

Sts. Peter and Paul Catholic School



(Rough Draft)

Parent and Student Handbook 2012-2013

Revised June 2012

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**THEME OF THE SCHOOL YEAR:
LEAD, TEACH AND INSPIRE !**

PERSONAL COMMITMENT

C-Compassion
A-Affirmation
R-Respect
E- E-Quality

WE BELIEVE

C-Children
A-Affirmed
R-Realizes
E-Excellence

CHILDREN HAVE

C-Choices
A-Abilities
R-Response Abilities
E- Excellencies

WE REQUIRE

C-Commitment
A -Achievement
R-Responsibility
E-E-Quality

Our Main Thrust:

We want all our faculty, staff, and students to know **WE CARE**.
When care is demonstrated the need for discipline is lessened.
If a child feels cared for and nurtured he or she produces excellence.
Staff members that know they are cared for are happier and more productive.
We want to generate an atmosphere of love; the sense that we are family.

Ultimately we are striving for a school that is known for its academic excellence, as well as its caring.

As Administrators it is our response-ability that will set the tone and tenor for this atmosphere.

I look forward to working together with you as a team in building Sts. Peter and Paul School toward its E-Quality.

Thank you for accepting the challenge.

Together we can achieve E-Quality.

E-QUALITY:

**EXCELLENCE IN PERFORMANCE
THROUGH QUALITY CARE**

Mission Statement

The mission of Sts. Peter & Paul School, a Roman Catholic Pre-Kindergarten to Pre-College Preparation educational institution, is to ensure that its students demonstrate the mastery of defined skills and knowledge that will empower them to be creative, productive, responsible, critically thinking, self-directed individuals who respect and appreciate diversity. This will be accomplished through excellence in teaching and learning in partnership with family, church and community, and the creation of a safe, nurturing and intellectually stimulating environment.

Philosophy

Sts. Peter & Paul School, located on St. Thomas in the United States Virgin Islands, is a Catholic educational community espousing the dignity and worth of our students in order to foster in them a Christian sense of values by which to think, judge and act. We believe in developing each individual's potential for promoting quality and integrity within society. We provide our students with a foundation in a diverse curriculum of religious studies, the social and natural sciences and the humanities so that they might learn to reason critically and live effectively in the world they will inherit. We urge students to continually aspire toward human fulfillment within the community and to accept responsibility as active citizens.

Sts. Peter and Paul School is a community: all students with diverse backgrounds are welcome to attend. We give witness to the ecumenical movement in the Catholic Church as well as to the complexity of our local environment by promoting the spiritual, intellectual and social development of all students in order that they might make a positive contribution to their communities.

This handbook is designed to provide a basic structure to our shared ministry of total religious formation for each of our students. It provides details that, hopefully, will keep the school year orderly and organized. A well-defined structure will alleviate confusion and allow us to spend our time doing what we do best - working with our students.

Christian Behavior

Students and teachers are required to participate in religious exercises during the school year. They are expected to act in accordance with Catholic doctrine and moral teachings. They are also expected to refrain from speech and other inappropriate conduct that is critical of the Catholic Church.

Religious Services

A Catholic school places emphasis upon the religious formation of faculty, staff and students. As part of its Catholic identity, the school includes opportunities for prayer, liturgy and retreat. It is expected that faculty, staff and students attend all-school religious celebrations, as well as those specific opportunities in which they are involved as teachers or moderators.

Need For Rules

The very nature of a school demands order and discipline. If effective learning is to take place, there must be an atmosphere free from distraction arising from disorder. It is the function of the administration and faculty to decide what will produce such an atmosphere of study. After such decisions have been established in the form of regulations, it is the function of the students to cooperate with the school in order to create this atmosphere. In as much as our students have already shown evidence of genuine good will and cooperation, we feel that they are already mindful of this principle - *"A true education aims at the foundation of the human person in the pursuit of his ultimate end and of the good of the societies of which he is a member and in whose obligations, as an adult, he will share"* (Vatican II Declaration of Christian Education).

Prudent regulations are designed to instruct and guide, not to limit and restrict. No school operates smoothly and effectively unless students cooperate actively with the faculty. Students can be more cooperative if they fully understand exactly what is expected of them.

Unwritten Rules

Rules of courtesy and everyday etiquette are understood and, therefore, not written. These written rules and regulations are only a guide. We expect all students to conduct themselves in a manner that reflects the high standards of Sts. Peter and Paul School.

Harassment

The Catholic Diocese will not tolerate any form of harassment based on racial, cultural, gender, or ability differences. "Harassment" is unwanted attention from anyone with whom the victim may interact in order to fulfill school duties. The range of behaviors includes, but is not limited to, words, gestures, and actions which tend to annoy, alarm, and verbally abuse another person; subtle or overt pressure for sexual activity; and other forms of unwanted touching of clothes or body.

It is the policy of the educational program governed by the Diocese of St. Thomas in the Virgin Islands to maintain a learning and working environment free from any type of harassment. Violations of this policy will be cause for disciplinary action.

Any person who alleges harassment by an employee, volunteer, or student of Sts. Peter and Paul must file a complaint in writing and submit it immediately to the principal. The right of confidentiality (of both the complainant and accused) will be respected consistent with legal obligations. Retaliation against a complainant is strictly prohibited.

A substantiated charge against an employee or a volunteer shall subject that individual to disciplinary action up to and including discharge.

A substantiated charge against a student may result in suspension or expulsion.

Visitors

At Sts Peter and Paul we care about the safety of our students; therefore, all visitors on the campus are required to report to the main office. Permission to visit will be granted at the discretion of the administration. Sts. Peter and Paul students are not to talk to unauthorized visitors on the school grounds at any time. This policy is to protect the welfare of all students. Visitors should make an appointment with the Principal if a tour or class observation is desired. All visitors must obtain a Visitor's Pass in the main office. This pass must be worn and visible at all times.

Parental Visits and Conduct

If parents/guardians wish to discuss any concerns about their child's work or development, they are encouraged to call the office for an appointment to meet with the teacher or principal. Anyone who enters the school grounds unannounced and disrupts the general well-being of the school, or who carries or brandishes weapons, will be considered a trespasser and prosecuted to the fullest extent of the authority granted by law. The use of profanity by parents/guardians or any other visitor on the school grounds, violent threats, or disruption of the school will not be tolerated. Parents/Guardians are answerable to the disciplinary process of the school and violations may result in the expulsion of their child. Parents/Guardians who are represented by legal counsel will be invited by the Administration to meet with the legal counsel of the school.

Home School Association

The Home-School Association works hard to provide assistance and support for the school's mission. They will periodically sponsor functions that are designed to raise funds and bring families together, as well as to keep the name of the school in the public eye. Your support and assistance for this important organization is appreciated.

Communication

Your child's education poses an interesting and challenging responsibility for you and the school. Open, respectful communication is necessary in order to fulfill our respective roles. If you wish to speak to or meet with the Principal and/or the student's teacher(s), you are asked to call the office to schedule an appointment. In keeping with the church's principle of subsidiary, problems should be solved at the lowest administrative level whenever possible.

Search and Seizure

Within the school setting, students and teachers work to provide a safe learning environment. The Administration reserves the right to search students and their belongings if there is a need. The school reserves the right to seize any item that is illegal or inappropriate for a school setting.

Non-Custodial Parent/Legal Responsibility

Sts. Peter and Paul School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

In matters of finance and discipline, the school reserves the right to deal only with the parent/legal guardian whose name appears on the enrollment contract. If the custodial parent/guardian is off island, ill, or unavailable for other reasons to deal with the school, the Principal should be notified in writing. A parent/guardian who is unavailable to deal directly with the school should provide written authorization stating who is responsible for the student in their absence. The letter should include the person's name, telephone number, relationship to the child and length of time the individual will be responsible for the student.

Admissions Policy

The admissions policy of Sts. Peter and Paul School does not discriminate based on race, gender, national origin, or age (in accordance with the law). Ordinarily, consideration for admission is based on recent transcripts. A placement test helps to determine grade level.

