

ST. PETER THE APOSTLE CATHOLIC SCHOOL

St. Peter the Apostle Catholic School is a fully accredited parochial school with programs for children from three years of age through eighth grade. The curriculum presents a holistic view of education, providing an environment where children can grow intellectually, spiritually, socially, and culturally. The guiding philosophy of the uniqueness of each child of God leads the staff to join with the parents in seeking to bring to every student a knowledge of his/her own worth and potential.

Admission to St. Peter the Apostle Catholic School or participation in school programs is not denied students on the basis of race, color, ethnic or national origin. Admission shall not be denied because of any disabling condition unless it is clear that the staff, due to inadequate professional training and/or the school's program, will not be able to meet the student's needs.

**ST. PETER THE APOSTLE CATHOLIC SCHOOL
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*The Administration reserves the right to make amendments
to the Parent/Student Handbook when issues warrant such action.*

INTRODUCTION

The aim of St. Peter the Apostle Catholic School is to provide a Christ-centered atmosphere in which each child can be challenged to strive for the highest possible level of formation, both spiritual and academic. The administration, faculty, and staff strive to instill a love for truth and a love for learning in each student. If effective learning is to take place, an atmosphere of study and Christian conduct must exist. All students are expected to practice self-control and good order at all times for the common good of the school. St. Peter the Apostle Catholic School looks to the home for support and cooperation in the implementation of these directives. **Your attendance at St. Peter the Apostle Catholic School indicates your willingness to comply with the school's policies, procedures, and regulations found in the school materials and handbooks.**

HISTORY OF ST. PETER THE APOSTLE CATHOLIC SCHOOL

St. Peter the Apostle School originated in 1952 as the White Settlement Mission School. That year, it opened its doors to 22 kindergartners and 39 first graders. It gradually expanded to include all grades. It was in 1969-1970 that St. Peter's seventh and eighth graders attended Nolan High School. In 1955, the Benedictine Sisters from Lisle, Illinois came to staff the school. They served St. Peter's until 1966. The school Sisters of Notre Dame replaced them in August 1966 and stayed until 1980. In 1958, the children from St. Paul's Parish were bused to St. Peter's. The school auditorium was used for church, parish hall and cafeteria. The barracks buildings were purchased from Carswell Air Force Base to ease crowded conditions. In 1964, the school worked for accreditation. It added four classrooms, a teacher's lounge, and two offices for administrative purposes and renovated the kitchen area. In 1970, St. Peter's students were transported to St. Paul's Parish School. During that period until 1977, the school was known as St. Peter and Paul's School. In 1982, the students returned to St. Peter's present facility. There was enrollment of 160 students, three Notre Dame Sisters and five lay teachers. Over the next several years, an upgraded program was provided to meet the needs of the students. In July of 1981, Sr. Mary Helen Fuhrmann was employed by the school board to administer the K through 6th grade program. There were 158 students that year. It was that same year that the school employed its first secretary and the following year, the school accounts were separated from the parish accounts. In 1982, an after school daycare program was opened to provide care for the students until 6:00pm. There was a growing need for this program due to an increasing number of working mothers. Walls were built to separate the classrooms in the lower grades. In 1984, a Pre-Kindergarten program began for the four-year-olds. In 1987, the Government Lunch program was discontinued. In 1991, Sister Mary Helen left St. Peter. The school's first lay administrator was selected, and Debora Herrera (1992-2004) began the 1992-93 school year. The school's enrollment began to increase in the late 1990's and the decision was made to add seventh and eighth grades back to the school. In August 2000, the school opened a new junior high facility to better serve sixth, seventh, and eighth grade students. The building features a new library, science lab, and lunchroom facilities. Mrs. Barbara Graybeal served St. Peter's as

principal for the 2004-2005 school year. Ms. Erin Vader served as the principal from 2005 until the end of the 2009-2010 school year. Dr. Cindy Cummins served as the principal from 2010-2013. Over the spring and summer of 2012, the school received a complete renovation thanks to the supporters of the St. Peter's *Remember, Rebuild, Renew* campaign and the Diocese of Fort Worth. Ms. Christina Mendez was the principal of St. Peter the Apostle Catholic School from 2013 until 2016. For the 2016-2017 year, Mrs. Lisa Giardino served as Interim Principal, and in the Spring of 2017 she was named as the official Principal of the school.

A history can simply be a record of dates, or it can be a record of achievements. St. Peter the Apostle Catholic School is proud to have recorded numerous achievements during its 60 year history. Among them are the following: a committed faculty, relevant curriculum and innovative programs, the continued success of its graduates, the return of many graduates as parents of St. Peter students, and the support and commitment of the families toward a value-based Catholic education.

The school was accredited by the Texas Catholic Conference in 1987 and again in 1997 and in 2007. St. Peter the Apostle School received numerous exemplary and outstanding ratings and full accreditation status each of these times.

Our school community looks forward to on-going achievement and development as an integral part of St. Peter the Apostle Catholic Parish. We are proud of our past history and look forward to the future with enthusiasm.

ST. PETER THE APOSTLE CATHOLIC SCHOOL

MISSION STATEMENT

St. Peter the Apostle Catholic School exists to provide an inviting Catholic community, a challenging academic curriculum and unlimited opportunities to grow in virtue.

PHILOSOPHY

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

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

Goals and Objectives

1. Develop a spiritual and moral life for the students through a variety of liturgical celebrations, prayers, sacraments, daily religious formation, and service to the community.
2. Promote a challenging academic program through standards-based curriculum that supports the needs of each student and encourages individual achievements, effective study skills, and life-long learning and work habits.
3. Instill an appreciation for cultural diversity and fine arts through instruction and experiences in foreign language, art, music, and theater.
4. Integrate technological resources in instruction to enhance the overall educational experience for the students and families.
5. Encourage a healthy lifestyle through physical education and athletic programs and a health curriculum that promote a life-long health and fitness habits.
6. Foster personal growth and individual responsibility through opportunities to make choices that serve the greater good.

CATHOLIC EDUCATION

Parents, as well as those who take their place, are obliged and enjoy the right to educate children. The duty and the right of educating belong in a unique way to the Church which has been divinely entrusted with the mission to assist young men and woman so that they can arrive at the fullness of the Christian life. Among educational means the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, & 796

A NOTE TO STUDENTS ABOUT PROCEDURES

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

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

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

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

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Policies of the Diocese of Fort Worth Catholic Schools Office
 SPACS Handbook Agreement 2019-2020

1.1 ACADEMIC RESPONSIBILITY

Parents often ask how they can help their child in school. What can they do to ensure success? While some of the responsibilities may seem simplistic, they are all essential. As you can see, it takes more than teacher input. It also takes a firm commitment from students and, equally important, parents. What happens in school is only a small part of the educational process. The follow-up at home, by both student and parents, is vital for success.

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students, especially Junior High students, are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, homework, assignments, and materials to class. Students are **discouraged** from calling home for forgotten books, homework, or materials.

Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent. Students should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home the times they are available to give students extra help.

<u>The Teacher Will:</u>	<u>The Student Will:</u>	<u>The Parent Will:</u>
- Present material	- Listen to presentation	- Make school a priority
- Explain the subject	- Question if uncertain	- Provide quiet work area
- Model material	- Follow examples	- Provide student supplies
- Answer questions	- Record assignments	- Monitor homework and due dates
- Provide practice	- Review daily lessons discussed in class	- Ensure daily review in all academic subjects
	- Do homework and turn it in on time	- Reward good work and provide consequences for poor work
- Reteach and clarify	- Honor due dates	- Ask to see graded work
- Assess and grade	- Have required supplies	- Encourage reasonable bedtime
-Encourage students	- Keep track of materials	
-Create a safe environment	- Be prepared for class	
Acknowledge QUALITY	Strive for QUALITY	Encourage QUALITY

QUALITY WORK IS

EXCELLENT
CREATIVE
MECHANICALLY CORRECT
METICULOUS AND TIDY

ON TIME
ERROR FREE
PRECISE
DESERVING OF RECOGNITION

1.2 ASSIGNMENT BOOKS/PLANNERS

School assignment books/planners are required for students in grades 1 – 8. The school has specially designed planners, which are purchased from the school, for students in grades 1-8. All students will use these assignment books daily. Teachers will try to ensure that students write their assignments in their books, and parents will check assignments books on a regular basis.

1.3 CONFERENCES

There are two (2) officially scheduled days for Parent/Teacher conferences in the school year. Both days are mandatory for parent or guardian attendance. The first day is following the first quarter grading period. The second scheduled conference is following the third quarter grading period. Additional conferences may be scheduled according to need throughout the year. Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare and that of his/her classmates suffer.

1.4 CURRICULUM

The curriculum of St. Peter the Apostle Catholic School is the adopted curriculum of all schools in the Diocese of Fort Worth, which is based on the accreditation standards of the Texas Catholic Conference on Education and on national standards as outlined in the curriculum of the Archdiocese of Hartford. The curriculum includes Religion and all subjects required by the State of Texas and Texas Catholic Conference.

Instruction is in accord with the Curriculum Standards provided by the Diocese of Fort Worth. The PK – 8 curriculum covers a basic set of core subjects in religion, math, science, social studies, language arts, Spanish, physical education, art, music, and computer technology. Textbooks are selected from the Diocesan-approved textbook list and are used to support instruction of the curriculum.

1.5 EARLY CHILDHOOD PROGRAM

Children must be 3 or 4 or 5 years old by September 1. Classes begin at 7:55 a.m. and last until 3:10 p.m.

1.5 a Pre-Kindergarten – 3K and 4K (An all-day program held five days a week)

A Kindergarten "readiness" curriculum offering manipulative activities in language arts, math, science, art, music, large and fine motor skills, social studies, computer concepts, and social interaction.

1.5 b Kindergarten - 5K (An all-day program held five days a week)

A "developmental/academic" curriculum offering phonics, math, science, art, music, large and fine motor activities, social studies, Spanish, computer concepts, and language skills.

1.6 MID-TERM/FINAL EXAMS

Students in the Junior High will take mid-term and final exams. Tests will be administered for academic and preparation purposes. Exams help students to recall curriculum and skills previously taught and to prepare students for taking exams when on a high school level.

1.7 HOMEWORK

It is the policy of St. Peter the Apostle Catholic School to give homework. The purpose of homework is to foster habits of independent work-study; to reinforce learning that has taken place

in school; to bring the home and school closer together; and to relate school learning to out-of-school interests. It is essential that students be instructed in the importance of daily homework assignments. Each student must keep a written account of homework. This is his/her responsibility. Please make it a practice to ask your child about homework and also about papers to be signed.

A reasonable amount of homework will be assigned daily. Homework time will vary in length and intensity depending on the student and the grade level. Students are expected to complete all homework assignments. Academic and/or behavioral consequences are applied when homework is not completed. Homework is a necessary part of serious academic study and should be completed on time every day. Parents should supervise the completion, but should **NOT** do the assignments.

1.7 a Diocesan Policy Regarding Homework

- Students in Grades 1 through 8 may have 10 minutes per grade level of homework each night. This means a 1st Grader may have 10 minutes, a 2nd Grader may have 20 minutes, and so on through the grade levels. **This will be the approximate time for an average student.** Students who are excelling may find it takes less time to complete homework. Students who are struggling may find it takes more time to complete homework.
- Students in Grade 5K can have 10 minutes of homework three times a week.
- Students in Grade 4K can have 10 minutes of homework twice a week.
- Students in Grade 3K may have 10 minutes of homework once a week at the discretion of the teacher.

