



Dear Parents,

St. Peter's Catholic School is a special gift to us all. We at St. Peter's are a family rich in faith and love. Through these doors, thousands of children have received a quality Catholic education, have learned to live their faith, and have served God and their community. Our teachers are well-educated, well-prepared, and dedicated to your children.

We are aware that you, our parents, are the primary educators of your children. We are dedicated to working together with you in order to offer the best educational experience to the children entrusted in our care. Together we strive to open doors of opportunity and challenge for our students. Their futures are of great importance!

Jesus is the center of St. Peter's Catholic School. This is visible in our parents, in our faculty and staff, and in our students. Let us continue to thank God for His presence and for the daily miracles He brings to us.

*Grow, Accomplish, Love, Serve, Unite! St. Peter's has the KEYS to Open Hearts, Open Minds!*

Sincerely,

*Mrs. Sandra Jimenez*  
Principal

*Mr. Ryan Suárez*  
Director of School Culture and Community Life

*Mrs. Ría Fresnoza*  
Director of Academics

## TABLE OF CONTENTS

### **GENERAL INFORMATION**

|                                  |     |                             |       |
|----------------------------------|-----|-----------------------------|-------|
| Philosophy                       | 1   | Weekly Communications       | 18    |
| Mission                          | 1   | Special Services            | 18    |
| KEYS                             | 1   | Discipline                  | 18-19 |
| Core Values                      | 2   | Student Discipline Contract | 20-21 |
| Schoolwide Learning Expectations | 2   | MS Behavior Guidelines      | 22    |
| Code of Christian Conduct        | 3   |                             |       |
| Faculty & Staff                  | 4   | <b><u>SCHOOL FORMS</u></b>  |       |
| Admission Policy                 | 5   | Student Technology Policy   | 23-26 |
| Parent Participation Policy      | 5-6 | Emergency Card              | 27    |
|                                  |     | Uniform Notice              | 28    |

### **GENERAL ADMINISTRATIVE POLICIES**

|                             |       |
|-----------------------------|-------|
| Absences & Tardies          | 7     |
| Entrance/Dismissal          | 7     |
| Appointments                | 8     |
| Birthday Parties            | 8     |
| Books/ Desks/Backpacks      | 8     |
| Cafeteria/Lunches           | 8     |
| Class Pictures              | 8     |
| Collections                 | 8-9   |
| Complaints and Grievances   | 9     |
| Emergency Safety Procedures | 9     |
| Emergency Cards             | 9     |
| Child Custody               | 10    |
| Grading System              | 10-11 |
| Report Cards                | 11    |
| Parent-Teacher Conferences  | 11    |
| Educational Trips           | 11    |
| Homework                    | 11    |
| BVCC                        | 12    |
| School Fees                 | 12    |
| Insurance                   | 12    |
| Immunizations               | 12    |
| Lost And Found              | 13    |
| Medications                 | 13    |
| Head Lice                   | 13    |
| Parking Area                | 13    |
| Sacramental Program         | 13-14 |
| Special Programs            | 14    |
| Student Activities          | 14-15 |
| Supervision                 | 15-16 |
| Telephone Calls/Cell Phones | 16    |
| Uniform Policy              | 16-17 |
| Free Dress Policy           | 17-18 |

## **ST. PETER'S SCHOOL PHILOSOPHY**

**At St. Peter's School, we believe that...**

- **All students and educators will learn and grow academically, physically, spiritually, emotionally, and socially.**

We must ensure the holistic development of each student in order for students to grow into well-rounded individuals. To this end, educators must also commit to lifelong learning and growth to better instruct, challenge, and inspire all students.

- **Every child is capable of success.**

When given proper resources, along with love, care, and attention, every child has the ability to learn. Educators have high expectations of students, while teaching academic and life skills and encouraging a growth mindset. Educators support each child's individual learning style through varied, meaningful learning experiences.

- **God is in all things and calls each of us to grow in His love.**

Our Catholic faith compels us to grow in our relationship with God, with one another, and to animate the gospel message in our world. We foster our relationship with God through instruction, prayer, and participation in the sacraments and masses. Our school creates an atmosphere where all feel safe and loved as children of God.

- **We are called to serve others and our world.**

We are God's eyes, ears, hands, and feet in our world. Inspired by the example of our founders, the Christian Brothers and Sisters of Mercy, we serve through the Corporal and Spiritual Works of Mercy as we extend God's compassion to meet the needs of our world.

- **We are a family--somos una familia--with parents, students and educators working together.**

Parents are the primary educators of their children by modeling faith and instilling values such as perseverance, kindness, and respect. Parents and educators communicate and work together to enhance the child's learning experiences both in and out of the classroom.

## **MISSION STATEMENT**

***OPEN HEARTS, OPEN MINDS***

St. Peter's Catholic School community nurtures the whole child to develop a lifelong passion for learning and to live out the Works of Mercy.

## **ST. PETER'S SCHOOL KEYS**

**Knowledge feeds GROWTH.**

**Every ACCOMPLISHMENT needs courage.**

**You are LOVE.**

**SERVICE UNITES.**

## **ST. PETER'S SCHOOL CORE VALUES**

**Grow**

**Accomplish**

**Love**

**Serve**

**Unite**

### **SCHOOLWIDE LEARNING EXPECTATIONS**

**A St. Peter's student has the KEYS to...**

#### **GROW by...**

- setting and evaluating individual goals to grow spiritually, socially, emotionally, academically, and physically.
- embracing new experiences with an open heart and open mind.
- facing challenges with optimism and faith in God.

#### **ACCOMPLISH by...**

- listening and communicating effectively in social and academic environments.
- demonstrating critical thinking skills and knowledge in all subject areas.
- using technology effectively and responsibly.

#### **LOVE by...**

- making choices based on the teachings of Jesus Christ.
- nurturing a spiritual life through prayer, retreats, masses, and the sacraments.
- demonstrating an appreciation for what others have done for us.

#### **SERVE by...**

- living out the corporal and spiritual Works of Mercy.
- sharing time, gifts, and joy with the school community.
- participating in outreach to strengthen ties with those outside of our school community.