All students seeking admission to Sts. Peter and Paul must supply the following documents and information:

- completed application form
- birth certificate
- baptismal certificate (Catholic students only)
- parish registration (Catholic students only)
- official transcript
- immunization record
- completed emergency card
- social security number
- health forms (those entering grades JK, K, 5th, 9th, and 12th)

Re-registration

Parents/Guardians are encouraged to register students in the Spring. Enrollment is not considered complete until all necessary paperwork has been submitted to the school office and the registration fee has been paid in full. The parent/legal guardian understands that grade placement is contingent upon the satisfactory completion of the previous year. The school reserves the right to consider readmission on a case-by-case basis. The school gives priority in placement to Catholic students.

Delinquent Tuition

Parents/legal guardians agree and understand that if they do not meet all financial obligations, the school will not give permission for the student to take mid-term or final examinations until their accounts are brought current. If financial obligations are not resolved, and the student leaves the school without taking exams, the released transcript will reflect grades of incomplete. If a student's tuition is more than one month in arrears, the student may not be permitted to return to school after the 15th (or nearest school day after the 15th) of the following month. In cases of continual non-payment, the administration reserves the right to remove the child from school.

The parent/legal guardian understands that in cases of non-payment of school fees and tuition, the school shall have the right to proceed with any legal remedy available for collection including the recovery of interest and reasonable attorney fees.

Ordinarily, all tuition payments must be made by check, money order, or certified bank check. Late tuition payments are subject to a \$50 late fee. In the event that a check bounces, an additional fee of \$50.00 will be added to your monthly bill.

Withdrawal

Families withdrawing students from the school should notify the Principal in writing immediately (a copy of the withdrawal form is included in the back of the handbook). Upon request from the new school, transcripts will be forwarded. If financial obligations are not resolved, the student's grades will indicate an incomplete. This will be reflected on the transcript.

Students absent for more than five consecutive days, without notifying the school in writing (during the period of absence), will be considered as having withdrawn from the school. Such students who wish to return to school must reapply for admission.

If a parent/legal guardian withdraws the student or Sts. Peter and Paul asks the student to leave, the terms of the Enrollment Contract apply.

Tuition is for the entire year. In the event that your child does not complete the school year, the school is entitled to the payment of liquidated damages. In the cases of absence, withdrawal, disciplinary dismissal, or removal for tuition indebtedness, the parent/legal guardian is responsible for the full year's tuition. The administration retains the right to make exceptions when appropriate.

Community Service

One of the core elements of the Catholic Christian faith is service to others. At Sts. Peter and Paul we believe that students should be mindful of others and be willing to assist them. Students from grades ninth (9) through twelve (12) are expected to complete at least 25 hours of service per year by May 5th. No child will be able to take final exams until all service is completed.

Required Course of Study

In order to receive a diploma from Sts. Peter and Paul, all students must successfully complete the required courses (26 credits) and meet all financial obligations. Students must achieve 65% or higher average in order to earn a diploma. Consult our *Program of Studies* for an in-depth explanation of course offerings.

English	4 credits	Religion	4 credits
Social Studies	3 credits	Mathematics	3 credits
Science	3 credits	Language	2 credits
Health/PE	2 credits	Electives	4 credits
Computer	1 credit*		

After Spring 2008, computer is no longer a requirement. Instead, students shall take 1 credit more in either Science, Social Studies or Mathematics.

Graduation Policy

All students in 12th and 8th grades must pass all classes taken through the year in order to participate in graduation. Any student who fails one or more classes will not be allowed to participate in graduation exercises. The valedictorian and salutatorian must have earned cumulative grade point averages of at least a 3.5 in order to accept the award.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

1. The valedictorian and salutatorian must have earned cumulative grade point averages of at least a 3.5 in order to accept the award.
2. The student must have attended Sts. Peter and Paul Catholic School for at least four consecutive semesters immediately preceding the determination of the class valedictorian and salutatorian.
3. The valedictorian must have earned the highest grade point average of their graduating class based on the school's consistent use of either weighted or unweighted scales. The salutatorian must have earned the second highest grade point average in his/her graduating class. The cumulative grade point average shall be determined by grades received in all classes taken through the final semester of high school attendance. The grade point calculation will be made through to the third decimal point.
4. To be considered valedictorian or salutatorian students must complete all courses required for graduation and have no failing grade by the end of the final semester and graduate with their class. All Sts. Peter & Paul Catholic School graduation requirement policies must be completed and all grade transcripts accepted and verified by the high school principal and registrar.
5. In case of a tie for valedictorian or salutatorian, co-valedictorians or co-salutatorians will be recognized. Valedictorian(s) will be ranked as first place, salutatorians will be ranked second place.
6. A candidate for valedictorian and salutatorian must have completed credits in Religion in grades 11 and 12.
7. Public speaking ability need not be a criterion for selection, however, the successful candidate(s) will be expected to rehearse with and present to the principal their valedictory and salutatory address before the ceremony.
8. High school courses are included in the GPA and determination of valedictorian and salutatorian.
9. Credit for AP and Early Admission courses are weighted by 1.1.

Homework

Homework is an important part of your child's education. It reinforces the learning process that takes place in school. Homework is expected to be completed each day.

Academic Integrity

Students are expected to uphold the values of honesty and fairness in all endeavors. Cheating or tampering with progress reports or report cards is seen as a violation of these values. Other examples of academic dishonesty and the consequences include, but are not limited to, the following:

Examples:

1. The unauthorized use of materials/information in order to do well on any quiz or examination during the test;
2. Unauthorized collaboration with another student in order to do well on a test, quiz or examination during the test;
3. Representing the work of others as your own (plagiarism) by using someone else's words, ideas or information without providing appropriate citations on tests, homework, essays, papers, projects and/or other assignments;
4. Forging signature on documents (e.g. on report cards or progress reports).

Consequences:

A student found to be cheating or helping another student to cheat shall encounter the following consequences:

1. Cheating on an assignment, test, quiz or lab report: A grade of zero for the assignment, test, quiz or lab report.
2. Cheating on a midterm or final exam, term paper or project: A grade of zero for the assignment or exam. Additionally, parents will be notified for a meeting with the Vice Principal.
3. A second instance of cheating in the same course will automatically result in a grade of F (50) for the marking period for the course. Additionally, parents will be notified for a meeting with the Vice Principal for Academic Affairs.
4. Tampering with official grades is considered a major infraction (F). Students who alter their grades or grade reports are subject to three (3) days suspension and a parent (s), teacher conference with the Vice Principal.

Grading System

Students will receive quarterly grades in all subject areas. All major subjects will receive a numerical grade. Mid-term grades will be given in January and final grades will be given in June.

Report Cards

The school issues report cards four times a year, on a nine-week basis. At the end of each quarter, Parent/Teacher conferences are held. Report cards are distributed only to the parents/guardians. All parents/guardians must sign for receipt of report cards each quarter.

Computer Lab

Drinking and eating in the computer lab are not permitted. The Computer Resources Acceptable Policy for using the lab is posted in the Computer Lab.

Tutoring

Any student who is failing or in need of additional assistance needs to arrange a meeting time with his/her teacher(s). Students should consult their teachers regarding the tutoring schedule.

Summer School

Any student who fails a required course must attend summer school and successfully pass the course in order to re-register for the upcoming school year. The site for summer school must be an accredited school and approved by the administration. The parent of the student is responsible to ensure that the school receives the student's summer school grade (s).

Grading

The following system is an interpretation of grades and letter equivalents on a 4.0 scale. The grading scale used at Sts. Peter and Paul School is as follows:

Grading and Requirements

Revised 1/12

The grading scale used at Sts. Peter and Paul is as follows:

<u>Grade: PK</u>	<u>Grade: K</u>
O- Outstanding	O-Outstanding
G- Good Progress	S- Satisfactory
W- Working on Skills	I-Improvement Needed
	U- Unsatisfactory

Grading Scale: Grades 1-12

A	90-100	Outstanding
B	80-89	Very Good
C	70-79	Good
D	65-69	Poor
F	below 65	Failure/Weak

<u>Letter</u>	<u>GPA</u>	<u>Number</u>
A+	4.0	97-100
A	3.9	94-96
A-	3.7	90-93
B+	3.5	87-89
B	3.3	84-86
B-	3.0	80-83
C+	2.7	77-79
C	2.3	74-76
C-	2.0	70-73
D+	1.7	67-69
D	1.0	65-66
F	0.0	below 65

Calculation of Grade Point Average:

Because courses vary in degree of depth and assigned work, a weight system is used to provide equity in the calculation of GPA and honors.

A failure in conduct will keep a student from the HONOR ROLL for that quarter of the year. A senior who fails conduct for the year WILL NOT be permitted to take part in the graduation ceremony.