1.7 b Homework in the Case of Absences

See "Absence and School Work" in this Handbook.

1.7 c Late or Incomplete Homework (Grades 1 – 8)

Late and/or incomplete homework will receive a grade deduction or possibly a zero depending upon the age of the child and the subject.

1.8 PROGRESS REPORTS

A progress report will be issued at mid-quarter each nine weeks to all students in grades 1 - 8. Parents sign and return these reports to the issuing teacher within a week of receipt. Parents may make appointments to discuss progress reports with the teacher through the school office.

1.9 REPORT CARDS

Report cards are issued four times a year at the end of each quarter for grades PK - 8.

1.10 GRADING CODE

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

1.11 PROMOTION AND PROGRESSION THROUGH GRADES

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, social and civic development. It is expected that the majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. **Special consultation with the parents, teachers, and principal will be arranged in sufficient time in each case.** The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

1.12 ACADEMIC RESPONSIBILITY CONTRACT

An Academic Responsibility Contract may be issued to a student who insists that he or she wants to attend St. Peter the Apostle School but whose past academic performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic Responsibility Contract. Such a student and his/her parent or guardian must sign an Academic Responsibility Contract with the school administration that spells out renewed cooperation.

1.13 CONDITIONAL PROMOTION AND RETENTION

Based upon teacher recommendation, test scores, and/or observation by the school personnel or other professionals, a student may be conditionally promoted or retained if the student experiences difficulty in mastering the academic phases of the school program.

1.13 a Grades 6 - 7 - 8

Any student in grades 6 - 8 who has an "F" average in any of the six core subjects at the end of the school year will not be promoted to the next grade until the following condition has been met.

- Students in grades 6-7-8 who fail one or two core subjects must attend summer school or be tutored by a qualified tutor and pass with a 70 or better to be promoted to the next grade.
- Students in grades 6-7-8 who fail more than two core subjects will not be promoted, and summer school/tutoring will not be an option. Eighth grade students who fail more than two core subjects may not re-enroll at St. Peter the Apostle School. Re-admittance to St. Peter the Apostle School for students in grades 6 or 7 who fail more than two core subjects will be at the discretion of the Principal and may require the student's receiving a psycho-educational battery of testing and/or counseling before repeating the same grade level at St. Peter School.
- Students who fail summer school/tutoring will not be promoted and may not re-enroll in St. Peter the Apostle School.

Core subjects for grades 6-7-8 are the following: religion, English, literature, math, science, social studies.

1.13 b Grades 2 - 5

- Students in grades 2 – 5 who fail a core subject will prepare for the next grade by attending summer school or by being tutored by a qualified tutor.
- Students in grades 2 – 5 who fail social studies or science will prepare for the next grade by completing a summer project assigned by the teacher or by attending summer school.

If summer school is not available, an alternative course of action will be suggested by administration. Core subjects for grades 2-5 are the following: religion, English, reading, math.

1.13 c Grades PK – 1

Promotion of students in PK, kindergarten, and first grade is made on the ability to do the next grade level's work.

In the case of a student's possible retention, special consultation with the parents, teachers, and principal will be arranged to address the problem and to propose solutions. The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

2. ADMISSIONS, REGISTRATION, AND TUITION

2.1 AGE FOR ENTERING SCHOOL

St. Peter the Apostle Catholic School follows the state regulation. All students must be the correct age or older by **September 1** of the year entering for grades PK-2. Administration must see birth certificates and shot records for all new students. A physical is required for all new students. All younger students must be totally toilet trained.

2.2 RE-ENROLLMENT

2.2 a General Information

Re-enrollment at St. Peter the Apostle Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom St. Peter the Apostle Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. Parents are expected to be supportive of the school's philosophy and the educational efforts put forth by the teachers, administration, councils, and pastor. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re-enrollment of their children.

2.2 b Parental Cooperation

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. Peter the Apostle Catholic policies and procedures as stated in the Handbook and requested by the principal. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, verbal or physical abuse may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

The operation of the school is based on the following factors:

- The best interest of the child(ren) is the first consideration in all administrative procedures, practices, and decisions.
- The teacher is the key factor in instruction, and every child should be instructed by well-qualified professional personnel.
- The high standard of education should be maintained by continuous evaluation and revision of the curriculum, organizational structure and methodology based on the latest valid research, changing goals in society, and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents, and the community.

2.3 RE-REGISTRATION OF EXISTING STUDENTS

Students in all grades will re-register for the following year in February. A non-refundable registration fee is required at that time. The administration reserves the right to review each re-registration and, with due consideration, welcome back students or refuse readmission.

2.4 REGISTRATION OF NEW STUDENTS

Registration of new students will begin in February of each year for the following year. Applicants must present the following:

- Official state birth certificate
- Official baptismal certificate (does not apply to non-Catholics)
- Health certificate, signed by a physician, reflecting compliance with state law regarding immunizations
- Payment of registration fee
- A child entering Kindergarten must be five years old on or before September 1.

All new students must undergo a “shadow day” and assessment testing. Students entering Grade 5 and above are required to have a personal interview with the principal.

2.5 TUITION AND TUITION ASSISTANCE

Registration fees are due at the time of registration. Tuition is paid through FACTS Tuition Management Service. Payments are based on a 10-month or 12-month payment cycle. More information is available by contacting our business manager.

If you are interested in financial aid, or are having trouble paying tuition, please contact the principal or the business manager as soon as possible.

Tuition Assistance is available on a limited basis. Applications for tuition assistance should be made when registering in February. All applications, whether for tuition assistance from the Diocesan Bishop’s Scholars, St. Peter the Apostle Catholic School/Parish, or other services, are made through FACTS.

2.6 TUITION DELINQUENCY POLICY

Tuition is due by the date stated in the student handbook. Failure to make tuition payment by 30 days past due date will place student(s)’ class attendance and enrollment at risk.

If a check/debit for tuition or other payment has been returned twice, payments must be made by cash, money order, cashier’s check, or credit card.

2.7 FEES AND FINES

St. Peter the Apostle Catholic School will withhold the release of report cards and transcripts if the student owes outstanding fees or fines for the following, including but not limited to: tuition and/or cafeteria payments, Extended Care payments, defaced, damaged, or lost books, books not returned, library fines, fundraising requirements, or Service (Volunteer) Program fees. Returned payments could be subject to fines.

Beginning in the 2019-2020 school year, the School is implementing automated incidental billing for several areas. These areas include but may not be limited to Extended Care, field trips, lunch fines, library and textbook fines. Automated billing for incidental fees will be MANDATORY for all families. The process will begin in September, 2019. When a bill is posted, families have 10 days to dispute any charges that may have been erroneously calculated.

2.8 WITHDRAWAL

If a family leaves St. Peter the Apostle Catholic School before the end of the school year, formal written notice must be provided to the Principal a minimum of 15 calendar days prior to the last day of attendance. Tuition will be due through the last day of the month of attendance.

3. ASBESTOS

An asbestos inspection was completed on February 6, 1981. Non-friable asbestos-containing materials (ACM) were found in the floor tile mastic of the principal's office restroom. ACM were also found in the chapel hall closet, the main hall closet, and the portable classrooms under the metal siding. There is an asbestos sign in the main hallway warning of the hazard. An asbestos management plan has been filed with the EPA. A copy of this plan is on file in the parish office and is available for parents to review. Asbestos Hazard Emergency Response Act. (AHERA) An updated inspection was completed in November 2010. The suggestions made were taken care of, and all areas show compliance. Six month periodic checks are documented.

4. ATTENDANCE AND ABSENCES

4.1 ABSENCE POLICY

Students are expected to be present and on time every day. Permission for "special absence" (short or long) must be prearranged. Parents may call or write a note to the principal explaining the situation beforehand. A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student and causes additional hardship to the teacher.

Students who are in attendance less than 90% (162 days) of the school year may be in jeopardy of advancing to the next level. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal. All cases will be reviewed, and final decisions will be determined by the Principal.

4.2 EXCUSED ABSENCE

An excused absence is one over which the family has no control, such as:

- Student illness,
- Serious illness or death in the family
- School-sponsored trips, or
- Emergency

Medical or dental appointments, etc., are to be scheduled outside school time. Exceptions will be made if absolutely necessary, but only after a note from the parents and an appointment card from the doctor, presented either before going or upon returning from the appointment, have been submitted to the office.

A major goal of any school is to teach responsibility to the student. **STUDENTS SHOULD NOT BE OUT OF SCHOOL FOR FAMILY VACATIONS, SCOUT TRIPS, SKI EXCURSIONS, ETC. If a parent believes that a student should miss school for any reason other than illness or a family emergency (such as a death in the family), the parent must contact the Principal in writing in advance of the absence. These absences may be unexcused.**

4.3 ABSENCE AND SCHOOL WORK

In case of illness, a parent must notify the office before 10:00 a.m. A written excuse from the parent is required each time a student has been absent (even if the parent has called), clearly stating the date and reason for the absence, and is to be presented to the teacher on the day the student returns. This written excuse may be turned in or emailed directly to the teacher. Excessive absences (failing serious illness) may result in the student being asked to withdraw from the school. *Permission of the principal is required for a student who has been absent (all or part of the day) to participate in extracurricular activities, including but not limited to school programs and sports events, and will be given only in unavoidable circumstances.*

Books and assignments for a student in grades 1 - 8 who is ill may be requested by calling the school office by 10:00 A.M. Calls after 10:00 A.M. cannot be honored because teachers may not have the free time to prepare the work. The books and assignments may be picked up in the school office after 3:20 P.M. Please make every effort to pick up requested work. Students (or parents) should check RenWeb and call a classmate for the homework missed when absent.

Each student is to complete all work missed during an absence. It is the responsibility of the student to obtain and complete assignments covered during the period of absence and to make arrangements with the teacher for make-up tests and other help at a time convenient for the teacher. Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence unless the work was due the day of the absence. Make up work for unexcused absences will NOT be given a grade.

Long-term assignments, such as science fair projects, book reports, research papers, etc., will need to be brought to school by 8:00 A.M. **on the day they are due** whether the student comes to school or not. Grades will be lowered for long-term assignments handed in late.

4.4 PROCEDURES REGARDING ABSENCES AND LATE ARRIVALS

- If a child is absent, parents must call the school office before 10:00 a.m. to inform the administration of the nature of the absence.
- A written excuse will be required from parents after a student's absence. **A note from the physician is required when the child has been absent 3 days or more.**
 - Students leaving before 10:00 AM will be counted absent all day.

4.5 APPOINTMENTS AND EARLY RELEASE

Doctor, dentist, and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on a regular basis. It is difficult for students to make continued progress if they often miss the same class.

All students who leave campus during the school day must bring a note to the teacher in the morning, and be picked up and signed-out in the school office. Please allow ample time for students to be picked up.

4.5 a Excused Appointments

A note should be sent with the student to the homeroom teacher if the child is to leave early for a doctor, dental, or any other excused appointments, which has been approved by the principal. Parents should sign the student out in the school office. If the student returns to school after an appointment, a parent must sign the student in at the school office. A doctor's note is required when the student returns to school.

4.5 b Early Dismissal or Illness at School

Parents are required to sign out students leaving the school for any reason. Students will not be permitted to leave with anyone other than a parent unless there has been **written authorization from a parent**. The authorization note must also include a phone number for verification. Identification may also be requested.

The school will be unable to call a student for early dismissal after 3:00 p.m. unless a parental note was provided, or a call was made, to the office by 10 a.m. that morning.

