

ST. PETER CLAVER CATHOLIC SCHOOL

133 Ward St.

Macon, GA 31204

478-743-3985

www.spccatholicshool.org

STUDENT-PARENT HANDBOOK

2023-2024



ADMINISTRATION

Carrie Jane Williamson
Superintendent

Fr. Steve Pavignano, OFM
Pastor

Sister Cheryl Ann Hillig, DC
Principal

Mary Harris
Administrative Assistant

Liz Bishop
Business Manager

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St. Peter Claver Catholic School
133 Ward Street, Macon Ga 31204
Phone: 478.743.3985 Fax: 478.743.0054
Website: www.spccatholicsschool.org

August 2023

Dear Parents and Guardians:

We are glad that you are a part of the St. Peter Claver Catholic School family. We are very proud of the programs that have been developed for all of our students. We are grateful that you have chosen to invest in your child's future, by choosing to bless us with your child. God has blessed us with many gifts, among them wonderful faculty and staff who devote their love and care towards our students. The deep legacy and diversity of St. Peter Claver Catholic School will enrich your child greatly.

The purpose of this handbook is to help you know the specific philosophy of our school program as well as its policies and procedures.

It is our hope all students will find joy in their SPCCS experience. The students are provided with a challenging curriculum, suitable structure, and positive discipline so that they will grow according to their abilities. We realize each student is unique and has a variety of gifts and talents. We will hold every student to high expectations in order to have them realize their full potential.

If at any time our staff can be of service to you, please don't hesitate to call us at the school office.

Thank you for entrusting your child to us. We are aware of the treasure that has been placed in our care.

Gratefully,

A handwritten signature in dark ink that reads "Sister Cheryl Ann Hillig, DC". The signature is written in a cursive style with a small cross at the end of the line.

Sister Cheryl Ann Hillig, DC
Principal

RIGHT TO AMEND – THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. NOTIFICATION OF ANY AMENDMENTS WILL BE WRITTEN AND DISTRIBUTED TO THE SCHOOL COMMUNITY AS WELL AS VERBALLY AT HOME & SCHOOL MEETING. STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL

VISION STATEMENT

St. Peter Claver Catholic School is an educational ministry of St. Peter Claver Catholic Church. Founded with faith in God by St. Katharine Drexel in 1903, St. Peter Claver Catholic School provides an academically challenging curriculum where students from diverse backgrounds develop intellectually, spiritually, socially, culturally, emotionally, and physically. The school community inspires the growth and development of the Catholic faith, Gospel values, and civic responsibility.

MISSION STATEMENT

St. Peter Claver Catholic School educates the mind and opens the hearts of students from diverse backgrounds, so that, in the spirit of the Gospel, they are academically prepared and service oriented.

PHILOSOPHY

We the pastor, administration, staff, and parents of St. Peter Claver Catholic School believe in the God-given dignity and uniqueness of each person. We commit ourselves to assist families in fostering the spiritual, emotional, academic, social and physical growth of our students. Through a curriculum rooted in Gospel values, we strive to educate our students to take their places in the Church and society of the 21st century.

GOALS

1. To provide a religious education program that will nurture the faith and spiritual growth of the students.
2. To foster respect and concern for human life and all of God's creation.
3. To provide learning opportunities which foster the development of life-long habits of learning, effective communication skills, critical and creative thinking, self-confidence, responsible decision making, and the ability to work cooperatively in group settings.
4. To provide opportunities for the students to master the basic academic skills necessary for future learning.
5. To provide opportunities for the professional and theological development of the staff and the SPCCS Advisory Board.
6. To promote the active involvement of parents/guardians in the education of their children.

SCHOOL HISTORY

During the earliest years of European conquest in North America, a Catholic priest worked tirelessly among the African men and women being brought to the Americas against their will and sold into slavery. That priest was St. Peter Claver. Today across our nation, wherever school and churches are dedicated to him the spirit of brotherly love, Christian values and mutual respect continues to meet the daily challenge of societal pressure and real life.

St. Peter Claver Catholic School in Macon, Georgia was founded in 1903 by a tenacious priest from Belgium, Father Ignatius Lissner, and an heiress from Philadelphia, Mother Katharine Drexel, who had turned her back on her family's privilege and fortune to begin a Religious Order of Women known as the Sisters of the Blessed Sacrament.

In the beginning, St. Peter Claver Parish School was attended only by descendants of African slaves. These past 100 years have not always been easy. For much of its history, the school has had to operate in a climate of intense political and social antagonism. Since then, nothing about the school and parish has been ordinary. Indeed its survival has been miraculous.

Today, we draw strength from a richly textured history deeply rooted in the Roman Catholic tradition and the spiritual depths of the African-American experience. We remain committed to educational excellence and to a curriculum which helps children to appreciate each other's differences and uses the Christian ideal as a basis for mutual respect, self-respect and self-discipline. The diversity of the parish community and school can be clearly seen at any school function; people of varied races, ethnic backgrounds and economic status join together to fulfill the mission of St. Peter Claver Catholic School.

Relying on providence, on the human capacity for understanding and on the inherent goodness in people, St. Peter Claver Catholic School is truly a living testament to the Power of Love. We continue to bear witness to the guiding influence of St. Peter Claver. We are propelled by our unique history and the many unrecognized "saints" who led us during our earliest years.

GOVERNANCE AND ADMINISTRATION

St. Peter Claver Catholic School is part of the Diocese of Savannah Catholic Schools. As such, it is subject to the policies and supervision of the Diocese of Savannah. Policies are proposed through a consultative Board and promulgated by the Bishop of the Diocese. Administrative authority at the Diocesan level rests with the Superintendent of Schools.

The local school boards of Savannah Catholic Schools are *advisory* and *consultative*. St. Peter Claver Catholic School Advisory Board is subject to the policies of the Diocese. The local board proposes policies to the pastor who has authority to promulgate them.

The pastor of St. Peter Claver Parish delegates the administration of St. Peter Claver Catholic School to the principal. Decisions regarding the implementation of policies rest with the principal in consultation with the faculty. Authority at the classroom level is delegated to the faculty who are supervised by the principal.

Issues where parents have concerns usually involve the administration of policy rather than the policy itself. Parents follow this line of authority in seeking to resolve concerns about administration: teacher, principal, pastor, superintendent.

ACCREDITATION

St. Peter Claver Catholic School received accreditation through Cognia which is given to the Diocese of Savannah and then by extension to the local schools. The Diocese of Savannah has been accredited through Cognia through June 2026.

ADMINISTRATION, FACULTY and STAFF:

Pastor:	Fr. Steve Pavignano, OFM
Campus Minister:	Fr. Casey Cole, OFM
Principal:	Sister Cheryl Ann Hillig, DC
Administrative Assistant:	Ms. Mary Harris
Business Manager:	Mrs. Liz Bishop
Hispanic Enrollment Coordinator:	Mrs. Rosa Rodriguez
Development Director:	Mrs. Regina Sweeney
Facilities Manager:	Mr. Edwin Valle
Grade K3:	Ms. Starr Joyner
Grade K3 Paraprofessional:	Ms. Karen Tobler
Grade K4:	Ms. Michelle Dean
Grade K4 Paraprofessional:	Ms. Ebone' Jordan

ADMINISTRATION, FACULTY and STAFF (continued):

Grade K5:	Sr. Kate McFall, DC	
Grade K5 Paraprofessional:	Ms. Andrea Rodriguez	
Grade 1:	Ms. Keshel Coates	
Grade 1Paraprofessional:	Ms. Patricia Cecil	
Grade 2:	Ms. Elizabeth Milam	
Grade 2Paraprofessional:	Mrs. Susan Milam	
Grade 3:	Stephanie Price	
Grade 4:	Ms. Sandra Davis-Johnson	
Grade 5:		
Grades 3/4/5 Paraprofessional:	Ms. Joellyn Mak	
Grade 6:	Ms. Nia Alston	
Grade 7:	Ms. Brandi Rowland	
Grade 8:	Ms. Lorna Ellis	
Grades 6/7/8 Paraprofessional:	Ms. Sherry Bradley	
Math Grades 4 – 8:	Ms. Lorna Ellis	
School Counselor:	Mr. Graham Goodwin	
School Counselor:	Ms. Kabresha Harp	
Literacy/Math Interventionist:	Ms. Shalondra Parker	
Instructional Coach:	Ms. Christine Boggan	
Learning Loss Coordinator:	Ms. Kiffany Stubbs	
Art:	Mrs. Beckie Harwood	
Computers:	Mrs. Sheila Burke	
Computer Paraprofessional:	Ms. Alexandra Arute-Kacheris	
Music:	Ms. Katherine Trotter	
Library:	Mrs. Aracely Caraveo-Real and Ms. Katherine Trotter	
Physical Education:	Ms. Lucy Lowry	
PE Paraprofessional:	Ms. Alexandra Arute-Kacheris	
Spanish/MS Religion:	Mrs. Aracely Caraveo-Real	
Cafeteria Director:	Mr. John Briandi	
Cafeteria Cook:	Ms. Graciela Millan	
Cafeteria Assistant:	Ms. Wolchiat Damier	
Before School Care K3 - 8:	Mrs. Rosa Rodriguez	
After School Care Preschool:	TBA	
After School Care Kindergarten – Grade 8:		
Ms. Kiffany Stubbs	Mrs. Rosa Rodriguez	Ms. Pat Cecil
Ms. Brandi Rowland	Ms. Sherry Bradley	Ms. Kabresha Harp
Mr. Graham Goodwin	Ms. Ebone’ Jordan	

RESPONSIBILITY: PARENT AND STUDENT

ADMISSION:

Schools in the Diocese of Savannah admit students regardless of sex (unless traditionally a single sex school), national origin, or disability, if with reasonable accommodations on the part of the school; the disabled person could be accommodated.