Promotion/Retention

Grades 6-12 - Students in grades 6-12 are required to pass all subjects before moving into the next level or graduation. Students in grades 6-12 who fail one or more subjects are required to make up these courses in an accredited Summer School in order to be eligible to return to Sts. Peter and Paul School. Students in grades 8 and 12 who are failing one or more subjects are required to make up the credit before a diploma or certificate will be awarded. Students in grades 6-11 who are failing three or more subjects for the year will be retained in the grade or may be subject to expulsion from the school.

Pre-K and Kindergarten - The classroom teacher will base promotion on reading readiness, math readiness, evaluation and testing. The maturity of the child will also be considered.

Grades 1-5 - A child who receives a passing grade in all subject areas is eligible for promotion. If a child fails more than two subject areas, retention in the grade is required. If a child fails one or two subject areas, Summer School must be passed in order to be promoted.

Academic Probation

Students are placed on Academic Probation if they receive:

- an average of less than 70%
- an average of less than 73% with one grade below 70%
- more than one grade below 69% or less

Students placed on probation are not eligible to participate in special activities or athletics for the duration of probation. Students who do not improve their grades, or fail to comply with the terms of Academic Probation may be asked to leave Sts. Peter and Paul at the end of the quarter.

Library

A primary goal of education is to encourage students to become lifelong learners. Each child is responsible for books checked out of the library. Parents/Guardians are responsible for the replacement cost of damaged or lost books.

Classrooms

Students are not allowed to eat in the classrooms. Students are only allowed to drink water in the classrooms. No soda or juice is allowed in the classes. It is important for everyone who is a part of the Sts. Peter and Paul School Community to assist in keeping the grounds clean. All garbage must be placed in waste paper baskets.

Attendance

Virgin Islands law (17 V.I.C. Sec 86a) requires that the parents/guardians shall be held responsible for the regular and punctual attendance of children at school in clean and decent apparel. Therefore, daily and prompt attendance is necessary for all students.

Students are required to be in their scheduled classrooms, on time and prepared during every class.

Lunch period is the only time that students are to be out and around the campus. No child is allowed to leave the campus during the school day without proper authorization from the Principal.

Absence from School

When a student is absent from school, a parent or legal guardian must call the school office and inform the secretary before 8:30AM. When a student returns to school, s/he must submit an explanatory note to the main office from his/her parents/guardians. A student who is absent more than 18 days may be required to repeat the school year.

Students who are absent due to illness for five consecutive days must present a doctor's certificate of good health before returning to class. This policy safeguards the health of the other students. Students absent for more than five consecutive days, without notifying the school in writing (during the period of absence), will be considered as having withdrawn from the school. Such students who wish to return to school must reapply for admission. When a student returns, make-up assignments, quizzes, or tests may be given at the teachers' convenience.

Excused absences include: illness, serious emergency, death in the family, funerals, or a prearranged absence requested by a parent and approved by the Principal.

Unexcused absences include: truancy, leaving the campus during the school day, or failure to comply with the school regulations regarding an absence excuse note. Unexcused absences will result in disciplinary action. Teachers are not required to provide make-up opportunities for homework, tests, or class projects.

Tardiness

Students arriving after assembly has begun (7:50AM) will be considered tardy. Any student who report to school after the second bell will need a written note from a parent.

Appointments

It is recommended that parents/guardians do not schedule appointments for their children during the school day unless it is an emergency.

Dismissal from Class

No student is to be out of class without a pass from the teacher. If a student is sent out of the class for any disciplinary reason s/he must report to the main office immediately to see the Principal. The Principal may honor the request of a parent or guardian for the occasional and essential early dismissal of their child. This request must be made in writing. If any unforeseen situation arises that requires early dismissal, the school will make every effort to notify the parents/guardians.

Leaving School

Under no circumstances are students permitted to leave the school grounds during the school day without written authorization from the Office. To obtain this authorization, students will be required to be signed out by a parent..

- written permission from their parent or guardian stating the reason, time, date, destination of the student, and the name of the person who is taking the student off school property.
- an appointment slip or card if the dismissal is for a doctor, a clinic, or a government agency.

Permission should be requested from the Principal at least one day before such appointments. Students who leave school grounds without written authorization from the Principal are subject to disciplinary action.

Vacations

Parents/guardians are advised not to schedule vacations during the academic year. In the event of an emergency trip, the school must be notified by the parent/guardian at least one week prior to the dismissal. At least two days before the trip, the student must obtain a vacation slip from the central office, which must be signed by all of the teachers. Teachers will make reasonable efforts to provide alternative assignments for the time missed. However, teachers are not required to make extraordinary efforts to prepare individual learning programs. It can be expected that a student's comprehension and grades will be affected by missed class time.

School Hours

Sts. Peter and Paul School cares about the safety and well being of your child. Adult supervision is not available on the school grounds until 7:30AM. Sts. Peter and Paul cannot take responsibility or be held liable for any student on the grounds before 7:30AM., loitering outside of the school grounds during the school day, or after dismissal. Students are welcome on the grounds beginning at 7:30AM. Parents/guardians need to pick up their child no later than 3:00PM.

If students are picked up early from school, it must be a person who has parental approval in writing.

No students are allowed to leave campus with anyone who is perceived as a threat to the safety of others.

Discipline

Sts. Peter and Paul School encourages self-discipline, which fosters respect for self and others. Violence of any kind is never tolerated. Any word or action that is harmful to another person will result in immediate disciplinary action. The consequence depends on the severity of the incident.

Threats of Violence

All threats will be taken very seriously. Students who make threats to other students will be suspended from the school program, and will be required to receive a psychological assessment and counseling. Parents/guardians are required to seek a psychological evaluation for the child and provide the school with the results and recommendations. The administration reserves the right not to readmit the child to the school.

During the period of suspension for threats of violence, the child's teacher(s) will leave daily work assignments in the main office. It is the responsibility of the parent/legal guardian to pick up the assignments.

The completed assignments must be returned to the teacher by the end of each week. The student can return only if s/he presents a written recommendation to that effect from the psychologist, psychiatrist, and the administration is willing to have the student back on campus. If a student returns, parents/guardians must be notified in writing that a second offense may result in automatic expulsion.

Gangs

Criminal gangs will not be tolerated. Involvement may lead to expulsion. Gangs are defined as "three or more persons who have joined together for the purpose of criminal activity." Cliques that exclude or humiliate others are not tolerated. Those involved may be subject to disciplinary action.

Probation

Students may be placed on probation for academic and/or behavioral reasons. The length of probation may vary depending upon the infraction. When a student is to be placed on probation, the Principal will notify the student's parents/guardians. Probation is a serious matter. The student will be given strict instructions for improvement.

Students are placed on Academic probation for failing two or more classes per quarter. Students are placed on Behavioral Probation because of truancy, fighting, suspension, or any other inappropriate behavior. Violation of Behavioral Probation may lead to an out-of-school suspension.

Students who do not improve their grades or fail to comply with the terms of Academic Probation may be asked to leave Sts. Peter and Paul at the end of the quarter.

Sts. Peter and Paul Catholic School

STUDENT DRESS CODE

Revised 1/2012

It is the primary responsibility of the student for his/her personal dress appearance and personal hygiene. Sts. Peter & Paul Faculty & Staff shall determine and intervene when a student's personal hygiene, appearance and dress is such that it interferes with the educational process or endangers the health or safety of the student body. Students are expected to take modest pride of their appearance and are expected to be clean and neat at all times.

The dress code regulation uniform is to be worn every day. Students will not be allowed to attend classes unless they are in full uniform. Students represent Sts. Peter & Paul Catholic School and **MUST** wear the official school uniform, unless a specifically written excuse is granted by the Principal. To avoid any misunderstanding of the dress regulation regarding the dress code, parents should contact the school office with any questions prior to purchasing student's uniform. Students and parents share the responsibility for proper grooming and hygiene. The following guidelines apply to all students at Sts. Peter & Paul Catholic School and any school sponsored events and functions.

FEMALE STUDENTS

ACCEPTABLE

UNACCEPTABLE

BLOUSE – Plain white collared short sleeve cotton blouse or polo shirt. Must be tucked in at all times. Conservative undergarments are required. School patch must be worn on upper left side of blouse.