4.6 TARDINESS

Teaching children to be on time starts very early. When they arrive on time and are picked up on time, children are learning lifelong skills. Students may start arriving at 7:30 A.M. Parents and guardians, please cooperate with your child's education by ensuring punctuality. Absence and tardiness interfere greatly with student progress, and tardiness, in particular, causes classroom disruptions.

Students arriving after 7:55 A.M. are considered tardy, and **must be signed in by their parent/guardian**. Students **MUST** obtain a tardy pass at the front office. Teachers will follow the policy of requiring a tardy pass for late entry into their classes.

4.6 a Excused Tardiness

Tardiness to school will be excused for the following reasons:

- Car accident

- Doctor/Dentist appointment (doctor's note required)
- Extenuating circumstances with administrative approval
- Court appearance (parent note and court notice required)

4.6 b Unexcused Tardiness

Oversleeping, car problems, and traffic are not usually excused. In cases of major traffic accidents by the school or excessively bad weather, the principal will announce to the faculty that students arriving a few minutes late to school will be not be considered tardy.

4.6 c Consequences for Unexcused Tardiness

Each student begins with a clean slate for tardies at the outset of each quarter, even though tardies are listed cumulatively on the report card. **Consequences will be given for tardies each quarter:**

3 tardies

- E-mail or letter to parents

5 tardies

- Parent conference with homeroom teacher
- Family billed \$10.00 for tardiness

6 or more tardies

- Parent conference with principal
- Family billed an additional \$10.00 for each tardy
- Student and one parent/guardian will be required to attend Saturday School.

Students in Saturday School due to tardies in both semesters may be ineligible to re-enroll.

5. BACKPACKS

Students should use backpacks to carry their books to and from home. Backpacks should be clearly marked with the student's name. **ONLY students in Grades 3-8 may use wheeled backpacks.**

6. BUILDINGS

Students are expected to take pride in the physical setup of the school. It is our intention to keep the school buildings and grounds neat and clean. Students are reminded not to mark or deface any school property. Damage to any school property must be compensated.

The Teachers' Lounge is **ONLY** for school faculty and staff. **It is off limits to parents, students, and children.** Any mail or communication for the teachers may be given to the Administrative Assistant to deliver.

7. CAFETERIA

Students have the option to bring sack lunches or to order from the monthly hot lunch menu. All hot lunches are ordered in advance by the due date specified on each month's menu. Students MAY NOT bring money to eat a hot lunch on a day if that lunch has not been pre-ordered. Students do have the option to purchase milk. Carbonated soft drinks may not be brought and will be forfeited. Candy is not allowed. If a child forgets his/her lunch, we will serve them a "Lunchable" and a milk at the cost of \$5.00. We will send home a notice for payment when this happens.

Hot lunches are provided by an outside provider and payment is made to that restaurant. SPS cannot accept payments for that restaurant. **Exact change is required for payment to the restaurant in the form of cash or check.**

Milk, snacks, and, on occasion, ice cream products are available for purchase. **Parents may submit a permission slip that will allow students to charge those items to their family account. Fees will be collected through automated incidental billing. The permission slip will be required so that families are aware of the amount and frequency of their student's purchases in the cafeteria.**

Students are expected to sit in their chairs properly and use good table manners at all times. Students will not play with, throw, or sell their food.

Guests are kept to a minimum due to space and time. Parents, grandparents, out of town visitors, and alumni are welcome to have lunch with their student and must sign in at the office to obtain a visitor's pass prior to entering the cafeteria. Due to Diocesan policies in the "VIRTUS" program, guests cannot attend recess with students.

8. CARPOOL PROCEDURES AND SCHOOL HOURS

8.1 Traffic Plan

Parents/guardians are required to cooperate with the traffic plan designed for the safety of the students. Parents must follow the flow of the traffic plan and to park in designated school parking lots when conducting school business. If **you** do not follow this plan, you may be putting **your** child's safety in jeopardy.

Morning Prayer begins promptly at 7:55 A.M. School supervision begins at 7:30 a.m. and ends at 3:30 p.m. Please deliver and pick your child up on time. Students should arrive no earlier than 7:30 A.M. All students left after 3:30 p.m. will automatically be placed in Extended Care. A fee will be charged by Extended Care.

8.2 Arrival Time

PK - 8.....7:30 A.M. - 7:55 A.M.

8.3 Dismissal Times:

PK - Grade 4.....3:10 P.M.

Grades 5 - 83:20 P.M.

8.4 Arrival Procedures

- The doors will open at 7:30 a.m. The school cannot accept responsibility for any students arriving before 7:30 a.m.
- Students must enter through the front school doors; all other doors will be locked.
- Students may be dropped off and will be supervised at the gym from 7:30 – 7:55 A.M. Students will sit in designated areas in the gym until their teachers pick them up from the gym.

8.5 Afternoon Dismissal and Pick Up Procedures

- Dismissal time is 3:10 for Elementary School (PK – Grade 4) and 3:20 for Junior High (Gr 5 - 8) and for carpools with both Junior High and Elementary classes.
- Upon dismissal, students will sit inside the school with their classes. Teachers and staff will walk children to their cars. Students may not walk to the cars themselves, unaccompanied by an adult.
- If a student must be dismissed early, a parent or guardian may contact the office and ask for the student be dismissed through the front office area. **After 3 p.m. each day, the School will be unable to accommodate requests for dismissals from the office and parents/guardian will be directed toward the carpool lines.**
- Staff members will walk Elementary students to the Junior High carpool area for pick up of children in multi-age carpools.
- Staff members will walk Extended Care children to the Extended Care area. Any students left after 3:30 p.m. will automatically be placed in Extended Care. This ensures all parents of safe supervision in case of a transportation emergency. A parent occasionally running late can be assured his/her child is safe.
- If there is a change in your after school plans for your child, please try to contact the school office by 2:00 p.m. If an adult other than the usual driver comes to pick up a child, please let the school office know in writing that morning. Please be sure your substitute driver is aware of the dismissal policy. **Drivers unfamiliar to the staff should be prepared to show identification.**

8.6 Early Dismissal

On early dismissal days, students will be dismissed at 12:00 p.m. **Extended Care is NOT available on early dismissal days.** Carpool procedures will remain the same on early dismissal days as they would on regular days.

9. CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR E-MAIL

Please notify the school office in case of a change of address, telephone number, or e-mail, home or work. **It is the responsibility of the parents to maintain current and accurate information on the emergency card and with the school office.**

10. CHANGE OF CLASS

For both courtesy and safety, students should be in single file and should stay to the right. When traveling through doorways, the first student to reach the door should hold the door open for the rest of the class. During change of class, Junior High students are permitted to get a drink and go to the restroom. Students remaining in the classroom should be in proper decorum. Going to lockers is allowed ONLY at certain times, not between every class, so Junior High students need to be sure that they have all their books and supplies needed for the required classes.

11. CONFERENCES

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

Conferences with the principal should be arranged by appointment through the school office. Conferences with the assistant principal or teachers are by appointment and should be scheduled by leaving a message on voice mail or e-mail. Teacher voice mail extensions and e-mail addresses can be found in the School Directory and on the SPS website.

12. COMMUNICATION

12.1 Teachers' school e-mail addresses are listed on the St. Peter the Apostle Catholic School Website and in the School Directory. Please contact teachers via e-mail.

12.2 FAMILY FOLDER AND OTHER FORMS OF COMMUNICATION

In order to facilitate communication and to keep the parents informed of the happenings at school, St. Peter the Apostle uses the following:

- Wednesday folder
- Weekly e-newsletter
- St. Peter the Apostle Catholic School Website - www.spsfw.org.
- RenWeb
- "Remind" text messaging service (must be initiated by parent/guardian)
- Monday information email
- Quarterly "Stargazer," an electronic publication
- Meet the Teacher, Open Houses, Family Fun Nights, Parent/Teacher Conferences
- School Advisory Council and St. Peter Community Network Meetings

Students will take home a Wednesday folder each week, with papers for parents/guardians to review. The school office will insert any pertinent information and flyers for upcoming events.

Newsletters will also be posted online on the school web site. **Students and parents are responsible for all information included in the school newsletters and Wednesday folder.**

12.3 TELEPHONE

- Telephone calls may be made to the school office at 817-246-2032 between 7:30 A.M. and 4:00 P.M. Messages of an urgent nature will be delivered to the students. The office is not open on Saturdays, Sundays, or holidays.
- The receptionist will immediately make any calls with reference to accidents or illness of a student.
- Students may not make telephone calls during school hours without permission from the school office and/or from their teacher. Students must use the office phone.
- Students will not be allowed to use the school telephone to contact someone to bring forgotten items such as homework, textbooks, lunches, etc., to school.
- Cell phones are not allowed to be used during school hours, Extended Care, or during after school activities on our campus. If cell phones are brought to school, they must be turned off and kept in the student's backpack. SPACS faculty and staff are not responsible for lost, stolen, or damaged cell phones. If a cell phone becomes a disruption at any time, the phone will be taken up and given to the principal. Parents/guardians must come in to claim the phone from the principal.

13. COMPUTER ETHICS FOR ALL STUDENTS

St. Peter the Apostle Catholic School is proud to offer all students access to our school's computer networks and the Internet. The Internet is provided for students to conduct research and to obtain educationally appropriate material for school purposes only. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege - not a right.

13.1 COMPUTER ETHICS VIOLATIONS

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition, a copy of the "Technology Acceptable Use Policy" is found in the Appendix of this Handbook. The "Technology Acceptable Use Policy Agreement" is signed by the student and parent at registration and is kept on file for the duration of the student's enrollment at SPS. The following are not permitted:

- Willfully damaging computers, software, computer systems or computer networks
- Trespassing in, modifying, moving, or deleting another's folder, work, or files FOR ANY REASON
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of floppy disks, CDs, or flash drives (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people

- Using the network or Internet to harass, insult, or attack others
- Entering chat rooms, blog sites, or posting sites such as MySpace, Xanga, LiveJournal, Friendster, Facebook, Excite, Talk City, ICQ, etc.
- Checking or sending e-mail
- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software/hardware of any kind
- Accessing the Internet or using computers without permission from the teacher.
- Removing orange Speedskins from the computer keyboard after the teacher has instructed students to use Speedskins to improve word processing skills.
- Because the Web is a public forum with unrestricted access, St. Peter the Apostle Catholic School restricts permission for the posting of information related to the school, our staff, and our students on the Internet. The posting of any information in any format related to the school on any Web site, bulletin board, chat room, e-mail, or other messaging system that is deemed threatening or impugning to the character of another person is subject to disciplinary action.

13.2 CONSEQUENCES OF VIOLATION

Violation of the policies and procedures of St. Peter the Apostle Catholic School concerning the use of computers and networks will result in disciplinary action:

- **First Offense:** Student will lose computer privileges/Internet access, plus detention. Length of privilege suspension will be determined by the administration/teacher.
- **Second Offense:** A student may be removed from class and recommended for in-school suspension
- **Third Offense:** Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used St. Peter the Apostle Catholic School Internet access to violate the law or to compromise another computer network.
- **Computer Damage/Breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.
-

13.3 INTERNET GUIDELINES FOR HOME

In addition to school policies for Internet access, the following suggestions are made for our families to review with their children or use in establishing their home rules:

- Avoid chat rooms
- Avoid blog sites, such as MySpace, Xenga, LiveJournal, Friendster, etc.
- Realize that sites you access will trigger similar material on your computer for years
- Never give out last names of family or others
- Never give out addresses or specific locations (towns or streets) of any outings, meetings, games, practices, etc.
- Never give out phone numbers of family or others
- Never arrange a rendezvous
- Tell an adult immediately if something seems unusual or inappropriate
- Avoid students having own e-mail accounts with their own private passwords
- Keep computers in a room that is accessible to all family members
- Avoid sites that look or sound inappropriate

- Know that some sites can be "teasers" and it may not be clear what it is. If you get into one, exit immediately and inform your parents
- Consider establishing a specific time of day where only that time can be used for access by children, thereby providing greater supervision
- Consider the purchase of filtering software
- Notify your Internet service provider if you begin to receive inappropriate material

14. CONDUCT AND DISCIPLINE

Realizing that self-control is essential to good classroom order and to effective education, SPACS expects from students a sense of responsibility for their own behavior and provides a supportive process for helping the students achieve self-discipline. Discipline policies set consistent, firm, and reasonable limits for behavior. To assist students in the process of achieving self-discipline, the faculty emphasizes the principles of conduct: respect, reverence, and responsibility.

