



# Saint Peter the Apostle Catholic School

**(912) 897-5224**

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P.O. Box 30460

7020 Concord Road • Savannah, Georgia 31410

*St. Peter the Apostle School exists to provide a quality Catholic education based on Gospel values and the teachings of the Catholic Church. Following the traditions of the Sisters of Mercy, the school educates through a strong academic program and instills in its students a spirit of mercy, justice, and loving concern.*

## **Parent/Student Handbook** **2014-2015**

**Mr. Joe Thomas**  
*Principal*

### **THIS HANDBOOK BELONGS TO:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

## Administration

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Pastor.....                      | Msgr. P. James Costigan, V.F.     |
| Parochial Vicar.....             | Fr. Paul Cabrita                  |
| Principal .....                  | Mr. Joe Thomas                    |
| Administrative Office Staff..... | Michelle Carbo and Helena Russell |
| Guidance Counselor.....          | Dr. Ruth Moore                    |

## Telephone Directory

|                     |              |
|---------------------|--------------|
| School Office ..... | 912-897-5224 |
| School Fax .....    | 912-897-0801 |
| Church Office.....  | 912-897-5156 |
| Church Fax.....     | 912-897-7924 |

## *TOGETHER WE PRAY, LEARN, SERVE, AND LIVE*

### Welcome to the 2014-2015

*School Year! At St. Peter the Apostle School the emphasis is on ‘Nurturing a way of life through Catholic Education.’ TOGETHER we make a difference in our children’s lives by preparing them to have a Christ-like attitude and be active members in their Church, School, and Community.*

*In the Student/Parent Handbook, every attempt has been made to include information that every student and parent should know. This handbook will be the guide to begin the journey of a new school year TOGETHER.*

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### ***History of St. Peter the Apostle School***

Nativity of Our Lord School was established in 1951. Classrooms in St. Mary's Home and in the social hall of Nativity Church were utilized in the early years. By 1958 the school had classes through the eighth grade.

As the school began to grow, it was apparent that larger facilities were needed. In January 1980, the school moved to Wilmington Island. The new school building had ten classrooms, a faculty lounge, administrative offices, a gymnasium, and a large outdoor area. In 1983, the multi-purpose room was built to be used for meetings and to serve as a lunchroom for students. Beginning in 1985, Sunday Masses were offered in the multi-purpose room. At that time, the Nativity Church building was unable to accommodate the increased number of parishioners. Permission to build St. Peter the Apostle Church on the grounds adjacent to the school was granted by Bishop Lessard in 1989.

The new church, St. Peter the Apostle, was dedicated on October 14, 1990. On August 24, 1993, the school name was changed to St. Peter the Apostle School according to the direction of the Bishop.

A second building was added to the school in 2000 to accommodate the increased enrollment, and it houses sixth through eighth grades, as well as the science lab, computer lab, and media center.

### ***Accreditation***

St. Peter the Apostle School is fully accredited by the Florida Catholic Conference (FCC) and Southern Association of Colleges and Schools (SACS).

### ***Mission***

St. Peter the Apostle School exists to provide a quality Catholic education based on Gospel values and the teachings of the Catholic Church. Following the traditions of the Sisters of Mercy, the school educates through a strong academic program and instills in its students a spirit of mercy, justice, and loving concern.

### ***Philosophy***

St. Peter the Apostle School is committed to a strong Gospel-based curriculum that helps to establish in each student a sense of community, a respect for learning as a life-long process, an opportunity for personal growth, and an awareness of social issues. The school provides a quality academic education that is an on-going developmental process, which involves parents, parish, faculty, and staff.

