

# **SAINT PETER CLAVER CATHOLIC SCHOOL**



## **PARENT & STUDENT HANDBOOK OF POLICIES**

**2020-2021**

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**Until further notice, the policies, procedures and guidelines included in the SPC COVID 19 Reopen plan will be followed and will take precedence over anything included in this document that is addressed in that plan. The Reopen Plan will undergo revision as required by DOSP and/or any other agency as stated in the plan. The Reopen Plan should be reviewed when these revisions are provided.**

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MISSION STATEMENT

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Saint Peter Claver Catholic School is a sanctuary of faith, hope and love where each child is prepared for their future in a supportive learning environment centered around God and nourished through Sacrament and Word!

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BELIEF STATEMENTS

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WE BELIEVE THAT CATHOLIC EDUCATION PROVIDES A GOSPEL-VALUED ENVIRONMENT IN WHICH EACH STUDENT IS RECOGNIZED AS A UNIQUE CHILD OF GOD.

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- We believe that students deserve the opportunity and will be immersed in a faith community that celebrates through worship and service to others without distinction.
- We believe that our school reflects the integration of Catholic faith and values with learning and life, which is evident in our parish, community and daily lives.
- We believe in a nurturing, safe, learning environment for each student, while providing for their spiritual, emotional, academic, and physical growth.
- We believe that student learning is a priority, and the opportunity for success is an essential component for achieving their life goals.
- We believe that each student is a valued individual with unique, spiritual, physical, emotional, intellectual and social needs capable of interacting responsibly and respectfully.
- We believe that each unique child will hold themselves to the highest standards, aspire to their best potential, by accepting responsibility for their learning through faith, academics, and citizenship.

- We believe that parents are the primary educators of their child(ren), teaching, reinforcing, and advocating to ensure their success.

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## PHILOSOPHY OF EDUCATION

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St. Peter Claver Catholic School accepts as a primary responsibility the task of assisting each student to develop his or her own personal gifts through Christian values. The message of the Gospel is an integral part of daily life at the school. This message is reflected in prayer, worship, and learning activities.

Dedication to the needs of those we serve is the hallmark of our identity at St. Peter Claver Catholic School. This hallmark is nurtured in our school environment where attitudes, skills, and activities are central to our stance of service orientation. Thus, we are committed to preparing students to become responsible and productive adults

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## ATTENDANCE & TIMELINESS

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### *Every Moment Matters – Attendance & Tardy Rates*

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

Attendance and timeliness data will be monitored and will be shared with teachers. Attendance consequences are explained below.

Because of the disruption caused to the class when a student leaves before the regular dismissal time, as well as the direct loss of educational time for the student, we ask that any doctor appointments be made after school hours or during holiday vacations. If this is impossible, you must send a dated signed note to the school requesting early dismissal. We would also need to know who is picking up the student and that individual must be on the child's pickup list. A note from the doctor should be provided when the student returns to school. If a student needs to be sent home for sickness or any other reason, the parent will be informed by the school office. **A parent must always sign in at the office upon entering the school.**

If a student is going to be absent from school, the parents should call the school between 7:30 A.M. and 8:30 A.M. This would also be the time to inform the school as to who will pick up the student's work, whether it is another student or an adult. The work can be picked up in the school office at 3:00 P.M. If we are not told that the work will be picked up, it will not be available.

### **EXCUSED ABSENCES**

- Personal (child's) illness
- Doctor's appointments
- Illness or death in the family
- Court appearances
- Weather or road conditions making travel dangerous
- Any natural disaster such as hurricane.

### **UNEXCUSED ABSENCES**

- Waking up late
- Traffic

- Vacation or trip days out before or after scheduled school holidays
- Any other absences other than those mentioned above may be deemed unexcused by the administrator unless written notification is received at least 3 days prior to a planned absence and approved by the principal.

Any unexcused absence will result in forfeiture of academic credit for class work, homework, and tests.

Children who are absent from school for more than 20 days per school year for unexcused absences may be required to repeat the grade and/or attend summer school at the discretion of the school administrator.

State and Federal school laws require that accurate records be kept of student's attendance. Parents are responsible for the timely arrival of their children. **Students who arrive after attendance is taken are considered tardy and must report directly to the school office with their parent(s).**

Parents are reminded that children are developing life-long habits and promptness of arrival is important in that process. Parents are asked to phone or send a note with the child explaining unusually late (after 8:30am) arrival.

VPK, School Readiness and all scholarship agencies do monitor student's attendance and tardy records. Any student with excessive tardies and absences' could risk losing these funds. The agencies may also require doctor's notes be uploaded.

- Morning Homeroom @ 8:00 AM. Students are to be dropped off no earlier than 7:30 AM. Students dropped off before 7:30 AM will not be supervised. SPC assumes no responsibility for their safety.
- Students must be present for at least four (4) hours of the school day to be considered present that day. In order to participate in any after school activities, including the extended day program, students must be present on that day.
- **A parent or other adult must walk student to office and sign them in for the day.**
- Repeated tardiness may affect the student's grade in that class.

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## ACADEMIC GRADING

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St. Peter Claver Catholic School, in conjunction with the Diocese of St. Petersburg, has adopted Standards Based Grading (SBG). SBG is a research based best practice that measures evidence of specific academic criteria directly related to learning standards.

### **PHILOSOPHY**

We believe ...

- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Students should have a clear understanding of learning objectives
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

### **PURPOSE OF ASSESSMENT**

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of assessment may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards. In addition, it

provides information for self-evaluation and the incentives to learn.

2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

### **TYPES OF ASSESSMENT**

While assessments will take many forms and types, they will be grouped under two broad categories.

#### **Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

#### **Summative**

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom.

Only summative grades will be used to determine the final grade .

### **PURPOSE OF GRADES**

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs.

### **LETTER GRADES**

In addition to a Standards Based Report Card, reports will record a single letter grade to indicate the child's overall progress in the course throughout the year. A letter grade will be given at the end of each term as a summative grade. This term grade is calculated by averaging all summative assignments. The conversion from the 4 point achievement scale to a letter is indicated below.

3.00 – 4.00 = A      2.50 – 2.99 = B      2.00 – 2.49 = C      1.00 – 1.99 = D      0.00 – 0.99 = F

## REPORTING GRADES

Individual assignments will be assessed using a 4-point achievement scale adapted from the work of Robert Marzano, a leading educational researcher. The rubric and scale on the following page measures levels of achievement rather than the traditional accumulation and averaging of points.

SCALE	DESCRIPTION
Score 4.0	<b>ADVANCED:</b> The student not only met the target learning goal, standard, or expectation but also provided evidence of a more complex understanding of the content.
Score 3.5	Student achievement is partially demonstrated at advanced level, but student has not quite reached advanced.
Score 3.0	<b>PROFICIENT:</b> The student met the target learning goal, standard, or expectation.
Score 2.5	Partial success at meeting the target learning goal, standard, or expectation.
Score 2.0	<b>EMERGENT:</b> No major errors or omissions regarding the simpler details or processes of the target standards or expectations, but errors or omissions regarding the complex processes.
Score 1.5	Partial success at an Emergent Level, but major errors or omissions regarding Proficient Level.
Score 1.0	<b>BELOW BASIC:</b> The student is beginning to address the simpler target standards and expectations.
Score 0.5	With intensive help, partial success at a Below Basic Level.
Score 0.0	<b>NO EVIDENCE:</b> The student is unable to provide any evidence of addressing the target standards or expectations.

## APPROACHES TO LEARNING (ATL)

St. Peter Claver Catholic School recognizes that the cultivation of learning habits and behaviors support learning in the long run. No behavior and conduct attributes will be included in the academic grade. These attributes will be reported separately in the student's Approach to Learning (ATL) grade.