The primary purpose of SPACS is to prepare students to live effectively in the present as Christian young people and in the future as Christian adults. Consequently, the academic and spiritual development of students takes the primary position in relation to all other school programs and activities.

14.1 CODE OF CONDUCT

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
 - Be honest.
 - Make ethical and morally responsible choices.
2. Demonstrate a positive attitude.
 - Take a leadership role.
 - Be polite.
 - Be cooperative.
3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
4. Take responsibility for school property and the property of others.
 - Respect the school buildings, grounds, and property.
 - Keep the campus free from trash and graffiti.
 - Respect the property of other students, teachers, or staff.
5. Support the learning process.
 - Attend all classes regularly and on time.
 - Be prepared for class (i.e., bring assignments, books, and supplies).
 - Complete school work, projects, quizzes, and tests on one's own.
 - Participate in class activities.
 - Obey classroom policies.

14.2 CONDUCT IN PUBLIC PLACES

The people of the White Settlement and Fort Worth area look to St. Peter the Apostle Catholic School students to conduct themselves in public places as an indicator of the education they are receiving at St. Peter the Apostle Catholic School. Therefore, it is their duty to conduct themselves in an appropriate and well-behaved manner at all times.

14.3 ACTIONS AND CONSEQUENCES OF CONDUCT

14.3 a Academic and Behavioral Awards and Honors

Students who take their academic and behavioral responsibilities seriously and achieve superior grades and conduct will be recognized with appropriate awards and honors:

- Students (grades 1-8) who achieve all A's (excluding penmanship and with no Xs in conduct) will be placed on the "A Honor Roll---Principal's Honor Roll."
- Students (grades 1-8) who achieve no grade lower than a B (excluding penmanship and with no Xs in conduct) will be placed on the "A/B Honor Roll---Honor Roll."
- Students (grades 1-8) who achieve Perfect Attendance (no absences) will be recognized with Perfect Attendance certificates.
- Quarterly Star Student ---Each quarter, teachers will select one student to be "Quarterly Star Student" based on a child's achievement in and out of class. Selection may be based on academic performance, attitude, helpfulness, etc. and is made at the teacher's discretion. The star students have their pictures posted outside the school office for the quarter. The school provides a yard sign for the quarter, proclaiming "St. Peter STAR Student." Children's names are published in the SPACS parent newsletter. Names will be displayed on the school marquee. Star students may wear "Spirit Clothes" each Wednesday during his/her quarter.

14.3 b Academic Consequences

Students who choose not to fulfill the academic expectations of SPACS also choose penalties:

Elementary School (Grades K - 4) AND Junior High (Grades 5 - 8)

- Failure to turn in homework or projects on the assigned due date may result in a grade deduction and/or a disciplinary consequence.
- Students who engage in any form of academic dishonesty (cheating, copying homework or giving one's own work to another to be copied, submitting another's work under one's own name, plagiarism, forging a parent's signature, or giving or receiving information during a test or quiz) may receive a zero for the assignment. Students may also receive an automatic detention for the offense. Students who engage in an academically dishonest manner more than once during the year may be suspended.

14.3 c Behavioral Consequences

Students who choose to violate School Rules and engage in misconduct, and thus detract from the community, also choose to accept disciplinary consequences.

14.4 DISCIPLINE

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Therefore, any infraction which would result in a breakdown of this atmosphere will be handled by school authorities with action appropriate to the situation. Students of SPACS are to have respect and courtesy for all persons and for all property.

14.5 DISCIPLINARY GUIDELINES

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment

14.6 DISCIPLINARY MEASURES

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from classmates for a portion of the day
- Written assignment
- Conference
- Lowering of the conduct grade in a class
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Expulsion

14.7 SEVERE DISCIPLINE ISSUES

To ensure the safety and security of all members of the community, committing one of the following offenses means the student is subject to immediate separation from SPACS:

- Knowing and willful possession, transmission, or use of illegal drugs on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of a weapon of any kind on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of alcohol on school campus, on/or during related functions
- Injury to self or others of a serious nature
- Threats/intimidation of others/harassment/encouragement of violence
- Third violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the principal, in consultation with the pastor, considers serious and detrimental to the safety/security/welfare of the school

In the case of expulsion, students are dismissed from the school and are no longer able to attend or be readmitted to St. Peter the Apostle Catholic School. Expulsions may be used in the event of any single serious offense or a series of repeated offenses, which in the judgment of the principal constitute chronic and/or incorrigible conduct, behavior, or habits.

THE PRINCIPAL (OR HIS/HER DESIGNEE) WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.

14.7 a Pay/Replacement Plan: Certain offenses warrant immediate payment for repair and maintenance or replacement of property.

- Stealing
- Defacing books, equipment, and furniture
- Vandalizing school or personal property
- Destroying school or personal class materials
- Lost texts or workbooks.

14.8 HARASSMENT

St. Peter the Apostle Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at SPACS. All allegations of harassment will be taken seriously and promptly investigated.

Harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted advances, imitations, or comments.
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play.
- Threats and demands to submit to inappropriate requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for inappropriate favors.
- Retaliation for having reported or threatened to report harassment.

Any student or teacher who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school principal. The principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accusing person, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

14.9 DISCIPLINARY PROBATION

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, a Responsibility Contract, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his or her behavior. A student may be placed on Disciplinary Probation without having been suspended.

14.10 DISCIPLINARY RESPONSIBILITY CONTRACT

A Disciplinary Responsibility Contract may be issued to a student who insists that he or she wants to attend SPACS but whose past behavior has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Disciplinary Responsibility Contract. Such a student and his or her parent or guardian must sign a Disciplinary Responsibility Contract with the school administration which spells out renewed cooperation.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to SPACS for the next school year may be issued a Disciplinary Responsibility Contract for the first quarter of the following school year as a condition of re-enrollment.

14.11 PRINCIPAL'S DISCRETION

If, during the course of the school year, a situation arises that is not addressed in the *St. Peter the Apostle Catholic School Parent/Student Handbook*, the principal, in consultation with the pastor, is empowered to implement procedure that supports the common good of the school community.

**** THE ADMINISTRATION RESERVES THE RIGHT TO INCREASE OR CHANGE PUNISHMENTS IF A MORE FITTING PUNISHMENT IS WARRANTED.**

14.12 SCHOOL - HOME PARTNERSHIP

As members of a Christian community, SPACS expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive infractions or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school. These same standards apply to parents/guardians as well, and parental behavior may result in suspension or expulsion of the parents'/guardians' child(ren), separate and apart from the child's conduct.

Parents/guardians and teachers must be in a partnership for the school to successfully educate the students who are enrolled.

- The parent/guardian can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents/guardians at mutually convenient times when concerns arise.

- Parents/guardians who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent/guardian-teacher-principal/assistant principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education and choices. **A strong, cooperative partnership between home and school is an essential ingredient in effective education.**

15. CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents/guardians will be promptly notified of teacher concerns.

16. COUNSELING

Professional counseling services are available through Catholic Charities. Parents/guardians may seek services as a family or for their children by calling 817-560-3300 and requesting an appointment.

17. CUSTODY

This school abides by the provisions of the Buckley amendment with respect to the rights of non-custodial parents/guardians. The school will provide the non-custodial parent/guardians with access to academic records and other school information regarding his/her child **UNLESS** there is a certified court order to the contrary. If the parents are not married, a certified court order **MUST BE** on file with the school office. If legal interpretation is needed, the cost of this will be charged to the parent raising the question.

18. DIRECTORY

A directory of all families is available from SPACS.

19. ELECTRONIC DEVICES AND CELL PHONES

Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, Ipods, MP3 players, etc. without prior permission from the teacher or administration. Because of after school activities and the need to reach parents after school hours, cell phones are allowed with the following restrictions:

- Cell phones **MUST remain turned off and remain in the student's backpack during school hours or after school activities on our campus.**
- Students using cell phones, IPods, or MP3 players (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will remain in the school office until the parent/guardian picks them up.
- The school is not responsible for any lost, stolen, or damaged cell phones or electronic devices.

20. EMERGENCY SCHOOL CLOSINGS

20.1 INCLEMENT WEATHER

In the event of severe weather, SPACS will generally, but not always, follow the decision of the White Settlement School District. Television station Channel 5 (NBC) and www.nbcdfw.com will run announcements of any school closings. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. Children are not counted tardy when they arrive late on bad weather days. Please use discretion and good judgment on whether to come to school in bad weather.

21. EVERYDAY WAYS TO HELP ST. PETER THE APOSTLE SCHOOL

During the school year, soup labels, box tops and proofs of purchase for certain items are collected, allowing the school to earn money to purchase supplies for the classrooms. How can you help? Just save your Campbell Soup Labels and Box Tops for Education and send them to school in a sandwich bag with your child's name and class written on it.

What easier way to help out your school than shopping? Each time you use one of our frequent shopper cards, a percentage will be given to SPS! There are 3 frequent shopper cards that pay SPACS each time you shop at these stores:

√ **Kroger**

Pick up a refillable card in the school office and show it each time you shop or buy gas at a Kroger station. SPS receives 5% of sales. Your Kroger Plus card can be linked to SPACS and the school will receive a quarterly check.

√ **Tom Thumb**

The SPS # you need to use with your Tom Thumb Rewards Card is #11232. Tom Thumb donates 1% of aggregate SPACS purchases quarterly. Registration forms are available in the school office.

√ **Albertson's**

Link your Albertson's card to SPS Community Partner #49000900401 Albertsons donates 2-5% of aggregate SPACS purchases quarterly. To register your card online go to www.albertsons.com/cp/ and login using Albertson's Preferred Card number. Then select My Account to add SPACS as a Community Partner.

22. EXTENDED CARE PROGRAM

SPACS Extended Care program is under the direct supervision of the principal; therefore, the students receive the consistency of both the guidelines and the staff he/she is familiar with throughout the day.

The Extended Care program is not a day care program and legally cannot operate as one. Extended Care may only be open on days the school is open and will be closed on school

holidays. It may not be available on days prior to major school holidays or on other occasions when the faculty needs to be together. These days may or may not be on the school calendar; the days will be published as soon as they are available. Extended Care is open only to registered SPACS students. The program begins at 3:30 p.m. and runs until 6:00 p.m. The children are supervised at all times, with the schedule including snack time, playtime, and study hall period for all students.

Extended Care can be used on a weekly as well as a drop-in basis. For specific fees and other details, please contact the school office. **Families must pay their Extended Care fees promptly. Extended Care privileges will be revoked if accounts are more than a month past due.**

23. EXTRACURRICULAR PROGRAMS

23.1 SPORTS PROGRAM

The purpose of the sports program at SPACS is to support and enhance the character growth of each student through developing a sense of discipline, hard work, teamwork, and the individual pursuit for excellence. In that sense, the following rules of conduct and code of ethics were devised to provide a structured framework within which each student/athlete is expected to behave and conform.