### ***Our Beliefs***

1. An environment of prayer, liturgical services, preparation for the Sacraments, and daily religion classes strengthen the faith community within the school.
2. Students have an opportunity to experience their value through a warm and loving atmosphere within the school.
3. Encouraging active cooperation of parents as partners in the educational process and promoting mutual communication foster an on-going support system between school and parents.
4. Identification of students' needs and development of aptitudes depend upon their learning style as well as their cultural and socio-economic background.
5. By providing sequential and challenging opportunities, students develop verbal, mathematical, creative, physical, critical thinking, and technological skills.
6. Knowledge of the past, learning about present issues, involvement in church and government, and service projects heighten the students' awareness of their responsibility to be Catholic witnesses as well as leaders in today's world and the 21<sup>st</sup> century.
7. Instilling a sense of peace and justice through Gospel teaching influences students' attitudes for peacemaking, fairness, and honesty.
8. Teachers become more proficient in their subject areas by continuing professional education.

### ***School Community***

The St. Peter the Apostle School community is composed of a variety of groups who work to aid children in developing their full religious and educational potentials.

The school is administered under the auspices of the parish Pastor and the Principal. The staff and faculty are comprised of full-time and part-time religious and lay teachers. Volunteers assist in various programs as needed.

The school community also includes a school board, a home and school association, and an athletic association.

### ***Parent/Teacher Responsibility***

***Responsibility: Parents/Students have a responsibility to read and follow all policies and procedures as stated in the Student/Parent Handbook.***

Cooperation between parents and teachers is of greatest importance. We encourage communication between our parents and faculty to aid in the development of each student's fullest potential.

The school does not give out teachers' home telephone numbers. However, parents may communicate with teachers by written notes, e-mail, or calls to the school.

**Parents must meet with their child's teacher before requesting a conference with the Principal.**

Written communication from the school is included in the Communication Envelope sent home each week with the oldest child of each family. Parents are required to sign the envelope, and it should be returned the following day.

Please send all correspondence and money to school in an envelope. If sending money, please place it in an envelope marked with the student's name, grade, teacher, and the purpose for the money.

Parents must fulfill all volunteer requirements.

### *Custody Issues*

Due to the various types of home settings, our school is concerned with protecting the privacy of the student and the family. To ensure these rights, the following procedures are in place.

The school complies with the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Divorced parents are required to furnish a notarized copy of the child custody section of the divorce decree. If questions arise about the decree, the administration will contact the custodial parent.

If there is a court order specifying that no information be given out, it is the responsibility of the custodial parent to provide the school with an official copy.

### *Admissions*

St. Peter the Apostle School admits students of any race, color, creed, or ethnic origin. In admitting students where facilities are limited, St. Peter the Apostle participating parishioners will be given first preference.

For admission to Pre-Kindergarten, Kindergarten, or First Grade, a student must reach his/her fourth, fifth, or sixth birthday, respectively, by September 1<sup>st</sup> (required by state law).

When registering, parents are to present the following certificates for grades Kindergarten through Eight:

- Birth certificate
- Social Security Card
- Baptismal record (Catholic only)
- School certificate of immunization (Form #3231)
- Ear, Eye, and Dental Certificate (Form 3300)
- Physical examination

Parents are asked to submit the previous year's report card, and any standardized test scores for grades one through eight. The principal, after consultation with the parents, teacher(s), and counselor will be responsible for making the final decision on the placement of a student (Policy 5050 – Diocesan Handbook).

Pre-Kindergarteners are required to present a Georgia Preschool/Daycare Immunization Certificate, EED Form, birth certificate, and physical examination form.

**At the start of each school year, all immunizations must show as current. If immunizations form #3231 has expired or the child is in need of any state mandated immunizations, he/she may not enter school until the immunization is made current (unless a vaccination exemption form is provided).**

In addition to the above, Catholic students must have on file:

- Baptismal certificate
- First Penance certificate (grades three through eight)
- First Holy Communion certificate (grades three through eight)

In order to receive the Catholic rate of tuition, the school must have a Parish Subsidy Form or letter from the pastor of the parents' current Catholic parish.

### *Registration and Fees*

Re-enrollment of children enrolled in St. Peter the Apostle School and registration of new students begins in January. In order to hold a place for the next school year, a non-refundable registration fee must be paid at this time.