NOT ALLOWED ON BLOUSE – Any adornment as logos or trimming around collar or sleeve on blouse or polo shirt. (i.e. lace, embroider, frill, color trim, etc) No shirt is to be worn under uniform blouse unless it is a white t-shirt with no visible markings through the school blouse. Shirt must fit properly and cannot be tight against chest. No bright colored or decorated undergarments visible through school blouse. No uniform blouse allowed without the school patch.

SKIRT – Skirt is to be pleated, length is below the knee or mid-knee. Waistband width to be no more than 1 ½ inches.

Gr Jrk - 3: Navy pleated with straps/bib

Gr 4 - 8: Navy pleated no straps.

Gr 9 - 12: SPPS Plaid, pleated no straps.

If student is growing fast, we strongly advise hems that could be let out.

NOT ALLOWED ON SKIRTS – Cummerbund waist or any adornments. (i.e. bows, belts) No sewn down pleats at the waist. Skirt length at upper kneecap or shorter. Skirts shorter in the back than in the front.

SOCKS – White tube socks to be worn above the ankle bone. White knee highs.

SOCKS NOT ALLOWED – Sport socks with ribbing below ankle bone. Any adornments such as colored trim, ruffles, beads, etc.

SHOES – Solid black closed shoes with heel no higher than 1 inch.

SHOES NOT ALLOWED – Any ballerina type shoes, boots, sandals or adornments on shoes. Sneakers only allowed for gym.

JEWELRY – One (1) watch and One (1) pair of earrings no larger than a quarter, to be worn on lower ear lobe only.

JEWELRY NOT ALLOWED – Bracelets, rings, necklaces, chains, chokers, ankle bracelets, oversized, dangling or hoop earrings, bands and novelty bracelets.

School Jackets are allowed on chilly days, but are not required.

NOT ALLOWED – GENERAL APPEARANCE

NO Visible Tattoos – permanent or temporary.

NO Visible body piercings as: tongue, nose, or eyebrow rings (real or simulated)

NO Eye shadow, eye liner, lipstick, foundation, blush, excessive face powder.

NO Acrylic or press on nails. No excessive length of fingernails. No nail polish.

NO Unusual hair colors, dreadlocks, any excessive/fanciful hairdo's. (Any hair ribbons worn must be modest and are allowed only one of the following colors: Blue or Red or Black or White.

MALE STUDENTS

ACCEPTABLE	UNACCEPTABLE
<p><u>SHIRT</u> – Plain white collared short sleeve cotton or polo shirt. Must be tucked in pants that waist of pants is visible. School patch must be worn on upper left side of all uniform shirts.</p>	<p><u>NOT ALLOWED ON SHIRTS</u> – No markings, logos or markings visible through the shirt. No excessively large polo shirts. No shirt to be worn under regulation school shirt unless it is white. No uniform shirts without school patch.</p>
<p><u>PANTS</u> – Navy dress pant, hemmed and fitted. Pants must be worn at waist.</p> <p>Gr Prk – 3: Short Navy Pants.</p> <p>Gr 4 – 12: Long Navy pants with black belt.</p>	<p><u>PANTS NOT ALLOWED</u> – Cargo, Carpenter, Jeans, Saggy, or tight or ill fitted pants.</p>
<p><u>SOCKS</u> – Black or navy socks that cover the ankle bone.</p>	
<p><u>SHOES</u> – Solid black dress shoes.</p>	<p><u>SHOES NOT ALLOWED</u> – Boots. Sneakers only allowed for gym.</p>
<p><u>JEWELRY</u> – One (1) watch</p>	<p><u>JEWELRY NOT ALLOWED</u> – earrings, or stud earrings, bracelets, chains.</p>

School Jackets are allowed on chilly days, but are not required.

NOT ALLOWED – GENERAL APPEARANCE

NO Visible Tattoos – permanent or temporary.

NO Visible body piercings as: tongue, nose, or eyebrow rings (real or simulated)

NO unusual hair colors, dreadlocks, ponytail, braids, or “trendy” hairstyles, no hair carvings. Hair should not reach collar or extend below the eyebrow.

NO Facial hair, mustache, beards, sideburns.

PHYSICAL EDUCATION (PE) WEAR

School PE uniforms (T-shirt with SPPS school logo, and red athletic pant with SPPS school logo) are the only acceptable wear for Physical Education (PE) classes. Uniforms may be purchased in the Finance Office. Students must wear PLAIN WHITE or PLAIN BLACK sneakers for PE classes. Sneakers are to be carried to school for designated PE days and worn ONLY during PE classes. The only exception are for grades JK – 3, students may wear their sneakers all day on designated PE days.

BIRTHDAY/FUNDRAISING DRESS UP CODE

The following are permitted for male students :

- Casual long pants (see conditions below)*
- Polo shirts
- 1 pair of earrings no larger than a quarter (no hoops or dangles)
- Jewelry: one pair of quarter-size earrings and a watch

The following are NOT permitted for male students :

- Jeans
- Dressing without paying the fee
- Logos on shirts or pants displaying suggestive or inappropriate messages
- Sleeveless or collar-less shirts
- T-shirts
- Slippers, flip-flops or open back shoes
- Pants that are short, cut-offs, have rips, tears, holes or are washed out*
- Hats or Caps
- Jewelry, with the exception of one watch

The following are permitted for female students :

- Casual long/Capri's (see conditions below)*
- Polo shirts
- 1 pair of earrings no larger than a quarter (no hoops or dangles)
- Jewelry: one pair of quarter-size earrings and a watch

The following are NOT permitted for female students:

- Jeans
- Dressing without paying the fee
- Logos on shirts or pants displaying suggestive or inappropriate messages
- Sleeveless or collar-less shirts
- Tight fitted T-shirts/Polo shirts
- Slippers, flip-flops or open back shoes
- Pants that are cut-offs, have rips, tears, holes or are washed out*
- Jewelry, with the exception of one watch and 1 pair of earrings as described above
- Belly out skirts or tops that are too tight
- Shirts that are shorter than the regulation uniform length
- Short pants or pants that are too tight or too baggy
- Plunging necklines
- Spaghetti straps, halter-tops or strapless tops
- Hats and Caps

Counseling Services

A school guidance counselor is available at Sts. Peter and Paul. Any parent/guardian who is interested in counseling services for their child should contact-the Principal's Office.

Child Abuse

Title 5 of V. 1. Code, Sections 2533 and 2534 mandates that teachers must report suspected instances of child abuse to the Principal who is required to report to the Police or Department of Human Services. An oral report must be followed by a written report within 48 hours.

Quarantine

All pupils who have been quarantined must present a release slip from the physician of Board of Health before being readmitted to school.

Insurance

All students are covered by the scholastic insurance policy of the school.

Emergency Health

Each child must have an emergency card on file. It is the responsibility of the parent/guardian to alert the school when the information changes (i.e. telephone numbers and address).

In cases of accident or illness on school grounds, students report to school office. Parents/guardians will be notified immediately to pick up the child. Health regulations prevent the dispensing of medication.

Parents/guardians must notify the school in writing of any serious chronic health problems: diabetes, epilepsy, allergies, etc. so that appropriate attention can be given to the student.

When it is necessary to send medication to school for your child, a dated and signed note from the parent/guardian giving specific instructions for administering the medicine is essential. All medication must be given to the office personnel by a parent or guardian.

Field Trips

Field trips are a privilege afforded to students; no student has an absolute right to participate in a field trip. No student will be permitted on a field trip unless parental permission is granted in writing. The student's teacher and/or the Principal may prevent a student from participating in a field trip for academic or behavioral reasons. No overnight trips are permitted unless they are academic or extra curricular in nature. All trips must be approved by the administration.

School Bus Transportation

Sts. Peter and Paul students are expected to conduct themselves in a mature, gracious manner on all public conveyances. The School Bus Company will receive our full cooperation in dealing with any student who does not appear to have sufficient control of his/her actions. At the discretion of the Principal, students may be refused transportation for failure to meet the above mentioned conditions. Riding the school bus is a privilege that can be withdrawn. Students are expected to be in full uniform when riding the bus.

Office Hours

Ordinarily, the school office is open from 7:30AM to 4:00PM

Fire Drills and Earthquake Drills

Fire drills are conducted periodically. All students, faculty, staff, and visitors must go outside to a designated place. All drills are serious events, and students are expected to abide by rules and conduct themselves in an orderly manner.