#### **UNITE by...**

- engaging in weekly school Mass and morning prayer assemblies.
- supporting and encouraging others in order to strengthen school community.
- welcoming people of all backgrounds as St. Peter's community members.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The student's interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the students in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian, and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of the student or suspension of parent/guardian's privileges to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without intermediate steps short of withdrawal.

**St. Peter's School Faculty and Staff  
2023 - 2024**

|   |                      |
|---|----------------------|
| Principal                                     | Mrs. Sandra Jimenez  |
| Director of School Culture and Community Life | Mr. Ryan Suárez      |
| Director of Academics                         | Mrs. Ria Fresnoza    |
| Secretary                                     | Mrs. Tania Cea       |
| Bookkeeper                                    | Mrs. Myrna Soberanis |
| Accountant                                    | Ms. Ann Ticas        |
| Development                                   | Ms. Janice Vela      |
| Marketing                                     | Ms. Janelle Godoy    |

**Teachers**

|  |                           |
|--|---------------------------|
| Kindergarten                                       | Ms. Isabella Imperial     |
| 1 <sup>st</sup> Grade                              | Ms. Roxanne Cano          |
| 2 <sup>nd</sup> Grade                              | Mrs. Anna Gurleyen        |
| 3 <sup>rd</sup> Grade                              | Ms. Wendy Wong            |
| 4 <sup>th</sup> Grade                              | Mr. David Guzman          |
| 5 <sup>th</sup> Grade                              | Ms. LeeAnn Crisman        |
| 6 <sup>th</sup> Grade Homeroom / MS Math           | Ms. Karla De Castro       |
| 7 <sup>th</sup> Grade Homeroom / MS Social Studies | Ms. Janet Rodriguez       |
| 8 <sup>th</sup> Grade Homeroom / MS Language Arts  | Mrs. Nina Martinez Fuaau  |
| MS Language Arts                                   | Mrs. Ria Fresnoza         |
| MS Science   | Mr. Ryan Suárez           |
| Physical Education                                 | CYO—Ms. Victoria Valencia |

**Support Staff & Programs**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Classroom Aide                 | Mrs. Maria Cecilia González           |
| Counselors                     | Center for Child & Family Development |
| IT Support/Computer Lab        | Mr. Minh Nguyen                       |
| Reading Resource               | Ms. Alexis Filippini                  |
|                                | Ms. Erin Pollack                      |
| Athletic Director              | Mrs. Raquel Rangel, Mr. Jim Sanchez   |
| Buena Vista Child Care         | Ms. Rochelle Celedon, 415-713-0625    |
|                                | Mrs. Judy Diaz, 415-283-5545          |
| St. Peter's School Office      | 415-647-8662                          |
| St. Peter's Church Rectory     | 415-282-1652                          |
| St. Peter's School Bookkeeping | 415-647-5496                          |

## **ADMISSION POLICY**

### **a) Preliminary Requirements**

1. Application form has been completed and submitted with a proof of birth, a Baptismal certificate if possible, and necessary immunizations.
2. Readiness test has been completed satisfactorily by the student.
3. Recent report card has been submitted for review.
4. Decision of acceptance has been made by the principal.
5. Parents have been notified of the acceptance.

### **b) Entrance Requirements**

1. Parents are expected to be actively involved in the parish and school.
2. Parents are expected to assist their children with the practice of their religion by participation in Sunday Masses and in the Sacramental programs.
3. Parents are required to agree with the school philosophy.
4. Families are expected to pay registration.
5. Parents must keep their tuition agreements current.
6. Proof of the compliance with immunization requirements and submission of the mandated health assessment form.

## **PARENT PARTICIPATION POLICY:**

### **Hours of Service**

St. Peter's School is a vital organization in the St. Peter's Parish Community. We believe it is essential that all parents of students of St. Peter's School take an active role in the school and parish activities. Therefore the following guidelines are established for a participation program for parents and guardians of St. Peter's School Students.

1. Participation includes helping with parish or school-related activities during the course of the school year (August through June). In addition, attending meetings and preparing for activities, such as those involving the parish organizations or the CYO athletic program, shall be accepted as fulfilling the definition of participation.
2. Each family is expected to give at least 10 hours of service to the parish/school yearly, beyond the listed parent involvement requirements.
3. Acceptance into St. Peter School implies a commitment to the Parent Involvement Program.
4. Each child is responsible for participating in the designated school fundraiser to keep our tuition as low as possible.

### **Parent Involvement Requirements:**

1. Participation in the sacramental preparation programs—Penance, Eucharist and Confirmation—for students who are receiving the sacraments.
2. Attendance of Back-to-School Night.

3. Attendance of Parent-Teacher Conferences: scheduled in the 1<sup>st</sup> and 2<sup>nd</sup> trimesters.
4. Participation in the designated school-wide fundraiser.
5. Participation in Middle School Retreat fundraisers.

**Other Parent Involvement Opportunities:**

1. Participation in parish activities and Sunday Mass.
2. Participation in Sports Program.
3. Participation in school-sponsored Parent Group planning meetings and social activities.
4. Participation in class fundraisers.
5. Office assistance.
6. Chaperone class field trips.
7. Classroom Parent

**VIRTUS:**

Volunteers for the Sports program, classroom assistance, schoolyard assistance, and class field trips are required to complete the online course for parents at [virtusonline.org](http://virtusonline.org). Certificate of completion of the online course must be submitted to the office and is valid for three years.

**B. Donations**

Donated materials keep expenses low. Listed below are a few suggestions:

- White or colored Paper (8 1/2" x 11") for use on copy machine
- Colored paper: any size or weight for art projects and display purposes
- Post-its and Pads of paper for notes
- Envelopes (any size)
- Binders and folders
- Office supplies new or used in good condition--pencils, pens, erasers
- Art supplies
- Health supplies, such as Band-Aids, rubber gloves
- Plastic sandwich bags
- Tissue and paper towels
- Non-perishable classroom snacks (such as granola bars and Graham crackers)
- VISA gift cards of any denomination to help offset costs for Middle School Elective supplies



## GENERAL ADMINISTRATIVE POLICIES

### A. Absences and Tardies

Students who have been absent from school or tardy must submit upon return to school, a written excuse containing the student's name, date of absence, reason for absence or tardiness, and signature of parent or guardian. Parents are to phone the school office at (415) 647-8662 and report students' absences by 8:00 AM. A student is marked tardy if not in class or in the class line for morning assembly by 8:00 AM.