The principles of being Prepared to Learn, Accepting Responsibility, Worshipping God, & Showing Respect are the focus for all ATL behaviors (collectively known as PAWS). The following are some examples of the indicators of PAWS. These are combined into a single ATL score. Only formative assessments are associated with the ATL.

The single ATL standard states: Student's ability to (1) complete assignments (2) turn assignment in on time, (3) Seek help when needed (from teacher or peers), (4) produce quality work, (5) make time for personal study and improvement, (6) prepare for class, (7) submit work with appropriate heading, (8) submit work without rips, wrinkles, or folds..

The following are some examples of the indicators of PAWS.

### **Prepared to Learn**

- Prepared for class
- Work is submitted with appropriate heading
- Work is submitted without rips, wrinkles, or folds
- Reads independently outside of school

- Class work completed
- Punctual with assignments
- Seeks help when needed (from teacher or peers)
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### **Accept Responsibility**

- Homework completed

### **Accept Responsibility *continued***

- Produces quality work
- Makes time for personal study and improvement

**Worship God**

- Demonstrates helpfulness and teamwork
- Makes effort to improve behavior/performance

**Show Respect**

- Participates in class
- Attentive and engaged during instruction
- Open to teacher help and correction

The following is an example of a rubric for the reporting of ATLs.

Scale	Prepared to Learn	Accept Responsibility	Worship God	Show Respect
<b>4 Exceeds</b>	Consistently displays readiness to learn through preparedness, and expected details	Consistently attentive and engaged; consistently strives to exceed expectations; consistently makes time for personal study and improvement	Works well in groups; cooperative in class	Consistently open to teacher feedback; engaged during class
<b>3 Meets</b>	Frequently displays readiness to learn through preparedness and expected details	Frequently attentive and engaged; frequently strives to exceed expectations; frequently makes time for personal study and improvement	Frequently works well in groups; frequently cooperative in class	Frequently open to teacher feedback; frequently engaged during class
<b>2 Developing</b>	Occasionally displays readiness to learn through preparedness and expected details	Occasionally attentive and engaged; occasionally strives to exceed expectations; occasionally makes time for personal study and improvement	Occasionally works well in groups; occasionally cooperative in class	Occasionally open to teacher feedback; occasionally engaged during class
<b>1 Unsatisfactory</b>	Rarely displays readiness to learn through preparedness and expected details	Rarely attentive and engaged; rarely strives to exceed expectations; rarely makes time for personal study and improvement	Rarely works well in groups; rarely cooperative in class	Rarely open to teacher feedback; rarely engaged during class

**HOMEWORK**

St. Peter Claver School stresses academic excellence and homework is an essential part of our educational program. We firmly believe if a student does his or her homework every day he or she will learn more and will not fail. Failing grades can be expected to improve 10 to 15 points when homework is consistently done. Doing homework also teaches the student responsibility.

Homework is normally assigned Monday through Thursday. However, the teacher has the option to assign weekend homework. Homework is work that should be done at home or after school hours, not during class time.

## **LATE WORK**

Missing work is not allowed. Students who are missing work, may be asked to make it up during recess or after school. Assignments that are turned in late are addressed only in ATL grading. The academic grade for the standard is not affected. If missing work is never submitted, the grade will be zero (0) since the student has shown no evidence of meeting the standard.

## **MAKEUP OF ACADEMIC WORK DUE TO ABSENCE**

Students who are absent are required to make up work missed in each class. The teacher will allow the student to complete and turn in these assignments. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a zero (0) since it is missing work and the student has shown no evidence of meeting the standard. See Attendance and Timeliness for information about picking up missing work.

## **RETAKES**

The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.\*

### **CRITERIA FOR RETAKES GRADES K-4**

1. The retake process will be initiated by the teacher. The teacher will communicate with the parent when a retake is necessary. In general, this is when the student has achieved a score of 2 or lower.
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

### **CRITERIA FOR RETAKES GRADES 5-8**

1. The retake process must be initiated by the student.
2. A student may retake a summative once.
3. The student (with parent, if needed) needs to communicate with the examining teacher no more than five (5) school days after the grade has been posted to determine when or if a retake will be given.
4. The student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
5. Students may be required to participate in additional practice in order to qualify for a retake.

### **LIMITATIONS AND DEADLINES K-8**

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

## **TEACHER FACILITATIONS K-8**

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake.
2. Teachers will post retake dates when the summative assessments are returned.
3. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score.
4. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
5. Teachers have discretion and may require that a student complete missing, ungraded assignments correlated to the deficiencies before the retake is administered.
6. Teachers have discretion over the format of the retake assessment.

\*Teachers reserve the right to deny a student from a retake before, during, or after the retake request has been made if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

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## **HONOR ROLL**

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All students should strive to make the Honor Roll. There are two honor rolls at St. Peter Claver: the B average and the A average.

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## **ACCREDITATION**

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St. Peter Claver Catholic School is fully accredited by the Florida Catholic Conference (FCC) whose practices are approved by the Southern Association of Colleges and Schools. The school is likewise a member of the National Catholic Education Association.

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## **ADMISSIONS**

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### **REGISTRATION**

Registration takes place each year at regular scheduled times which are announced through messages sent to parents and through the parish bulletin announcement. Parents are asked to complete registration and tuition information in a timely fashion, returning completed forms and fee payments.

- Registration for the next school term will not be accepted unless tuition is current.
- Priority is given to students already in attendance and their siblings.
- Florida law states that a child must be five years of age on or before September 1 to be eligible for kindergarten. A child entering first grade must be six years old on or before September 1.
- New students or transfer students will be placed on a 60-day probation until all records have been received from their previous school and it is determined that student and parent are in compliance with school policies.
- The principal and staff, in consultation with parents, reserve the right to determine the grade placement.
- A physical examination is required when a student enters the school for the first time. Age must be verified by a birth certificate. Immunization records and physical exam records must be complete and kept up to date.
- A copy of the Baptismal certificate is required for all Catholic students.
- Each child must have a Social Security number on file.

- In situations of custodial stipulations, a copy of the official court document is required for the file and the signature of both parents on registration and withdrawal documents is necessary.

### **ANTI-DISCRIMINATION POLICY**

OPEN ADMISSION POLICY DBS35110-5/83: St. Peter Claver Catholic School, a member of the Diocese of St. Petersburg, restates their open admission policy. Namely that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them. Nor do they hire or assign staff on the basis of race, color, national, or ethnic origin of the individual they serve.

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### **ARRIVAL**

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Teachers are ready to receive students at 7:30a.m. Students dropped off before 7:30am are unsupervised. SPC assumes no responsibility for their safety.

Our school day begins with morning prayer and announcements at 8:00a.m. Every effort should be made to have students arrive at school on time. Being prompt is an important lesson for students to learn, which will be essential as they take on future responsibilities.

Students who arrive after 8:00a.m. must report to the school office for a tardy slip. This must be done as soon as the student arrives on school grounds (see Attendance & Timeliness section).

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### **BOOKS**

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If a library book is lost or damaged, the student is responsible and will have to pay for that book before he or she can receive another book. Books are important tools in a student's education. Parents should remind students that the proper care for the books is the student's responsibility. School textbook replacement fees are \$60.00 per book.

Please remind your child to get all of his or her belongings at the end of the day. No student will be allowed to enter a classroom after dismissal. Teachers will not open a classroom for the student.

St. Peter Claver Catholic School Library is open to all students in our school. Nothing improves reading like reading. We wish the students to have a love of reading and ask that they always have a library book among their own school books. Students will be given opportunities to use the library for research work and for pleasure.

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### **BULLYING**

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#### **ANTI-BULLYING POLICY**

The Office of Catholic Schools and Centers of the Diocese of St. Petersburg (herein referred to as the "DOSPC") and each school within the DOSPC (herein referred to as "St. Peter Claver Catholic School (SPC)") are committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The DOSPC and SPC is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment is strictly prohibited, will not be tolerated and shall be just cause for disciplinary action.

Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, exhorting or taking a student's personal property;
3. Placing a student in reasonable fear of emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or

5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
6. Disrupting the orderly operation of the school.

### **DEFINITIONS**

1. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, and theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.
2. Harassment means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.
3. Cyber-stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.
4. Cyber-bullying is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, and texting on cell phones, social websites (e.g. Facebook, Snapchat, Twitter, etc.) chat rooms and instant messaging.
5. Cyber-bullying includes the following misuses of digital and/or electronic technology: teasing, intimidating, or making false accusations about another student by way of any technological tool.
6. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.
7. The definitions hereunder apply to any student who either directly engages in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

### **SCOPE/EXPECTATIONS**

The DOSP and SPC expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and SPC prohibits bullying and/or harassment of any student:

1. that occurs on school premises at any time;
2. during any educational program or activity conducted by the DOSP or SPC;
3. during any school-related or school-sponsored program or activity;
4. that occurs on any bus or vehicle as part of any school activity; or
5. through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program;
6. though an incident of alleged bullying and/or harassment may occur off of the school's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or SPC's ability to provide an education is significantly impaired, as determined by SPC and/or the DOSP, disciplinary sanctions may be issued.

## **REPORTING COMPLAINTS**

Each student, parent and/or any other members of SPC's community has a duty to immediately report any incident of bullying and/or harassment to Sister Maria. She will provide the reporting party with the Bullying Complaint Report Form which must be completed, dated, and signed by the reporting party so that SPC may initiate further inquiry and investigation, when appropriate.

## **DISCIPLINARY ACTION**

Concluding whether a student's action, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions. Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on SPC's and/or DOSP's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

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### CAFETERIA

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Each student is responsible for maintaining an atmosphere of orderliness and cleanliness in the lunch room.

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### CELLPHONE & ELECTRONIC DEVICES

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In order to ensure a safe environment and an optimal learning environment, cell phones must be turned in to the homeroom teacher upon arrival to school. They will be returned when the student leaves school for the day.

Therefore:

- No picture taking or text messaging.
- No harassment or threatening of persons.
- No game playing, internet or e-mail access.
- No gambling or making purchases of any kind.

Those who violate any of the rules regarding cell phones will have the phone confiscated and a parent must come to the office to claim it. A second violation will incur a \$25 fee in order for a parent to collect the phone from the office. Subsequent violations may result in additional consequences. In addition, book bags are subject to a random search at all times.

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### CHANGE OF ADDRESS

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When there is a change of address, email address or phone number, please notify the school immediately by phone or note.

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### CHEATING/PLAGIARISM

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Cheating and/or plagiarism is a serious offense. Repeated incidents could result in parents being called, failure or a day's suspension. Cheating/plagiarism will be reflected in a student's ATL grade. Please also see the PAWS Handbook for other potential consequences.

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### CHEMICAL SUBSTANCE OR WEAPON

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A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution, if while on school property or while attending a school sponsored or school related activity on or off school property whenever there is a question of:

- Chemical substance use, possession of, consumption of, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or controlled substance).
- Acting under the influence of an illegal drug- alcohol, narcotic, marijuana or a controlled substance.
- Carrying a weapon (such as scissors, metal afro-picks, knives, guns, box cutters, toy guns or other toy weapons, etc.) on campus or at a school activity off campus.
- For any other offense the Principal may judge to be serious enough to warrant a suspension or expulsion.

After the conference with the parent and student, the student may be suspended for a period of up to three (3) days or expelled. During this time, it may be recommended that the parent enroll in some type of family therapy with the student, as suggested by their physician or the Principal's office.

Parents and students will be notified of the suspension or expulsion by the Principal in writing. Most of the time, warnings should be given before a suspension or expulsion is finally issued.

### CLASSROOMS/SCHOOL FACILITIES

Each student is responsible for the order and cleanliness of his or her desk and floor area. All books and book bags should be put in their proper place. Students should make every effort to create a school climate which reflects order and neatness. As such, students will also be responsible for keeping the facilities orderly. Damage to school facilities will result in consequences and may include restitution for damage.

### COLLECTIONS AND/OR DRIVES

Any person or organization must obtain permission from the Principal in order to raise funds. In requesting permission, please submit the reason and plans to the Principal in person and at a reasonable length of time before the event. All monies collected must be turned into the office within 24 hours.

### COUNSELING SERVICES - GUIDANCE

Counseling services may be provided by the members of the Special Services Team at St. Peter Claver Catholic School. These services may range from short term to assist with an immediate peer or academic problem to brief counseling lasting from 3 to 6 weeks to assist with skill development. Permission for short-term counseling services will be secured in writing and/or through interview from the parents and guardian. If a child is deemed to require long-term counseling services, parents, guidance, and related school personnel will be invited to attend a meeting and identify community service providers to best meet the child's needs. Also, it is understood that referrals for family issues may arise and referrals for service may be requested through guidance services. The goal will be to match you with the appropriate community service organization.

### CURRICULUM

The program for three-year olds through kindergarten readiness (VPK) is designed to lead a child from wonder to discovery, developing and mastering a wide range of skills with which to meet future educational challenges. This program strives to provide the basis of all Christian goals developed throughout the entire school.

The curriculum for three-year olds consists of a basic religion program, beginning language skills development, math readiness, and motor skills development; art, music, and physical education are integrated in the curriculum, as well. At this level of the Early Childhood program, the greatest focus is on social and emotional development. Nurturing these skills prepares the child for positive interactions with both family and peers. The curriculum for four-year olds focuses on the spiritual, social, emotional, physical and cognitive growth of each child. The curriculum uses a thematic approach to promote the development of the whole child. All subject areas, including religion, language arts, math, science, motor development, music, art, and physical education are integrated in the curriculum.

The Kindergarten through Grade 8 program builds on the learning readiness fostered in the first two years of the Early Childhood program. Religion, language arts, reading, math, science and social studies are developed more extensively in order to prepare the child for post elementary education. Enrichment classes include art and physical education. The curriculum utilizes the academic guidelines set by the Diocese of St. Petersburg's Office of Catholic Schools and Centers. State of Florida standards and benchmarks are met.

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### SCHOOL WIDE-POSITIVE BEHAVIOR SUPPORT

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St. Peter Claver Catholic School developed and utilizes a strategic positive school-wide support plan referred to as PAWS. This acronym stands for Prepared to Learn, Accept Responsibility, Worship God, and Show Respect. A complete handbook associated with the PAWS program including definitions of expectations, lesson plans to teach behavior expectations in all school settings, definitions of minor and major behavior infractions as well as a description of rewards and consequences is outlined in PAWS handbook. This handbook is an extension of the Student/Parent handbook and will be used to support the guidelines in the Step Up for Students handbook described below.

*Scholarship students must follow all academic and discipline policies of the private school they attend. Private schools have the right to expel or suspend students if their published policies are not followed. We recommend you carefully review those policies and procedures to ensure your children remains eligible for the scholarship. Step Up For Students does not govern private school policies regarding the retention of students due to academic or discipline failures. The third time a student is expelled from an eligible private school, he or she will lose the scholarship permanently, with no option to renew. Should a student be expelled due to a violent event, the student's scholarship will be revoked immediately. This will not affect the scholarship of any siblings.*  
<https://www.stepupforstudents.org/for-parents/income-based/ftc-parent-handbook/>

Please refer to the SPC PAWS Handbook (posted on the SPC website) for all areas of discipline & school-wide expectations.

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### EXPULSION POLICY

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Expulsion of a student from a Catholic School is an extremely serious matter and every other possible solution will be explored in consultation with parents before this would occur. However, there are times when expulsion must be made for the best interest of the school. Expulsion should follow at least two formal written warnings to parents. The cooperation of parents and students is essential when seeking behavioral adjustments.