Parties and Special Activities

Any parties taking place on school grounds must be pre-approved by the Principal. No activity that involves the collection or distribution of money should ever occur without the Principal's written permission.

Students Representing the School/Contests and Awards

Any student to represent the school, whether it be in a contest of any kind or a nominee for a local, regional, or national award, must be a student in good standing.

Non School Materials

Walkman, radios, CD players, portable DVD players, laptops, palm pilots, computer games, cell phones, pagers, and Game Boys, etc ... are not to be brought to school. They will be confiscated and returned only to the parent. Parents wishing their child (ren) to carry a cell phone must sign and submit a contract to the office, and the student must sign and out the cell phone in the office each day.

Telephone Calls

Parents/guardians wishing to call a teacher at school may do so during the school day between the hours of 8:00AM and 3:00PM and leave a message with the school office. Although messages are accepted, teachers will not be called from the classroom.

Anyone wishing to call the Principal may do so during the school day between 8:00AM and 3:00PM. Appointments must be made prior to meetings.

Emergency School Closing

In the event of an emergency, radio stations WSTX, WVWI, or WSTA will report a school closing. If Sts. Peter and Paul is to be closed, it will be announced.

Emergencies

Sts. Peter and Paul School has developed a plan designed to help us safely respond to certain emergencies, should one wish to review it, the plan is on file in the main office.

Volunteers

Volunteers are an essential part of a Catholic School. We encourage parishioners, parents, guardians, and alumni, friends of Sts. Peter and Paul to share their time, talent, and resources. Active participation helps the students' well being as well as enhances the quality of our school. All volunteers must be VIRTUS trained.

Fundraising

In order to maintain a stable tuition, parents/guardians are required to assist in fundraising efforts.

Technology Use/Internet Policy

Schools within the Diocese of the Virgin Islands offer Internet access for the students use. This Internet system has been established for a limited educational purpose to include classroom activities, career development and research. It has not been established as a public access or public forum for student use. The office of Catholic Schools and the parish/diocesan school officials have the right to place reasonable restrictions on the material student's access. The school is responsible for providing the training needed before the student is allowed to use the system. Schools will enforce all rules set forth in the laws of the United States and the Territory of the Virgin Islands. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Additionally, the system may not be used for political lobbying.

GUIDELINES:

Sts. Peter and Paul School Responsibilities

The SPPS will inform students and parents about Information Technology and the policies governing its use. All students will sign an Information Technology Student Acceptable Use Agreement, prior to accessing the Internet. If a student is under 18 years of age, a parent or guardian must also sign the agreement. This agreement will be signed at the entry into Junior Kindergarten through high school and upon registration at a new school.

Access to the Internet is available through the school only with permission of the principal or his/her designee and parents of the students.

1. *Personal Safety*

- a. The student will not post contact information (e.g. address, phone number) about himself or any other person.
- b. The student will not agree to meet with someone he/she may have met online without approval of the student's parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes him/her feel uncomfortable should be reported to the school authorities immediately.

2. *Illegal Activities*

- a. The student will not attempt to gain unauthorized access to this or any other computer system or go beyond authorized access by entering another person's account number or accessing another person's file.
- b. The student will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. The student will not use the Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. ***System Security***

A. The student is responsible for his/her own individual account and should take all reasonable precautions to prevent other students from being able to use his/her account. Under no conditions should a student give his/her password to another student.

B. The student will immediately notify a teacher or the technology director if he/she has identified a possible security problem. Students are not to look for security problems.

C. The student will avoid the inadvertent spread of computer viruses by following the virus protection procedures as outlined by the school's technology director when downloading software.

4. ***Inappropriate Language***

On any and all uses of the Internet, whether in application to public or private messages or material posted in the web pages, the student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. The student will not post information that could cause danger or disruption or engage in personal attacks. The student will not harass another person by any persistent action that distresses or annoys another person.

5. ***Respect for privacy***

A. the student will not re-post a message that was sent to him/her without permission of the person who sent the message.

B. The student will not post private information about him/herself or anyone else.

6. ***Respecting Resource Limits***

A. The student will use the system only for educational and career development activities and limited research. Each school will set time limits for Internet use by an individual student.

B. The student will not download large files unless absolutely necessary. If necessary, the student will download the file at a time when the system is not being heavily used.

C. Once downloaded, the file is to be transferred from the system computer to the student's own personal computer.

D. The student will not post chain letters or engage in "Spamming" (that is sending annoying or unnecessary message to a large number of people).

The student will subscribe only to high quality discussion group mail lists that are relevant to his/her education or career development.

7. ***Plagiarism and Copyright Infringement***

A. The student will not plagiarize works that he/she finds on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

B. The student will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If there is any question about using the work, the student should respect the permission of the copyright owner. Direct any questions regarding copyright law to his/her teacher or technology coordinator.

8. ***Inappropriate Access to Material***

A. The student will not use the school's system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

B. If a student mistakenly accesses inappropriate information, he/she should immediately tell his/her teacher or the technology coordinator. This will protect the student against a claim of intentional violation of policy.

D. Parents should instruct their children if there is additional material they think would be inappropriate for their children to access. The school expects that students will abide by their parent's instructions as well as the rules of the school regarding appropriate access.

9. ***Rights of Free Speech***

The student's right to speech, as set forth in your school's disciplinary code, applies to communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict the right of free speech for valid educational reasons. The school does not restrict the student's right to free speech on the basis of its disagreement with the opinions expressed by the student.

A. Search and Seizure - The student's personal file in the school's system is not considered private. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school rules or the law.

An individual search will be conducted if there is reasonable suspicion that the student has violated this policy, the school disciplinary code or the law. The investigation will be reasonable and related to the suspected violation. Parents have the right at any time to see the contents of their child's email files.

B. Due process - The school will cooperate fully with the local, territorial, or federal official in any investigation related to illegal activities conducted through the school's computer system. In the event of a claim that the student has violated this policy, the school disciplinary code, or the law in the use of the school's computer system, the student will be given written notice of suspected violations and an opportunity to present an explanation according to the school code. .

Additional restrictions may be placed on the student's use of his/her Internet account.

The school makes no guarantee that the functions or the services provided by or through the school system will be error free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruption of service. The school is not responsible for accuracy or quality of information attained through or stored in the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Sts. Peter and Paul School
CODE OF CONDUCT

PROCEDURES/GUIDELINES SUPPORTING A LEARNING ENVIRONMENT

Sts. Peter and Paul School Board recognizes that conflict is part of all human relationships. The School promotes responsibility, respect, Catholic moral teaching, spirituality, civility and academic excellence in a safe learning and teaching environment. As a Catholic school system, we must be proactive to ensure that our Catholic values are preserved and promoted.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others and oneself.

These standards of behavior apply not only to students, but also to all individuals involved in the school system--parents or guardians, volunteers, teachers, and other staff members---whether they are on school property, on school transportation or at school-authorized events or activities.

Our belief in our system as a learning organization and our key strategic directions speak to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.

Sts. Peter and Paul School Code of Conduct applies to all individuals involved in the school system. The school community will work in cooperation with police, parish and community members as essential partners in making our school communities safer.

Each member of the school community is recognized as a unique creation of God and must be treated in a manner, which reflects the dignity and respect of each individual, especially persons in positions of authority. As a school system we promote learning that allows each individual student to learn in an environment which respects each individual.

Responsible citizenship involves appropriate participation in the civic and spiritual life of the school community and the appropriate use and care of school and personal property including, but not limited to bringing objects to school that may compromise the safety of themselves or others. Active and engaged citizens are aware of their rights and the rights of others.

Members of the school community are expected to use non-violent means to resolve conflicts. Physically aggressive behavior is not a responsible way to interact with others. Our goal is to champion continuous improvement in all students and the fostering of positive relationships. Alcohol and illegal drugs are addictive and present a health hazard. Sts. Peter and Paul School will work cooperatively with police, drug, alcohol and parish agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. Insults, disrespect, abuse, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be address in a manner characterized by respect and civility.

Realistic consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to mandatory consequences of Sts. Peter and Paul School Code of Conduct.