Absences and tardies will be distinguished as:

**1. Temporarily excused absence/tardy** – Parents must send homeroom teacher an email or send the student with a handwritten note on the day that the student returns to school. The email or note must include an excusable reason (sick, family emergency, car trouble, etc.). Student may make up any missed schoolwork and receive credit for the work.

**2. Fully Excused Medical Absence/tardy** – Student has a note or excuse from a medical doctor or dentist for the day or days of absence from school. The student may make up any work missed and will receive credit for any made up work.

**3. Unexcused Absence/tardy** – Either the student did not present a written excuse for the absence or the written excuse was not a valid excusable reason for being absent. Family vacations are unexcused. (Parents should notify teachers at least 2 weeks prior to being absent to receive schoolwork; this work must be completed by the student upon return to school.)

**4. Afternoon Absence** – Students who leave one hour or more before the end of the school day will be marked with an afternoon absence.

\*10 non-medical absences or 20 non-medical tardies in a semester will warrant Student Success Team meeting (SST), to be held with teachers, student, parents, administrator, and counselor.

\*\*20 non-medical absences or 40 non-medical tardies in a semester will initiate an attendance contract. With an attendance contract, the student must meet attendance goals, including check-ins with school administration.

### B. Entrance / Dismissal

First bell rings at 7:55 AM. School begins at 8:00 AM and dismissal is at 3:00 PM on regular days. On Wednesdays, dismissal is at 12:30 PM for teachers to attend faculty meetings and professional development meetings. Minimum days are 7:55 AM to 12:30 PM. All students and non-school staff adults must clear the schoolyard by 3:15 PM on regular days, and 12:45 PM on minimum days. Any student in the schoolyard at those times must go to BVCC. Students waiting for a sports practice to begin must check in to BVCC until practice begins. Students may not leave the school campus at the end of the school day and return to sign into BVCC or any other school activity.

**C. Appointments**

Parents who wish to make an appointment with the principal or a teacher are asked to phone the school office or send a written request. Parents may not go to the classrooms during teaching hours or before the start of school without an appointment. Parents may go to the office where the secretary will help you.

**D. Birthday Parties**

Birthday parties may not be celebrated in the classroom. Respecting the learning environment, students may bring to school a small treat such as cupcakes or cookies to be distributed at the discretion of the teacher. Small goodie bags may be brought to school but will be distributed at the end of the school day. No cakes, balloons, musicians, pizza parties, etc. will be allowed. Unless all students in the class are included, birthday party invitations may not be distributed in class.

**E. Books / Desks / Backpacks**

Students are responsible for all textbooks and desks issued to them. All books are to be protected with book covers. Students will be fined for lost or damaged books.

If roller backpacks become a safety issue at school, the student will not be allowed to use a roller backpack at school.

The school reserves the right to inspect and search all property brought onto and/or stored on school property, including, but not limited to, desks, closets, and backpacks.

**F. Cafeteria / Lunches**

School lunches are available daily, except on Minimum Days. Lunches are to be ordered online directly from School Foodies according to the School Foodies instructions and ordering guidelines. Lunches ordered will be delivered to the school by School Foodies and distributed to students from the school cafeteria at their scheduled lunch time. (Kindergarten students will have lunches delivered to their classroom.) If students do not purchase a School Foodies lunch, they must bring a lunch from home. Lunches and snacks may not be delivered to individual students during school hours.

In addition to lunch, students are encouraged to bring a recess snack and a reusable water bottle for the school day.

**G. Class Pictures**

Each year school pictures are taken in the Fall. 8<sup>th</sup> grade graduation pictures are taken in January. Spring portraits are taken in March. Parents are given the opportunity to purchase these pictures but there is no obligation to do so.

**H. Collections**

**1. Missions:**

Collection for the missions is held in each class in order to encourage the students to share what they have with those who are in need.

**2. Holiday Food Drive:**

Students collect canned goods and non-perishables for the parish food closet to be distributed to those in need.

**3. Mandatory School-wide Fundraiser:**

There is a mandatory school fundraiser once a year and requires full-allocated amount. This is to offset our low tuition.

**4. Middle School Retreat Fundraisers:**

Middle School may fundraise in order to offset the costs for retreat experiences.

**5. Individual Class Fundraisers:**

Classes may fundraise for a special cause at the discretion of the teacher and administration.

**I. Complaints and Grievances**

If a problem arises, parents are requested to uphold school authority. The school personnel directly involved in the situation should be contacted first and usually a solution can be reached at that level. If the problem persists, or if no satisfactory solution can be reached, an appointment should be requested with the administration. It is better to solve minor problems before they become major. The older children can often be counseled by their parents to approach the teacher themselves and talk out the problem.

**J. Emergency Safety Procedures**

The safety of all is of paramount importance. All actions will be for the well-being of students, faculty, and staff. Throughout the year, the staff and students practice safety drills for earthquakes, fire, shelter-in-place, and school lockdowns. For the safety of each student during an emergency, the following procedure will be followed:

1. Under no circumstances shall any child be released from the custody of school personnel until it can be done with safety. In case of widespread destruction, such as downed power lines and damaged buildings, children will be retained in school until called for by an authorized adult.
2. Any adult calling for a student at the school will be required to identify himself/herself to an assigned staff member before being permitted to take a student out of school. The child must be signed out by an authorized adult.
3. Emergency information form is to be filled out for each child during the first week of school and given to the child's teacher.
4. In the case of a school building evacuation, the students and staff will be moved to the schoolyard. If the schoolyard is unsafe, students and staff will be moved to St. Peter's Church parking lot. If St. Peter's Church is unsafe, students and staff will be moved to Garfield Park (2965 Harrison Street). If Garfield Park is unsafe, students and staff will be moved to Rolph Park (2850 Cesar Chavez). From these evacuation sites, students must be signed out by an authorized adult.