23.1 a Eligibility for Participation

- Any student who receives below a 76 average in a subject cannot participate in any sports activity. Grades will be checked periodically during the sports season, and if the student has at least a 76 average in all subjects, eligibility can be reinstated.
- At least one parent or guardian must attend a *Play Like a Champion* parent session before the child may practice or play on a team.
- An annual sports physical must be completed and returned to the school before students can practice or play a sport.
- A player/parent agreement must be signed and returned prior to the beginning of each sport.
- If a player becomes a discipline problem during school hours or at the extracurricular activity, he/she may be asked to refrain from participation in the sport.
- All students participating and/or signed up for a sport will be required to attend all scheduled games and practices. A student will be excused only with a written notice from his/her parent/guardian to the Athletic Director or direct communication to the coach prior to the game or practice. Failure to do so will result in disciplinary action according to the student/parent agreement for each sport.
- Scheduled practice times will be set by the coaches and Athletic Director.
- If a student is absent from school, he/she will not be allowed to participate in the practice or game for that day.
- All sports competitions (games, meets) will start with a prayer to be led by the coach and/or student-athlete.
- Any un-Christian or unsportsmanlike conduct will not be tolerated, such as but not limited to:
 -

- Profanity
- Disruptive behavior toward the coach, team members, officials, and/or opponents.
- Any disciplinary action during practice or competitions will be determined by the coach and the Athletic Director. The administration will be informed promptly. Repeated infractions will result in a conference between student, parent/guardian, coach, and administration.

23.1 b Diocesan Athletic Eligibility Requirements

1. A player must attend the school he/she represents.
2. A parental consent form must be submitted to the school for each player.
3. An eighth grader must not be 15 years old before September 1st of the current school year; a seventh grader must not be 14 years old before September 1st of the current school year; a sixth grader must not be 13 years old before September 1st of the current school year.
4. With permission of the principal, fifth graders may play on a sixth grade team.
5. Principals may declare a player ineligible for serious disciplinary reasons.
6. Physical Examination: According to Diocesan policy any student who participates in the program provides the school with evidence of a complete, satisfactory physical examination within 60 days (or on or after June 1 of the current school year) prior to the beginning of the current school year.
7. A sports calendar will be drawn up annually in the spring for the following school year. The approval of the sports calendar will be on the agenda of the last principals' meeting of the current school year.
8. Academic Eligibility:
 - Student athletes must maintain a passing status in academic subjects in order to participate in Diocesan Interscholastic Sports' Program competition.
 - These minimum requirements will be used in conjunction with the standards established by individual schools.

23.2 STUDENT COUNCIL

Student Council is an organization of elected representatives from grades 6, 7, and 8. Its purpose is to foster the leadership skills of its members and help them to develop a sense of responsibility for the school as a community. The Student Council plans a number of activities and service projects to help fulfill its purpose.

23.2 a Conditions Affecting Participation in Student Council

A member may not receive any grade lower than a 76 in any subject area. If this happens, the member will be placed on probation. Grades will be checked periodically. If the student has at least a 76 average in all subjects, eligibility can be reinstated. If the grade is still below 76 at the next grade check, the member will be dropped from Student Council.

If a student becomes a discipline problem, he/she may be asked to give up his/her seat on the Student Council.

23.3 NATIONAL JUNIOR HONOR SOCIETY

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

- **Scholarship:** In order to have received an application, the student has already fulfilled the first criteria which is a cumulative grade average of 90 or above. In addition, the committee will use the application, in particular the Awards and Honors section, to find other examples of scholarship (ex: Science Fair Awards, Duke, TIP, honor roll, etc.)
- **Leadership:** Students should show that they have been elected or appointed to a leadership position in a club, sports team, or other organization. The Council may also take into consideration leadership in the classroom and the example the student gives to their peers and those in lower grades.
- **Service:** Students must demonstrate (through proper documentation on the application) that they give their time to help others in the community
- **Character/Citizenship:** These two standards go together to some extent. Students to be accepted to the society must show that they are well-rounded and involved in various activities not only but outside of school. Their behavior should be exemplary showing no or very few detentions. In addition, the members of the Faculty Council discuss behavior and attitude in the classroom.

Students selected to join the Taylor Bradshaw Chapter of the National Junior Honor Society will be inducted in a special ceremony. These students will also be expected to maintain (or exceed) these standards each year.

24. FIELD TRIPS

School field trips are encouraged as educational and cultural experiences. Trips are correlated to classroom instruction to create and maintain interest in many phases of the curriculum. The teachers may request trips if they believe that a particular opportunity will greatly enhance the student learning. No class is required to take field trips, and no grade should anticipate a field trip as an annual event. Each teaching situation is unique, and the teacher is the best judge of what will be beneficial for the teaching/learning of a given lesson.

Participation in field trips is a privilege, not a right. Students considered by the teacher to be disruptive may be restricted from participating in field trips or a parent/guardian may be required to accompany the student. If a child is not allowed to attend a field trip, parents/guardians must keep the child at home.

Permission forms are required for student participation on a field trip. Telephone calls will not be accepted in lieu of written permission. A form is provided on the school's website in the event that your child does not get the signed form turned in on time. You may fill in this form and fax the signed form to the school office. The FAX number is 817-246-4900. A child that does not have a signed permission slip by the due date will not be permitted to attend the field trip.

Parent/guardian drivers are required for field trips. Parents/guardians wishing to participate need to check in with the office to make sure they meet diocesan requirements for drivers at least 2 (two) days prior to the trip. Parents/guardians driving on field trips must meet Diocesan Insurance Requirements, have taken the *VIRTUS* workshop, and have a Diocesan Form on file in the school office. Per Diocesan Policy, a copy of current insurance registration card and driver's license are required. **Siblings and/or extra family members are not allowed on field trips.**

25. GRIEVANCE PROCEDURE

Our goal at SPACS is to make every effort to ensure effective communication between families and staff, but from time-to-time a misunderstanding will occur. Please refer to the following guidelines and procedures:

1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent/guardian has a staff-related grievance, an attempt must be made to settle the matter first with the staff member.
2. If no satisfactory solution is reached, the family should contact the Principal/Asst. Principal.
3. Allow yourself time to consider all options. Please respect a 24-hour grievance policy and do not confront teachers, coaches, or administration while emotions are high. **Under no circumstance is a parent/guardian to disrupt a teacher during class time.** Please respect everyone's privacy and do not call teachers at home.
4. If you have a concern that involves a child other than your own, please talk to the teacher about this concern. Do NOT talk to the child with whom you are concerned.

Hopefully, we can resolve any concern informally in an open, cooperative, Christian atmosphere. In this spirit, we may model peacemaking with each other for our children.

26. HEALTH AND SAFETY

In order that every child in school be protected from communicable disease and physically able to participate in the school programs, the Texas Department of Health has established minimum health requirements. Health and safety instructions and services shall be provided for all students in compliance with the guidelines of the State Health Department and other agencies. Each school must follow the regulations and guidelines in the TCCBED Health Manual.

26.1 ACCIDENTS

In the event that a student is seriously injured, the principal or the school receptionist will contact a parent/guardian or contact person. If no one can be reached, 911 will be called. If it is determined that the child must be transported for emergency medical care, the original signed copy of the parent's/guardian's release to obtain medical care (usually on student's emergency card that was completed at the original time of registration) and a school staff member must accompany the student and stay with the student until a parent/guardian is present. An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. The school does not assume any responsibility for either medical or hospital expenses of a student.

26.2 CRISIS MANAGEMENT PLAN

SPACS has a Crisis Management Plan on file. All procedures follow the Diocesan Policy. This plan is in the Faculty Handbook and the faculty has been given instructions on each of the following areas:

Acts of Nature

- Ozone Alert
- Tornadoes
- Weather Closing

Environmental and Building Disasters

Fire	Electrical
Explosion with Fire	Water Loss
Gas Leak	Hazardous Material

Disruption of Campus Life

Aggressive Intruder	Stranger on Campus
Child Abduction	Student Left at School
Drugs/Alcohol on Campus	Threats (Bomb/Telephone)
Hostage Situation	Death on Campus
Infectious Disease	Bus/auto accident on Trips off Campus

* All Threats of Violence will be taken seriously.

In the event of the death of a student or a student's close relative, the school has procedures in place to help the child and/or all those affected.

26.3 FIRE DRILLS/TORNADO DRILLS/SAFETY DRILLS

SPACS conducts fire, tornado, and safety drills during the course of the year in compliance with the State of Texas. Evacuation routes are posted in each room. Students shall move to designated areas quickly and in silence.

26.4 FORMS

A health examination is required for all first time entrants or all new students to the school system in the Diocese of Fort Worth. This information must be turned in for registration to be complete. For participation in sports, this physical examination is required each year to be completed **after June 1** for the upcoming school year. All schools of the Diocese use the **Catholic School Health Record Form** for maintaining health data on students.

26.5 ILLNESSES

This school provides a health office, overseen by the school receptionist or designated person, to handle illnesses and emergencies that arise during the school day. The child's condition will be assessed and he will be allowed to rest in the office for a brief period. However, if his condition does not improve such that he can return to class within one hour or if he has a temperature of or over 100 degrees, he will be sent home. **It is important that we have a current phone number for a parent/guardian and designated person(s) who could be notified to take the child home.** A child may leave only with one of the above and MUST BE signed out in the school

office upon leaving campus.

A physician's note is required to excuse a child from PE or outside recess. A physician's note is also required for the child to return to PE and/or outside recess. In the event of an illness/incident occurring during the day, the school health representative will record the event and inform the necessary parties.

In order to prevent the spread of disease, we ask that you do not send your child to school if he is exhibiting any symptoms of illness or running any fever. If he has been ill, it is required that he be free of fever for 24 hours prior to returning to school. Also if he has missed more than three consecutive days due to illness, a note from your physician is required.

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperatures of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea, or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered, physician diagnosed as non-infectious
Earache	Symptom free
Pediculosis (head lice)	Nit free
Other symptoms suggestive of acute illness	Written physician release

26.6 IMMUNIZATIONS

A child will not be registered if he does not meet the Texas Health Department immunization requirements for students who attend school in the Diocese of Fort Worth. **A complete copy of the student's immunizations, validated by a physician, must be furnished to the school nurse before he/she may enter school on the first day.** A copy of the **official Birth Certificate** is required for all new students in PK, Kindergarten, and Grade 1. A hospital birth certificate is **not** acceptable.

26.7 MEDICATION POLICY

ONLY necessary medications (prescribed for, but not limited to, the treatment of Diabetes, Epilepsy, ADD/ADHD, and Asthma) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school, and at bedtime for optimal coverage. All necessary medication prescribed for a student by a doctor must have the **Diocesan Medication Permit Form filled out and signed by the physician and parent/guardian.** This form may be obtained from the school office. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container and must be accompanied by a Diocesan Medication Permit Form, even if the medication is only intended for a very brief time period. Medications sent in baggies or unlabeled containers will not be given. The **parent/guardian** is responsible for bringing all medication to

the office and to pick up unused medicine or it will be destroyed at the end of the school year. All medication must be kept in a locked cabinet/drawer in the school office and administered in the school office. Antibiotics will not be given at school by school personnel. If the parent/guardian feels the antibiotic must be given during the school day, the parent/guardian may come to the school office/clinic and administer it.