Sts. Peter and Paul School Board provides direction to the schools that ensure opportunity, excellence and accountability in the education system. The Board will:

Develop policies that set out how the school will implement and enforce the Code of Conduct and all other rules developed as related to the standards for respect, civility, responsible citizenship and physical safety;

Seek input from the school and review these policies regularly with students, staff, parents or guardians, volunteers and the community;

Establish process that clearly communicates the Code of Conduct to all parents, students and staff in a manner that ensures their commitment and support;

Ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and physical safety;

Communicate effectively and accurately to enable all of us to promote the core values of the Catholic school system in which we work;

Provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and a safe learning and teaching environments.

Teachers and School Staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior. Students are expected to act as responsible members of our Catholic community. Respect and responsibility are demonstrated when a student: Respect and treat others fairly, regardless of their race, ancestry, place of origin, color, citizenship, religion, gender, sexual orientation, age or disability;

Follows the established rules and takes responsibility for his or her own action. Students are accountable for their actions in the school, on the school compound, on the school buses, or off-campus. Students are responsible for following the rules of their home school when attending any school or board-sanctioned event regardless of the location. The school will involve police and other local agencies, should a student behavior make this necessary.

Agree to accept from the school, discipline as exercised by authorities and judicious parents. If a student refuses to follow rules or comply with reasonable disciplinary action, the matter will be treated as a serious infraction.

If the student or his/her parents disagree with the disciplinary actions of a school representative, the student or parent should contact the school. It is recommended that the parent or student use the follow procedure to deal with the matter: (1) discuss the matter with the staff member concerned; (2) if the matter cannot be resolved with the staff member, then the student or parent should talk to the Vice Principal or the Principal;

Agree to respect school property and the property of others. The student agrees to take proper care of all school materials and equipment. Theft of property will be treated as a serious infraction and could result in the involvement of police and other community agencies, as necessary. We expect the students or their family to pay for repairs and/or replacement cost resulting from acts of theft or willful damage.

Agree to dress in an appropriate manner. It is expected that students will dress in an appropriate manner of clothing that is suitable for the various types of school activities. Clothing should be modest and should not draw special attention to the wearer. Clothing with drawings or slogans that are sexually explicit, racist or sexist, or which promote drugs, alcohol or violence are not appropriate for school or school related activities. A student who is not dressed in an appropriate manner will be requested to change from the inappropriate clothing and a parent would be expected to bring in appropriate clothing.

Students are responsible for attending classes regularly and punctually. Students who do not attend classes regularly and punctually must be reported to the principal.

Are responsible for making a strong, consistent effort in their education. It is expected that students will participate in daily learning experiences and will complete assignments to the best of their ability. Students with difficulties in their studies are encouraged to seek help from their teachers or other staff members, either directly or through their parents.

Violence or the threat of violence will not be tolerated. All incidents, threats or acts of violence will be acted upon by school representatives; this action could involve the police and/or other agencies. Prohibitive materials are not allowed at school or school sponsored activities. These materials include drugs, alcohol, tobacco products, weapons or articles intended for use as a weapon, sexually explicit, racist or sexist material, material glorifying violence and any other material prohibited by law. Students and their parents acknowledge that sexually explicit, racist or sexist material undermines the Christian respect and dignity everyone deserves. Display or possession of such material at the school or at school-sponsored events will be considered in the same manner as an act of violence. Physical, verbal, sexual harassment and sexist or racist actions will be dealt with in the manner as an act of violence.

Parents play an important role in the education of their children and have the responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents are partners in the education of their children. Parents fulfill this responsibility when they:

Become familiar with the Code of Conduct, school rules, and the student hand book;

Encourage and assist their child in following the rules of behavior;

Assist school staff in dealing with disciplinary issues.

Arrival, Breakfast and Morning Convocation

Students arrive to school between 7:30 AM and 7:45 AM and should proceed directly to their classrooms. They should take from their lockers books they will need for their morning classes.

Breakfast is served from 7:30 AM to 7:50 AM in the school cafeteria. Students may not eat their own breakfast in the cafeteria but may choose to have their own breakfast in the school courtyard. Students are expected to throwaway all trash after finishing their breakfast.

When the bell rings for Convocation at 7:50 AM students must line up in their assigned areas according to class silently in the courtyard. Anyone not in line at that time will be considered tardy. Students are dismissed by a member of the administrative team at the end of Convocation and proceed silently directly to their homerooms..

Classes

Students are expected to be prepared for all classes. Their conduct must be respectful of both their teachers and fellow students. Students must observe normal rules of classroom conduct and etiquette. Classroom rules are as follows:

1. Arrive on time
2. Stand outside the classroom quietly until teacher invites the students to enter
3. Enter classroom quietly
4. Stand besides your desk until your teacher directs you to sit down
5. Open the class with a prayer
6. Raise your hand to speak or leave your seat
7. Be prepared with your text book, and writing elements
8. Be courteous and respectful
9. When the teacher concludes class, students will stand and recite the Glory Be ... Students will leave class quietly
10. At dismissal students will walk quietly to their other class. Students are to stand in line outside the door until the teacher invites them into the classroom
11. Anytime a guest is escorted or enters the classroom, students will immediately stop what they are doing, stand and wait to be introduced. When they learn the guest name, they will say in unison "Welcome Mr./Ms."
12. Whenever students are asked or told anything by a teacher, staff member, or adult guest, they will reply with "Yes, Mr./Mrs."

Lunch

Lunch period varies according to grade levels. Prior to going for lunch students should tidy their room and proceed to the lunch room in a straight line accompanied by their teacher. Unless otherwise permitted by the Principal, students may not bring their own lunch to school No food or drink will be permitted in the classrooms or elsewhere within the school campus. Students sit down to eat and are expected to exhibit polite and proper mealtime behavior. When they are finished, they can clean up after themselves, including throwing away all refuse, and picking up their area and wiping off the tables. Students remain seated at their tables during lunch, unless allowed by their teachers to participate in an activity. Following line up after lunch, they proceed directly to their classrooms, led by their teachers. During lunch you may play in designated areas if there is a teacher to supervise.

Around the School

Respect for yourself and for others is expected at Sts. Peter and Paul. Play, but make sure that your play does not end up hurting someone else. Good sportsmanship is expected of you at all times. Let everyone have a fair chance to play. If someone begins to argue with you or hits you, walk away. .

Don't hit back. Tell a teacher or one of the principals. Always respect the things that belong to other people. Do not use foul or abusive language. Look out for each other. If you know anyone who is endangering themselves---you look out for them, by talking and/or going to a teacher or administrator, the guidance counselor or parents/legal guardians.

Off Campus

Wherever you are the school code of conduct is enforced even if you are not in school. Even if you are not in uniform people should know you are from Sts. Peter and Paul school by your respectful behavior and language. The Administration reserves the right to discipline students for off-campus conduct.

Students should be clean and neatly dressed. The standard school uniform dress code will be strictly enforced. Students will not be permitted to wear jewelry that is visible outside of their clothing; this includes necklaces, rings, earrings, bracelets, and any other rings attached to the body. Caps, hats, and bandanas are not to be worn. Shirt tails must be tucked in. Students are not to wear oversized shirts nor are they permitted to wear their pants below the waist. T-shirts or tank tops worn under blouses/shirts must be all white with no designs, logos or advertisements of any kind. Students who are not properly attired will be sent home to change and their parents/legal guardians will be notified. Students out of uniform will **NOT** be permitted to attend class and will receive a grade of 0% for all missed assignments and test until the student is in full uniform. The acceptability of any clothing will be determined by the Principal. The school reserves the right to institute uniform clothing requirements in the future that will serve to replace the above requirements.

Boys' hair must be kept neat and clean and be out of eyes, clearly off the collar, not below the ears, and not more than two inches in length. This should be done without the use of braids, rubber bands or hair clips. Two tones, dread locks, hair carvings, designs or unnatural colors are not permitted. Facial hair is prohibited.

Girls' hair should be kept clean. No fad haircuts or fad bleached/dyed hair is acceptable. This should be done without the use of bandanas, or scarves. No dreadlocks or unnatural colors are allowed. No nail polish or unnatural nails. Girls are not permitted to wear make-up. No jewelry except a watch and one small pair of earrings no larger than a quarter. These can be worn only on the lower lobe.