**K. Emergency Cards**

Please fill out emergency cards completely and ***keep them up to date***. Be sure to list two persons in addition to the parents who may be called in case of illness. It is important to have persons listed who can pick up a child who is ill. ***Please report changes of address and telephone number promptly to the secretary.***

**L. Child Custody Arrangements**

Parent/Guardian must share any legal child custody arrangements with the school, and legal documentation is to be kept on file in the school office. Parent/guardian must notify the school immediately of any changes in child custody arrangements.

**M. Grading System**

**1. Academic Marking Codes:**

**Grades K - 2:**

|         |  |
|---------|--|
| E       | Exceeds standard                                     |
| M       | Meets standard                                       |
| W       | Working toward standard                              |
| N       | Not a grade level standard                           |
| No Mark | Standard not addressed during current marking period |

**Grades 3 – 8**

|    |          |    |             |
|----|----------|----|-------------|
| A  | 93 – 100 | C  | 73 – 76     |
| A- | 90 – 92  | C- | 70 – 72     |
| B+ | 87 – 89  | D+ | 67 – 69     |
| B  | 83 – 86  | D  | 63 – 66     |
| B- | 80 – 82  | D- | 60 – 62     |
| C+ | 77 – 79  | I  | 59 or below |

(I = Insufficient Evidence)

**Behavioral Expectations (All grades)**

|   |                      |
|---|----------------------|
| 1 | Exceeds expectations |
| 2 | Meets expectations   |
| 3 | Improvement needed   |
| 4 | Unsatisfactory       |

**Comment Codes (All grades)**

|         |                      |
|---------|----------------------|
| +       | = Area of Strength   |
| No mark | = Meets expectations |
| √       | = Needs improvement  |

**Co-Curricular Subjects (All grades)**

|    |                        |
|----|------------------------|
| P  | = Participates         |
| NP | = Does not participate |

Report cards help the students become aware of their potential and encourage the further development of their talents and responsibilities. The parent-teacher conferences in the 1<sup>st</sup> and 2<sup>nd</sup> trimesters are mandatory for parents to attend.

**2. Honor Roll:**

**Grades 1-2 Requirements:**

Merit Certificates are given for 1 and 2 in conduct and effort.

Grades 3-8 Requirements:

First honors: B+ to A in each of the six core subjects: Religion, English, Mathematics, Science, Reading, and Social Studies; and 1 or 2 in Behavioral Expectations and Learning Skills.

Second honors: B- to A in each of the six core subjects: Religion, English, Mathematics, Science, Reading, and Social Studies; and 1 or 2 in Behavioral Expectations and Learning Skills.

**N. Report Cards and Parent-Teacher Conferences**

Report cards are distributed to students at the conclusion of each trimester. Parent-Teacher conferences are scheduled in the 1<sup>st</sup> and 2<sup>nd</sup> trimesters. These conferences are mandatory for all. All parents are expected to attend and discuss their child's progress with the teacher at these conferences. Additional conferences and Student Success Team meetings (SSTs) may be arranged by the teacher, or requested by parents at other times by contacting the teacher.

**O. Educational Trips**

We believe there is educational value in visiting places of interest in the Bay Area. Field trips offer children the opportunity to learn from first-hand experiences. The teacher plans with the class, helps the children carry out their plans, and helps the class summarize and evaluate the visit.

Students who do not have their parents' permission to participate in the field trips are expected to attend school that day. A permission slip must be on file at the school by the day of the field trip.

There are two mandatory retreats: 7<sup>th</sup> graders attend a 5-day overnight Caritas Creek Camp retreat, and 8<sup>th</sup> graders attend a Confirmation preparation retreat. These retreats are an important part of the curriculum. School attendance and grades will be negatively impacted for non-participation in these retreats.

**P. Homework Assignments**

Homework assignments are given to provide practice in the basic skills and to encourage independent study and research. If children are spending an unreasonable amount of time on homework, parent should contact the teacher.

*Approximate Time Allotment* (Monday - Thursday):

|                    |                |
|--------------------|----------------|
| 1st and 2nd grades | 20 minutes     |
| 3rd and 4th grades | 45 minutes     |
| 5th and 6th grades | 45-60 minutes  |
| 7th and 8th grades | 90-120 minutes |

Times will vary based on each child.

**Q. Buena Vista Children's Center (BVCC)**

The BVCC offers after-school enrichment activities for the students of St. Peter's Catholic School. It will operate from 3:00 – 5:30 PM on regular school days and 12:30 – 5:30 PM on minimum days. All students remaining on campus after school will be sent to the program and appropriate fees will be charged. Students participating in the BVCC program must be registered in the program and complete all BVCC emergency contact information forms to be kept on file in the BVCC office. Students in the BVCC program must comply with the rules of the program. The BVCC program rules and expectations are consistent with those of St. Peter's School.

**R. School Fees**

**Registration:**

The registration fee covers Textbooks/Educational materials, Archdiocese Administrative Fees (including student insurance), Student Technology Fee, Student STAR Assessments, and Student Activities Fee. The amount is determined yearly and charged per child. This fee is non-refundable. The registration fee per child must be paid by the date designated by school administration.

**Tuition:**

Tuition rates are set each year depending on the actual cost of education. Tuition payments are spread over a ten-month duration. The school requires that you pay this each month, August – May, by the 15<sup>th</sup> of each month.

**Tuition Payments:**

You have chosen to come to St. Peter School; this implies a financial obligation on your part. In order to operate and maintain standards of excellence, we expect compliance with your tuition agreement. Tuition bills are sent home by the 5<sup>th</sup> of each month. Tuition is to be paid by the 15<sup>th</sup> of the current month. Should monthly tuition not be paid, there will be a probation period of one month before your child/children will be required to leave the school. Adjustments and/or extensions of these deadlines may only occur through consultation with the principal.

**Bounced Checks:**

There is a charge of \$12.00 for all checks returned to us by the bank. A returned check cancels the payment for which it was made. Any party whose check is returned will be required to make all future payments in cash or by money order.