### *Tuition and Fee Payment Policy*

*Amounts due for tuition and fees payments may be met in one of two methods:*

- 1. Single payment of total amount due. This payment is due the first week of July each year and carries a 3% discount for early payment.*
- 2. FACTS payment method – this is the monthly payment option. FACTS payments require the responsible party to complete an application, including credit information, online. The system is an automatic debit draft from the bank account or credit card of the responsible party. School fees ARE included in FACTS payment.*

*These methods of payment are intended to provide options that best fit each family's needs. If there are any issues that would prevent a timely payment, please contact the Church Office. If payment is not received within limits of the methods described above, the following penalties shall be applied:*

- *A \$25 processing check fee will be applied to any returned checks or returned FACTS payment.*
- *At 30 days past due, a late payment notification letter will be sent.*
- *At 60 days past due, a second late payment letter is sent and a personal call will be made to the family. A \$25 late fee is charged to the account.*

- *At 90 days past due, a certified letter is sent stating that the family will have 15 days to respond and an additional \$25 late fee will be applied.*
- *If no response or contact is made, the account will be turned over to a collection agency, and the child/children may not be able to receive report cards/return to school/graduate.*

*The overall goal is to uphold the policy with compassion if someone has a troubling situation, such as loss of a job or sick or injured person who cannot work. In these cases, the family is expected to contact the Pastor and discuss the situation.*

**Consequences of Non-Payment:**

1. *No records will be forwarded to another school for a former student with a past due balance. Eighth grade diploma and records needed for high school enrollment will be withheld until payment is made.*
2. *If non-payment persists after 90-day notice is sent, additional to the amounts due, any collection fees will be charged to the family for the collection process.*

**Transfer**

If a student is transferring to another school, parents should notify the school office in writing **at least one week before the withdrawal date**. Transcripts, school records, and any other important documents will be mailed to the new school upon request from that school. **Financial responsibilities must be met before records are released.**

**School Day**

School begins promptly at 8:00 a.m. for all grades. For security reasons, doors will be locked at 8 a.m. After 8:00 a.m., parents must accompany their children to the office to sign-in. Pre-Kindergarten through Fifth Grade dismiss at 3:00p.m. Sixth through Eighth Grade dismiss at 3:05 p.m. Dismissal on half-days is 12:30 p.m. Children should be picked up promptly upon dismissal. If children are not picked up after thirty minutes of the dismissal time, they will be sent to the Extended Day program.

**Absences**

Parents are to telephone the school when a student is going to be absent. When a child is absent and the parents have not called, the school secretary will telephone the parents. Excuses from class attendance must be in writing from a parent or guardian. Any student arriving late for school must report to the office and be signed in by a parent before going to the classroom. Students who are late to school will remain after school on Friday to make up time missed after 8:00a.m. No child may leave the school grounds during school hours without permission from the principal or the principal's representative. All absences require a written note upon the student's return to school.

Absences of more than 20 days may result in retention. According to the Georgia Department of Education State Law, students in grades K-8 who are absent from the same class more than (10) times in a semester for any reason may risk being retained when attendance is considered with other factors outlined in school policy. Schools in the Diocese of Savannah must comply with attendance requirements established by the State of Georgia in accordance with Diocesan Regulations (Policy 5060 – Diocesan Handbook).

Work missed because of absence is due one day after return to school. If multiple days are missed, the student has one day for each day he/she was absent to complete assignments. It is the sole responsibility of the student who was absent to get and make-up the missed assignments or tests. At the request of parents, missed work will be available in the office at the end of the day.

Parents coming for their children during school hours must pick them up from the school office. The parent is to sign out the child in the office. Individuals, other than the legal guardian, must present a picture ID and a note from the legal guardian granting permission to take the child.

Vacations during the school year are discouraged. Work will not be provided prior to the vacation. It is the student's responsibility to make up missed work or tests upon return to school.

If a student is absent from school, he/she is not permitted to participate in any athletic practice, game, or school activity on that day.

**Transportation**

Transportation to and from school is the responsibility of the parent/guardian.