In admitting students, Catholic schools give preference to Catholic students living within parish boundaries; secondly to Catholic students living outside parish boundaries; and finally, to non-Catholic students.

ADMISSION REGULATIONS

Returning students will submit a re-enrollment form with the registration fee by March 1. All fees are non-refundable. In order for re-enrollment, a student must be in good standing, academically and behaviorally as outlined in this handbook.

New students are required to submit an online application. Students entering grades K5 – 8 will also need to take an entrance test and complete a shadow visit. Once all documentation has been received and testing is complete, the parent will be notified regarding admission within 48 hours.

All new students are considered on academic/behavioral probation for their first quarter to determine if St. Peter Claver Catholic School is a good fit for the education and behavioral needs of the student. During that time either parents or the staff of St. Peter Claver Catholic School will have the right to make the determination of the suitability of the present placement for the child.

St. Peter Claver Catholic School charges the following fees:

1. Registration for each student (non-refundable)
2. Instructional fee for each child (non-refundable)
3. Supply Fee for each child (non-refundable)
4. Home and School fee per family (non-refundable)
5. Extended Day Care Fees for those who use either Before or After School Care services.
6. Service Fee of \$30.00 for all returned checks.

(If the school receives two or more returned checks, the family will be required to use only cash or money orders)

AGE REQUIREMENT

St. Peter Claver Catholic School admits students regardless of race, gender, or ethnic/national origin who meet the following criteria:

Age:	K3 Class	Age 3 prior to September 1 and fully potty trained
	K4 Class	Age 4 prior to September 1
	Kindergarten	Age 5 prior to September 1
	First Grade	Age 6 prior to September 1

The following documentation will be required as part of any application for admission within a Diocese of Savannah School:

- Birth Certificate (Original or certified copy)
- Immunization Record – an up to date immunization record on Georgia Form 3231
- Baptismal Certificate (if applicable)
- Certificate of Ear, Eye and Dental Examinations completed by a licensed Medical doctor on Georgia form 3300
- An official record from the previous school which indicates grades, attendance, and promotion/retention status. (Most recent report card and standardized test scores)

Although the school may request some or all of the above records from a previous school, it shall be the ultimate responsibility of the parent/guardian to furnish these records.

ARRIVAL, DISMISSAL AND RAINY DAY

Kindergarten to Grade 8:

Morning Care is available from 6:45 am to 7:30 am. Parents enter through the Ward Street church entrance, park in the MKD Center parking lot, and sign their child in. Parents exit the electronic gate to Pursley Street.

Drop Off: For children **not** in Morning Care, drop off is from 7:30 am -7:50 am. Parents enter from Ward Street. Parents with pre-school children go directly to the pre-school parking lot, **park the car**, and walk the child into the pre-school building. All other parents go toward the Mother Katharine Drexel Building and stop at the end of the side walk of the Annex building. Students enter the main building or annex and go directly to their classrooms. Students will be able to pick up breakfast on their way to their classroom. Once your child has exited your vehicle you can exit out the electronic gate to Pursley Street. If a teacher is not on duty outside to meet you at your car, you must go to the MKD Center.

Children arriving late – coming into the building after 7:50 am are considered tardy. **Children who are tardy must enter the main building and**

go to the office to obtain a tardy slip. Students will get their tardy slip and go directly to their classroom. Breakfast is not guaranteed if a student arrives late. This lateness is considered an unexcused tardy. Excused tardiness is only for a doctor's appointment or if the principal understands that there has been a major traffic or weather event.

Excessive Tardiness: Students who are consistently late are an interruption to the teacher and their classmates. Students are permitted to be late three (3) times per quarter. Students who exceed this policy will be given a warning on the 4th time and on the 5th time or more, parents are required to have a mandatory meeting with the principal in order to return to school. **Please be advised, being late to school on a continual basis will jeopardize your tuition assistance.**

Parking during drop off times is only permitted in the lot facing in front of the school or in the lot near the MKD Center, or in the Pre-school parking lot.

Pick up for K3 + K4: Parents must park their car in the preschool parking lot. Parents must go in to the preschool building to pick up their child and sign them out. Signing out a preschool student must be done by an adult only.

Pick up for Grade K5 –8: Cars enter through Ward Street and exit through the electronic gate onto Pursley Street. Drivers are asked to form lines according to the direction of the staff member on duty. Children will be called from their classrooms in the order in which parents arrive. Children not picked up by 3:30 pm will be taken to After School Care and parents will be responsible for paying the After School Care fee for that day. Parents are to notify homeroom teachers of transportation changes in writing.

Early Dismissal Parents park in the MKD parking lot or behind the convent and come to the office to sign children out. **All early dismissal must take place prior to 3:00 pm. For good order and traffic safety, no child will be released between 3:00 pm and 3:20 pm.** Early dismissal disrupts the end of the day for the classroom and should only be used if there is an appointment for the child or in an extreme emergency for the parent. Classes are being conducted until 3:10 pm. The last class of the day is as important as the first and any in between.

After School Care parents enter off Ward Street and park along the driveway in front of the MKD Center. They must come in and sign their child out.

K3 and K4 Morning Care is available from 6:45am until 7:30 am in the MKD Center. Entrance before 7:30 am is in the MKD Center, after 7:30 am, parents park in the parking lot behind the Convent and escort their child to the preschool classroom. Parents must sign in daily. Student arriving late are escorted to the pre-school by an adult.

K3 & K4 After School Care children being picked up between 3:30 pm and 6:30 pm and are signed out by their parents in their child's classroom.

ATTENDANCE K - 8

School hours are from 7:50 am – 3:20 pm. Morning supervision begins at 7:30 am. Please be aware of the importance of students arriving **on time** for class. Lateness is a hardship for the student who must make up the time and misses important instruction. Students entering the class late disrupt the learning process, distract their classmates, and cause the teacher to stop the lesson to attend to their needs as they enter the class. Parents are expected to arrange family schedules so that students will be on time for school.

When a child is absent from school, the **parent must call the office** between 8:30 am and 9:00 am to report the reason for the absence. Upon return of the child to school, the parent must submit a note in writing or email the teacher, detailing the reason for the absence.

Students are allowed 3 absent days per quarter. With the 4 absence, the parent will be required to meet with the principal. A student must be in school a minimum of four hours to be considered present that day, i.e. arriving after 11:00 am in the morning would constitute a half day absence. If a student is absent more than three times a quarter and it is not due to health reasons, the administration reserves the right to contact Child Protective Services regarding the excessive absence. For medical reasons the principal may grant an attendance waiver in special cases.

Virtual attendance: Virtual attendance will only be used if the student has a communicable disease such as COVID-19 and must quarantine. Students in grades K3 & K4 will not be required to be live all day. Students in grades K5 – 8 should be live for the whole day unless the teacher has cleared a different arrangement with the principal. A parent may not decide one day to have the student virtual and then send the student in the next day. If the child is sick enough to stay home, they need to rest and can get the work when they return.

Absences due to a planned/scheduled vacation during school days will be considered unexcused. Parents/Guardians are given the school calendar at least 3 months in advance of the school year. Vacations need to be planned when students are on break. If a student is absent due to a vacation, the student is responsible for making up all work assigned while the student was on vacation. Parents must check with the teacher(s) to make sure all assignments have been asked for, received by the student, completed and turned in to the correct teacher for students in grades K5 - Grade 5. Students in grades 6 – 8 should be responsible themselves to do this. A reasonable amount of time will be given to the student to complete the work.

AWARDS

Honor Roll, The St. Peter Claver Catholic School Award for significant improvement, Christian Citizenship, Christian Service and Classroom Spirit Awards are distributed quarterly. Student of the Month, Peacemaker and Perfect Attendance Awards are distributed monthly.