Conduct

Students have the responsibility to respect the rights of others and to conduct themselves in a manner that maintains the order of the school. Students who engage in inappropriate behavior may be subject to the disciplinary actions :

Disrupt school, classrooms, or school sponsored activities

Interfere with another student's learning

Cheat on tests and other school assignments

Use offensive language or make obscene gestures

Threaten or harm another student, faculty member or exhibit aggressive behavior

Act in a manner considered to be disrespectful of school staff, volunteers, other students or visitors

Steal or take by force things that belong to others

Damage or deface school property (parents will assume cost for damages and repairs) Litter inside or outside the school campus or off-campus during a school sponsored activity

Bring dangerous objects such as knives, guns, mock guns, or other weapons prohibited by law (zero tolerance: ground for immediate dismissal)

Bring non-prescribed drugs to school (zero tolerance: grounds for immediate dismissal). All prescribed drugs must be given to the office with a note from a parent or legal guardian.

Students are not permitted to bring toys, electronic games, radio, MP3 players, comic books, playing cards, or other inappropriate items to school. Such items will be confiscated. These items will not be returned until the end of the school calendar year. Students are not permitted to use cell phone at anytime during school hours. Students who bring cell phones must keep them in their lockers and turned off. Students caught using cell phone will be required to surrender their phone and only parents will be permitted to retrieve the cell phone. Failure to surrender your cell phone will result in a call to the student's parent to pick them up and take you home.

Cheating

Cheating on tests and other school assignments is a serious offense. Handing in another student's work is cheating. Students caught cheating will receive a zero for that test/assignment, as well as the substantial likelihood of additional disciplinary measures at the discretion of the teacher and/or Vice Principal for Academic Affairs or the Principal. Second and subsequent offenses will result in failure in the course and more serious disciplinary action, including expulsion, at the Principal's discretion.

Discipline

School Actions and Responses:

When an infraction occurs, students and parents are assured that the school and the board will use actions and responses that suit the circumstances. Normally, the initial actions will involve the teacher working with the student. Whenever necessary, parents and appropriate school staff will be involved.

Some of the following actions may be chosen as responses to an infraction:

Verbal warning

School contact with the parents

Involvement of learning professionals

Detention (Lunch or After School or Saturday)

Written performance agreements between the student and teacher

School or community service

Additional assignments

Loss of privileges (participation in sports and other activities)

Class or school suspension

Out of school suspension for up to 20 days

Compensation for damages or destroyed property, up to replacement or repair costs;

Police involvement in response of illegal acts

Recommendation of expulsion from school

Mandatory Expulsion:

Expulsion is the termination of a student's privilege to attend the school. Transfer to another school is required. Except in appropriate cases and as determined by the principal, expulsion will be imposed after a period of suspension and/or probation. Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment or the safety and security of that environment.

A student who commits any of the following acts of violence while he or she is either at school, engaged in a school related activity (ex. Extra-curricular activity), shall be expelled from school and from participating in all school related activities.

Possessing a weapon, including possessing a firearm

Using a weapon to cause or to threaten bodily harm to another person

Committing physical assault on another that causes bodily harm requiring medical treatment

Committing sexual assault

Trafficking in weapons or illegal drugs

Committing robbery

Giving alcohol to a minor

In situations in which the student has committed any or more of the above mentioned infractions, the school:

Shall report the incident to the police

Shall confiscate the weapon or material

Shall provide notice of the expulsion or suspension pending investigation in writing to the student and to their parent or guardian Shall either expel the student immediately or depending upon the circumstances, suspend the student who is suspected of the above acts of violence, pending investigation

The expulsion/suspension of a student is not mandatory if:

The principal determines that the student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Suspension:

Suspensions are necessary for acts of misconduct whose seriousness or frequency disrupt the learning atmosphere of the school. Suspensions may be issued when the administration feels that the safety and/or welfare of the student body or the faculty is threatened. When a school suspension is issued, the parent will be notified by the principal.

Suspension is exclusive from all school related activities for a minimum of one day. Two types of suspension exist: in-school, with supervision provided by school personnel, and out-of-school, with parent supervision. The length and type of suspension will be determined by the administration.

When an in-school suspension is issued, the suspension will be served at the office. The student will be given a written assignment in addition to the regular classroom work. The student will be responsible for turning in all work assigned during the suspension. Additionally, the student will meet the expectations for in-school suspensions such as: no talking, completion of all assignments, and ~ appropriate school behavior.

When a student has been issued an out-of-school suspension, attendance at any school related function is forbidden. Upon his or her return to school, the student will be responsible for obtaining and completing any assignments and/or tests given during the time of the out-of-school suspension. In addition, the parent must call the principal for an appointment before the child will be accepted back into the classroom.

A student shall be suspended from school, from engaging in class or school, and from engaging in all school-related activities if the student commits any of the following infractions:

Uttering a threat to inflict bodily harm on another person

Physical fighting. Punishment will be determined by the seriousness of the fight Possessing alcohol or illegal drugs

Being under the influence of illegal drugs or alcohol

Swearing at a teacher or another person in position of authority

Committing an act of vandalism that causes extensive damage to school property or to any other property which is located on the premises of the school

Using the internet or other electronic media for illegal purposes or in a manner that does not reflect our Catholic values Persistent truancy, failure to attend school without an acceptable excuse

Persistent defiance of authority

Disrupting a class, which takes time away from teacher and students Lying

Cheating on a quiz or exam

Non-compliance with the standards of behavior as is outlined in the Code of Conduct or the Student Handbook

Habitual neglect of duties

Deliberate hurting anyone else by word or deed Conduct injurious to the moral tone of the school

Engaging in another activity that under a policy of the Board is one for which a suspension is mandatory

In situations in which the student has committed anyone or more of the above infractions the school administration:

Suspend the student for a minimum of one (1) day up to a maximum of twenty (20) days

Provide notice in writing to the student and parent

The school may also report the infraction to the police

Consider placing the student in an alternate learning setting

Recommend participation in a counseling program

Remove school privileges

Recommend expulsion from school if the infractions are severe or habitual

Suspensions are reported and are permanently included in the student's official school records.

Probation:

Probation is the supervision and evaluation of a student by the principal for a specified period of time. The length of the probationary period will be determined by the principal. At the end of this time, the principal will decide if the student has overcome the problem that precipitated the probation. If the problem still exists, further probation or other action will be called for as determined by the principal.

Probation will be used when a student displays a consistent disregard for school policy or academic inadequacy. During the probationary period, the student will not be allowed to participate in any school-related activities.

If at the end of the probationary period, the student has not displayed a willingness to comply with school policy, the principal may determine that the student has forfeited his or her option to attend Sts. Peter and Paul School.

Detention:

Detention may be given for behaviors which impede the orderly operation of the classroom. These behaviors include, but are not limited to the following: disrespect, insubordination, discourtesy, use of obscenities, failure to do homework, improper use of school equipment and/or property, and misrepresentation or lying.

Detention may be served during lunch or after school. The date and time of detention will be decided by the teacher. Parents will receive written notice prior to the detention. Parents are expected to ensure that students serve the detention at the designated time and place. Parents are also responsible for the student's transportation. Except in cases of illness, failure to serve detention at the assigned time will result in the issuance of an additional detention.

Loss of Privilege: silent lunch, no recess, loss of other school privilege.

Conference: discussion involving students, parents, teachers, and an administrator

Detention: teacher-supervised time before, during lunch or after school.

In-School Suspension (ISS): dismissal from classes. Parents will be notified. The suspension is served on school grounds under the supervision of school personnel. The student is responsible for completing all assigned school work.

Out-of-School Suspension (OSS): dismissal from school. Parents will be notified. The student serving OSS is prohibited from attending all school social and athletic activities. The student is responsible for obtaining and completing all assigned work. The student is readmitted after a conference with parents and an administrator.

Expulsion: removal from school. Expulsion is a very serious matter and is used only when required by law or when the student has repeatedly failed to correct an unacceptable behavior.

Bullying behavior is unacceptable. Infractions involving bullying will be subject to the following guidelines:

- 1st Offense: The teacher will send note to parents. The student will serve a detention and perform a reconciling action toward the affected student.
- 2nd Offense: Counselor will conference with parents and student. School community service of two hours under parent's supervision and a reconciling action toward the affected student will be required.
- 3rd Offense: Student will receive out-of-school suspension and a letter will be placed in the student's permanent record file.