**Cars:** All parents/guardians bringing children to school are asked to drive into the yard and unload the children. Upon arrival, students in Pre-K through Eighth grade will report to their classrooms. Students may be dropped off to school between 7:45 and 8:00am. Students who arrive early should report to the Extended Day room to be supervised until 7:45. This service is free of charge for those students already enrolled in the Extended Day program. There will be a charge of \$2.00 a day for those students not enrolled in the Extended Day program.

All cars should have a sign indicating the name of the carpool on the dashboard. To keep traffic flowing, cars are not to park in the church parking lot. On rainy day dismissals, carpool names are announced as each car approaches.

**For the safety of the children:**

- Parents must follow the directions of school personnel and patrol at drop-off and dismissal.
- Parents/guardians are asked not to park cars in the church parking lot, on Concord Road, or at Brook's Field.

- Students are released only on school property.
- Cell Phones should be turned off in the carpool line.

**Bikes:** Students who ride bikes to school must park them in the rack provided. Bikes are not to be ridden on the school grounds at any time. The school is not responsible for the security of the bikes. Motorized bikes are not allowed on the school grounds at any time. Georgia law requires that children wear a helmet when riding a bike.

**Pre-Kindergarten (3and 4 year old programs):** Parents escort children into their classrooms for the first three days of school. After that, Pre-Kindergarten students will be escorted into their classroom by the school safety patrol. The teachers will escort children to carpool at dismissal time. Parents must sign the student in or out in the office, if arriving after 8:00a.m. or leaving before the 3:00p.m. dismissal time.

#### *Visitors/Appointments*

**All parents and visitors to the school are expected to sign in at the school office. For the safety of all children, visitor badges must be worn while in the building.**

**All regular volunteers** are required to sign in at the office and take a visitor badge before proceeding to the volunteer site. All volunteers must complete Virtus training, as per Diocesan Regulation.

#### *Medication*

The Health Office at St. Peter the Apostle School is not able to dispense any prescription or non-prescription medications to students without the written consent of the student’s parent or guardian. No student may keep prescription or non-prescription medications of any type, including Tylenol, with him/her at school. For the safety of the children, all medications must be dispensed by the Health Office. A record of medications dispensed to students will be maintained in the Health Office.

Prescription medications presented to the Health Office **must be in their original, labeled container.** The label must indicate the student’s name, the dosage of the medication, the time interval at which the medication is to be given and, if available, the side effects of the medication. Parents must sign a special consent form prior to St. Peter the Apostle dispensing any medication to a student.

If a “Permission to Dispense” form is not on file in the school office, a student may receive non-prescription medication only after the parent or guardian has been notified and written permission to dispense the medication is faxed to the school. Permission to dispense authorization will be for that time only.

#### *Emergency Preparedness*

**It is imperative that parents and guardians provide the school with information needed in case of an emergency. Parents are requested to notify the school office whenever there is a change of address or telephone numbers so that our records will be current.**

Fire and tornado drills are practiced in the school periodically so that each student will know the proper instructions and procedures.

In the event of critical weather conditions, St. Peter the Apostle School normally follows the actions of the local public school system in the closing of school. Notice will be given to the local news media for distribution.

#### *Religious Education*

Liturgy and Prayer Services are held throughout the school year. All students (Catholic and non-Catholic) are required to take Religion and to participate in school religious services.

The sacramental program includes the Sacraments of Reconciliation and Holy Eucharist for Catholics in second grade. Confirmation is administered to Catholic students in eighth grade.

#### *Academic Program*

St. Peter the Apostle School offers a strong Catholic academic program. The curriculum includes Religion, Language Arts, Mathematics, Science, Social Studies, Computer Skills, Art, Music, Foreign Language, and Physical Education. Grades sixth through eighth are departmentalized according to subject areas.

#### *Homework*

Homework is an essential part of a complete educational program. It provides a meaningful opportunity to supplement and reinforce the school curriculum. Homework may require both dependent and independent effort by the student. The curriculum shall provide for appropriate homework (Policy 6160 – Diocesan Handbook).

Parents are encouraged to see that homework assignments are complete, accurate, and neat.