However, there are times when the Principal may have to take immediate administrative action and expel a student without giving administrative warnings. For example, any physical attack on a teacher or adult staff member would require immediate expulsion. The pregnancy of a student would also require the student removal from school. Please note, that expulsion from school may risk a student's future scholarship opportunities.

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### DISMISSAL

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The dismissal is at 3:00p.m. Unless your child attends the SPC After-School Program, parents are asked to follow the established procedure for dismissal pick up in order to ensure the safety of each child. Students are to be picked up by 3:10p.m. Children who are waiting will be called to the carline using the VOSRI dismissal software. Parents will be called whenever a child has not been picked up on time. A late pickup fee will be applied.

The pickup time for the After-School Program is 6:00pm. A late fee will be applied if pick up is after 6:00pm.

Late pick up fees are \$10 for each 15 minute interval pick up is late.

If for any reason it should be necessary for your child to ride home with another adult the school office must be notified ahead of time. The adult must be on the child's emergency pick-up list. Children who walk or ride a bike home must be given permission by the Principal. Parents should request permission in writing. Children may not walk or ride a bike home until permission is granted.

On early release days the dismissal time is scheduled for noon., unless otherwise stated. Prompt pick up is essential since the staff must report for scheduled in-service or meetings.

Children are not permitted to return inside the building unless accompanied by a teacher or other adult.

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## DRUG EDUCATION & HUMAN SEXUALITY

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In today's society school curriculum must include more than just the academic subjects. Therefore, we require all of our students to take classes in Drug Education and Human Sexuality.

Both of these classes are presented in a professional, sensitive and Christian manner. Students are encouraged to share and discuss the content of these classes with their parents and guardians. Parents are also welcomed to sit in on the classes, once getting the approval of the Principal.

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## EMERGENCIES

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### **EMERGENCY NOTIFICATION & EVACUATION PLAN**

In the event of a school-wide emergency, St. Peter Claver Catholic School will contact all parents via our Alert System and initiate a controlled dismissal procedure. In the event a disaster such as a hurricane, tornado or other catastrophe strikes our building, the SPC staff will accompany all students to the Nick Capitano Club building or the Parish Center building.

In the event the Parish Center has been hit, the children will be taken to the Nick Capitano Club.

Parents coming to the school grounds in the event of an emergency should wait for traffic directions from emergency personnel so as not to interfere with emergency vehicles, which might be needed. This emergency evacuation plan is designed as a preventive and informative statement to all concerned. St. Peter Claver will follow the DOSP procedures regarding school closings in the event of severe weather.

School Crisis Plans are in place and posted in all classrooms and the school offices. In case of an emergency affecting our local area, please listen to the local radio and television stations regarding the closing or lockdown of schools/centers. St. Peter Claver will deliver a message via telephone to families through our Alert System. It is imperative that families keep their contact information current with the school as changes occur throughout the year.

### **FIRE/LOCKDOWN/TORNADO DRILLS**

Emergency fire drills are held once a month. This may make quite an impression on your child the first time s/he experiences it. Teachers will prepare the students for the drill and will provide procedures. Teachers will also practice lockdown procedures with their classes.

A school lockdown practice will be held within the first month of school. Tornado drills are practiced within each child's classroom throughout the year. For classes in the portables, the safe space during a tornado watch is with their teacher in their classroom bathrooms. Students in the main building will assemble in the hallway of the main building while students in the annex will seek shelter away from windows with their teacher.

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## EXTRACURRICULAR ACTIVITY

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If a student is poorly evaluated in ATLs or academic performance, he or she will be automatically suspended by the Principal from any and all extracurricular activities until the next progress report or report card. If the Principal/Athletic Director feels the behavior/academic performance has improved satisfactorily the student could be reinstated before a marking period. All coaches have the right to suspend players who do not conduct themselves in a manner becoming of a St. Peter Claver student.

The Athletic Director will notify parents in writing of the student's suspension if possible. If a student is suspended from school for any reason he or she may not participate in practice any athletic event during the time of suspension.

A game or practice does not excuse a student from serving his or her detention. That detention must be served on the date assigned.

Parents may be asked not to attend an athletic event if their behavior does not reflect Christian behavior.

The Principal and/or Athletic Director, in writing if possible, will notify parents and students of the suspension. Warnings should also be given before a suspension is given.

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## FIELD TRIPS

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Field trips can provide a valuable, educational or cultural experience for students. These trips should be carefully planned with pre-trip teaching and preparation as well as follow-up activities. For the safety of the student and protection of the school system, permission must be on file in the office before the student is allowed to participate in the field trip.

A written permission by parents is not acceptable. The parent must sign the school form, or the student will not be permitted to leave the school building. Students who have not shown proper behavior will not be allowed to go on such trips.

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## TRIPS

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### **SCHOOL SPONSORED TRIPS**

School sponsored trips (class field trips, athletic trips, fan buses, etc.) are conducted by the school periodically during the school year. Since these trips are organized by the school, participants are responsible to St. Peter Claver Catholic School. The members of such groups act under the guidelines determined by the school for each particular situation. The dress code applies on these trips.

### **NON-SCHOOL SPONSORED TRIPS**

During the school year, usually during vacation times, faculty members or outside agencies may wish to contract with the students for such trips as European tours, tour of the USA, canoe trips, etc. These trips, while having definite educational value, are not school-sponsored trips. The rules and procedures to be followed on such trips are to be agreed upon by the sponsor and the parents of the students who are participating in the trip. St. Peter Claver Catholic School does not assume responsibility for these students on such trips.

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## FINANCIAL PAYMENTS

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There is a yearly registration fee for students. All fees will be paid directly to the school. You may pay by credit card, money order or cash.

If a family misses one tuition payment, a reminder letter will be sent home. However, if payment is not received before the next due date, the Pastor and Principal might ask that the child be kept home from the school until payment is up to date.

If paying by cash, please have the exact amount, since we are unable to make change. All other fees must be put in a separate envelope with cash or money order marked accordingly with the sender's name and what it is for. Fees should always be paid in the office. Money should not be given to anyone outside the office, or while anyone is walking about the grounds, or hallways. Following this procedure will assure the timely recording of your payment and the immediate issuance of a receipt.

All fines, tuition, and fees must be paid before a student's grade and/or yearly report will be released.

All graduation fees must be paid by mid-March (specific date will be announced) or students may not be permitted to participate in the graduation ceremonies.

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## FUNDRAISING

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During the school year several school organizations may have fundraisers. Parents will be required to actively participate in any and all fundraisers for the school.

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## GRIEVANCES

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When a parent wishes to confer with school personnel for any matter relating to a student, the teacher must be contacted first concerning the problem or question. This appointment for either a phone conversation or a personal conference is made through the school office during the school day (8:00am – 3:00pm).

If matters cannot be satisfactorily solved, the parent should then have recourse to the Principal. The Principal will then confer with the parent and teacher to help solve the matter.

A student or his or her parent or guardian may complain about any dispute relating to the application or interpretation of any school-related policies. No person shall be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind shall be taken against any person because of participation in this process.

The process is not intended to be adversarial in nature and neither party to the complaint shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and diocesan levels.

If there is any question about this policy, call the school office (813) 224-0865 between 8:00am - 3:00pm.

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## HARASSMENT

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Harassment will not be tolerated. Treating others with respect is required of all students at St. Peter Claver Catholic School. Physical and/or verbal abuse of classmates will not be tolerated. and such cases will be referred to the Disciplinary Committee or Principal for appropriate action. Harassment includes but is not limited to unwelcome sexual advances of a physical, verbal or written nature.