Honor Roll Award

Honor Roll is awarded quarterly to students Grades 3 – 8

Criteria:

Principal's Award—Grades 3 - 8

- All A's in the subjects of Religion, Language Arts – Reading and English, Mathematics, Science and Social Studies
- Satisfactory grades in Handwriting, Art, Music, Computer, Library, Physical Education, Spanish, and Conduct/Effort

Second Honors—Grades 3 - 8

- All A's and B's in the subjects of Religion, Language Arts – Reading and English, Mathematics, Science and Social Studies
- Satisfactory grades in Handwriting, Art, Music, Computer, Library, Physical Education, Spanish, and Conduct/Effort

Honorable Mention—Grades 3 - 5

- A combination of A's, B's and C's in the subjects of Religion, Language Arts – Reading and English, Mathematics, Science and Social Studies
- Satisfactory grades in Handwriting, Art, Music, Computer, Library, Physical Education, Spanish, and Conduct/Effort

Most Improved—(Only one student is to be named) Grades K5 - 8

- Satisfactory grades in Handwriting, Art, Music, Computer, Library, Physical Education, Spanish, and Conduct/Effort

BEFORE AND AFTER SCHOOL CARE

Hours of Operation:

Morning Care: 6:45am – 7:30 am

After School Care: 3:30 pm – 6:30 pm

Location:

Morning Care: All morning care takes place in the Mother Katharine Drexel (MKD) Center.

After School Care:

K3 & K4 are in their classrooms. Grades K5 – 8 are located in the Mother Katharine Drexel (MKD) Center.

COST OF CARE

Morning Care: \$1.00 per day

After School Care: For the 2023-2024 school term ONLY, ASC is FREE!

	Student picked up by 4:30 pm	Student picked up after 4:30 pm
1 child	\$4.00	\$ 8.00
2 children	\$7.00	\$12.00
3 children	\$9.00	\$14.00

Students not picked up from school by 3:30pm are sent to After Care. Parents are responsible for any charges that occur.

Students who are picked up after 6:30 pm will be charged a late fee that increases by \$5.00 for every 15 minute interval. **This fee DOES apply even though ASC is free!**

CELL PHONE POSSESSION/USE BY STUDENTS

Students are forbidden to bring any item/s that distract from instruction. These items include, but are not limited to: electronics, pets, or toys. Only school supplies designated for each grade should be in school. Items of value should remain at home.

Cell phones may **NOT** be brought to school. *For emergency situations only, a child may bring the cell phone to school and send it to the office for safe keeping until the end of the day. **For these emergency situations a parent must call the office PRIOR to sending the child to school with a cell phone.*** If the parent does not call the school, the cell phone will be held in the office until a parent comes to school to pick it up. If a cell phone is found in school, it will be taken from the student. Then it will be placed in an envelope and given to Mrs. Harris in the main office. A parent/guardian must come to the office to pick up the cell phone. There is a warning for the first offense; the second offense is \$10; third offense is \$15 and so on.

The school will not be liable for the loss and/or damage of cell phones or any other items brought to school which are not designated as school supplies. Students will not be allowed to make phone calls during the school day. Students will not be called to the office to answer the phone. Messages will be given to students only in the case of an emergency. Emergency messages must be relayed through the school office.

CLASSROOM TREATS AND PARTIES

Arrangements for class parties or treats for special occasions are made cooperatively by teacher and parents. Each class may choose two celebrations a

year. All class parties other than Halloween, Christmas and Valentine’s Day must be approved in advance by the principal.

No party invitations may be distributed anywhere at school unless everyone in the class is invited. **Permission must be given from the teacher to give out these invitations at a time that does not disrupt the routine of the classroom.**

Students in grades PK – 2 may bring goody bags to school only if there is one for every student in their class. Grades 3 – 8 **may not bring** goody bags to school to give to other students. **It is not** acceptable to have gifts sent to the school for individual students.

On birthdays, students may bring a **light snack** that is individually wrapped to share with their entire class. **No pizza, soda, or more elaborate food items should be sent to school.**

No delivery of balloons, flowers, or other types of celebration items is acceptable for students at school.

CO-CURRICULAR ACTIVITIES

Athletics this year will be a joint venture between SPCCS and Mount De Sales Academy (MDS). Sports being offered to our middle school students from MDS are based on available spots as follows:

- **Fall:** Football, Cross Country (boys & girls), Softball and Cheerleading.
- **Winter:** Wrestling, Cheerleading
- **Spring:** Baseball, Soccer (boys & girls) and Track & Field (boys & girls).

Students who participate in co-curricular activities are under the supervision of the coach or moderator. It is the responsibility of the coach or moderator to be sure that each student is safe at the end of an activity either by:

- Checking the student into After School Care if student is not picked up at the appointed time.
- Or if After School Care is not in session the moderator will wait until the student is picked up.

Students must have an average of “C” or above in all subjects and overall satisfactory behavior in order to participate in co-curricular activities. Only those students who are participating in the co-curricular activity are permitted to remain at the site. Siblings, friends, and other students are not permitted to be present.

COMMUNICABLE DISEASES

In the instance of communicable disease, advice of the local Health Department must be followed.

- Any accident or illness is to be brought to the attention of the principal as quickly as possible.
- If the situation warrants, the parent or guardian is notified. If no one can be reached, the principal is responsible for taking the necessary action in the situation.
- A student who is ill will be released from school in the custody of their parent/guardian.
- It is the responsibility of the parent or guardian to notify the school immediately if a student tests positive for COVID-19, the flu, scarlet fever, chicken pox, pink eye, thrush or any other disease that is easily transmitted to another student or faculty/staff member. A doctor's note must accompany the child when returning to school that it is safe for the child to return.

Sickness

Students exhibiting symptoms of illness such as fever, skin rash, blisters on nose or mouth, diarrhea, vomiting, severe sore throat, redness or swelling of the eyes or gland swelling should not be sent to school. Students should not return to school until they have been **without an elevation in temperature, diarrhea, or vomiting for at least 24 hours**. Upon returning to school, students infected with impetigo, ringworm, conjunctivitis or other communicable disease should present a doctor's verification stating that the disease is past the infectious stage. Students who are out sick will not have the option of online learning. If a student is sick, the student is sick and should rest to be able to return to school as soon as possible.

If symptoms of illness become evident during the course of the school day, every attempt will be made to contact the persons indicated on the emergency form. Students with symptoms of communicable disease will be separated from classmates until they are picked up by their parents. Parents need to make arrangements to pick up the child **within the hour** of the call.

In the event of an accident, the school staff will administer first aid for minor cuts and bruises. For more serious injuries, the staff will provide first aid and contact the parent or guardian for directions on how to proceed, if time permits. If the case is urgent, a 911 call will be made by the school to obtain emergency medical services, and then calls will be made to parents or those persons indicated on the emergency card. Transport to the Atrium Medical Center Navicent will be made by ambulance.

Head lice

A student who has head lice may not return until there are no signs of nits (lice eggs). School staff may examine the student before he/she is allowed to return.

Proof of treatment (note from doctor, label from shampoo/rinse) is also required. Students should also be re-treated eight to ten days after the first treatment.

CONFERENCES WITH SCHOOL PERSONNEL

As a parent or guardian you are welcome to make an appointment to speak with the teacher concerning the education of your child. Visits to the classroom are made by special arrangement with the administrator and teacher and must be requested at least 24 hours in advance.

We will be happy to discuss any ideas parents or guardians may have about activities in our program. There may be instances when our staff may believe a suggestion is inappropriate for our goals, but we will strive for an agreement that will be satisfactory to all.

It is the responsibility of the custodial parent to inform the school of any custody issues, court orders or special directives regarding communication, visits, or pick-up of the child by the non-custodial parent.

Individually scheduled Parent-Teacher Conferences

Conferences are requested by parent or teacher as the need arises. These conferences generally address specific situations about a student's progress. Parents desiring a conference are asked to make the request in writing or call the school office. It is helpful for parents to indicate the best time and phone number where they can be reached. Teachers will respond within 48 hours giving the times they are available.

Individually scheduled Parent-Principal conferences:

Conferences may be requested by parent or principal as the need arises to address specific situations. If the situation in question is about a classroom matter, the parents are asked to meet first with the teacher. Then, if it seems the matter is still not resolved, ask for a conference with the principal and have the teacher present.

First-Quarter Report Card Conferences

A 12:00 pm dismissal for students of K3 through Grade 8 is scheduled at the end of the first quarter in order for the teachers to be free for parent conferences. This parent conference is **mandatory**. Report cards are distributed during the conference. The time is scheduled during the day and if necessary in the early evening.

Second and Third Quarter Report Card Conferences

These are scheduled by the teacher or parent as needed. If a parent did not meet with the teacher during the first quarter conferences; a meeting **must** occur during the third quarter.

Telephone calls

If a parent wishes to speak to a staff member, they are asked to call the school office and leave a message if necessary. The call will be returned within 48 hours. Ordinarily, staff members will not be called from class, nor should they be called at home, although, some staff members may permit parents to call them at home – at their discretion.