#### *Guidance*

The guidance counselor strives to provide a comprehensive, developmental guidance program. This program includes classroom guidance, individual and group counseling, consultations with parents, teachers, and other educators, referrals to other school support services or community resources, and peer help.

#### *Testing*

St. Peter the Apostle participates in an approved standardized testing program identified by the Catholic Schools Office (Policy 6180- Diocesan Handbook).

Every spring the school administers a nationally standardized achievement test chosen by the Diocese. **STUDENTS SHOULD BE IN ATTENDANCE ON STANDARDIZED TESTING DAYS.**

Grades five and eight also take a national religion survey test known as ACRE.

### *Library*

Students in grades 4-8 may check out two books for a two-week period. Grades 1-3 may check out one book for that time. A book may be renewed as needed unless it has been requested by another student.

There is a five cent per day fine for each overdue book. Fines are not levied for holidays or student absences due to illness. Students whose fines are not paid or books returned within a reasonable amount of time will not be allowed to check out books. **All library books must be returned and fees paid, or report cards/student records will be withheld.**

The complete list of AR books with quizzes and/or literacy tests may be found on the school web page. [www.school.saintpetertheapostle.com](http://www.school.saintpetertheapostle.com).

### *Physical Education*

All students must participate in activities and games as part of the Physical Education curriculum. A written note from the parent/guardian is required before a student will be excused from participation. A regulation PE uniform is required in grades five through eight and must be worn to school on scheduled PE days.

Good sportsmanship is emphasized in the Physical Education program at St. Peter the Apostle School.

### *Report Card and Grading System*

Report cards are issued every quarter to inform parents of their child's progress. Parents must acknowledge by their signature that they have received the report card. Parents or teachers may request a conference at any time during the school year. Students in grades six through eight are eligible for honor roll.

The qualifications for placement on Honor Roll are as follows:

Excellence Honors: All Academic grades 94 and above Enrichment and Conduct grades E or G

First Honors: No more than two Academic grades of 86-93 and all other grades 94 and above Enrichment and Conduct grades E or G

Second Honors: All Academic grades 86 or above Enrichment grades E or G  
Conduct grades E or G and no more than two S's

Teachers evaluate behavior by using the following basic concepts:

- Demonstrates responsibility for learning (attentiveness, good listening, etc.)
- Demonstrates self-motivation (uses time well, completes assignments)
- Demonstrates studious behavior (quiet, raises hands, takes turn, etc.)
- Demonstrates respect for self, others, teachers (polite, courteous, care of property, etc.)
- Follows classroom rules and school policies

### *RUBRIC for Grading/Evaluating Behavior:*

Excellent: Exemplary behavior, attitude, interested in learning.  
Good: Manifests a desire or willingness to learn for the sake of learning.  
Satisfactory: Ordinary – shows growth, but needs some direction.  
Needs Improvement: A very slight sign of understanding acceptable behavior and/or demonstration of acceptable behavior.  
Unsatisfactory: No evidence of understanding and/or demonstration of acceptable classroom behavior.

### *Grading System for Pre-Kindergarten through Eighth Grade:*

Pre-K and Kindergarten: A report tracks student mastery of various academic and social skills.

First Grade: E (Excellent)  
G (Good)  
S (Satisfactory)  
N (Needs Improvement)  
U (Unsatisfactory)

The Diocesan grading system applies for  
Second through Eighth Grade:

94 – 100 A  
86 – 93 B  
77 – 85 C  
70 – 76 D  
Below 70 F

Conduct and Enrichment class grading scale:

- E-Excellent
- G-Good
- S-Satisfactory
- N-Needs Improvement
- U-Unsatisfactory

*Any request for grade changes must be made in writing to the teacher within one week of the receipt of the grade. Report cards are held at the end of each quarter if financial accounts are not current.*

#### ***Parent/Guardian Responsibilities***

***The residential parent is considered the primary parent contact by the school.***

- ***Read the Student Handbook with your child.***
- ***Have children at school on time and prepared for a full day.***
- ***Provide a time and place for homework.***
- ***Report to the front office with proper identification when coming on campus.***
- ***Follow traffic flow patterns when driving on campus.***
- ***Join the Home and School Association.***
- ***Be a volunteer. Complete Virtus to volunteer.***
- ***Accept major responsibility for the proper conduct of your child at school and take appropriate action.***
- ***Work together with the school to assist in your child's success at St. Peter the Apostle.***
- ***Check Edline regularly to monitor student's progress.***
- ***Notify the school office of any injuries/accidents students suffer at home. Doctor's releases should be sent to the school office.***

#### ***Student/Parent/Teacher Conferences***

Students and parents must attend mandatory conferences with the student's homeroom teacher at the end of the first and third quarters.