Bus Transportation

Every student is responsible to the principal for his/her conduct on the school premise or while traveling of a school bus. Students who are waiting to catch the bus outside the school at the front of the Cathedral should behave in a manner befitting a student of Sts. Peter and Paul School. They are not permitted to horseplay around the area. Students are to cross only at the instruction of the school crossing guard. Students are not to undress, look unkempt. On the school bus students must remain seated quietly at all times to ensure the safety and well being of the driver and all passengers. Students must obey the bus driver at all times. No one will throw anything in the bus or from the bus window or deface the bus in anyway. Parents will be responsible for any bus damage caused by their children. Punctuality is important--be at your bus stop on time. Students are expected to board and leave the bus quietly in a

single file and without running and pushing. Shouting or creating excessive noise will not be tolerated: conversations are to be conducted in a normal tone. Students are to keep heads and arms on the inside of the windows of the bus.

The following procedure will be implemented for failure to comply with the rule of conduct on the bus:

Letter sent home to the parents explaining the violation
Second offense-one-day suspension of bus privileges

Third offense-up to five days suspension of the students bus privileges
Fourth offense-permanent removal of the student bus privileges

Co-Ed Proper Decorum

As this is a co-ed school proper decorum between male and female is expected. Any kind of behavior that suggest that of a non-committal marital union is prohibited. Boys and girls are not permitted to hug, hold hands, fondle or kiss each other in a manner that is suggestive. Propriety and good taste in conduct and appearance is expected at all times whether in school or at school sanctioned activities.

Sport and Athletics

As athletic competition builds character and team work among the students, Sts. Peter and Paul may field various competitive teams throughout the school year. Participation on these teams may be based on open tryouts. Teams may have practices and games scheduled in addition to the school's regular activities.

If team members are absent from school or have detention on the day of a game, they will not be permitted to play in that day's game. Exceptions to this rule based on extenuating circumstances must be approved by the Principal.

In order to participate on a school team, students must maintain academic eligibility. To maintain eligibility, students must maintain a minimum of "C" average in all subject on any report card or progress reports issued during the season for that sport. If a player is deemed academically ineligible, he or she is suspended from practices and games until they meet the academic eligibility requirements in a subsequent report card or progress report.

Good Sportsmanlike conduct is expected at all times.

Regular attendance is necessary for a student to perform well in his/her studies and to keep up with class work. It is the parents' and student's responsibility to ensure that the student attends school every day.

If a student is absent, the parent or legal guardian is required to notify the school in advance or on the morning of that day. If the school is not notified of a student's absence by 8:30AM, parents or legal guardian will be contacted by phone.

The student's parents/legal guardian must call the school after the end of classes to get a list of homework assignments for the day. All homework is due upon return to school.

If a student has more than five (5) unexcused absences for more than (5) days during a grading period, the student will receive a grade of "F" for all classes for that marking period. Unexcused absences from field trips will be counted for purposes of this policy.

The following absences are authorized: certified medical absences, funerals, participating in school sponsored activities, or other events authorized in advance and in writing by the principal.

Tardiness

Tardiness is considered a serious matter as it disrupts the school day of both the tardy student and their classmates and teacher. Therefore, it is the responsibility of the student and their parents/legal guardians to ensure that the student arrives to school on time. Excessive tardiness or patterns of tardiness will be addressed by the principal

If a student reports to school after 7:50 AM he/she should report directly to the main office. The student will receive a note for admission to class and should proceed directly to class and present the note to the teacher. A student who has an unexcused tardy will

Closing of School

In event that inclement weather forces the closing of school before or during the school day, Sts. Peter and Paul will make every effort to notify parents/legal guardians by public radio or in extreme emergency by phone. If students are in school parents will be asked to pick their children up.

On special occasions, Sts. Peter and Paul may close for a day or early dismissal. On such an occasion, the principal will provide adequate notice to all families.

Dismissal at the End of the School Day

Students are to report to homeroom after their final class of the day. They are to straighten up their rooms before leaving. Students who are awaiting the bus outside the Cathedral steps are to conduct themselves properly. They are not to take their shirts out of their pants or horseplay. Students are to follow the instructions of the teacher/monitors and the school crossing guard. Students who engage in inappropriate behavior may be subject to disciplinary actions of detention, suspension or expulsion.

An early dismissal requires that a parent/legal guardian directly notify the main office in advance. The notification must include: the reason for the dismissal and the signature of the parent/legal guardian. The parent/legal guardian must come to the main office to sign the student out, and sign the student back in if he/she returns later the same day.

Tutorial

Tutoring for students who are failing will be on Tuesday and Thursday . These tutorial are either remedial or advanced, depending on each student's proficiency in each subject. Students who hold a mark of "D" or below in any graded subject after issuance of either a progress report or a report card will be required to attend tutorial. The required attendance is intended to ensure the student will receive the assistance necessary to strengthen their academic performance. Tutorial must maintain a proper study environment. This means, above all: no talking, no bothering other students, no disruptive behavior. Teachers are to keep attendance record.

Enrichment Activities

Sts. Peter and Paul will run programs Monday through Thursday from 2:45 PM-4:00 PM for students who are interested. The program has several components including sports, chess, art, music, dance, and other activities to be developed.

Intramural
Sports Dance
Tutorial

Music
Etiquette
Library Science

Character Education
Art
Chess
Study Hall

Quiz Bowl, Science Bowl, Geography Bee, Spelling Bee, V.I. History Bee, STEM Fair
Volunteer Choir/Altar Servers Class/Liturgy Preparations, Moot Court, Law and You,
Math counts, Tutorial

Course of Disciplinary Engagement Role of the Teacher

The purpose of discipline is education.

The goal of discipline is behavioral change.

The Preferred Course of Disciplinary Engagement:

1. Communication: Please ensure that the students are schooled on the rules and regulations of the school as well as that of your individual classrooms. See to it that they clearly understand what is expected of them. Have the students and parents sign the student handbook as an indication that they have read and agree to be governed by the handbook.
2. Dialogue: The student should be told what he/she did wrong and given a chance to be heard. Conversing with the students, allowing the student to tell his/her side of the story, as to their unacceptable behavior, should be paramount. Through dialogue the teacher may discover there are extenuating reasons for the behavior. With this information the teacher can help the student to channel his/her energies in more positive ways.
3. Response-ability: Response-ability means the student gets an opportunity to dialogue with the teacher on a proper response by which to begin behavioral change. The teacher could contract with the student for behavior modifications.
4. Accountability: The student is held accountable for the behavioral modifications he/she specified with the teacher. The consequences for noncompliance (disciplinary actions) should be clearly stated to the student. Parents should be made aware of this.
5. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Each student begins the semester with zero (0) infractions. A student with 1-5 minor infractions could receive an in-school detention which will normally be served at lunch time. During this period the student is to report to the Time Out Room. He/she is to bring a bag lunch with them. Silence should be maintained in the Time Out Room. Students with six (6) infractions could warrant 3 days in-school lunch detention (which may not be consecutive), or a full school day in-school suspension and a conference with the principal. The student receiving the suspension is to report to the Time Out Room by 7:45AM with all materials necessary to complete their class assignments for that day. The student will be allowed to leave the Time Out Room only for a lavatory break. The student must bring a packed lunch which will be eaten in the Time Out Room. The uniform dress code shall remain in effect.

Any student asked to leave the Time Out Room may not return to school until a parent/guardian contacts the principal's office.

Students with seven (7) infractions could warrant 3 hours (9:00AM until noon) Saturday in school detention, suspension, loss of (1) one year's financial aid (if possible), a mandatory parent conference if deemed necessary, any other penalty relating to sports, clubs, offices, etc. that a failure in conduct may warrant. Failure to report to Saturday detention could result in expulsion.

A failure in conduct will keep a student from the HONOR ROLL for that quarter of the year. A senior who fails conduct for the year WILL NOT be permitted to take part in the graduation ceremony.

The issuing teacher will verbally inform the student that he/she is written up for a certain infraction.

The issuing teacher will indicate on the incident report the nature of the infraction, the time and date and send the report to the school principal's office by the end of the day.

3. Subsequently the student will be sent for at which time the infraction will be discussed and the student will sign his/her name on the form, which will be filed in the student's discipline folder.

4. When a teacher writes what is determined to be a major infraction or expels a disruptive student from class, he/she is required to contact the office who will then inform the parent/guardian in order to discuss the situation. The parent/guardian will be asked to contact the principal for a conference.

5. When a student has accumulated 5 minor or 1 major infractions the parent/guardian will be contacted by phone to inform them of an approaching failure (F) in conduct.