26.8 PEST CONTROL

Texas state-regulated structural pest control regulations are followed when treating school for any type of pest control.

26.9 SCREENINGS

State law mandates vision, hearing, and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again.

If a child is having difficulty in school due to a possibility of difficulties with attention or focus on classroom studies, speech difficulties, or possible emotional health issues, the school may request that a screening be done to identify these difficulties that could hinder the learning process.

27. LIBRARY

Grades PK - 8 attend library at least once a week. Individual students may attend more often at each teacher's discretion, or teachers may take students to the library for research and other curricular activities. Students may check out one to two books per week. Library books are due the next library class period.

A fine of 10 cents per day (counted on school days only) will be assessed if the books are not returned on time. Students must replace lost books.

28. LOCKERS

Lockers are issued to Junior High students and the school reserves the right to inspect the lockers, gym bags, book bags, and purses at any time.

29. LOST AND FOUND

All lost and found articles are held for a reasonable period of time. If not claimed, they will be donated. The "Lost and Found" bin is located in the school office. All personal belongings should be clearly labeled for easy identification.

30. PARENT ORGANIZATIONS

30.1 ST. PETER COMMUNITY NETWORK

The St. Peter the Apostle Community Network (SPCN) includes all parents, extended family members, faculty, and staff members of our school. The network can even extend to alumni, alumni parents, and parishioners who share an interest in and love of our school. The network strives to lead fund raising projects organize fun family events, spirit building evenings, and

support the students and faculty of the school. Money raised helps with the school's expenses, as well as enables us to enrich the school environment with additional resources. The SPCN is always looking for fresh ideas, enthusiastic participation and committed family involvement. Sign-ups to work on particular events are held at the beginning of the year as well as at strategic times throughout the year.

30.2 SCHOOL ADVISORY COUNCIL

The SPACS Advisory Council is an advisory council to the principal and pastor. The Council assists the principal and pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the School. Meetings are held every four - six weeks during the school year, and are open to all parents, unless otherwise noted.

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

The Advisory Council does not:

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

30.3 SPS MEN'S CLUB

The SPS Men's Club is an organization of men affiliated with the school and parish who join together for fellowship, fundraising and to aid in the development and growth of SPACS. More information about the club is available through the school office.

31. RECESS AND OUTSIDE PLAY

- Students are to stay away from Church buildings, sidewalks to the Church, cars and designated parking areas, Church grass, and the street. They should always be in view of the teacher(s) on duty in the school yard.
- All teachers are to be outside before the bell rings to line up and bring in their classes. Students are reminded to walk quietly (not run) to lines, into and out of buildings, etc.
- Students must get permission from recess personnel before going inside the building to restrooms, etc.
- At all times, all students must **STOP** immediately when a **WHISTLE BLOWS** or the **BELL RINGS**.
- Each grade has its own supply of equipment and is responsible for its collection at the end of recess.
- Equipment is to be used for play and not for abusing others.
- **NO ONE** is allowed in the **GYM** or **SCHOOL** building during recess without permission.

- Equipment and courts must be shared equally among all grades at all times.
- For the safety of all involved, students are to follow the guidelines set out by teachers and administration for recess.

32. RELIGIOUS FORMATION

32.1 Formal Religion Program

Every student at SPS receives age-appropriate religious instruction. Non-Catholic students are also required to participate in religion classes. The curriculum introduces and reinforces doctrine, Scripture, and the liturgical year every year on every grade level. Lessons include ideas, suggestions, and additional background information, and connections to the *Catechism of the Catholic Church*, the *National Directory for Catechesis*, and Catholic Social Teaching.

32.2 Prayer, Liturgical Programs, and Assemblies

The students experience many kinds of prayer. Throughout the year we have classroom prayers and Scripture readings. As a school, we attend weekly Mass every Friday morning at 8:00 a.m. as well as on Holy Days. Parents/guardians and family members are always invited to attend. Students must sit with their classes during Mass as it is part of their religion curriculum (learning parts of the Mass, proper behavior and responses, etc.). Classes rotate the responsibility of preparing the Mass. Students must wear Mass uniforms, **no exceptions**.

All students are to be on their best behavior while attending Mass and other liturgical services. Courtesy is expected of all students during any assembly program, and students are always to give guests and speakers a respectful welcome.

32.3 Altar Servers

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

32.4 Sacramental Programs

The second grade program covers the doctrine necessary for the preparation of the student for the reception of the sacraments of Eucharist and Reconciliation. Students have the opportunity at school to receive the Eucharist at weekly Mass and Reconciliation during specified times of the year.

32.5 Service

Service is an integral part of the Religion Program. At the Offertory of each Friday Mass, students are encouraged to bring non-perishable goods up to the altar, which are then donated to the St. Peter Food Bank. We ask all families to try and participate each Friday. In addition, we also respond to special needs that arise during the school year.

33. SCHOOL GOVERNANCE AND RESPONSIBILITIES

33.1 GENERAL INFORMATION

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs and extracurricular programs, to the day-to-day operation of the school, rest with the principal. The Advisory Council is an advisory council to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils. Listed below is a summary of the key roles of each of these individuals and groups.

33.2 PASTOR

The administrative responsibility of the Pastor for the school includes the care of the total parish plant and those matters that are not included within the authority of the School Advisory Council by reason of its Constitution or within the professional responsibility of the Principal.

33.3 PRINCIPAL

The role of the Principal within the Catholic school is to provide Catholic educational leadership for the school and . . .

- To interact with the local council as an ex-officio member
- To work closely with Pastor, Office of Faith Formation, and faculty to achieve a climate that fosters Christian growth and formation
- To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- To administer all school programs, insuring compliance with regulatory bodies related at the local, state, and national level
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To work with the Maintenance personnel to insure a safe environment
- To interact with colleagues to insure the smooth operation of services
- To develop and manage the school budget along with the local School Advisory Council
- To interact with the community as a representative of SPACS

33.4 ASSISTANT PRINCIPAL

The Assistant Principal will assist the Principal in the administration of the school by

- Assisting the students in academic, social, and behavioral development
- Serving as an additional administrative contact for parents
- Helping to organize special events and activities to enhance instruction
- Serving as a resource to faculty for their continued development

34. SCHOOL HOURS

34.1 REGULAR SCHOOL DAY HOURS

Regular school hours are Monday through Friday, from 7:55 A.M. to 3:10 P.M. for students in PK – 4, and Monday through Friday , 7:55 A.M. to 3:20 P.M. for students in grades 5 - 8.

34.2 ARRIVAL TIMES

Supervision of students begins at 7:30 A.M. at designated areas in the gym. Students should not arrive before 7:30 A.M.

34.3 EARLY DISMISSAL

There are days throughout the school year when the school is dismissed early. Grades 3K - 8 typically dismiss at 12:00 P.M. There is no lunch on noon dismissal days. The exact times and days will be listed in the school newsletter and in other communications.

34.4 SCHOOL OFFICE HOURS

The school office is open from 7:30 A.M. until 4:00 P.M. on every school day. On early dismissal days, the office will only remain open for 30 minutes after dismissal. Students and parents/guardians are not allowed entry to the classrooms or lockers on weekends or after 3:30 P.M., unless the student is in a scheduled tutorial.

We regret that the office is not able to make change for families when they send in money for various payments. Please send exact change for payments. We are happy to accept credit card payments, checks, and cash. In addition, we are able to accept credit card payments over the phone. Thank you for your understanding.

35. SCHOOL SUPPLIES

All students should be properly supplied with paper, pencils, erasers, pens, etc. Students/parents are responsible for replenishing these supplies whenever needed. Please see the school supply list for specifics. Specially designed school planners/assignment books for grades 1-8 need to be purchased from the school.

HARDCOVER BOOKS MUST BE COVERED AT ALL TIMES. Fines will be assessed for book damage. Damage beyond the normal wear will be assessed fines, and major damage will be assessed at the replacement cost of a new book. **LOST BOOKS WILL BE CHARGED AT REPLACEMENT COSTS.**

36. SEARCHES

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect any locker at any time. In addition, the school may inspect personal possessions of students, including backpacks. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

37. SERVICE PROGRAM (SPACS VOLUNTEER PROGRAM)

37.1 THE RATIONALE

The benefits of total family involvement in our community are real. Parents and family members who provide service to the school help to strengthen and increase our spiritual and academic environment. National studies also indicate that students perform at higher levels when parents are actively involved in their children's school. Additionally, service hours contributed at SPACS help to keep tuition costs as economical as possible by providing tasks and materials necessary for the school's operations.

37.2 THE REQUIREMENTS

Each family is asked to provide a minimum of 40 recorded service hours per year. The Service Hour calendar begins in July and ends in May, unless prior arrangements have been made.

37.3 WHAT QUALIFIES AS SERVICE AT ST. PETER CATHOLIC SCHOOL?

- Almost all efforts directed toward assisting our school are acknowledged. Service hours may be counted for volunteer hours in any of the many activities sponsored by SPACS, SPCN, Men's Club, or School Advisory Council, which are summarized later in this document under the section "Service Hours Opportunities." Please keep in mind that every effort will be made to assist single parents, working parents, and parents of infants who may require "take home" work. Please let those committees in which you are interested know if you need assignments that can be completed at home.
- One service hour may be earned for every \$10.00 spent toward a school donation or requested school purchase (Snack Wagon, supplies, etc.). Please note that all other donations may qualify for service hours **OR** a tax-deductible donation as long as a receipt is given to the school. You cannot receive service hours for donations that produce a tax-deductible donation letter from the school. Furthermore, service hours **cannot** be given for events that are not school sanctioned **or** for private purchases at fundraisers (i.e. – money spent for your family's benefit such as cookie dough or auction items.)
- Please mark your receipts as "**Service Hours**" or "**Tax-Deductible Donation,**" for how you want these used. If you are expecting reimbursement for authorized purchases, you will not receive either service hours or a tax-deductible donation letter.

37.4 RECORDING SERVICE HOURS

37.4 a Families are responsible for keeping a record of their service hours and documenting them in the "**VOLUNTEER LOG**" or in the computer at the window of the school administrative assistant.

- There is a designated entry for each family at SPACS.
- Please round your time up or down to the nearest ¼ hour.
- If you reach 40 hours before the end of the year – don't stop recording!
(It is important for us to know how many hours are logged for the various fundraising events / committees.)

37.4 b EXAMPLE OF HOW TO RECORD HOURS IN “VOLUNTEER LOG”

THE ABC FAMILY

(ABC Family’s recorded Hours to Date: 10 Hours)

DATE	ACTIVITY	TIME / \$\$ SPENT
August 20 th	Set up chairs for H.S.A.	2 hours
September 3 rd	Help in library	2.5 hours
September 10 th	Cut/sorted Box Tops for Educ.	1.5 hours
October 25 th	Hospitality Committee / Purchased Food	\$30.00 = 3 hours

Each family is responsible for stopping by the front office window to record their hours and turn in any receipts within 30 days of completing each volunteer activity, OR you may fill out the Service Hours Summary form available online on the school website and turn it in within 30 days of completing each volunteer activity.

37.4 c OTHER NOTES ABOUT THE PROGRAM...

