted, would Diocesan intervention be appropriate.

Fr. Gary Linsky, Pastor
St. Peter's Catholic Church
1529 Assembly Street
Columbia, SC 29201
P: (803) 779-0036
Pastor@VisitStPeters.org

Mrs. Aubrey Wall, Principal
St. Peter's Catholic School
1035 Hampton Street
Columbia, SC 29201
P: (803) 252-8285

AWall@StPetersCatholicSchool.org

To see that your 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 of any changes of address or important phone numbers;
- 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 read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

PARENT'S ROLE IN EDUCATION

We, at St. Peter's 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 and psychologically. Your choice of St. Peter's Catholic School involves 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 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 a partnership with us at St. Peter's Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 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, yet 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 of all authority.** If there is an incident at school, you as parents should make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometime in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the 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 take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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.

The After School Program Policies & Procedures

The After School Program is a service available to and an enrichment opportunity provided to children enrolled at St. Peter's Catholic School that helps develop the whole child. The program is subject to the philosophy and guidance of St. Peter's Catholic School and its Administration. Participating students are required to follow all policies, procedures and rules contained within the Parent/Student Handbook.

The Administration and Staff of St. Peter's After School Program are required to be fingerprinted and undergo an FBI background check; a SLED check; a Diocesan background check; a DSS background check; be SAFE HAVEN/VIRTUS certified; undergo a health screening; participate in continuing education; and provide proof of their education prior to working with your children in the After School Program. They are also required to follow all policies and procedures as set forth by the Diocese and St. Peter's Catholic School Administration.

The After School Program is supervised by the Principal, Mrs. Aubrey Wall, and directed by the operator, Miss Jenny Priester. The Program runs from 3:30 pm to 5:30 pm on regular school days and from 2:15pm until 5:30pm on all 2:00 pm early dismissal Mondays. The After School Program is not available on holidays or 11:30am Dismissal Days. In the event of inclement weather, the After School Program will be closed if the school is closed. The After School Program at the discretion of the Administration may elect to be open on select In-service Days.

Parents will be given the opportunity to enroll their student(s) in the Program at the beginning of the school year by completing the appropriate block on the Consolidated Permission Slip form. Any change in enrollment status must be made to the Director in writing. Billing changes will become effective on the 1st day of the following month.

All parents are required to complete the Emergency Information/Health Form distributed in your Open House packet. Should an emergency occur during the After School Program, the information provided on the Emergency Information/Health Form will be used to contact you or an emergency contact elected by you; and to alert emergency personnel to any health issues or allergies your child may have. This Form is **extremely** important, while it is our sincere wish that no emergency occur it is our desire to be prepared. Should any contact or emergency information change, it is the responsibility of the parent to provide those changes in writing to the Supervisor or Director as soon as possible.

At the close of the school day, full time students will report directly to the After School Program. Students not picked up from regular car-line by 3:30 pm will be sent to the After School Program and charged the daily rate of \$20.00 per day beginning at 3:30 pm. The rate for 2pm Early Dismissal Days is \$30.00.

Each student remaining in the After Care Program after 5:30 pm, will be assessed a late fee of **\$10.00 per child for the first 15 minutes or any part there-of and a \$1.00 per minute beginning at the 16th minute** thereafter for any child picked up after 5:30 pm. This late fee will also be charged on early dismissal days if students are picked up later than 15 minutes after dismissal time.

If you know you will be late picking up your child, please call the school. If you do not receive an answer, please leave a message. The phones are monitored daily until the last student is picked up. If you have not picked your child up by 5:30 pm, the After School Program Staff will attempt to reach the parent or guardian of any student who has not been picked up. If the staff is unable to reach the parent or guardian, an attempt to reach the emergency contact will be made using the information provided on the Emergency Information/Health Form completed at the beginning of the school year. Should the staff be unable to reach a parent/guardian and/or emergency contact to arrange for pickup, the Principal will be notified.

Should it be necessary for a student to be picked up by someone other than a parent, guardian or anyone under the age of 21, the parent must notify the Principal and/or the Director in writing. The note should include the name of the designated pick-up person, their contact number, the date(s) of

pickup and a parent contact number in the event that the student is not retrieved. No student will be released from the After School Program to any person **without prior contact with a parent or guardian granting permission.**

All students who are present in the After School Program must be signed out with the time out recorded each day by the person picking them up. Failure to sign a student out will result in a charge for the entire day.

The After School Program begins Thursday, August 23, 2018.