CONFIDENTIALITY/CONFIDENTIAL RECORDS

All teachers and staff will respect the confidentiality of their students and their families. There are times when a student or parent may share something with a teacher that is shared in confidence. It is the responsibility of that teacher to keep the information shared confidential. In matters of legal and/or physical custody of a student, the teacher should share the information with the principal. The principal will then decide who the information should be shared with for the safety and protection of the child.

Student records are considered confidential and open only to members of the professional staff. Parent/student requests to view student records will be made to the school administrator in writing, and will provide **at least 24 hours' notice**.

Requests to forward student records will be honored after all obligations regarding finances and school property has been fulfilled. The school forwards only transcripts, academic tests, behavior records as required by law, health records, and emergency sheets when a request for records has been granted.

CURRICULUM GUIDELINES

St. Peter Claver Catholic School includes the following curriculum areas in the instructional program for Grades K3 through Grade 8: Religion, English Language Arts, Math, Science, Social Studies, Music, Art, Guidance, Technology, Spanish, Library and Physical Education.

Curriculum goals are developed under the direction of the Diocese of Savannah and textbooks and other instructional materials are selected by the staff to support the development of the curriculum goals.

CURRICULUM GUIDELINES – RELIGIOUS EDUCATION

Religion is vital to our school's mission. We want children to learn religion as part of their lives, not just another subject to be studied. For this reason we start

and end each day with prayer; talk about God being present in the students' lives; expect students to be of service; and teach respect for each person.

The children of St. Peter Claver Catholic School come together at least once a week to celebrate Mass. The Sacrament of Reconciliation, sometimes called Confession or Penance, is also available to students of Grades 2 – 8 during the year. Catholic children are given special instruction in order to prepare them to receive the Sacraments in their own parishes

- Second grade students are prepared to receive the sacrament of Reconciliation for the first time.
- Second grade students are given instruction for the Sacrament of the Eucharist or First Holy Communion, which occurs in May.

Since we are a Christian Catholic School, we expect all parents to promote a Christian atmosphere by practicing their faith and by attending worship services at their own churches. Everyone is cordially invited to attend St. Peter Claver Church any Sunday.

DISCIPLINE

Our discipline code is based on the call of Jesus to respect and care for one another. The aim of the behavior code is to foster responsible, courteous, and respectful conduct as well as to create a safe and happy atmosphere in which all can work, play, and pray in peace. While certain behaviors are encouraged and others forbidden, the ultimate goal of the behavior code is the development of self-discipline.

In general, every student at St. Peter Claver Catholic School is expected to:

- Respect themselves and others.
- Respect and maintain integrity of school property
- Keep hands and feet to themselves at all times.
- Respect and cooperate with those in authority.
- Be on time and prepared for school each day.
(Pencils, pens, homework, all materials and books needed for class.)
(Chromebooks fully charged each day.)

For Grades PK – 8: The point totals are per semester.

(1st semester: Quarters 1 & 2; 2nd semester: Quarters 3 & 4)

- 10 points = Discipline Letter
- 15 points = Official Warning Letter
- 20 points = Official Probation Letter
- 25 points = Follow-up Probation Letter
- 30 points = Suspension Warning Letter
- 35 points = Suspension Letter
- 40 points = Dismissal

Missing/Incomplete Homework Form: (1 point)

- Each time a student is missing a homework assignment or turns in an incomplete homework assignment, a homework form will be sent home. **Five (5) missing homework forms will require a parent conference.**

Dress Code Violation Form: (2 Points)

1. Incorrect outerwear
2. Incorrect shirt, pants, shorts, skirt, skort or PE uniform
3. Incorrect shoes/socks
4. Missing/incorrect belt or tie
5. Incorrect jackets/sweaters worn in class
6. Missing blazer, sweater vest, sweater
7. Shirt untucked
8. Nail polish / markers or coloring on nails or skin / fake nails
9. Upper body garments (i.e., bras, undershirts, etc.) should be **white only**
10. Incorrect hair styles and cuts-conservative, with no patterns, designs or logos. No color should be added to the hair. Mohawks or tall afro style hair styles are not permitted.
11. Adding items to the uniform (bracelets, purses, jewelry, make-up, multiple scrunchies etc.)
12. A watch may be worn in grades 3 and up – no alarms or sound effects during the school day. **(No Apple Watches, Smartwatches, or Fitbits allowed)**
13. Improper wearing of a mask—not covering nose and mouth.
14. Outside jacket worn in class.

Discipline Form (5 points): (Teachers must call parents prior to giving the 1st Discipline Form)

The following actions will result in the issuance of a discipline form:

1. Chewing gum/eating in class
2. Sent out of class
3. Inappropriate language
4. Disrespect toward classmates
5. Failure to return a form/signed papers
6. Disrespect of school property
7. Cheating/forgery/plagiarism
8. Lack of self-control
9. Other

Any school employee may issue a discipline form to any student at any time (this includes, but is not limited to: the cafeteria, hallways, playground, and Church).

The student should bring the top copy of the discipline form home, have it signed, and return it to the homeroom teacher **the very next day**.

Suspension (10 points):

Reasons for automatic Suspension: Grades PK - 8

1. Bullying of any type— including Cyberbullying.
2. Fighting—automatic (3) day out of school suspension
3. Disrespect of a teacher
4. Continued disruption/tantrums.
5. Prolonged refusal to follow any school rules.
6. Serious infractions that go against the mission and purpose of the school.

Types of Suspension: Type of suspension is at the principal's discretion.

1. **In School Suspension:** The student may come to school but is not permitted to be in class. The student will be supervised by an adult during the school day and given work to complete.
2. **Out of School Suspension:** The student may not come to school for the length of the suspension. Students who are given this type of suspension are responsible for making up all class work and homework missed during the suspension. The work must be turned in to the teacher according to the following schedule: Suspended 1 day; make up work is due 1 day after returning to school. Suspended 2 days; the work is due 2 days after returning to school, etc. **A meeting with the Parent/Guardian, student and the Principal is mandatory BEFORE the student may return to school.**

*****Student may not participate in ANY extra-curricular activity or sporting event (practices and games etc.) for the duration of any suspension.*****

Students who are notified of an Out of School Suspension but come to school anyway will be subject to a minimum of three full days out of school before reinstatement will be considered.

Expulsion:

A student who is expelled is dismissed immediately from the school. Any student who commits an extremely serious infraction is also subject to expulsion. A meeting will be held immediately with the student's parent/guardian.

CAUSES FOR EXPULSION:

1. Using/possessing a weapon of any kind that has the potential to bring harm to another student or teacher/employee.
2. Verbal, written, or physical threats made toward students, teachers, or other school employees.
3. Bringing alcohol or drugs to school with the intent to use or sell.
4. Infractions that go against the vision, mission, and purpose of the school.

DRUGS

A student may not carry, consume or have in his/her possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including but not limited to, over the counter medication, prescription medicines, illegal substances, vaping, tobacco, or federally controlled contraband. Refusing to abide by this regulation makes a student liable for suspension or expulsion. Trafficking of drugs on school premises requires the school authorities to inform the police.

Failure to abide by this regulation makes a student liable for expulsion.

APPEALS OF DISCIPLINARY ACTION

St. Peter Claver Catholic School maintains that the resolution of conflicts should be handled in a simple, just manner and at the lowest possible level. The ascending order of recourse is teacher, principal, pastor, superintendent and bishop. Parents should request in writing the need for a conference.

EMERGENCY PREPAREDNESS

An emergency plan is prepared and is available for perusal in the office if parents are interested. Please allow 24 hours for the request to be fulfilled.

EMERGENCY PROCEDURES - POSTED

Fire evacuation procedures are posted in all the classrooms. The students practice fire drills monthly. Periodically we practice tornado drills.

EMERGENCY SCHOOL CLOSING

Emergency cancellation of school due to severe weather, early closing or for any reason will be announced on TV by WMAZ. Notification may be by email or phone. If advance notice is possible, a letter will be sent home with the student. In case of school starting 2 hours late, there will be no morning care. School starts for children at 10:00 am.

In the event of a crisis, students may be brought to the church, the social hall, the convent, or the cafeteria as safe places until parents can come and pick them up. In the case of early dismissal notification, an email will be sent to parents/guardians. Children will need to be picked up in the usual manner from

MKD. If the child is not picked up within 30 minutes, the children will be in the office and a second individual call will be made to the parent.

EVALUATION

Report Cards and Progress Reports

Report cards are distributed quarterly to all students. Progress reports are distributed midway through the quarter to students of Grade K5 - Grade 8.

The Grading system for Grades 3 through 8 is as follows:

A	94-100	Special Class/Effort and Conduct Grades
B	86-93	E 100-86
C	77 – 85	S 85-70
D	70-76	U 69 and below
F	69 and below	

Other Subjects

1. All grades use E (100-86), S (85-70), U (69 and below) for conduct and effort. **No student should be given a grade lower than 60.**
2. Art, Music, Computer, Library, Physical Education and **Spanish Grades K5-Grade 5 use E (100-86), S (85-70), U (69 and below).
3. Middle School Spanish Grades 6-8 follows the grading above of A-F.