- **All individuals who are in direct contact with children will require a criminal background check as well as completion of the “VIRTUS” training required by the Diocese.** Also please note that the required training hours are to be included as part of your 40 service hours so be sure to record them!
- There are usually some additional opportunities for service hours given by the individual teachers (i.e. take home work, field trips, snack contributions, etc.). Your child’s teacher will solicit help for these opportunities

37.5 SERVICE HOUR OPPORTUNITIES

Each family is required to complete a total of 40 service hours per year. Please share your time and talents with your school. Here are a few suggested areas where families can offer help:

- **Advisory Council**
- **Campbell Soup Labels/Box Tops**
- **Field Day**
- **Field Trip Drivers**
- **Library Helper**
- **SPS Men's Club**
- **Mentor/Host Family**

- **Junior High Dances**
- **Open House - Catholic Schools Week**
- **Room Parents**
- **Service Hours Coordinator**
- **Sports Coaches** (Individuals may be needed to act as coach and assistants for the following sports: Softball, Basketball, Soccer, Volleyball, Track)
- **Spring Festival**
- **Stewardship Masses**
- **Annual Dinner and Auction**

REMEMBER:

- **All volunteers must complete a VIRTUS course before any interaction with children.**
- All information contained in this handout is subject to change without notice. Please contact the school with any questions.
- Every \$10 spent equals 1 service hour (over \$50 must receive prior school approval and provide receipt)
- Realize that if the 40 service hours are not completed by the end of the school year, a \$10 charge per hour not fulfilled will be due in order for your child to receive their final report card.

38. SMOKING ORDINANCE

In accordance with the City of White Settlement smoking ordinance, smoking is prohibited in all school facilities.

39. SOCIAL FUNCTIONS

39.1 GENERAL INFORMATION

Children of all ages need continual guidance and help from their parents/guardians in developing social graces. Parents/guardians are encouraged to arrange opportunities for family gatherings and activities. Such activities encourage open communication and trust.

Attendance at school related functions is also encouraged. Students in grades 6 - 8 have the opportunity to attend school sponsored socials at certain times throughout the year. All socials are chaperoned by teachers.

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

39.2 BIRTHDAYS

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

Parents may not send birthday party invitations to school, as it is a liability issue for the Diocese.

39.3 JUNIOR HIGH DANCES

SPACS and/or other Diocesan schools will offer dances for students in grades 6-8. Details will be given for each dance.

40. SPECIAL PROGRAMS

40.1 8th grade Promotion

Eighth grade students who have met all requirements will participate in the promotion exercises and will receive a certificate provided that:

- All fees and tuition have been paid by a specified date.
- The student passes all required courses in the eighth grade. If one or two courses are failed, the student will be permitted to participate in the promotion exercises, but will not receive the certificate until the course(s) have been made up in an approved summer school.
- There is a graduation fee paid at the beginning of the school year intended to help defray end-of-the-year costs.

40.2 History Fair

Students in grades 5-8 participate in a history fair at SPACS. Students in 8th Grade are eligible to enter their papers and projects in the Diocesan History Fair. Specific information on these fairs and the types of entries permitted will be available from the history teachers.

40.3 Science Fair

Students in grades 5-8 participate in a science fair at SPACS. Students in Grades 6-8 who receive the top 5 spots are eligible to attend the Regional Science Fair held in February at the University of Texas at Arlington. More information about these fairs is available from the science teachers.

40.4 Spelling Bee

Students in grades 1-8 are eligible to participate in the school-wide spelling bee. Winners from SPACS participate in the area spelling bee. More information about the spelling bee may be obtained from the language arts teachers.

40.5 Technology and Technology Policy

We at SPACS strive to prepare our students for their future, academically and beyond. Technology must certainly be a major component in that preparation. We are taking the necessary steps to ensure that all students have an opportunity to master the elements of technology they will need to have a productive future. We understand that technology should be one of the major

tools by which students learn to manage the ever-increasing base of knowledge they will need to achieve success.

All students from first through eighth grade have access to our fully networked Computer Lab. Presentation systems and/or televisions are being added to the classrooms to allow for platform teaching (teaching with the use of a multi-media presentation, such as Power Point or e-instruction). The school is networked, allowing for Faculty/Staff e-mail and supervised Internet access from every classroom and lab.

Forms stating appropriate use of school technology are handed out in the registration packets. A copy of the Acceptable Use Policy for Technology Agreement is also located in the Appendix of this Handbook. Student and parent/guardian signatures are required.

41. TEXTBOOKS

The Diocesan Education Office has approved all textbooks that are used at SPACS. Textbooks are the property of the school and are for the students' use on a yearly basis. All students will obtain and return textbooks in good condition. Students are responsible for proper care of their textbooks, and all textbooks must be covered.

Students will be fined for lost or damaged books. If the textbook is lost or damaged beyond use, the replacement value will be billed to the parent/guardian. The replacement value will depreciate after 3 years by 10% each year of use. In cases of excessive damage to a book that is still usable, a fine of up to the cost of the book's replacement will be charged.

42. TRANSFER

When a student transfers to another school, the principal and teachers should be notified in advance. All books must be returned. Upon request by the new school, a transfer form will be issued and all school records will be mailed directly to the new school.

****No transcripts of grades, health records, etc., will be released to the receiving school unless all financial obligations have been met.**

43. UNIFORM POLICIES AND DRESS CODE

The uniform code of SPACS school plays an important role in the school: it unifies us as a community, it takes the focus away from how we look and places it on how we act, and it discourages us from spending unnecessary money on items we may not need. All students should take pride in the SPACS uniform and remember that they represent their school when seen in uniform. Students are expected to be in uniform when they are on campus, and **all** students are expected to fully comply. All faculty and administrators are responsible for calling a student's attention to anything that is not uniform. Uniforms are monitored on a regular basis, and rules will be enforced. Minor infractions will be handled in compliance with the discipline procedures stated in the student handbook. In the case of major infractions, parents will be called and asked to bring the necessary item.

43.1 REQUIRED UNIFORM

The required school uniform components are listed below. All uniforms (pants, shorts, skirts, shirts, etc.), except belt, socks and shoes should be purchased from Mills Uniforms. A list of appropriate uniform choices by grade level is available at Mills Uniforms.

The formal uniform (also referred to as the Mass uniform or full dress uniform) is required to be worn by all on Mass days, Diocesan events, Bass Hall field trips, and other days as specified by the principal. Each student must have a formal uniform. A formal uniform is described as follows:

Girls - Blouse, jumper/skirt and a sweater (if November through March – see below). Girls PK through 5th must wear jumpers, middy blouses and ties. 6th through 8th must wear skirts, and white $\frac{3}{4}$ sleeve length fitted overblouse with peter pan collar and tie, knee socks, and school shoes.

Boys - Oxford shirt, tie, belt, pants and a sweater (if November through March – see below). Boys must wear **navy** pants, a white button down shirt, a navy tie with the school insignia from Mills Uniforms, and school shoes.

Sweaters are required to be at school November through March and will always be worn to Mass during these months. Ties will be worn throughout the day by boys in the Junior High.

The daily proper uniform consists of the following:

Girls - Jumper/Skirt/Slacks/Skorts, white midy blouse, tucked in red knit shirt with embroidered school emblem, or $\frac{3}{4}$ sleeve length fitted overblouse (grades 6-8), navy/khaki walking shorts, long pants, or uniform skorts with belt, socks, shoes. The red knit shirt should not be paired with the jumper or skirt.

Boys – Navy/khaki Pants/Shorts, belt, tucked in shirt, socks, shoes.

Sweaters and/or sweatshirts will be worn as the temperature dictates and must be at school November through March. A jacket must be worn on days when temperature is 45 degrees or lower.

The main components of the uniform must be purchased from Mills Uniforms with the exception of belt, socks, and shoes.

43.2 UNIFORM REQUIREMENTS (GRADES PK - 5)

Girls (Grades PK – 5)

- Jumper Jumper/Slacks/Skorts: Jumpers/slacks/skorts must be of a tasteful, modest length (no shorter than the top of the knee), neat, clean and fit well. Girls must wear shorts under the jumper or the skirt. Uniform shorts may be no shorter than 2" from the top of the knee.
- Blouse White middie blouses. No oversized (shoulder seam below shoulder, cuff below wrist) shirts allowed. Only solid white undershirts may be worn under the uniform shirt. On Formal Uniform days, the girl's tie is required.
- Polo Shirt Red knit polo shirt (long or short sleeved) with the embroidered school insignia. Knit shirts must be tucked in neatly at all times. The polo shirt may NOT be worn on Formal Uniform days or with the jumper.
- Sweater Navy blue cardigan or sweater vest. Sweaters may not be oversized or faded.
- Sweatshirt Navy blue SPS sweatshirt available from the school office. Sweatshirts may not be oversized or faded and may NOT be worn on Formal Uniform days.
- Shorts Plaid walking shorts, knee-length, no shorter than 2" above the knee
- Skort Navy/khaki blue skort, knee-length, no shorter than 2" above the knee
- Pants Navy/khaki pants
- Shoes Keds School Days navy and white non-scuff athletic saddle shoe OR **all white** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be white. Shoes meeting SPS uniform specifications are available at Mills Uniforms in Fort Worth. Shoes may be purchased elsewhere as long as they meet uniform specifications. **FOR STUDENTS IN 3K, 4K, AND 5K, SHOES WITH VELCRO ARE REQUIRED. STUDENTS IN THOSE GRADES SHOULD NOT HAVE LACES IN SHOES.**

Boys (Grades PK – 5)

- Pants Navy/khaki pants, not faded, and must be neat, clean, and fit well with a belt.
- Shirt White oxford shirt (long or short sleeved). No oversized (shoulder seam below shoulder, cuff below wrist) shirts allowed. All shirts must be neatly tucked in at all times. Only solid white undershirts may be worn under the uniform shirt.
- Polo Shirt Red knit polo shirt (long or short sleeved) with the embroidered school insignia. Knit shirts must be tucked in neatly at all times. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater Navy blue cardigan or V-neck. Sweaters may not be oversized or faded.
- Sweatshirt Navy blue SPS sweatshirt available from the school office. Sweatshirts may not be oversized or faded and may NOT be worn on Formal Uniform days.
- Shorts Navy or khaki walking shorts, belted, knee-length, no shorter than 2" above knee.

- Tie A navy tie with the school insignia from Mills Uniforms.
- Shoes **All black** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be black. Shoes meeting SPS uniform specifications are available at Mills Uniforms in Fort Worth. Shoes may be purchased elsewhere as long as they meet uniform specifications. **FOR STUDENTS IN 3K, 4K, AND 5K, SHOES WITH VELCRO ARE REQUIRED. STUDENTS IN THOSE GRADES SHOULD NOT HAVE LACES IN SHOES.**

43.3 UNIFORM REQUIREMENTS (GRADES 6 - 8)

Girls (Grades 6 – 8) See Girls Grades PK – 5 with the following exceptions:

- Skirt SPS plaid skirt or navy/khaki skirt, no shorter than the top of the knee. Girls must wear shorts under the jumper or the skirt. Red knit shirt may not be worn with skirt.
- Shorts Plaid walking shorts, knee-length, no shorter than 2” above the knee
- Blouse White middy blouses **OR** 3/4 sleeve length fitted overblouse.
- Tie On Formal Uniform days, the girl’s tie is required with the 3/4 sleeve length fitted overblouse.
- Sweater Navy blue cardigan. Sweaters may not be oversized or faded.
- Shoes Keds School Days navy and white non-scuff athletic saddle shoe **OR all white** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be white. Shoes meeting SPS uniform specifications are available at Mills Uniforms in Fort Worth. Shoes may be purchased elsewhere as long as they meet uniform specifications.