**S. Insurance**

A form is sent home in September explaining the insurance coverage of students attending schools in the San Francisco Archdiocese. Injuries on which insurance claims are to be filed must be brought to the attention of the school secretary on the day they occur.

**T. Immunization**

The state has passed legislation (SB942), which makes it illegal to admit a student to a public or private school unless he/she has received the required immunization. At the time of registration, parents receive a form on which to complete information about the student's immunizations. *Please make sure that all immunizations are given to your*

*child at the time that they are due.* The State of California now requires that *every* child in grades 7–12 must have the whooping cough immunization (pertussis) before entering school. Parents may contact the San Francisco Department of Public Health or the school office for further information.

U. **Lost and Found**

Lunch containers, sweaters, and all student belongings are to be clearly labeled with student's name, and grade. Personal items that are found on school grounds will be left in the lost and found bin, which is located in the school office area.

V. **Medication**

No non-prescription drugs can be brought or taken at school. Prescription drugs must have the original labels and doctor directions. A note from the parent must be sent to the office if your child must take medication. Only office personnel can dispense the medicine to the student.

W. **Head Lice**

Students found with head lice will be sent home from school. Students may return to school with evidence of treatment (medical note, receipt of over-the-counter treatment, or documentation of lice-removal services) and with no live head lice present in their hair. Student's hair will be checked periodically by school staff until free of all nits and casings. Students will be asked to repeat treatment if necessary.

X. **Parking Area**

A designated area of the parish parking lot on Alabama Street has been reserved for teacher parking. Cars parked in the lot without a permit will be towed away at owner's expense. The Alabama Street parish parking lot requires a key card to open and close the gate. In the morning all parents are to have their cars out of the parking lot by 9:00 AM. Gates will be opened daily at 7:00 AM and locked at 9:00 AM and unlocked again at 2:30 PM until 6:00 PM on regular days. On minimum days, gates will be opened at 12:00 PM and locked at 1:30 PM.

**An Essential Safety Precaution:** Under no circumstances should the entrance to the schoolyard on Alabama Street be blocked. These entrances must always be clear in case of an emergency or fire. Any vehicle parked here will be immediately towed away and cited. Parents picking up children are to park in the parking lot. For the safety of the children, do not double park on the street, in the school driveway, or in our neighbor's driveways.

Y. **Sacramental Program**

**1. Sacrament of Penance:** Preparation for the Sacrament of Penance begins in the second grade with parent and child instruction of the Sacrament of Penance (Reconciliation). Student instruction continues in 3rd through 8th grades, and students have opportunities to receive Penance during the school year.

**2. Sacrament of the Holy Eucharist:** This sacrament is a special program offered to all students in second grade and older students who have yet to receive the Sacrament. Through Communion preparation meetings, parents are given assistance in preparing their children for the reception of the sacrament.

**3. Sacrament of Confirmation:** This sacrament involves 8<sup>th</sup> grade students. It is a parish program, consisting of a year preparation preceding the administration of the Sacrament. Participation in a Confirmation retreat is mandatory for all Confirmation candidates.

**4. School Masses:** Students attend school Masses for the celebration of major feasts and special occasions. Students will attend Tuesday morning mass on weeks there are no feasts, special mass occasions, or prayer services. Parents are encouraged to participate in these celebrations. Complete uniform for students is required at all school Masses and prayer services.

**5. Family Mass:** Family Masses are scheduled for various Sunday mornings throughout the school year. All students and families are encouraged to attend.

**Z. Special Programs**

**Title I Program:**

Education Consolidation & Improvement Act of 1981. EICA provides funds for professional staff salaries, instructional materials and supplies, and necessary equipment to implement programs at St. Peter's. Supplementary services are given to identified participants in reading and mathematics. Selection of participants is based on city of residence, test scores, and teacher recommendations. This support program benefits a large number of our students.

**Educational Programs:**

Instruction in family life is offered in grades K–8 in accordance with the direction and curriculum of the Archdiocese.

**AA. Student Activities**

**St. Peter's Athletic Program / CYO Athletics:**

The athletic program at St. Peter's School consists of soccer, basketball, and baseball for boys; and volleyball, soccer, basketball, and baseball for girls. (Because girls' basketball and baseball both occur in Spring, they may choose one Spring sport.) Each student who takes part in the sports program pays a designated fee per sport, depending on the sport. All student athletes are responsible for purchasing a sports uniform for each designated sport. The athletic program is subsidized by the continuing support of fund-raising activities sponsored by the athletic department. It is our hope that participating in after-school sports will assist the student to practice his/her Catholic values in an area of life other than his/her school life.

Probation and/or Disqualification from a team may occur in the following instances:



- A player who quits a team during the season.
- Any student who averages a C- or below, or is identified as not working to the best of their ability, will be placed on probation for a period of three weeks and not be able to fully participate in team activities until cleared by the student's teacher. If adequate progress is not made by the student within three weeks, the student must leave the team.
- If the student has not maintained a 1 or 2 in Behavioral Expectations and Learning Skills, they will be placed on a three-week probation and not be able to fully participate in team activities until cleared by the student's teacher.
- Any student who gives evidence of unnecessary roughness in a game, or shows disrespect for any person during a game, may be placed on probation by the athletic director and school administration. The offense will determine the length of sports probation and the consequences for the student.

If a student athlete is placed on probation:

- Administration will notify the student and parents of the probationary three-week start and end date; the student's performance will be evaluated.
- The teacher and administration will make the final decision regarding the student's improvement. If the student has shown improvement within the three-week period, he/she can return to the team as soon as the teacher reports adequate growth. If the student has not improved by the end of the three-week period, he/she will not be able to return to the team.

The school administration maintains the authority to make decisions regarding the sports program or regarding anyone who participates in the sports program.

Because sports practices occur after school, all student athletes must be registered with the BVCC after-school program.

### **Student Council:**

The main goal of the Student Council is to develop leaders who act out the Christian values and principles, which they have learned at St. Peter's School. Our secondary goal is to unify the student body by means of the following:

- a. Religious activities and projects such as school Masses and prayer services.
- b. Service projects that will benefit the community outside our school.
- c. Activities designed to promote school spirit and pride.