The K3, K4 program have a different kind of report card to indicate the student's progress.

K5 – Grade 2 have a standards based report card. The following rubric is used to evaluate students.

4 – Performance exceeds grade level standards at this time

Student exceeds mastery requirements for grade level and consistently applies and extends learned concepts and skills independently, as well as the ability to apply and transfer learning to new situations.

3 – Performance meets grade level standards at this time

Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets mastery requirements for grade level work, and completes work independently with no major errors or omissions.

2 – Performance is progressing toward grade level standards at this time

Student demonstrates partial understandings and is beginning to meet mastery requirements for grade level work. The student requires some extra time, instruction, assistance and/or practice. No major errors or omissions regarding the simpler details or process of the target standards.

1 – Performance does not meet grade level standards at this time

Student demonstrates minimal understandings and seldom meets mastery requirements for grade level work, requires an extended amount of time, instruction, assistance and/or practice.

Progress Reports are sent home mid quarter. This report is meant as a midway gauge to the child's progress. **It is not a report of record.** It gives the parent an idea of where the child is at the midpoint of the quarter and helps to determine if the child needs extra motivation to bring grades up for the report card. **These grades will not be recorded on any permanent record.**

Report Cards are distributed during a parent conference for the 1st quarter. The 2nd, 3rd and 4th quarter report cards are sent home with students unless a conference is requested by the teacher. Parents must sign both the Progress Report and the Quarterly Report Card **envelopes** and return them to school within **two** days of distribution.

EXTENDED DAY

St. Peter Claver Catholic School offers Morning and After School Care services. Registration for Before and After Care is held in August during the Orientation Day.

FIELD TRIPS

St. Peter Claver Catholic School K3 and K4 classes are not allowed to take any field trips because of State safety requirements for transporting young children.

Detailed information about the trip and parent permission forms are distributed prior to the trip by the teacher. This form allows parents to request that their child participate in the field trip and releases the school from liability. Parents are requested to meet the deadline for returning the form and paying any fees required. No student is allowed to participate in a school field trip without the school's release form signed by the parent. Telephone calls will not be accepted in lieu of the proper written forms.

Parents always retain the right to refuse permission for the child to participate in a field trip. The teacher, after consultation with the principal, retains the right to refuse to allow a child to participate in a trip for legitimate reasons. The warning and subsequent behavioral activity should be documented. **After consulting with the principal,** teachers inform parents of this refusal and the conditions for refusal **2 weeks in advance** of the trip. Parent and teacher work out a plan in the best interests of the child who is not participating in the trip.

Parents must also have had **VIRTUS** training in order to participate in a Field Trip as driver or chaperone.

The usual mode of transportation will be the St. Peter Claver Catholic School bus. .

Parents who offer to drive students on a field trip must show ***proof of insurance, current registration and driver's license*** to the office. A copy of this proof will be on file in the office for future needs. ***The Diocese does not approve the use of 15 passenger vans for the purpose of transporting school aged children 12th grade or below.*** The minimal acceptable liability limit for privately owned vehicles is \$100,000 per person/300,000 per occurrence insurance required and the driver must be age of twenty-one (21) or older with a valid, non-probationary driver's license.

Students must use seat belts when riding in a private car. Those under age of twelve (12) may not sit in the front seat if there is an airbag in that seat.

GOOGLE CLASSROOM

All classes will be using Google Classroom as a way of communicating homework and classwork to students. Homework may sometimes be required to be turned in through google classroom. The teacher will let you know what the policy is regarding using google classroom to turn in homework.

If a student has to be online, the student must be in full uniform and the camera must be on at all times. A student may not use an avatar for their screen. Students who are supposed to be online, but do not sign in at the appropriate time will not be able to use this mode of instruction again. It is the parent's responsibility to make sure the guidelines are being followed by the student and checking in with the student to make sure all work is being completed and turned into the teacher on time.

GRADUATION

The 8th Grade graduation is scheduled at the end of the school year. All fees and tuition is to be paid by the family prior to graduation. Students who still have an outstanding balance will not be permitted to attend the graduation prayer service or walk in the graduation ceremony.

In order for students to participate in any graduation activities they must have less than three discipline forms for the entire school year.

There is a fee for graduation to cover the costs of the cap and gown, the diploma, awards, trip, transcripts, graduation photo and a small reception.

The ceremony includes a prayer service, with the graduation itself included in the prayer service with awarding of diplomas and recognition of various other achievements by the students.

GUIDANCE AND COUNSELING

1. Students, staff and parents may make referrals for counseling either for themselves or for students. A one-time visit does not need a permission form.
2. The counseling request form is then placed in the counselor's box. The counselor will return it to the teacher with a convenient time, or discuss a convenient time with the person who made the request.
3. Once the individual has been seen, the counselor will complete a referral sheet.
4. All teachers will be notified by the counselor about future steps, once a student has been seen.
5. Possible response to a counseling visit include:
 - a. Person seen; no follow-up needed at this time.
 - b. Short term follow-up (less than 4 sessions) Parent written permission must be obtained.
 - c. Long term follow-up (anything longer than 4 sessions) Parent written permission must be obtained.
 - d. Additional services may be recommended for the person.
 - e. Involvement of other persons may be recommended.

HSA-HOME SCHOOL ASSOCIATION

All parents or guardians are members of the Home and School Association. General meetings are listed on the school calendar. **Attendance at HSA meetings is a requirement of continued attendance at SPCCS.**

HOME-SCHOOL COMMUNICATION

Parents are encouraged to use both the formal and informal ways for maintaining communication between home and school. At St. Peter Claver, regular means established by the school are:

- **Wednesday Folders:** Sent home each Wednesday by the homeroom teacher. These folders include graded work, memos from the teacher, school or business office, and newsletters. Parents are asked to establish a regular routine for examining the contents of the folder.
- During **Back to School Night** homeroom teachers explain how they handle the Wednesday folders and the need for parents to sign and return them by Friday.
- **Weekly Newsletter:** Sent home each Wednesday of the month for families. This newsletter contains school news of the past week as well as announcements for the coming week. Calendar changes are included.
- **FACTS SIS:** Web based grading system for student grades and behavior notices. Parents/teachers can email one another through this system.

- **Calendar**: Sent home in the Wednesday folder at the beginning of the month. It includes all the important dates as well as the name of a family on each date for whom we will be praying as a community.
- **Cafeteria Menu**: Sent home in the Wednesday folder at the beginning of the month. It is extremely important that you keep track of the days your child desires to eat breakfast/ lunch at school.
- **Report Cards, Progress Reports, Conference times** – Please see appropriate notifications in this handbook. Appointment times and reports are sent home in the Wednesday folders.
- **Non-Custodial Parents** The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child if the address is provided. The non-custodial parent must supply the school with address and means of contact in order to supply the communications. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the order.

HOMEWORK

Homework, in the traditional sense, is usually not given to the K3 and K4 on a daily basis. Teachers provide parents with information and guidance about the kinds of learning experiences that will be beneficial for their children. As the year progresses, specific request will be made for parents to work on particular skills with their children.

Assignments are given daily in grades K5 through 8 at the teacher’s discretion. Some teachers elect not to assign homework on weekends; however, it is always appropriate for children to read and study over the weekend in order to be prepared for class. Each student works at an individual rate when completing assignments. Some work faster or slower than others. Generally, parents can expect assignments to take approximately:

Grades K5 and 1:	15-30 minutes
Grades 2 and 3:	30-45 minutes
Grades 4 and 5:	45-60 minutes
Grades 6, 7, 8:	60-90 minutes

Students in grades 1 – 8 are required to use the school homework planner book. Assignments are copied by the student as the teacher provides time during the school day.

Parents are expected to:

1. Examine the student's planner each evening
2. Examine the student's completed assignment (even if the student completed the homework in After School Care).

Homework assignments include but are not limited to written homework, eSpark, SeeSaw assignments, studying for quizzes and tests and projects.

All teachers give parents their homework policies and procedures in writing at the beginning of the year.

Each student should have a regular study time and place at home to complete the given assignments. Some time should also be spent in reading library books. Homework includes written work as well as study work.

While students will have supervised homework time in After School Care, it is still the duty of the parent to insure that assignments are completed by the student prior to the next school day. There is no expectation or guarantee that all homework will be completed in ASC.

Consequences for Incomplete Homework

1. Homework Assignment Notification—1 point
2. Submitted a day late, deduction from grade – 10 points per day late.

Specific information about the manner of assigning work, expectations regarding completion of work, homework policies and procedures, long range assignments, and projects are explained during Back To School Night at the beginning of the school year.

Make up work

When a student returns to school after an absence, Make-Up-Work will be given. A specific date will be designated for completion of the work. It is the responsibility of the Parent (grades K5 – 3) or the student (grades 4 – 8) to ask for the missed assignments and to make up any tests. One day is given for each day missed.