Harassment might also include request for sexual favors, intimidation, name calling or rumor spreading. Students who engage in such behavior will be subject to appropriate disciplinary action.

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## HEALTH & IMMUNIZATIONS

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In case of illness or injury, the child will be cared for temporarily by a member of the school staff and the parents will be notified immediately. By law, school staff may give only limited emergency first aid when necessary (bandage, ice, wash area with water and soap). In the case of a serious emergency situation or an accident, 911 will be called and parents will be notified. Therefore, it is imperative that all emergency information (including any medications administered in school or at home) is on file and is accurate and current. In addition, if 911 is contacted, the school is only able to give permission to medical personnel to treat the child if that permission has been granted to the school by the parent. Otherwise permission can only be given to medical personnel once the parent has been contacted.

The school has the service of a Hillsborough County Nurse who annually weighs and measures each child and conducts other health screenings at various grade levels. Our school follows Hillsborough County School guidelines for administration of medications. School insurance provides secondary coverage. Insurance coverage is included in registration fees. Release forms and insurance claims forms may be obtained from the school office.

Out of consideration for other students and the school staff, students who are ill should remain at home. If a child has a fever, s/he should remain at home 24 hours after the temperature is normalized. The student must

return with a note explaining the nature of the illness. In certain cases, a doctor's note will be required before returning to class.

We ask parents to please notify the school office in case of childhood contagious diseases or conditions such as conjunctivitis, strep throat, head lice, pin worms, or the like, so we can take proper measures to safeguard the other children from contracting and becoming ill themselves. In the instances of non-medical emergencies (e.g. child needs change of clothes or ride does not come on time, etc.) the school will follow the course of action that parents have dictated on their emergency forms.

All children enrolled in SPC must have the age appropriate vaccines required by state law. Evidence of vaccination will be provided on the Department of Health form 680 which is available from your child's doctor.

### **ILLNESS**

Regulations regarding communicable disease:

- Chicken Pox: Exclude from school seven (7) days or until temperature is normal and there are no moist lesions.
- Diphtheria: Exclude case and/or close contacts from school until released by city or county health department. Parents will be notified of classroom contacts.
- German Measles (Rubella): Exclude from school and isolate for four (4) days after appearance of rash. (Measles-like rash may be indicative of other diseases other than German Measles).
- Measles (Rubeola): Exclude from school for seven (7) days after appearance of rash.
- Impetigo: Exclude from school until healed, or adequately covered, or non-infectious as evidenced by a written statement from a physician.
- Infectious Hepatitis: Return to school seven (7) days from onset, if free of fever, abdominal symptoms, and if given a release from a physician.
- Lice: Exclude from school until hair is free of lice and nits.
- Meningitis: Return to school when released by a physician.
- Mononucleosis: Exclude from school until symptom free and released by a physician.
- Mumps: Return to school when temperature is normal, and swelling is gone.
- Pink Eye: Exclude from school until recovered or until released by a physician.
- Ringworm of Skin: May go to school if kept under treatment of physician and areas are well covered.
- Scabies: Exclude from school until fully recovered. All in household should be under treatment at the same time.
- Scarlet Fever: Exclude from school seven (7) days or until released by physician.
- Strep Throat: Same as Scarlet Fever.
- Whooping Cough: Exclude for school for three (3) weeks from onset of symptoms or until released by a physician.

IT IS SCHOOL POLICY TO CONFORM TO STATE LAW, HILLSBOROUGH COUNTY GUIDELINES, AND DIOCESE POLICY REGARDING COMMUNICABLE DISEASES.

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### INVITATIONS

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Invitations to parties are not to be given out on school grounds or in the building, unless the entire class (or all of the boys or all of the girls) are invited. The parties must be approved by Principal if given during school time or on school property. Any snacks provided for birthday celebrations must be healthy snack.

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## LEAVING THE PREMISES

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No student is permitted to leave the school premises without the express permission of the Principal. Students leaving the premises without permission of the Principal will be suspended until a parent conference can be held.

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## LOST AND FOUND

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All items are put in a box. Periodically, parents will be asked to retrieve lost items. At the end of the school year, those items not claimed will be thrown away. The school is not responsible for lost articles. Please label children's clothes with both the first and last name it will save confusion.

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## LUNCH/BREAKFAST

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SPC participates in the national lunch program. At no time should fast food lunches be brought to the school for students. There will be a five (5) day lunch and breakfast service. Breakfast is served between 7:30a.m and 8:00a.m. Students are not allowed to call for lunches or lunch money. **NO CARBONATED DRINKS OR ENERGY DRINKS** should ever be included in lunches. Since SPC is a healthy food school, only healthy foods should be provided for snacks or birthday celebrations. Contact the school office with questions.

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## MONEY & PERSONAL ITEMS

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The school is not responsible for any lost or stolen money or other belongings. All fundraising purchases will be collected by the homeroom teacher on the day of the fundraiser.

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## MESSAGES

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Messages should not be left for a student, unless it is an emergency. **Parents dropping off something for a student must check in at the office first.**

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## MEDICAL CONDITIONS

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For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food, medicine or any other), or any other medical conditions with instruction for treatment should a child have an allergic reaction or other need.

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## MEDICATIONS & INHALERS

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All medication must be dispensed through the school office. Any student using medication must have a parent contact the office by phone or a note. Medication must be left in the office in its ORIGINAL CONTAINER, with the necessary diocesan/school form. Additional forms must be signed by your child's doctor and kept on file for your child to receive medication while at school. The school will not dispense any over the counter medication such as aspirin, cold medication, etc.

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## PARENT INFORMATION

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No parent or adult may enter a classroom without permission from the office. Once school is in session and the gates are locked, parents should ring the bell on the Governor St. entrance and immediately report to the school office.

Parents may be asked not to attend any school and/or athletic event if their behavior or attire does not reflect Christian behavior or the St. Peter Claver Catholic School rules of conduct.

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## PARENT-TEACHER CONFERENCES

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Parents may request a conference with the teacher or Principal by calling the school office (813) 224-0865. The teacher will respond by a call or a note to set up a mutually convenient time. Parents are requested not to call

teachers at their homes, not to come to school and expect to see a teacher or the principal without an appointment.

Teachers may also request conferences by sending a conference slip home with the child or by calling the parent.

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### PARKING LOT

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Cars are permitted in the enclosed faculty parking lot in the morning between 7:30am and 8:00am or in the afternoon after 3:00pm for drop off and pick up only.

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### PERMANENT RECORDS

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A student's permanent record consists of his or her Academic Record of grades, courses, credit, attendance and standardized tests. This record is kept in the academic office. A student's Health Record is also kept in the academic office. All student records are the property of St. Peter Claver Catholic School, which respects the Family Educational Rights and Privacy Act of 1974. Students with an outstanding balance will not have records released until the balance is satisfied.

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### PHYSICAL EDUCATION PROGRAM

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If you believe your child should not participate in a normal program because of some physical handicap, such as cardiac problems, rheumatic fever, epilepsy, etc., please have a written statement from your family doctor, stating what activities your child cannot participate in or whether or not the child should be excused from all physical activities. This statement must be given to the school office. Without such a note, the student will be expected to participate in all physical education activities. There is a required uniform for P.E. in all grades. The student must have his or her uniform for every P.E. class that is scheduled. Students in Kindergarten through second grade may wear their P.E. uniforms on P.E. days. Students in third through eighth grade will be provided time to change before and after P.E. classes.

#### **P.E. UNIFORMS**

P. E. uniforms must be purchased from the school uniform office for students in kindergarten through eighth grade. If your child is unable to participate in P. E. classes, please send a letter from your child's physician to the office stating the reason.

We strongly recommend that all parts of each student's uniform be clearly and permanently marked to identify them as his or hers to guard against loss or mix-up, particularly since the students will change for P. E. The P. E. uniforms cannot be worn under the regular school uniform during the day. Students must change for P. E.