When teachers are having conferences with all families on Conference Days, time is somewhat limited. However, if you wish to discuss your child's needs in greater detail, you may call for follow-up information or set another conference time. Other conferences may be arranged whenever a need arises by the parent or teacher.

#### ***Communications***

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, the principal should be contacted. If satisfactory resolution is not achieved, the pastor should be contacted.

#### ***Parent/Teacher Conferences***

Every child benefits from good parent-teacher relationships. Conferences are helpful in keeping the lines of communication open. The parent, teacher or administration may request conferences. Teachers are not permitted to take class time away from students to hold a parent conference. Please do not show up at classrooms in the morning and expect a conference. Teachers have many duties in the mornings as they are preparing for their day. Our wish is to meet with parents in a quiet, relaxed, private atmosphere to discuss needs and concerns.

Parent/ Teacher Conferences can be scheduled any time during the school year. Call or email the teacher whenever you believe a conference is needed. Some suggestions for parents before and during conferences are:

- Be prepared with questions.
- Have concrete examples of specific concerns and compliments.

#### ***Promotion/Retention and Summer School***

Promotion, retention, and summer school policies are determined by the Diocese of Savannah.

A student shall be considered for promotion if the following standards are met (Policy 6130- Diocesan Handbook):

##### **Kindergarten**

- Mastery of reading readiness skills and math skills.
- Regular attendance/less than ten absences per semester.

##### **Primary (1-3)**

- Mastery of reading and math skills at the assigned grade level.
- Regular attendance/less than ten absences per semester.

##### **Intermediate/Middle (4-8)**

- A passing final grade in all major subjects.
- Regular attendance/less than ten absences per semester.

A student may be retained once in kindergarten through third grade and once in fourth through eighth grade.

*Guidelines:*

For medical reasons, an attendance waiver by a doctor beyond the ten days for the semester shall be reviewed by the principal.

The principal, teacher, and parent(s) may agree to retain a student for maturational needs.

Major subjects include Religion, Math, Language Arts, Science, and Social Studies. If a student fails one or two major subjects and wishes to be promoted to the next grade level, successful completion of an approved summer school program, which includes sixty hours of instruction per subject, shall be required. Documentation of successful completion must be given to the school prior to the start of the next school year.

***Confidentiality***

Confidentiality means that one individual or individuals will keep private information that has been given to them, and will not reveal it. Teachers and the counselor will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher/counselor concerns.

***Lunch Program***

Students may bring their lunch from home or purchase a school lunch. A lunch menu can also be found on the school's web page. Carbonated beverages are **not recommended**. **Please do not bring fast food for your child's lunch.**

**Students in Pre-Kindergarten, 3 and 4 year old programs, will have lunches and snack provided by their own parents, and not the school lunch program**

***Extended Day Program***

St. Peter the Apostle School operates an Extended Day Program. Students in Pre-K through grade six may be registered for the program.

***Telephone Use***

Phone call privileges are for emergency situations and school business. A note from the student's teacher is required before the office grants permission for phone use. **Cell phone use is not permitted during school hours. All cell phones must be turned in to the office at the beginning of the school day and may be picked up at the end of the day. If cell phones are found, they will be confiscated. If confiscated, parents must retrieve the cell phone.**

***Student Use of All Technology***

- Students may use the computer for research and class work only with the teacher's permission and supervision.
- Students may not "log on or log off" the school network, only a teacher may do this.
- Students may not change or adjust any computer settings.
- Students may not download files from the internet to save onto a school computer. Internet files may be read or printed, but not saved.