The full-time After School Program fee is \$200.00 per month, per child, **beginning August 23, 2018** and is payable on the 1st of each month thereafter; the fee for part time as needed is \$20.00 per hour or for any part thereof. And \$30.00 per day on 2pm Early Dismissal Days. Part time fees will be billed at the close of each month and are due by the 15th of the following month. All fees are calculated per child.

A \$35.00 fee will be assessed for all returned checks in addition to any charge back fee assessed by St. Peter's financial institution. A late fee of \$35.00 will be assessed for all accounts exceeding 30 days in arrears.

Any questions concerning your After School Program bill should be brought to the attention of the Principal and/or Operator within 30 days of receipt. **Billing discrepancies not addressed within 30 days of receipt will stand as correct.**

Participation in the After School Program is a privilege. Should an account become delinquent, the Principal and/or Director may deny participation in the program and all after school extracurricular activities until the balance is paid in full. Outstanding bills must be brought current by the close of December 2018, in order for a child to continue participation in the After School Program for the remainder of the school year.

The program includes, but is not limited to mandatory supervised homework, sustained silent reading, educational games, puzzles and computer time on designated days. K4 and K5 students will participate in songs and movement, read-alouds, shared writing activities and arts and crafts. All students will have scheduled recess. Additional core activities may be added at the discretion of the Principal and/or Director.

Students in the After Program will be provided an afternoon snack. Parents may elect to send a snack with their child if they so choose. Students remaining at school for an extracurricular activity only are encouraged to bring their own snack. The After School Program will not provide a snack for students remaining after school only for an extracurricular activity. It is asked that snacks sent from home be healthy in nature and not include peanuts, candy and/or drinks of any kind. Please be mindful that we do not have the facilities to heat or refrigerate food from home. Sharing of snacks by students is prohibited.

EXTRACURRICULARS

All students at St. Peter's are given the opportunity to join, upon additional payment to private instructors, special classes or programs **beginning the week of September 3, 2018**. Information concerning course instructors, curriculum, private fees, etc. will be available during Back to School Night. These programs are run by instructors who are required to attend SAFE HAVEN/Virtus Training and sign a Volunteer's Code of Conduct just as our parent volunteers are required to do. Students participating in these special programs must sign into the After School Program, bring their own snack, and will be released from the program to the course instructor.

Students will not be charged for time in the After School Program prior to and including the time they are participating in an extracurricular activity. Students are signed back in to the After School Program at the close of their special class by the instructor if a parent/guardian is not present for pick-up. **Parents will be charged only for the time that students stay in the After School Program after their class has finished.** Please notify the Principal or Operator if your student plans to return to After School Program after their activity on a regular basis. This will help us supervise students and make billing easier.

Students participating in the After School Program are required to remain in their school uniform. Students are not permitted to change into other attire (sports uniforms, dance leotards, etc.) while in the care of the After School Program Staff. Special allowances may be made by the Principal or the Operator at their discretion.

Course instructors are required to communicate directly with parents concerning change in class times, cancellations, fees, etc. Should a course be cancelled, it is the responsibility of the course instructor to contact parents. Please do not call the school regarding cancellations, etc. If your child is not picked up, he/she will be placed into the After School Program and the parent/guardian will be charged for the day. Information will be available at Open House for all scheduled After School Programs.

Photo Release Form 2018-2019

As the parent(s) and/or legal guardian(s) of a child enrolled in St. Peter's Catholic School. I do hereby give St. Peter's Catholic School, St. Peter's Catholic Church and their legal representatives and assigns the right and permission to publish, my child's photographic image for the purpose of publication to their website www.stpeterscatholicsschool.org, www.visitstpeters.org, facebook page, and/or on other school promotional materials. In giving my consent, I hereby release and hold harmless St. Peter's Catholic School and Church their employees, agents and designees from any and all responsibility or liability. I understand that my child's photos will be used without identifying names. I further understand that I will receive no compensation should any photographs of my child be used.

I understand that my child's picture and this photo release form will be maintained at St. Peter's Catholic School. I understand that I may change or withdraw this release/consent at any time by contacting St. Peter's Catholic School in writing to the school address, and that my child's photographs will be removed from the site and/or promotional materials as soon as is feasibly possible.

I understand that St. Peter's Catholic School and Church has full authority as to which pictures they choose to place on their website and/or promotional materials.

After reviewing this form, please sign and date the appropriate box on the Consolidated Permission Slip Form.