Boys (Grades 6 – 8) See Boys Grades PK – 5

43.4 REGULATIONS REGARDING ACCESSORIES (GRADES PK - 8)

- Belts Navy, black or brown must be worn with shorts and pants with belt loops (braided belts, which are easier for little fingers, are recommended for K-3rd)
- Socks Solid, plain, and **opaque** white or navy socks or tights (in cold weather). Leggings are not permitted. **Socks must be crew length or higher. Socks may NOT have decorations, embellishments, or logos.** If a student wears socks over tights, the socks and tights **MUST** be the same color. *If a student has the wrong socks or no socks on, the school will provide a pair of correct socks to that student at the cost of \$5 per pair. Failure to pay the sock fine may result in having the student’s report card held at the end of an academic quarter.*
- Shoes Shoes should remain clean and, if necessary, polished. **No writing is allowed on shoes, clothing, or skin. Laces must match the shoes.**
- T-shirt Only plain white T-shirts may be worn under uniform shirts or blouses
- Jewelry Earrings, worn by girls only, **one** stud in each earlobe (no exceptions).

One religious ring, one religious necklace, and/or one watch (no alarm) may be worn. **NO BEADED NECKLACES, CHARMS, OR OTHER BANGLES ARE ALLOWED.** Hair bands may not be worn on the wrist. No tattoos, whether permanent or temporary, are acceptable. No aerosol sprays of any kind are allowed in the school.

- Hair Hair styles for boys and girls should be neat and simple in **own natural hair color**. Hair should not be streaked, highlighted, or dyed. Hair length for boys should be no longer than the top of the shirt collar. Hair should be trimmed around the ears and above the eyes. Boys may not have sideburns. Conservative haircuts only. Both boys and girls **MUST** have their hair out of their eyes or above their eyebrows. Girls' hair bows **must** be in uniform colors or uniform color combinations; **flat** hair clips must be solid gold, silver, red, black, white, or navy. Boys with facial hair must be clean shaven.
- Make-up None allowed.
- Nails Fingernails should be cut or filed to fingertip length or shorter and should not have colored polish. **Fake nails/tips are not permitted: this includes tips, gel nails, or dipped nails.**
- Hats During cold weather, stocking caps may be worn to and from school only.
- Jackets Jackets and windbreakers may only be worn **outside** the classroom. The official sweater, the St. Peter fleece jacket, and the SPS sweatshirt may be worn in the classroom.

43.5 FREE DRESS DAYS

There are no Free Dress days during the school year at St. Peter the Apostle Catholic School. Our school uniform is a source of pride and excellence for us, and we realize that uniforms can be a costly investment for most families. It is in the best interest of our school and its families to enforce that the school uniform is worn every day. **THIS RULE INCLUDES THE STUDENT'S BIRTHDAY.**

43.6 SPIRIT DAYS

For scheduled "spirit days" students may wear St. Peter's t-shirts (available from the school office) **along with their uniform bottoms and uniform socks and shoes.**

STUDENTS WHO DRESS INAPPROPRIATELY MAY HAVE PARENTS CALLED TO BRING A CHANGE OF CLOTHES, AND MAY FORFEIT THE NEXT SPIRIT DAY.

44. VISITORS

All visitors, including school parents, must report to the school office when entering the building. Visitors should sign in and obtain a visitor badge, no matter how frequently they visit or how well known they are by school personnel. They should sign out when leaving the school. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff

and to minimize disruption to the classroom. Visitors, including volunteers, are expected to dress in modest clothes which reflect the standards of our Catholic school community.

Parents are welcome to visit the school classrooms, but must call a day in advance to clear the visit with the office and the teacher. On the day of the visit, the parent must sign-in first at the office and obtain a visitor's badge.

Visitors and volunteers may not enter any classroom without permission from the school office during business hours. **Everyone entering St. Peter the Apostle Catholic School is expected to come to the office.**

45. VOLUNTEERS

The school could not offer the quality of education, service, and sense of community that it does without parental involvement as volunteers, committee members, and supporters. All jobs are important, and the students are delighted to know that their parents are working for the school. Volunteer opportunities are available in the following areas: cafeteria, library, field trip chaperones, athletics, field day, fundraising, special events, and other areas listed in the SPACS "Service Program (Volunteer Program)." Volunteers are also needed as room parents, field day helpers, School Advisory Council and its committees' members, and St. Peter Community Network event helpers. Volunteers should sign in at the office and record their volunteer hours in the Service Program binder.

Keeping the best interests of the students in mind, and to provide a safe and secure environment for our youth is a priority of the Diocese of Fort Worth and of St. Peter the Apostle Catholic School. To help ensure a safe environment at St. Peter the Apostle Catholic School, all volunteers must complete the *VIRTUS* workshop. **To comply with health and safety regulations, parents may not bring their younger children when volunteering.**

46. WEATHER GUIDELINES

The Diocese of Fort Worth issues guidelines for outdoor activities concerning days of high temperature, high ozone, cold temperature, and lightning. School personnel follow these guidelines to ensure the safety of students during school hours. The athletic director is responsible for informing coaches of these guidelines for sports activities, practice, and games that are held outside of school hours.

Appendix

FORT WORTH DIOCESE CATHOLIC SCHOOLS OFFICE POLICIES

1265 VIOLENCE AND WEAPONS

The School is concerned with providing students and employees with a safe and productive environment. As such, the School expressly prohibits any and all acts or threats of violence by or against any student, employee, family member of a student, vendor, or other visitor to the School facilities. This policy applies to all students and employees, whether or not they are engaged in business on behalf of the School, and whether or not they are on School premises.

In addition, the School strictly prohibits the possession of, exhibiting or threatening to exhibit or to use, or use of any and all weapons, including handguns, on School premises by any student or employee, family member of a student, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible. School premises includes not only the main facilities, but also the parking lots, entrances and exits, break areas, etc. Students and employees are further prohibited from the possession of, exhibiting or threatening to exhibit or to use, or the use of any and all weapons while conducting business on behalf of the School off of School premises.

The School is required to post signs containing the written statutory notice prohibiting bringing concealed weapons onto the School property. Contact the Diocese for the specific wording and statutory requirements for the written notice.

1290 DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

I. INITIAL COMPLAINT PROCESS

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School. Notification to the Principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the Principal within the fifteen (15) day period, your complaint will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

II. REVIEW LEVEL

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the Principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
2. The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:
 1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 2. The reviewer(s), interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
 3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
 4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your child with a disability needs a minor adjustment to enable him/her to

participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

STUDENT NON-DISCRIMINATION POLICY

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School.

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

5212 REQUIREMENTS FOR INDIVIDUALS WISHING TO COME ON SCHOOL PROPERTY OR ATTEND SCHOOL ACTIVITIES

Parents and other individuals are welcome to visit the schools of the Diocese and to attend school sponsored activities. During school hours, all parents and visitors entering the school property, other than to deliver or to pick up the child, must first go to the school office, sign in and obtain a visitor's badge. Obtaining a school badge does not allow an individual to disrupt a teacher during class time or visit the class room during class. In order to visit the classroom during class, written permission from the principal stating the reason for the visit must be obtained in advance. Generally, two (2) days' advance notice is required, but if circumstances permit and the reasons are warranted, principals may establish either a longer or shorter period. The principal will respond to the request either approving the request with possible restrictions or denying the request. Teachers are to refer any parent visiting the classroom without the approval of the Principal to the school office and the parent will be asked to leave the school immediately.

An individual who (1) has been convicted of sex related crimes or a crime involving a minor and (2) does not have a child or grandchild attending the school is not welcome on the school property or to attend school sponsored activities. A parent or grandparent of a child attending the school and who (1) has been previously convicted of a sex related crime or a crime involving a minor and (2) wants to visit the school or to attend a school sponsored activity must submit a written request to the principal prior to the anticipated visit. Generally, at least five (5) school-days' advance notice is required and the request must provide the school with written documentation concerning each such conviction, including but not limited to all details concerning probationary status or restrictions. The principal will respond to the request either approving the request with restrictions or denying the request. If the individual is allowed to come on to the school property or to attend a school sponsored activity, the school will provide the individual with the written

conditions for the visit, which may include supervision by school personnel during the time of the visit. If the individual fails to comply with the written conditions established by the school, then the individual will be denied permission to be on school property and/or to attend school sponsored activities.

Companies who provide contracted services to the school are required to give letters of recommendation on behalf of each contracted employee as well as provide appropriate documentation that each employee has completed a criminal background check. Under no circumstances will a company send the school a contracted employee who has been previously convicted of a crime involving a minor. Failure by companies providing contracted services to comply with these procedures and the safe environment policy as established by the Diocese of Fort Worth may be considered breach of contract and result in termination of the contract.

More detail regarding this issue can be obtained in the Diocese of Fort Worth Safe Environment Policy and Code of Conduct.

5217 STATUTORY NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written notification that the child has been arrested for a felony or certain misdemeanors.

- “(h) This article applies to any felony offense and the following misdemeanors:
- (1) an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct], 22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;
 - (2) the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marihuana, as defined by Chapter 481, Health and Safety Code; or
 - (3) the unlawful possession of any of the weapons or devices listed in Sections 46.01(1)-(14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute, to a school, that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student, who is required to register as a sex offender, shall be expelled from the school.

6200. USE OF TECHNOLOGY

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS, AND REGULATIONS

It is the policy of the Catholic schools of the Diocese of Fort Worth to require the Acceptable Use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked; disciplinary action may be taken, and/or appropriate legal action taken for any Unacceptable Use of the school's technology.

- 1. Acceptable Use**—The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools of the Diocese of Fort Worth. Use of other organizations' networks or computing resources must comply with the rules appropriate for the networks.
- 2. Unacceptable Use** — The term "Unacceptable Use" as used herein shall include, but not be limited to, the following prohibited acts:
 - A. transmission or the receipt of any material in violation of any U. S. or state regulation including, but is not limited to, copyright material, threatening, violent, or obscene material, or material protected by trade secret;
 - B. use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication;

C. pornography, information on bombs, inappropriate language and communications, and flame letters;

D. acts of vandalism, any malicious attempt to harm or destroy data or another user or to damage hardware or software, the uploading or creation of computer viruses, and

E. unauthorized Use of another's computer, access accounts, and/or files.

3. Privileges—The use of the Internet and related technologies is a **privilege**, not a right, and Unacceptable Use may result in cancellation of the privilege and may subject the individual to disciplinary action, which may include, but not be limited to termination of employment or, expulsion from the school. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies.

4. Copyright—It is the policy of the Catholic schools of the Diocese of Fort Worth that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school's permission, copy print or non-print acceptable use materials allowed by:

- * Copyright law
- * Fair use guidelines
- * Specific licenses or contractual agreements
- * Other types of permission

Employees, volunteers, patrons, guests, and students who willfully disregard copyright law are in violation of the policy of the Catholic schools of the Diocese of Fort Worth; they do so at their own risk and assume all liability.

5. Other

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

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

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

** Prior approval is required from the school for List serves use by or for Employees, volunteers, patrons, guests, and students.

ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchwerks. The term “Staff member” as used herein shall mean all employees of a school,

Staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate information for the student’s benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by a school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student’s parents about the contact and the student’s parents shall immediately reported the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

**St. Peter the Apostle
Catholic School**

HANDBOOK AGREEMENT

2019-2020

I have read the contents of this Handbook and understand and agree to the terms and conditions therein. By affixing our signature (both parents and students) below, we promise to abide by all the rules and regulations. We understand that failure to comply with any or all of the policies will result in disciplinary actions/enforcement being taken as described herein.

Signed this _____ day of _____, 20_____.

Student Name

Parent Name

Student Signature

Parent Signature

Student Name

Student Signature

Student Name

Student Signature