***Discipline***

Saint Peter the Apostle strives to provide a safe learning environment where students can develop personal and social responsibility. Ideally, discipline is taught in the home and incorporated into the program of the school. A positive discipline approach that emphasizes and praises good behavior will be used throughout the school. The essence of Christian discipline is self-discipline. Without discipline, learning cannot take place. It is important for children to know that parental authority and school authority are united.

It is the parents' responsibility to send their child to school prepared to learn and act respectfully. Parents must accept the major responsibility for the proper conduct of their child at school and take appropriate action for any misbehavior. It is the student's responsibility to know and follow school rules. Successful students will come to class prepared, will actively participate, and will exhibit good behavior. Those who cannot abide by the simple rules of good behavior should expect to receive appropriate disciplinary action.

It is the school's responsibility to provide a safe environment with a sound curriculum. The teachers and/or school administrators determine consequences of inappropriate behaviors. Students shall comply with all rules of the school and submit to all reasonable authority of the teachers and others in authority over them (Policy 5110 – Diocesan Handbook).

Teachers manage the discipline in their classroom in accordance with school policy. Teachers are encouraged to first handle the discipline problems in their classroom by means they deem appropriate – loss of recess, extra assignments, lunchroom duties, and after school detentions are examples. Individual classroom rules will be posted in each room.

Students may use age appropriate ebooks. They may only be used by the owner. All students and their parent(s) must sign permission slip for kindle/nook use prior to usage during school hours.

***DEMERIT SYSTEM (Grades 6 – 8)***

Students in grades 6-8 will follow a demerit system. Teachers are encouraged to handle minor discipline problems in the classroom by conferring with the students involved. Demerits may be given by the teacher for recurring or serious offenses. The number of demerits will determine when a student has a detention. **Demerits will be cumulative for the first and second quarters and for the third and fourth quarters.**

Demerits are given as a form of communication and motivation. They are given when students do not follow procedures and rules established by the teacher and/or school. Some examples of behavior for which demerits may be given are profanity, aggressive

behavior, repeating behaviors after being told the behaviors were inappropriate, cheating during class or outside of class, and rude or offensive behavior toward a faculty member or other students that would not reflect our Catholic school values.

Demerit notices will be issued at the time of the infraction. The notice must be signed by the parent and returned to the teacher who issued the demerit within two days.

For every three (3) demerits a student receives from the same teacher, he/she will serve a detention with the teacher who has issued the demerits (30 minutes before or after school at the teacher's discretion). When a student accumulates 6 demerits in a semester, the administration will be notified.

When a student has accumulated a total of 9 demerits from one teacher or a combination of teachers, the student will serve a two hour Saturday detention. A Teacher/Parent/Student conference will also be required.

If a total of 12 demerits is accumulated from either one teacher or a combination of teachers, the student will serve an in school suspension. A principal/teacher/parent/student conference will also be required.

If a student has a total of 15 or more demerits from one teacher or a combination of teachers during the first and/or second semester, the student will serve an out of school suspension and may lose privileges such as field trips and participation in sports and clubs.

The principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Students are a Saint Peter the Apostle student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

### ***SUSPENSION***

A student may be suspended from school by the pastor or principal for up to ten days for infractions. The student's parents will be notified of the suspension. A conference will be requested. Suspension out of school is an unexcused absence. While suspended out of school a student will receive schoolwork. The work must be completed and is due the day the student returns to school. The student may receive a reduced grade on this work as determined by the teacher and Principal. For the duration of any suspension the student will not be allowed to participate in any school related activities.

Any student who is suspended twice will be ineligible for sports for the remainder of that quarter and following quarter, even if it continues into the next school year.

**Out-of-school suspensions totaling more than 5 days may result in expulsion.**

### ***EXPULSION***

Upon the recommendation of the school administration and the superintendent, a student may be expelled for any serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority, violence against persons or property, theft, criminal activity, or any other act which substantially disrupts the orderly conduct of the school.