Because Student Council members are school leaders, members negatively representing St. Peter's School will be removed from office, at the discretion of the Student Council faculty moderators and school administration.

### **BB. Supervision**

#### **Yard Supervision:**

Teachers and school staff supervise the students on the yard at morning recess, at lunch recess, and at dismissal.

After school is dismissed, students are to go home unless they have an after-school sports practice or game. Authorized adult coaches supervise only students in the after-school sports program. Other students and adults must leave the schoolyard at dismissal time.

If a child is not picked up by 15 minutes after the dismissal bell or after his/her sports practice is finished, the child will be required to go to the BVCC after-school program. Students and families refusing to follow this policy and let their children remain in the school yard after dismissal will not be allowed to remain at St. Peter's School as they continue to place the school in a position of liability.

Students may not leave the school grounds after dismissal and attempt to return to any after-school program or activity. Students and families refusing to follow this rule will not be allowed to participate in any after-school activities and programs as they continue to place the school in a position of liability.

**Classroom Supervision:**

- a. Teachers are responsible for the supervision of their students during the instructional day.
- b. The administration and/or persons delegated by them are responsible for supervising the instructional program. This is done informally and formally throughout the year. Written documentation is kept for teacher observations conferences.

**CC. Telephone Calls/Cell Phones**

Parents should phone the school office and leave messages for their children in an emergency only. Please make sure that your child receives any necessary messages from you in the morning before school starts.

Students are not allowed to use cell phones during the school day. **Cell phones are to be turned off and stored in their backpacks until the end of the school day.** If your child is found using their cell phone or if the cell phone rings/vibrates during school hours, it will be confiscated and placed in the office until a parent/guardian comes to retrieve it during school office hours. This may also result in the student receiving a detention.

**DD. Uniforms**

Regulation uniforms for our students are available at:  
RUTH'S CHILDREN SHOPPE  
2469 San Bruno Ave.  
San Francisco, CA 94134  
(415) 468-4399

The Green uniform sweatshirt is available for purchase at our school office.

**The complete, proper uniform is to be worn daily.**

**Boys:** White Polo shirts or white uniform shirts (no logo), forest green uniform cardigan or uniform school sweatshirt (which may be bought at school), navy blue slacks, or they

knee-length uniform navy blue shorts. Boys wear plain white or black socks. Shoes must be solid white or solid black sneakers or rubber-soled shoes; no boots, Crocs, or clog-type shoes. Boys are to wear their pants at their waist with a belt. Saggy pants are not allowed. Boys' shirts are not to hang below their green sweatshirts. Colored undershirts are not acceptable.

Boys must be clean-shaven at all times. No mustaches, beards, goatees are allowed. Sideburns may be no longer than the bottom of the ears. Hair is to be neatly groomed, and designs or writing in hair is not allowed. No mohawks and/or fauxhawks. Students may not dye their hair.

**Girls:** White blouses or white polo shirts (no logo), forest green uniform cardigan or uniform school sweatshirt (which may be bought at school), plaid jumpers for grades K to 4; plaid skirts for grades 5 to 8. Skirts must not be shorter than one inch above the knee. Girls must wear shorts under their uniform skirts. These shorts must not be visible or hang below the uniform skirt. Girls may wear navy blue slacks or knee-length uniform navy blue shorts as an alternative to skirts. The pants may not be skin tight; only loosely fitting navy blue slacks are allowed. Girls must wear plain white or black socks. Plain white or black tights are allowed. Short capri leggings worn under skirts are not allowed. Shoes must be solid white or solid black sneakers or rubber-soled shoes; no boots, Crocs, or clog-type shoes. Students may not dye their hair.

**The designated gray St. Peter's Athletic Sweats** (St. Peter's hooded sweatshirt, AZTECS sweatpants, and St. Peter's T-shirt) may be worn by boys and girls on Fridays, unless noted by administration.

**Please Note:**

- School Mass attire consists of the complete proper uniform. St. Peter's sweats and Free Dress passes may not be used on school Mass days.
- Plain white long or short sleeve undershirts may be worn under the white uniform polo.
- Only green uniform sweatshirts are allowed to be worn while in the classroom (except for free dress days). If it is cold, a jacket or additional sweatshirt may be worn over the school sweatshirt while outdoors.
- Because of safety reasons, only STUD earrings are permitted in school.
- Make-up (including false eyelashes) is not acceptable.
- Clear nail polish may be used, however, artificial nails and colored nail polish are not allowed.
- Tattoos and facial piercings are not allowed.
- Children consistently out of complete uniform will call home for a uniform and be sent home with an Out of Uniform Notice. ***A note is to be sent to the teacher if a student must be out of uniform.*** If this is the case, clothing should be as close to the uniform as possible and always be appropriate for school.

**EE. Free Dress Policy**

The complete school uniform should be worn every day beginning the first day of school, except on days designated as *Free Dress*. Appropriate attire is expected for school at all times as deemed appropriate by the administration.

Students should follow the Free Dress guidelines as listed below.

The following items may **not** be worn on any Free Dress Day:

- Torn (with holes) and/or excessively tight or skinny pants/jeans
- Excessively baggy pants/jeans
- Backless, strapless, halter style, spaghetti strap dresses, tops, or blouses
- Tank or crop tops and midriff-baring attire
- Shorts, skirts or dresses higher than 2 inches above the knee
- Clothing with decals, insignias, or messages that can be considered offensive
- Make-up
- Gang-identifiable attire
- Shoes with heels higher than 2 inches
- Slip-on sandals, clogs, or flip-flops
- See-through or low-cut shirts, blouses, or dresses

Violation of the guidelines will result in a call home for appropriate clothing or school uniform.

**FF. Weekly Communication**

Each Wednesday, the weekly newsletter is shared on the school website [www.stpeterssf.org](http://www.stpeterssf.org), on SchoolSpeak email, and on the school communication app—Class Dojo. The Que Pasa newsletter contains updates and information to keep families aware of school events and due dates. Since we consider home/school communication to be extremely important, we are asking your complete cooperation in checking the Que Pasa newsletter weekly. Other notifications will be sent home with the children or shared with families digitally when necessary.