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### REPORT CARDS

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Report Cards will be emailed according to the schedule on the school calendar three times during the school year. Parents are required to attend a conference with their child(ren)'s teacher. The dates for these conferences will be listed on the school calendar.

Teachers will be updating digital grades approximately every other week. Parents have access to these grades through the parent portal. Log in information is available by contacting the school.

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### SCHOOL CANCELLATION POLICY

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In the event of cancellation of school for a hurricane alert or other reasons, St. Peter Claver Catholic School will follow the policy on each separate occasion of its Central Office, Office of Catholic Schools and Centers. For official word concerning school closing at these times, please listen to the radio or television for directions for Diocese of St. Petersburg Schools.

Please do not call the Principal, Pastor, secretary or individual teachers concerning this matter. If advance notice is possible, a letter will be sent home with the students.

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### SIGN-OUT POLICY

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The sign-out policy and procedure is part of the State of Florida Children and Families Regulations. We accept responsibility for your child when you leave the school during operating hours. **Any person arriving at the school to sign out a student must check in with the school office first.**

Sign out occurs through the school office. The parent must be sure any person other than themselves that is signing out a student has been included on the Emergency Card for that student, or the person will not be allowed to take the student from the school. If the designated adult is unknown to school personnel, a photo I.D will be required. We ask that you please remind the alternate adult of the correct procedure for early dismissal, regular dismissal and rainy day dismissal. We reserve the right to withhold children from drivers who appear intoxicated or otherwise unfit to transport your child.

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### SPECIAL NEEDS

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Students who are transferring into St. Peter Claver Catholic School, with an Individualized Education Plan (IEP) from a public school or a support plan from another private school may be accepted on a probationary basis. It is the responsibility of the school to assess whether it can provide the most appropriate environment for the child. Eligible students may take advantage of Title 1 reading and math tutorials utilizing Hillsborough County provided CCC program. Student-Support-Services (SSS) is provided for children in need of short term assistance. St. Peter Claver Catholic School does not have the facilities or faculty to accommodate all diverse needs of students with special needs, particularly students identified with an intellectual disability.

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### TELEPHONE CALLS

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Telephone calls to teachers can be made between 7:30am and 3:00pm. A message should be left at the teacher's extension and they will return the call during their free time. Teachers cannot be called from class to answer telephone calls.

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### TOBACCO

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The use and or possession of tobacco is not permitted on school property or within two blocks in any direction of the school. Smoking on school buses is against school rules.

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### UNIFORM/DRESS CODE

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#### **EC 3 AND EC 4 STUDENTS**

- There is no uniform code requirement for students in EC 3 and EC 4. It is suggested that these students wear athletic shoes daily because they go to the playground daily. Students may not wear flip flops, croc-like clogs, sandals, or shoes with heels for safety reasons.
- No earrings of any size are allowed for boys.
- Girls may have ONE stud earrings (optional) even if they have multiple piercing.
- Girls may wear no loops, hoops, or dangling earrings of any kind or size.

#### **OUTER WEAR POLICY FOR K-8<sup>TH</sup> GRADE STUDENTS**

- All jackets, sweaters, coats or any other outer wear must be navy blue or black with no logo other than the school logo. Jackets with the school logo will be available for sale.

#### **BOYS UNIFORM CODE (K – 8<sup>TH</sup> GRADE)**

- Light blue polo shirt with logo (from school uniform office) (NO PE SHIRT).

- Shirts must be worn tucked into shorts/pants
- Navy shorts/Navy pants; no elastic waist bands; belt loops required.
- Black belt on the waist; no saggy pants allowed.
- Black dress shoes (no tennis shoes of any kind except for P.E.).
- White, blue, or black crew socks (absolutely no anklets or footies); no other colors or designs for socks will be allowed.
- Only ONE religious medal on a chain around the neck (optional)
- 1 ring, 1 watch or 1 bracelet (optional)
- Boy's hair should be no longer than the top of the collar of the uniform shirt and must be above the ear and above the eyebrow (boy's hair should be no longer than 1 inch long).
- Boys need to be clean shaven.
- If braids are worn, no beads of any type or size.
- No earrings of any size.
- Body tattoos/body piercing is not permitted.
- NO FADDISH HAIR CUTS OR DESIGNS IN HAIR. NO MOHAWKS NO HAIR COLORS OR HIGHLIGHTING OTHER THAN NATURAL ARE PERMITTED. VIOLATORS WILL HAVE 24 HOURS TO CORRECT THE INFRACTION.

**BOYS PE UNIFORM (K – 8<sup>TH</sup> GRADE) STUDENTS IN K-2<sup>ND</sup> GRADE MAY WEAR THE PE UNIFORM ALL DAY ON PE DAYS ONLY.**

- Light blue t-shirt with logo (from school uniform office)
- Navy jersey short with logo (from school uniform office)
- Athletic shoes
- P.E. uniforms are mandatory for all students in K-Grade 8

**GIRLS UNIFORM K – 8<sup>TH</sup> GRADE**

- Plaid jumper (K-5) or plaid skirt (6-8) OR navy shorts OR navy slacks (from school uniform office); tops must be tucked into shorts or slacks.
- All girls in K - 8<sup>th</sup> Grade must wear a plaid jumper or plaid skirt to Mass.
- Light blue Peter Pan polo with logo (worn with jumper), light blue tops with logo OR knit polo with logo (from school uniform office) (NO PE SHIRT).
- Black dress shoes (no high heels, boots, sandals, flip flops, or tennis shoes).
- White, blue, or black bobbie socks or crew sock above the ankle or below the knee (absolutely no anklets or footies), no other colors or designs for socks will be allowed.
- Only ONE stud earrings (optional) even if they have multiple piercing.
- No loops, hoops, or dangling earrings of any kind or size.
- Only ONE religious medal on a chain around the neck.
- 1 ring, 1 watch or 1 bracelet (optional)
- Hair ornaments, including bows, headbands or beads, may be white, blue or black ONLY (optional).
- No nail polish except clear. No French manicures

- No face makeup or lipstick of any kind (such as: blush, eye shadow, mascara) may be worn.
- No ankle bracelets.
- NO FADDISH HAIR CUTS OR HAIR COLORS OR HIGHLIGHTING OTHER THAN NATURAL ARE PERMITTED. VIOLATORS WILL HAVE 24 HOURS TO CORRECT THE INFRACTION.

**GIRLS PE UNIFORM (K – 8<sup>TH</sup> GRADE) STUDENTS IN K-2<sup>ND</sup> GRADE MAY WEAR THE PE UNIFORM ALL DAY ON PE DAYS ONLY.**

- Light blue t-shirt with logo (from school uniform company)
- Navy jersey short with logo (from school uniform company)
- Tennis shoes
- P.E. uniforms are mandatory for all students in K-Grade 8

**DRESS DOWN DAYS**

- Jeans, pants or shorts; no leggings, jeggings, tight, short or torn bottoms
- T-shirt, collared knit shirt or button down shirt; no tank tops, spaghetti string, torn, sleeveless, bare midriff, or shirts with logos other than the manufacturer

**GROOMING**

Students of St. Peter Claver Catholic School are expected to take pride in their appearance by being well groomed and by wearing their uniforms appropriately at all times when on campus or when representing the school elsewhere. This includes before and after school.

Students' uniforms should be washed and cleaned regularly. **Students may not substitute P.E. uniforms for their regular uniform.**

**HAIR**

Hair styles (including excessive length or mohawks for boys), highlighting, dying, and/or hair accessories which distract from the learning environment are not permitted. No faddish hairstyles or designs cut into the hair or hair colors other than natural are permitted. Hair must be neatly groomed.

**CONSEQUENCES**

Students are responsible for observing the uniform code, and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class.