Parental/Legal Guardian Permission Slip For Field Trip Participation 2018-2019

Your son/daughter is eligible to participate in a school-sponsored activity that requires walking to the **Richland County Public Library**. This activity will take place under the guidance and supervision of employees from **St. Peter's Catholic School**. A brief description of the activity follows:

Curriculum Goal:	To study the exhibits, technology	and
literary resources available		
Designated Supervisor of Activity:	Principal or Teacher	
Date and Time of Departure:	At Principal's discretion	
Date and Anticipated Time of Return:	At Principal's discretion	
Method of Transportation:	Walking	
Student Cost:	No Cost	

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability distributed at Open House and located on the Consolidated Permission Slip Form. 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. As the parent I agree to reimburse and indemnify the St. Peter's Parish/School (understood to include

Bishop of Charleston A Corporation Sole) for all reasonable legal and court fees incurred by St. Peter's Parish/School which relates to the above named activity if St. Peter's Parish/School is found not legally liable by the courts and prevails in the lawsuit. If St. Peter's Parish/School is found legally liable for injuries sustained by your child, this paragraph will not apply.

I hereby consent to participation by my child to participate in the event described above on **date to be determined at the Richland County Public Library**. 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. Should the need arise I, hereby, give permission to St. Peter's Catholic School and/or their designee to seek appropriate medical intervention for my child including but not limited to contacting 911 and/or transportation by ambulance or private vehicle to a hospital. I will not hold the school responsible for any treatment or charges that may occur.

I certify that I have an understanding of this agreement and any risks and hazards associated with the activity described above that my child will be participating in. I further understand that I had the opportunity to fully discuss this agreement with a representative of St. Peter's Parish/School to clarify any concerns or questions about the activity or this agreement that I may have had.

After reviewing this form, please sign and date the appropriate box on the Consolidated Permission Slip Form

INTERNET AND E-MAIL ACCEPTABLE USE POLICY

2018– 2019

St. Peter's Catholic School is pleased to be able to offer Internet and e-mail access for student use. We believe that the Internet offers vast, diverse and unique resources to both students and teachers that are unavailable in any other media format. Classroom integration of technology is part of our ongoing curricular goals. Innovation, communication, collaboration and creativity are just a few of the areas enhanced by Internet access.

With Internet capability, students and teachers have up to the minute access to current news, real time sharing with classrooms across the state or across the world, research and information databases, electronic mail, discussion groups and downloadable software and free resources. Integrated Internet use enhances and supports classroom instruction and interdisciplinary goals and objectives.

Students Agree to:

- Be polite and use appropriate language (no vulgarity).
- Observe security restrictions.
- Use computers as instructed.
- Be aware that electronic mail is NOT secure or private.
- Respect all electronic communication and information as private property.
- Use technology resources for educational purposes only.
- Maintain proper care of computer equipment (no food or drinks allowed).

Students Agree Not to:

- Reveal his or her personal address and phone number or addresses and numbers of others
- Use the network in ways that are disruptive to other users
- Use the computer to view or download inappropriate material according to Catholic morals and teaching (no obscenity or pornography or views in conflict with Catholic teachings)
- Use the computer, programs or files without permission
- Log-in as any other user or allow another to use your log-in
- Deliberately tamper with equipment, load software, introduce any virus, remove or change keys, place magnets on or near the equipment, steal or vandalize computers and any other electronic equipment or media devices

Use the computer to hack into any St. Peter's or any other files or systems with the intent to read, alter or erase records

Use computers for personal use or gain or to produce advertisement for any cause or for any political lobbying

Use public domain software and shareware beyond the provided application

STUDENT:

I understand and agree to abide by the Internet and Acceptable Use Policy as outlined in this agreement. I understand that any violation of this agreement may lead to Internet and E-mail access being revoked and to further disciplinary action at the discretion of the principal.

PARENT / GUARDIAN:

As the parent of the above-mentioned student, I have read the Internet and Acceptable Use Policy as outlined in this agreement. I understand that this access is designated for educational purposes only and that St. Peter's Catholic School has taken precautions to limit access to controversial and inappropriate material. However, I realize that it is impossible for the school to guarantee information access or accuracy, or to completely restrict access to all materials that I may deem controversial or inappropriate. I agree that I will not hold St. Peter's Catholic School responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child uses the Internet in a non-school setting.

I hereby give my permission for my child to use a school account for electronic mail and for independent navigation of the world-wide-web. I certify that the information on this form is true and correct.

I understand that teachers, aides and the Media Specialist who explore websites with groups of students do not need special permission for that activity if the faculty member supervises access to known educational sites. A student who is navigating the net under teacher supervision is NOT independently navigating "independently". This circumstance does not require special permission.

After reviewing this form, please sign and date the appropriate box on the Consolidated Permission Slip Form