**GG. Special Services**

Through the University of San Francisco, St. Peter's offers a counseling program for students. If a student is recommended for counseling by a teacher or parent, an appointment will be scheduled for your child. If it is assessed that continued work with your child would be beneficial, parents will be requested to sign a permission form which will allow for the counseling program to support your child.

Also through the University of San Francisco, St. Peter's offers after-school tutoring for grades 1-8. Students in this program are recommended by the teacher and require a parent permission form to participate.

**HH. Discipline**

Discipline at St. Peter's School is to be considered as an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine student development, increased respect for self, peers, and authority, as well as to assist in the

growth of self-discipline. It is also necessary to provide a classroom atmosphere where Christian living can flourish.

As a member of a social institution, students are obligated to be considerate of their fellow students and to be respectful to teachers and school staff. Students are asked to accept this opportunity and obligation to become an integral part of the school community. This basic attitude of respect characterizes the actions of the students towards themselves, other students, teachers, clerical personnel, custodians, guests, and school administrators.

Below is a list of possible disciplinary actions.

**1. Detention:**

Students may be required to stay after school for disobedience, failure to complete required assignments, and for other reasons approved by administration. Students may be required to stay up to 15 minutes after dismissal. If students are to stay after school for more than 15 minutes, they will be told to notify their parents. In the primary grades, these are known as “time outs” which can take place in the classroom, schoolyard, or office.

**2. Academic/Behavioral Contract and Probation:**

A student may be placed on an academic/behavioral contract or probation for relatively serious infractions or continued misconduct. A student remains on the contract or probation until consistent improvement is shown. Parents and student will be notified and the reasons for the contract or probation explained by school administration.

**3. Suspension:**

A student may be suspended for serious causes when the school administration finds it imperative to remove a student from contact with another student. Parents are informed of the suspension and its causes. Suspension results from administration decision only.

**4. Expulsion:**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of misconduct. Expulsion is a permanent termination of a pupil’s enrollment, which is the decision of the Principal and Pastor.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without intermediate steps short of withdrawal.

(NOTE: The above disciplinary actions are carried out according to the Archdiocesan guidelines.)

## STUDENT DISCIPLINE CONTRACT

Dear Parents and Students,

As parents are the primary educators in the development of the child, we feel it is important that we share together the expected behavior and discipline of your child/children at St. Peter's School. The following behaviors are expected:

1. Courtesy and respect should be demonstrated at all times to adults and all students. Students are expected to display manners, respect, and appropriate behavior in Church. Students are expected to respect school property as well, including the physical classroom environment, schoolyard, bathrooms, desks, and books.
2. Students are expected to complete their homework assignments daily.
3. Students are expected to be at school on time every day. (Unexcused tardiness and absences are not acceptable.) Students are expected to come into the schoolyard in the morning and wait for the morning bell. Before school, playing and running are not allowed. Students and parents are expected to follow the St. Peter's School attendance policy regarding absences and tardies as stated in the Parent-Student Handbook.
4. All lunches must be ordered online directly from School Foodies, our school lunch provider. The order deadline is 3 days in advance of the service date. Otherwise, a lunch must be brought from home. A water bottle and snack should be brought to school daily.
5. Students are expected to follow the school uniform policy as stated in the St. Peter's School Parent-Student Handbook.
6. Playing with water/water fights are not allowed in school. No toys/balls or other play items are to be brought to school unless given permission by the teacher. Students are expected to stay in their own class play areas at recess and lunch. There is no running or playing in the breezeway. Appropriate behavior in the bathrooms is expected at all times.
7. Tablets, Apple Watches, FitBits, and other electronic devices are not to be brought to school. Should a student bring his/her cell phone to school, the phone must be turned off and stored in their backpack for the entire day. If the device is out during the school day or if it rings/vibrates during school hours, it will be confiscated and sent to the office. A parent/guardian will have to come to the office to pick-up the device. Habitual violation of this rule will result in consequences from school administration.
8. Students will abide by the Archdiocese Technology Responsible Use Policy.
9. Permanent markers and gum-chewing in school are not allowed. Students are never permitted to deface or destroy school property, including but not limited to school facilities, books, electronic devices, and desks. Financial reimbursement of damaged property will be expected should this occur.

10. Possession, distribution, or use of any illegal substance, drug, alcohol, tobacco, or substance that imitates an illegal substance, drug, or alcohol is prohibited. Possession of or use of cigarettes, e-cigarettes, personal vaporizers, lighters, matches, or any paraphernalia is also prohibited.
11. Fighting and use of inappropriate language are unacceptable behaviors. Harassment and bullying are never allowed or tolerated.
12. No student shall possess, use, or distribute any object, device or instrument having the appearance of a weapon, and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate others, and such use will be treated as the possession and use of a weapon.
13. Membership or association with gangs is not allowed and will involve immediate consequences.
14. Physical displays of affection (PDA) between students includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers, and is prohibited.
15. Students may not leave the school campus at the end of the school day and return to sign into BVCC, or any other school activity.

These rules are for the safety and benefit of your child/children so that they can receive a quality, Catholic education. Standards and expectations are gifts we give our children, so that we may support their academic, social, and spiritual growth.

It is important that each student remembers that our school community is comprised of many people and that thoughtfulness and respect is expected at all times. Disobeying the above behavior expectations may result in detention or another consequence assigned for the misbehavior. Detention will involve a period after school or lunch, accompanied by a detention slip which will be sent home so that you are constantly aware of your child's development. This will also affect a student's conduct grade.

We ask that you and your child/children sign these expectations of proper student behavior indicating that you are aware of the standards expected for students and understand that misbehaviors will result in consequences.

***The principal retains the right to amend the Handbook for just cause and parents will be given prompt notification if changes are made.***

# **St. Peter's Catholic School**

## **Middle School Behavior and Discipline Guidelines**

St. Peter's Catholic School students are expected to be well-behaved and respectful of their teachers, peers, and school/church environment.

### **Expectations/Campus Rules**

Students are expected to:

1. Demonstrate reverence in church, including going to and from.
2. Demonstrate respect for others by being kind in words and actions.
3. Demonstrate respect for school and personal property.
4. Be prepared and on time for class.
5. Listen carefully, follow directions, and stay on task.
6. Avoid disturbing others.
7. Work and play safely.