INSTRUCTIONAL MATERIALS

Religion text books are selected from the approved list of the Diocese in conjunction with the parish selection. Texts are replaced according to a cycle and the Diocesan schedule of revision of curriculum areas.

INSURANCE

Every student enrolled at St. Peter Claver Catholic School is covered by the Diocesan Student Accident Insurance for accidents and injuries that occur on school property during the school hours. When a student has had an accident or

injury on school property, the school will complete part 1 of the Diocesan Accident Form. The parent must contact the school and complete part 2 if they want to process an insurance claim. The school will send a copy of the accident report to the Diocese. The parent must mail the actual claim directly to the insurance company. From that point on, it is the parent's responsibility to handle the claim just as they would for their own personal insurance claim. If a parent has a problem with the way the insurance company handles the claim, they are to call the Diocesan Risk Management Office at 912-201-4076. If a parent wishes to obtain extended insurance coverage for their child outside of school hours, they should contact the school office for more information.

INTERNET

St. Peter Claver Catholic School has access to the internet in the Computer Lab, the library and in classrooms. Students and parents are required to read and sign the Diocese of Savannah's Acceptable Use Policy (AUP).

The electronic system of communication is constantly changing and widening. Therefore, students must adhere to the moral, ethical and legal implications of this system at all times. Acknowledging that it is the responsibility of the student to use the internet respectfully, St. Peter Claver Catholic School does not actively monitor student use of blogs, chat rooms, Facebook, Snapchat, Kick, Twitter or other apps used by students. While our supervision establishes some parameters for appropriate use within our school, it remains the obligation of the parent and student.

However, St. Peter Claver Catholic School reserves the right to impose consequences for inappropriate technology usage that takes place on or off campus. This inappropriate use of technology (for example, on a home computer) may subject the student to serious consequences. Inappropriate use includes harassment; use of the school's name, remarks directed to or about teachers, offensive communication, unauthorized posting of pictures and safety threats. These issues, while not limited to the above listing, will be taken very seriously by the administration and will be dealt with in a most serious way.

Students in grades K5 – Grade 8 will be assigned either a **Chrome tablet or a Chromebook** that will be theirs for the entire year. A special contract will be signed regarding 1 to 1 device.

LABEL EVERYTHING

Please **label all clothing**, lunch boxes, and school bags with your child's name using a permanent marker. Uniforms can get confused quite easily.

LEAVING SCHOOL PREMISES

Parents or guardians are required to sign students out in the school office. This procedure is permitted only in special cases. Acceptable excuses for early dismissal include:

- Doctor or dental appointment,
- Illness
- Family emergency

Upon return from an early dismissal for a doctor's appointment, students must bring a doctor's certificate. Three (3) unexcused early dismissals may be counted as one day of absence.

Parents are expected to call the school no later than the second day of a child's absence to arrange for make-up work. **Teachers are to be given 24 hours to prepare the requested lessons for pick up by parents or guardians.** Parents are permitted to pick up homework for an absent student after 3:30 pm in the office. Upon returning to school it is the responsibility of the parent of K5 - 3 students, to find out what work was missed and make arrangements to make up any tests that were missed. Students in grades 4-8 should be able to do this on their own. Students will have one day per each day missed to make-up assignments.

PRE SCHOOL K3 AND K4 and SCHOOL HOURS

School hours are from 7:50 am – 3:20 pm. Attendance is taken at 7:50am followed by the beginning of the preschool program. Pre-K parents should bring their children to the Mother Katharine Drexel Center if they arrive before 7:30 am and to the classroom if they arrive after 7:30 am.

Lateness is considered a serious breach of school discipline at St. Peter Claver Catholic School. Preschool parents are asked to begin developing habits of promptness in reporting for school. Students entering the class late disrupt the learning process, distract their classmates from the activity at hand, and cause the teacher to stop the lesson to attend to their needs as they enter the class. Parents are expected to arrange family schedules so that students will be on time for school.

When a child is absent from school, **the parent must call the office between 8:30 am and 9:00 am to report the absence.** In case of prolonged absence, parents are asked to inform the school staff of the reason for the absence and the expected day of return. An absent note should be turned in to the teacher upon return. An email to the teacher regarding the absence is also acceptable.

Early dismissal: Preschool basic instruction takes place between 7:50am and 12:00 pm. After that time, parents may feel free to pick up their children for any reason.

LOST AND FOUND

Lost and found items are displayed in the cafeteria during the day and then brought to the office the following day. Unclaimed articles will be disposed of periodically.

LUNCH PROGRAM

K3 – K4

The State of Georgia recommends that all pre-school children be served a balanced breakfast, lunch, and afternoon snack. The cost of the lunch and snacks is included in the tuition payment plan. Students must have a doctor's note if they are allergic to certain foods and require an alternate meal or a lunch from home.

Kindergarten through Grade 8

Students may purchase a hot lunch or bring lunch to school. No candy or carbonated drinks may be included in a student's lunch. **Cans and bottles are not allowed for safety reasons.**

Each child will receive an application for free or reduced lunch. This is a Bibb County form, but is useful for St. Peter Claver, also. A school lunch is a financial and nutritional bargain and every child is encouraged to participate. If there are any changes in family income during the school year, you may apply or reapply at that time. All forms will be kept confidentially on file.

Parents are requested to review the lunch menu every week with their child(ren). If students dislike the menu items, parents are asked to send lunch with the child to school. 09/11/2023

If a child has food allergies, the parent should send a note from the doctor stating this for our files.

Students who are bringing a lunch from home are encouraged to do so when they come to school. If a lunch must be brought to them after the school day begins, parents are requested to bring the lunch to the office. It will be taken to the cafeteria for the student. **No outside food from restaurants or food chain stores permitted.**

MEDIA CENTER

Library classes are scheduled weekly for students. Students seek to master objectives developed by the Diocesan Curriculum Committee and the American Association of School Libraries. The promotion of reading for pleasure as well as competency in research and reference skills is an integral part of this instructional period.

Assignments may be given by the librarian for the children to complete during the week.

MEDICATION AT SCHOOL

Parents are discouraged from requesting the school to administer prescription or non-prescription medication except in cases of necessity. In order for the school to administer medication the following must be done:

1. Parents complete the required form from the school office requesting that medication be administered.
2. Form is signed.
3. Include a signed physician's statement including:
 - a. Name of medication
 - b. Dosage
 - c. Time of administration
 - d. Start and ending date of administration

The physician's statement must be undersigned by the parent requesting the school to administer the medication.

Medication must be:

1. In original safety bottle
2. Clearly marked/identified
3. Dropped off by parents and handed directly to office staff.

It is against school rules for students to carry medication in a book bag, purse, and lunch box or on their person

If medication must be administered both at home and at school, parents should request the pharmacist to place the prescription in two containers, both labeled properly. This will prevent confusion about dropping off and picking up medication for colds, flu and other one-time illnesses.

Only the office staff is permitted to administer medication for students in Kindergarten through Grade 8. Preschool staff will administer medication to PreK3 and PreK4.

No medication will be administered beyond dismissal.

Special cases such as cough drops are left to the discretion of the principal or teacher.

All medications must be held in the office.

MONEY

All money sent to school is to be in an envelope and labeled with the student's name and purpose. Please send the exact amount. Please make separate checks for each program: Field Trips, Lunch, and Before and After School Care.

Please do not allow your child/children to bring large amounts of money or valuables to school. The school cannot be responsible for lost money or valuables. If it is necessary for a student to bring money or something valuable to school, please have them bring it to the office for safe-keeping.

PARENTAL INVOLVEMENT

Each family is required to perform 10 hours of service to the school annually. (Any work that involves being with children requires the person to participate in **VIRTUS** Training.)

Suggestions for service by adults:

- Volunteering to read to class, speak on a topic, or assist with a project
- Volunteering to help during a community work day
- Tutoring a student
- Assisting with lunch/recess supervision
- Leading a special activity/coaching
- Performing clerical duties in the library, computer lab, or office
- Working on a school committee/Fall Festival, Field Day, May Festival
- Volunteering to participate in Open House
- Commit to be a room parent

If all ten (10) hours are not completed by the family; a \$10 charge per hour will be assessed by the principal before school is finished. Payment for the incomplete hours must be made in order for the student to receive his or her report card.

PHYSICAL EXAMINATION AND IMMUNIZATION

All students are to submit to physical examination and other health requirements prescribed by the State of Georgia and the Diocese of Savannah.

PICTURES OF STUDENTS

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used as such, must indicate this on the required form completed at the onset of the year by each family.

PLACEMENT

All students K through Grade 8 will be screened or tested to determine their readiness for the grade level for which they have applied. Children are accepted if it is judged that they have the maturity and skills necessary to be successful in the grade for which they are applying.

Students enrolling after the second semester of a given year must have a satisfactory discipline record in their previous school history.