Negligence or indifference towards this policy shall lead to disciplinary action. Parents may also be called to pick up their child or to bring a change of clothing. Parents should always check what their student is wearing before they leave the house to determine if it is appropriate uniform dress for the day.

The school is not responsible for lost or missing uniforms. All clothing should be clearly marked with a student's first and last name.

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**VACATIONS**

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St. Peter Claver Catholic School strongly discourages families from taking a student out of school for family trips or vacations. When such trips are planned, it is the responsibility of the student to find out what he or she has missed during his or her absence from school. It is the responsibility of the student to see that all tests, assignments, etc., are completed on or before the deadlines determined by the teacher. It is not the responsibility of the teachers to re-teach subject matter missed.

Parents must request permission for their son or daughter to be out of school for a trip or vacation. That request is to be made in writing to the Principal. Once the request has been received, the student will be given a Vacation Form. On this form he or she is to record the assignments that will be missed.

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### VALUABLES

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The school administrator or staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office. Cash should be placed in a sealed envelope.

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### VISITORS

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**No visitors are admitted to the school or classroom without permission from the office. All visitors, including parents, must sign in the office before going anywhere else on the school campus for the safety of all students.** Parents are welcome to the school once the permission is received from the Principal for approved reasons. At no time should a student open an outside door for a parent or anyone.

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### VOLUNTEERS

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Every parent is invited to volunteer at school events and fundraising programs.

#### **VOLUNTEER OPPORTUNITIES**

- Assisting teachers/classroom aides (During school hours or after school depending on assignment)
- Serving as class room parent or assistant to organize volunteers
- Help with field days and special school events
- Baking/bringing refreshments for classroom parties or school events
- Sharing a hobby or arts/crafts project with classes; After School Enrichment
- Coaching/working concessions for athletics
- Providing transportation/chaperone for field trips/athletic meets (Ethics Training required)
- Sharing a musical talent with a class
- Reading to a class or with a student
- Assisting with special projects and clean up
- Preparing for classroom activity - cutting out, assembling, etc., at home
- Planning or decorating bulletin boards
- Assisting with beautification/school maintenance
- Maintaining/mowing/cleaning grounds & flower beds
- Cleaning/decorating classrooms and hallways
- Volunteering for projects involving general upkeep of the school buildings
- Coordinating or assisting with special events and fundraisers
- Chairing an event (Grandparents day, Thanksgiving dinner, etc.)
- Co-chairing an event (find a partner; you don't have to do it alone!)
- Chairing or serving on a committee for an event
- Coordinating a fundraiser (flower sales, concessions at an event, etc.)

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## WITHDRAWALS

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Any parent or guardian wishing to withdraw their child/children from the school should call the school office to set up an appointment to see the Principal. An application for withdrawal should be completed by the parent/guardian for any students who is withdrawing in the middle of a trimester or at the end of the school year. The signature of parents is required.

All books must be returned to the school and all financial responsibilities fulfilled before a transfer slip will be given out to anyone and/or records forwarded to the new school.

According to Diocesan policy, if a parent is considering a home – schooling venue, the cumulative file will be forwarded to the county public school district for the child’s academic progress.

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## ST. PETER CLAVER PARENT EXPECTATIONS

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*“Parents make THE difference...”*

**As a parent I believe it is important to be my child’s biggest advocate by:**

- Rewarding effort, diligence and improvement
- Setting the expectations of graduation, careers and college- talking about this regularly with my child  
Being enthusiastic about schoolwork/homework
- Leaving positive messages for my child
- Expressing an interest in my child’s schoolwork
- Encouraging positive feelings about school
- Speaking positively about school

**As a parent I believe it is important to stay in touch with my child’s teachers and the school by:**

- Contacting the teachers if I have questions, concerns, ideas, suggestions
- Contacting the school when my child is sick or will be absent
- Giving teachers feedback about how they are doing
- Reading our newsletter- letting the school know what I would like to see in the newsletter
- Checking the back pack daily
- Signing and returning all papers
- Communicating any changes my child may be experiencing
- Sharing interesting facts about my family with us
- Checking & responding to school communications

**As a parent I believe it is important to be a partner with the school staff in the success of my child by:**

- Checking homework every night
- Reading with my child regularly
- Having age appropriate books & magazines at home for my child to read
- Making sure my child sees me reading
- Limiting the amount of time my child watches TV & engages in video games
- Encouraging my child to spend time engaged in physical activities

- Knowing what my child is doing after school
- Asking specific questions about what my child is learning in school
- Taking my child to the library regularly
- Encouraging my child to do their best
- Teaching my child respect and manners
- Spending quality time together as a family

**As a parent I believe it is important to let my child know that I value education and will be very involved in their learning by:**

- Visiting my child’s classrooms
- Attending the school functions (Celebrations, Assemblies, Parent meetings, Attending Parent-Teacher Conferences)
- Establishing a daily homework routine – a calm, quiet, well-lit area; turn off the TV, cell phones, electronic games
- Modeling learning at home
- Volunteering at and for the school

### BOOKS/MATERIALS/IPAD USAGE POLICY: INTRODUCTION

Students will be provided with text books and other materials on loan from the school. These are to be used only in the school. Students are expected to take care of these books and materials. Damaged, destroyed or lost book and/or materials will be charged to the student’s family. The student will not have access to the books and/or materials until payment has been made.

The focus of the St. Peter Claver’s Catholic School 1:1 iPad Program is to provide students with the tools and resources to compete and excel in an increasing technologically competitive landscape through a fully integrated use of technology by both the students and teachers in Kindergarten through Middle School. Increasing students’ access to technology is essential in preparing students to maximize their potential high school, college and workplace preparation. St. Peter Claver’s focus is to enhance the learning and culture of the school, while providing a safe environment for students to engage and enhance their religious and educational studies.

As the primary educator of their children, parents are encouraged to talk to their children about the values and standards that children should follow when using the iPad and applications that access the internet such as e-mail and web browsing.

The 1:1 iPad Program will enable students to have access to technology in all core classes. Student learning is enhanced with this essential study tool, and it allows each student to extend the classroom lesson at his/her own pace.

Students’ iPad will be distributed at the school. The school will install predetermined applications (Apps). Parent are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology. Students will be required to do the same for a separate document relating to iPad usage.

### GENERAL INFORMATION

The procedures and information within this document apply to all school students’ iPad use at St. Peter Claver Catholic School. Teachers may set additional requirements for use in their classroom.

## **SECURING YOUR IPAD**

All iPads are equipped with a protective case. Students must have the school required headphones for use at all times. Headphones that are damaged or lost may be replaced for a fee through the school office.

## **CHECK OUT YOUR IPAD**

By signing the handbook acknowledgement form, parents/legal guardians acknowledge and agree to the iPad and Acceptable Use Policies stated above. Students will be provided the same policies and will sign an acknowledgement form. iPads will be distributed the homeroom teacher at the start of each school day.

## **CHECKING IN YOUR IPAD**

At the end of the year, iPads will be inspected for any damage. Students will be responsible to cover the cost of any damage to the protective case and/or the iPad. Students may not remove the iPad from SPC grounds unless specifically instructed otherwise.

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## **CARE OF THE IPAD**

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The iPad is the property of the school and during the school year and all users will follow the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement. Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be reported to a teacher immediately.

## **GENERAL PRECAUTIONS**

- ❖ Only use a clean, soft cloth to clean the screen.
- ❖ Cords and cables must be inserted carefully into the iPad to prevent damage.
- ❖ iPads must never be left in an unsupervised area.
- ❖ Do not add stickers or any items that would alter or destroy the protective case.

## **CARRY AND TRANSPORTING IPADS**

Students must keep their iPads in the provided case to protect the iPad during normal treatment. This case provides suitable means for carrying the device within the school.