### **Detention**

At the Middle School level, after-school detention can be issued for the following behaviors, or any negative behavior, which the teacher or the administration considers serious in nature.

Detention is considered a minimum punishment and more serious action may be taken as deemed appropriate by the administration.

1. Academic dishonesty of any nature, including but not limited to: forgery, plagiarism, copying work, and cheating on a quiz or test.
2. Disrespect toward a St. Peter's Catholic School staff member, visitor, or parent.
3. Misbehavior or inappropriate behavior in church.
4. Tampering with or stealing another student's or teacher's personal belongings.
5. Refusal to obey a directive from a St. Peter's Catholic School staff member or authorized adult.
6. Leaving class without permission.
7. Unauthorized use of technology in classrooms and on the school campus (including school-owned computers and Chromebooks and personal cell phones, tablets, etc.)
8. Out of control emotional or physical behavior.
9. Causing an accident, which results in injury to another.
10. Repeated violations of school policy as outlined in the Parent/Student Handbook.

### **Consequences for Multiple Detentions**

- Upon receiving a fourth detention within a period of three consecutive months, the student will be placed on a one-day in-school suspension and parents will be notified by a phone call.
- Upon receiving a fifth detention within a period of three consecutive months the student will be placed on a time-specific suspension, a meeting will be set up with the administration, teachers, parents, and student, and a behavior growth plan will be created. A student may also become ineligible for all extra-curricular activities, field trips, and other grade-level privileges.
- All subsequent detentions will result in a third disciplinary action which can result in additional time-specific, out of school suspension, and the student will be placed on a probation contract. Parents and students must meet with school administration.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.



# **Archdiocese of San Francisco Technology Responsible Use Policy Students and Parents**

## **Introduction**

The Archdiocese of San Francisco recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. This responsible use policy is built upon state and federal laws and guidelines as outlined in the addendum. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, as a digital citizen, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

## **Definitions**

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's authority with respect to conduct includes:

- When the student is on school grounds or distance learning
- At officially sanctioned school-sponsored events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service

- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

“Personal information” includes a person’s name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

## **Technology Responsible Use Agreement**

As a member of the school community, I agree to the following rules and code of ethics:

**1. I am respectful and compassionate in all interactions**, including online communication. I will treat others kindly in all communications, including “private” messages. I will not submit anything anonymously. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

**2. I am respectful of school devices and systems**, and not vandalize or intentionally damage them in any way. I will appropriately maintain and clean my device according to the manufacturer's recommended guidelines. This includes hardware, software, and internet services owned, provided, or supported by the school. System settings may not be changed. I will not waste school resources like paper or ink. The Archdiocese of San Francisco strongly discourages the use of any social media due to its addictive nature. Students must follow the terms of service policies and minimum age requirement (usually 13 years old). Students need to demonstrate honesty and responsibility.

**3. I am respectful of others' privacy and work**, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others' work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

**Using AI (Artificial Intelligence)** for essay generation or revision can be seen as plagiarism since it does not reflect my own words. Sites such as OpenAI/ChatGPT taking prompts to write about a subject or DeepL “fixing” spelling, grammar, and sentence structure to the extent of even rewriting an essay will not allow me to learn how to write and discover your own voice. Refer to your teacher for specific guidelines.

I will give credit where it is due. I acknowledge that all work submitted is my own. I will not post/share unlawful information.

**4. I use school technology resources for educational purposes only.** I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, video chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

**5. I will use personal technology only as directed by staff while conducting school work.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

# Archdiocese of San Francisco Media and Student Work Agreement

St. Peter’s School requests your consent for faculty and staff to use photos or videos of your child, as well as your child’s work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education and students!

## Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

## Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media will be removed ASAP if requested by an individual or their legal guardian.

\_\_\_\_\_ We agree to comply with the Media Policies for Families.

## Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

\_\_\_\_\_ The school may publish media of the student named below.

## Student Work Policies for the School

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student’s legal guardian has also consented to media publishing.

\_\_\_\_\_ The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

**EMERGENCY ADDRESS CARD**

**Saint Peter's School**

.....Teacher..... Gr..... Room.....  
Last Name of Child First Name (Enter all in pencil)

.....  
Address (in pencil) City Zip Code Telephone (in pencil) Date of Birth

In the event of an apparent serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence, and will be informed that their names have been used on this card. **Please do not list mother or father in spaces below; it must be SOMEONE NEARBY who can be reached quickly.**

1. Name.....Address.....Tel.....

2. Name.....Address.....Tel.....

If one of the above cannot be reached, please use our business telephone numbers.

Father's Name.....Cell.....

Father's Business Address.....Telephone.....

Mother's Name.....Cell.....

Mother's Business Address.....Telephone.....

In case of a minor injury, I authorize that first aid be administered by a person qualified to render such service. In case of an accident may we contact your Family Doctor or Dentist? \_\_\_ Yes \_\_\_ No

Family Doctor .....Phone No.....

Family Dentist .....Phone No.....

Your Signature .....Relationship to child.....

Date.....



# ST. PETER'S

## CATHOLIC SCHOOL

### UNIFORM NOTICE

|         |       |
|---------|-------|
| STUDENT | DATE  |
| TEACHER | GRADE |

|  |  |   |   |
|--|--|---|---|
| 1 <sup>st</sup> notice<br>Formal Warning | 2 <sup>nd</sup> notice<br>First notice not returned. Second uniform notice | 3 <sup>rd</sup> notice<br>Detention. Notice not returned. | 4 <sup>th</sup> Notice<br>Parent Phone Conference |
|--|--|---|---|

**Reason for Notice:**

|          |         |              |          |
|----------|---------|--------------|----------|
| • Belt   | • Hair  | • Shirt      | • Makeup |
| • Nails  | • Pants | • Jewelry    | • Other: |
| • Skirt  | • Socks | • Sweatshirt |          |
| • Shorts | • Shoes | • Sweatpants |          |

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administration Signature: \_\_\_\_\_

Uniform issue must be resolved by: \_\_\_\_\_