PREGNANT STUDENTS

In the event of a student becoming pregnant or a student impregnating another student, consultation with the pastor and superintendent will ensue and a decision about school continuance will be made.

PRESCHOOL EDUCATION PROGRAM

See Pre School Handbook

PROMOTION / RETENTION / SUMMER TUTORING

A student shall be considered for promotion if the following standards are met:

Kindergarten – Grade 2

1. Mastery of standards listed for each grade level on standards based report card.
2. Regular attendance.

Upper Elementary (Grades 3 – 5)

1. A passing final grade in ELA, Math, Science and Social Studies and Religion.
2. Regular attendance.

Middle (Grades 6 – 8)

1. A passing final grade in ELA, Math, Science, Social Studies and Religion.
2. Regular attendance.

Transfers

If the school recommends retention of a student for reasons other than more than two failing grades in a major subject and the parents object, the student may be ‘transferred’ rather than promoted to the next grade. A written document indicating this action must be signed by the homeroom teacher, the principal, and the parent. The report card will indicate – Transferred.

Summer Tutoring

- A student who fails three or more core subjects **may not** make up these courses in summer tutoring, but must repeat the grade.
- If a student fails two major subjects, excluding religion, and wishes to be promoted to the next grade level, successful completion of an approved summer tutoring program is required.
- St. Peter Claver students tutored by a certified teacher with no less than 20 clock hours of instruction for each subject are required to have parents submit the credentials of the tutor to the principal **prior** to beginning the tutoring classes. Students who were tutored must present documentation of instruction not less than 10 days prior to the opening of classes for the next school term. Upon receipt of this documentation, St. Peter Claver Catholic School will determine the

promotion of the student to the next grade based on the documentation provided by the tutor. The decision of the administration is final.

- Students in grades K5 – 2 who do not meet the appropriate grade level standards are required to receive tutoring to become better prepared for the next grade level curriculum. The tutoring must consist of 20 hours in the subject area that is not mastered. A post-test for the student may be administered at the discretion of the principal in order to be promoted to the next grade.

Attendance: For medical reasons, an attendance waiver beyond the three days per quarter may be granted by the principal provided that this request is received from the attending physician upon the child’s return to school.

A student may be retained once in kindergarten through third grade and once in fourth through eighth grade. Should a student who has been retained fail to pass a subsequent grade, the student may not be permitted to return to St. Peter Claver Catholic School.

Borderline Grades: Students achieving a D average in any core subjects are recommended to attend summer tutoring to become better prepared for the next grade level curriculum.

PUPIL TEACHER RATIO

St. Peter Claver Catholic School implements the guidelines of Cognia regarding per pupil/teacher ratio. Ability-based groupings are utilized at times for instructional effectiveness.

RELIGIOUS AND PATRIOTIC OBSERVANCE

Mass or prayer services are scheduled for religious feasts and observances throughout the year. Rosary, Stations of the Cross and opportunities for the sacrament of Reconciliation are celebrated by the school community. All students and staff are expected to participate. Students act as leaders of prayer, readers or singers.

Civic observances are incorporated into the curriculum when appropriate. Black and Hispanic History Month is celebrated in various ways through classroom activities.

REPORTING CHILD ABUSE AND NEGLECT/VIRTUS

Any staff member that has reasonable cause to believe that child abuse has occurred is to inform the principal and as required by law to report it immediately to the Department of Family and Child Services. The school does not call the parent or guardian to discuss this matter.

Child Protection Training: All adults who work with children must be in conformity with the mandate from the Diocese for ongoing training in child protection which includes the VIRTUS training provided by certified personnel, agreeing to a background check and signing the Code of Conduct. To find a Virtus training class nearest to you, check the website www.virtus.org. For further information go to www.diosav.org/chilyouthprotection.

RESOURCE MATERIAL

Materials are purchased for use in the classroom for instruction which include but are not limited to; supplemental texts, manipulatives, individual response items, online opportunities.

SAFETY

Since safety of students is a serious responsibility of the staff, they supervise students in the classrooms, the cafeteria, the hallways and the playground as well as, any other time during the school day when students have been assigned to their care. All adults in a supervisory position are to be VIRTUS trained for safe environment for children.

SCHOOL CALENDAR

The School Calendar is published yearly. There are 180 school days for children. Each month, the scheduled events will be sent home in the Wednesday folders. Parents are responsible for retrieving the calendar from the student and referring to it often.

SCHOOL DAY

KINDERGARTEN – 8th Grade

School hours are from 7:50 am to 3:20 pm. Morning supervision begins at 7:30 am. Students in grades K3 – 8 who are not in their classrooms by 7:50 am will be considered late.

SCHOOL SPONSORED ATHLETIC ACTIVITIES

Students must be currently enrolled at St. Peter Claver Catholic School to be eligible for membership on any athletic team or squad. Students must have a ‘C’ average or better on progress report or report card in order to participate in any team sport.

Any student who has a failing grade is suspended from participating in all sports practices and competitions until he or she has passing grades.
Any student who has received 2 discipline forms since the beginning of the sport season will be suspended for the very next game following the behavior notice. The student will be required to attend the game with the team, but must dress in the school uniform rather than the team uniform.

The principal will communicate any suspensions in writing to the parent/guardian and athletic director, who informs the coach, when it becomes effective, and will also communicate to the parent when the student may resume practices and competitions.

Failure to adhere to a suspension notice will result in a three-day school suspension and an expulsion from the team.

Failure for a coach or director to adhere to a suspension notice will result in immediate dismissal from the duty of coaching.

SEARCH AND SEIZURE

Catholic Schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, and Privacy of Pupil Records, which reads:

Police Officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a service.

Every effort shall be made to conduct searches in a manner that will minimize a disruption of the normal school routine, and minimize embarrassment to the pupil(s) affected.

School officials, including but not limited to, the principal may at any time conduct such searches as are essential to the safety, health, and well-being of the students, and to secure discipline and sound administration of the particular school.

SEXUAL HARASSMENT

Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a student’s right to learn, study, and work, to achieve or participate in school activities in a comfortable and supportive atmosphere”. This behavior as defined above is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines.

STANDARDIZED TESTING

Grades K5 – 8 take the **NWEA Map Growth** standardized test in the fall, winter, and spring. Results of these tests are shared with parents and used by teachers to improve curriculum and instruction. Students also review these results and set annual improvement goals.

Religion Benchmark Tests

These tests are taken by students in grades K5 – 8 three times a year. Grades K5 + 1 are pencil and paper tests. Grades 2 – 8 tests are taken online.

Assessment of Religious Knowledge (ARK)

Schools shall participate in the approved religious education testing program identified by the Director of Religious Education for the Diocese of Savannah. Students in grades 2 - 8 are required to take the ARK test.

SUPPLIES

School Supplies **are purchased by the school** for all students. Students are expected to come to class prepared with the necessary supplies. Consistent failure to come prepared with necessary supplies renders the child unable to participate fully in the classroom instruction and activities.

K3 and K 4

All supplies are provided by the teacher throughout the year. A supply fee is charged at the beginning of the school year. A small fee may be charged from time to time for special projects.

TEXTBOOK SELECTION

St. Peter Claver Catholic School follows the guidelines of the Diocese of Savannah. Texts are studied by teachers of the subject area and samples are requested to determine suitability of the content. The decision is a joint one made by administration and teachers.

TIME ALLOTMENT

St. Peter Claver Catholic School schedules classes according to the recommended time allotments of the Catholic Schools Office of the Diocese of Savannah.

TRANSPORTATION

The school owns a bus that is used for field trips and extracurricular activities. Safe Bus Rules are implemented by the adults who chaperone the trips.

TUITION

Tuition rates are set annually and communicated to all families. Variations in rates occur for Catholic and families of other faith denominations, number of children in a family and financial need. Parents seeking tuition assistance must complete an application on line at www.factstuitionaid.com to be considered for an award. All requests for documentation must be completed – W-2's, Tax Return, before a final amount can be awarded. Students receiving financial aid are required to maintain a 'C' average or above and adhere to the absence and lateness policy of the school in order to continue to qualify for financial aid.

Every family also has a required fundraising obligation for the school term.

All payments are made through FACTS Tuition Management. Families must register with FACTS prior to July 1st since payments for 10 or 11 months begin in July and run through May.

Each family signs a tuition contract in the school office for the amount of tuition to be paid either over 11 months or 10 months.

Tuition Policy

The registration fee is **non-refundable** upon acceptance to St. Peter Claver Catholic School.

In the event of early withdrawal, tuition will be prorated for days on roster + 1 month.

If a student is withdrawn or dismissed, the parent is responsible to pay the annual amount owed (see schedule below), plus any additional fees or costs accrued from the beginning of the school year.