Students will check out their iPad during morning homeroom and turn their iPad in to the teacher of the last academic class of the day.

## **SCREEN CARE**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

- ❖ Do not lean on top of the iPad when it is closed
- ❖ Do not place anything near the iPad that could put pressure on the screen.
- ❖ Do not place anything in the carrying case that will press against cover.
- ❖ Clear the screen with a soft dry cloth or anti-static cloth
- ❖ Do not bump the iPad against walls, doors, floors, etc. as it will eventually break the screen.

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## **USING YOUR IPAD AT SCHOOL**

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iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must bring their iPad to all academic classes, unless specifically instructed not to do so by their teacher.

## **IPAD UNDERGOING REPAIR**

Loaner iPads may be issued to students when the assigned iPad needs repairs unless the repair is necessary due to the student's negligence. There may be delay in getting an iPad should the school not have enough to loan. Loaner iPads are not guaranteed, and students are responsible for all work regardless of status of iPad. **If a fee has been incurred due to loss or damage, an iPad will not be issued until the fee has been paid.**

## **PASSWORDS FOR IPAD AND SCHOOL ACCOUNTS**

iPads will be password protected. During orientation, each student will choose a 4-digit password. Students are prohibited from sharing this password with anyone. St. Peter Claver Catholic School will provide a password to each student for his/her other accounts (SuccessNet, MyOn, IXL, etc). This password may not be changed by the student. All passwords will be distributed to parents by the school via email.

## **PERSONALIZATION**

St. Peter Claver Catholic School will do all in its power to ensure that the material on the iPad always conforms to our values and mission. Inappropriate media may not be used as a screensaver, background photo, sounds, etc. Inappropriate media includes, but is not limited to, the following: presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures, and violations will result in disciplinary action.

## **SOUND AND MUSIC**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **IPAD INSPECTION**

All iPad activity, including communications, internet history, or other uses, are subject to monitoring by St. Peter Claver Catholic School. Faculty and staff of St. Peter Claver Catholic School may inspect and, if they deem necessary, confiscate any student's iPad at any time without prior notice. The parent/guardian will then be contacted and a meeting will be scheduled. Offending material will be deleted and, if warranted, disciplinary action will be taken.

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## SOFTWARE/APPS ON IPADS

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### **SCHOOL INSTALLED SOFTWARE**

The software installed by St. Peter Claver Catholic School must remain on the iPad and be easily accessible at all times. From time to time, the school may add or remove software for use in a particular course or a change in overall curriculum.

Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

Tampering with or removing school installed software/apps is strictly prohibited and will result in disciplinary action.

### **PROCEDURE FOR RE-LOADING SOFTWARE**

In the event an iPad needs to be restored to factory settings, the device will need to be submitted to the Technology Department for resetting and app installation.

### **SOFTWARE UPGRADES**

Upgrade versions of the licensed software/apps are available from time to time. Upgrades may be done remotely during the school day.

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## ACCEPTABLE USE OF IPAD

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### **STATEMENT OF RESPONSIBILITY**

The use of St. Peter Claver Catholic School resources is a privilege, not a right. Technology resources provided by the school are not transferable or extended to people or groups outside the school and is terminated when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. The violation of the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement will result in consequences as specified in the school infractions matrix.

### **PARENT / GUARDIAN RESPONSIBILITIES**

Talk to your children about values and the standards that your children should follow on the use of the internet just as you would on the use of all media information sources such as television, telephones, movies, social media and radio.

### **SCHOOL RESPONSIBILITIES**

- ❖ Provide internet access to its students.
- ❖ Provide internet blocking of inappropriate materials as able.
- ❖ Provide staff guidance in training, ability to aid students in doing research and help assure student compliance of St. Peter Claver School Electronic Media, Devices and Systems Acceptable Use Agreement.
- ❖ Provide training for teachers, staff, and students in the use of technology.

### **STUDENT RESPONSIBILITIES**

- ❖ Obeying general school rules concerning behavior and communication that apply to network use and according to the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement. This policy is available online and as a hard copy given to each student.
- ❖ Using computer/devices in a responsible and ethical manner.
- ❖ Using all technology resources in an appropriate manner so as to not damage school equipment.
- ❖ Helping St. Peter Claver Catholic School protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- ❖ Monitoring all activity on their account(s).
- ❖ Students should always secure their iPad after they are done working to protect their work and information.
- ❖ Students will be held responsible for maintaining their individual iPad and keeping it in good working order.
- ❖ If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, (s)he is asked to bring it to the teacher's attention.
- ❖ iPads that are stolen while on school property must be reported immediately to a teacher and/or the School Office.

### **STUDENT ACTIVITIES STRICTLY PROHIBITED**

- ❖ Illegal installation or transmission of copyrighted material
- ❖ Any action that violates existing School policy or public law.
- ❖ Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- ❖ Use of chat rooms, sites selling papers, book reports or other forms of student works.
- ❖ Use of any messaging services, unless authorized by a teacher for classroom use during lesson.
- ❖ Use of outside data disks or external attachments without prior approval from administration.

- ❖ Changing of iPad settings (exceptions include personal settings such as font size, brightness etc.)
- ❖ Gaining access to other student accounts, files and/or data.
- ❖ Bypassing the St. Peter Claver Catholic School web filter through a web proxy.
- ❖ Tampering with or removing school installed software/apps is strictly prohibited and will result in disciplinary action.

### **LEGAL PROPRIETY**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

### **STUDENT DISCIPLINE**

The discipline procedures at St. Peter Claver Catholic School address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Violations of this iPad Usage Policy, the Student Pledge for iPad Use, and the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement may result in disciplinary measures, including, but not limited to suspension and/or expulsion of the student from the school. When applicable, law enforcement agencies may be involved.

## **PROTECTING & STORING YOUR IPAD**

### **IPAD IDENTIFICATION**

Student iPads will be labeled in the manner specified by the school. iPads can be identified, by record of serial number.

### **STORING YOUR IPAD**

When students are not using their iPads they should be stored appropriately. Nothing should be placed on top of the iPad, when stored. Students will check out their iPad at during homeroom and turn their iPad in to the teacher of the last academic class of the day.

### **LOSS OR DAMAGE**

Any lost or damaged iPads should be reported to a teacher and the school office immediately. Damage to an iPad will incur a **minimum** \$50 charge. If damage is extensive this charge could increase. Lost iPads will incur a replacement cost. At the time of loss, the family will be informed of the replacement cost.

### **HOLD HARMLESS/INDEMNIFICATION**

Each parent/guardian/student agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends St. Peter Claver Catholic School and the Catholic Diocese of St. Petersburg, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad by the student.

*Sources:* Academy of Holy Names, St. Odilia School, Tampa Catholic High School, St. Stephens Catholic School

## **STUDENT PLEDGE FOR IPAD USE**

1. I will take good care of assigned iPad.
2. I will never leave assigned iPad unattended.
3. I will never loan out assigned iPad to other individuals.
4. I will know where assigned iPad is at all times.
5. I will keep food and beverages away from assigned iPad.

6. I will not disassemble any part of assigned iPad or attempt any repairs.
7. I will protect assigned iPad by only carrying it in a case provided by the school.
8. I will use assigned iPad in ways that are appropriate and educational; meeting St. Peter Claver Catholic School expectations.
9. I will not deface the protective case by adding stickers or other items on assigned iPad.
10. I will follow the expectations outlined by St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement.
11. I (or my parent/guardian) will be financially responsible for all damage or loss caused by neglect or abuse.
12. I understand that I may lose my iPad privileges as a result of my inappropriate behavior.
13. I understand and agree to the stipulations set forth in the Student Pledge for iPad Use, the iPad Procedures and Use Policy, and the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement.

Revised 8/23/2020