Withdrawn or dismissed during Quarter 1: 25% of tuition and fees

Withdrawn or dismissed during Quarter 2: 50% of tuition and fees

Withdrawn or dismissed during Quarter 3: 75 % of tuition and fees

Withdrawn or dismissed during Quarter 4: 100% of tuition and fees

A family 60 days in arrears for payments through FACTS will be considered delinquent and their child(ren) will not be allowed to return to school until parents meet with principal and pastor or making the account current.

All accounts must be current by the end of each quarter including the last day of school or withdrawal in order to receive records and/or grades, standardized test scores, and diplomas.

Accounts must be current and fees must be paid to reenroll for the next school year.

Hardship:

St. Peter Claver Catholic School is willing to work with families who are experiencing difficulty making payments. However, it is the responsibility of the parent/guardian to notify the school if they wish to modify their payment schedule. Hardship requests should include the minimum amount that will be paid each month and include a plan for paying the account in full. The request must be approved by the principal. If submitted payment plan is not followed, the account will again be considered delinquent. Families who frequently violate the payment policies will be asked to withdraw.

No student will be allowed to begin a new school year if an unpaid balance remains from the previous school year. All school accounts are to be current.

Parents who do not keep their accounts current may be asked to withdraw their children. Delinquent accounts are factors that will be considered in evaluating continued placement in the school. At the end of each quarter, if any outstanding tuition, ASC, cafeteria, or library charges exist, report cards will not be given, and parent/student/teacher conferences will not be held.

All financial **responsibilities** must be completed at the time of withdrawal. No transfer of records will be given or released until a financial settlement has been made. Former students with unsatisfactory payment records will not be permitted into the school until past payments have been made current. If at any time a parent has difficulty making a tuition payment, contact should be made with the principal or finance office to arrange a payment plan. Should a student withdraw during the year, tuition will be prorated according to the stated schedule listed in this handbook.

By agreeing to pay tuition and fees to the school, parents also understand that St. Peter Claver Catholic School will be entitled to recover from parents its reasonable attorneys' fees incurred in enforcing the tuition agreement and all outstanding principle and interest then due and payable, in accordance with O.C.G.A. § 13-1-11.

All tuition and fees paid to the school are non-refundable.

UNIFORMS

Students of Kindergarten through Grade 8 are to be in complete uniform at all times, unless a special direction is given. **If uniforms are on back order a note MUST be sent into the teacher with an approximate delivery date!**

Girls K – 5:

Students may not wear jackets in school!

Skirt or skort (plaid #43) **Knee length** (Must be purchased from Flynn & O'Hara Uniform)

Dark Khaki uniform shorts or pants (must be worn with black or brown belt)
(uniform shorts must be knee length and loose fitting)
(no skinny/straight legged khaki shorts or pants!)

White oxford blouse—**must be long enough to stay tucked in when arms are fully raised.**

Crisscross tie (Plaid #43) (Must be purchased from Flynn & O'Hara Uniform) ***Girls may not wear boy ties!***

Head bands worn must be maroon uniform plaid.

Beads, Bows or Barrettes worn must be white, black, maroon, or grey.

Burgundy V-Neck sweater vest (November 1 – February 29) **not an optional item** (Must be purchased from Flynn & O'Hara Uniform)

Burgundy V-neck sweater **Optional** (If you choose to wear this it must be purchased from Flynn & O'Hara Uniform)

Socks/Tights: Solid black, white, maroon, or gray. Socks must be worn above the ankle **No socks of other colors, no socks with designs, no soccer socks.** **Tan Dirty Buck Shoes ONLY** to be worn with tan pants or shorts or skirts/skort.

Girls 6-8:

Students may not wear jackets in school!

Skirt or skort (Plaid #43) **Knee length** (Must be purchased from Flynn & O'Hara Uniform)

Dark Khaki uniform shorts or pants (must be worn with black or brown belt)
(uniform shorts must be knee length and loose fitting)
(no skinny/straight legged khaki shorts or pants!)

White oxford blouse

Crisscross tie (Plaid #43) (Must be purchased from Flynn & O'Hara Uniform) *Girls may not wear boy ties!*

Burgundy V-Neck sweater vest (November 1 – February 29) **not an optional item** (Must be purchased from Flynn & O'Hara Uniform)

Burgundy Blazer (November 1 – February 29) **not an optional item** (Must be purchased from Flynn & O'Hara Uniform)

Blazer and sweater vest are to be worn together from November 1 – February 29!! Blazers should be worn outside when traveling from class to class.

Socks/Tights: solid (**no design**) black, white, maroon or grey. Socks must be worn above the ankle. **No socks of other colors or soccer socks.**

Tan Dirty Buck Shoes ONLY to be worn with tan pants or shorts or skirts/skort

Head bands - maroon uniform plaid only.

Boys K -5:

Students may not wear jackets in school!

Dark Khaki uniform shorts or pants (must be worn with black or brown belt)

White oxford shirt

Plaid tie (Plaid #43) (Must be purchased from Flynn & O'Hara Uniform)

Burgundy V-Neck sweater vest (November 1 – February 29) **not an optional item** (Must be purchased from Flynn & O'Hara Uniform)

Burgundy V-neck sweater **Optional** (If you choose to wear this it must be purchased from Flynn & O'Hara Uniform)

Socks: Solid white, tan or black. Socks must be worn above the ankle **No socks of other colors, no socks with designs, no soccer socks.**

Tan Dirty Buck Shoes ONLY

Boys 6 – 8:

Students may not wear jackets in school!

Dark Khaki shorts or pants (must be worn with black or brown belt)

(shorts must be knee length and loose fitting)

White oxford shirt

Plaid tie (Plaid #43) **(Must be purchased from Flynn & O'Hara Uniform)**

Burgundy V-Neck sweater vest (November 1 – February 29) **not an optional item** **(Must be purchased from Flynn & O'Hara Uniform)**

Burgundy Blazer **not an optional item** **(Must be purchased from Flynn & O'Hara Uniform)**

Blazer and sweater vest are to be worn together from November 1 –

February 29! **Blazers should be worn outside when traveling from class to class.**

Socks: Solid white, tan or black.. Socks must be worn above the ankle

No socks of other colors, no socks with designs, no soccer socks.

Tan Dirty Buck Shoes ONLY.

P.E. Uniforms Grades K – 8 Boys/Girls **(Must be purchased from Flynn & O'Hara Uniform)**

Sports Grey t-shirt—must be loose—not too form fitting.

Maroon mesh shorts

Maroon crew neck sweatshirt **(No other outer wear may replace sweatshirt)**

Sports Grey gathered leg sweatpants

White socks

Tennis shoes (no wheels or lights)

The school T-shirt **must always** be worn. Depending on the student's choice, either the shorts or sweatpants may be worn as well as the school sweatshirt.

No other shorts, sweatpants or sweatshirt may be worn in place of the school PE uniform.

Additional Uniform Rules:

Shirts are to be tucked in at all times.

Pants must be worn around the waist – no underwear may show at any time.

Over-sized shirts are not allowed.

Socks must touch the ankles.

Hair styles and cuts are to be conservative, with no patterns, designs, or logos.

Hair must be groomed.

No color should be added to the hair.

Mohawks or tall afro style hair styles are not permitted.

Only plain white t-shirts may be worn under uniform shirts.

No make-up.

No fake nails or nail polish of any kind.

Facial hair is not allowed.

Only school plaid headbands may be worn.

Jewelry

- One bracelet
- One single neck chain,
- One ring
- One scrunchy
- One stud earring in each ear, no larger than a dime
- A watch may be worn **in grades 3 and up** – no alarms or sound effects during the school day. **(No Apple Watches, Smartwatches, or Fitbits allowed)**

Students who are participating in extra curricular activities, such as sports or scouts, may change into the appropriate uniform for official functions at 3:10 with the permission of the teacher. Students must be in school uniform at all other times of the day.

The uniform policy will be strictly enforced. When questions arise, please call the school for clarification.

Rule of thumb – If you think it is not acceptable – it probably is not.

Dress Down Policy:

Appropriate clothing for school is required. Please ***avoid*** the following items:

- Jeans with rips or holes
- Short shorts (must be knee length)
- T-shirts with inappropriate slogans or sayings
- Girls—shoulders must be covered—no tank tops or spaghetti strap tops; no mid-drift tops that expose the middle; no form fitting or tight shirts.
- No flip flops or open back sandals.
- No shoes with a heel higher than 1 inch.

WEAPONS AT SCHOOL

A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon or instrument that might be used as a weapon to inflict serious harm on oneself or on another person.

Failure to abide by this regulation makes a student liable for expulsion.

Conversations about fire-arms among students are prohibited and will be cause for conference with parents immediately. Further disciplinary action may result.

WITHDRAWAL

All parents of students withdrawing before eighth grade graduation are asked to schedule an exit interview with the admissions director and/or principal one or two weeks prior to their child's last day of school. The purpose of the interview is to review the student's progress, finalize any business matters, and discuss the reason for the withdrawal. The school office staff cannot issue any transfer papers until all financial obligations have been satisfied.