Parents have the right of appeal in those cases where disciplinary action may result in suspension or expulsion (Policy 5120 – Diocesan Handbook).

### ***Zero Tolerance Policies***

Zero Tolerance infractions are those that will result in immediate suspension for an indefinite period of time or permanent expulsion, with possible intervention by local law enforcement and being blocked from attending any other Catholic school within the Diocese of Savannah.

- Inappropriate use of the internet to include downloading, submission or production of derogatory visual images or text materials. Failure to abide by this regulation makes a student liable for expulsion.
- A student may not carry, consume or have in his possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including but not limited to over the counter medication, prescription medicines, illegal substances, tobacco or federally controlled contraband. Refusing to abide by this regulation makes a student liable for suspension or expulsion. Trafficking of drugs on school premises requires the school authorities to inform police (Policy 5080 – Diocesan Handbook). Failure to abide by this regulation makes a student liable for expulsion.
- A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon or instrument that might be used as a weapon to inflict serious harm on oneself or on another person. Failure to abide by this regulation makes a student liable for expulsion (Policy 5090- Diocesan Handbook).
- Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, to achieve or participate in school activities in a comfortable and supportive atmosphere”. This behavior as defined above is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the Principal and the Pastor who will review the matter in accordance with diocesan guidelines (Policy 5160 – Diocesan Handbook). Any form of sexual harassment makes a student liable for expulsion.

### ***School Policies for All Grades***

- Respect for and consideration of one another is expected of every member of the school community.
- All inappropriate touching is prohibited.
- **Bullying is not allowed at any school in Georgia under Official Code of Georgia Conduct (O.C.G.A.20-2-751.4).** Three bullying violations could result in expulsion. This includes all forms of bullying such as verbal, physical or cyber bullying.
- St. Peter the Apostle is your school. Be proud of it and take care of it. Writing on the desks or walls, putting gum under the desks and tables, breaking or otherwise destroying property reflects directly on you. Any student found damaging or defacing property at St. Peter the Apostle will be subject to disciplinary action. Cost of repair will be paid for by the student and parents.

- Upon arrival at school, students will go to their classrooms.
- **No child is allowed to enter the school building during recess or after school without permission.**
- Mindful of the rights and safety of others, students will move throughout the building in a quiet, orderly manner.
- **Students are required to keep all books covered** and maintained throughout the school year. Book bags are required for all students. Student textbooks are the property of St. Peter the Apostle School.
- Students are expected to abide by rules of courtesy, good manners, and act with appropriate Christian conduct at all times.

#### *General Policies*

- Work missed due to absence is due one day after the student returns to school. If multiple days are missed, students have one day for each day they are absent to complete missed work. Long term assignments are due the day after return from an absence. **It is the sole responsibility of the students to get the missed assignments.**
- Students are honest and do not cheat.  
All electronic devices are prohibited at school unless approved by the administration and permitted by the teacher (e.g. I-Touch, I-Pad, phones, cameras, etc.).
- Proper school uniform is always worn at school.
- Assignments for absent students are picked up in the front office after dismissal.

#### *Field Trips*

Students may be given the opportunity to participate in educational field trips during the school year. Field trips are scheduled at the request of the teacher. Permission slips must be signed by the parent/guardian and returned to the school before the student can participate in the field trip. Field trips should not be scheduled before or after holidays or during Catholic Schools Week.

School sponsored social, athletic, and other extracurricular activities may be provided for various age groups. Students participating in such activities are covered under Diocesan Student Insurance during the activities (Policy 5100 – Diocesan Handbook).

#### *Social Activities*

Social activities appropriate to the various age groups in school may be planned during the course of the school year. However, an activity will carry the sponsorship of the school only when the announcement for it comes from the school authorities and has their endorsement. **No private party invitations are to be distributed in school.** Students will not be permitted to change clothes for parties occurring after school. Please do not send your child to school with a birthday present for another student. This can cause other students to have their feelings hurt.

#### *Extra-Curricular Activities*

The following activities fall under the auspices of St. Peter the Apostle School and are therefore under the jurisdiction of the administration of the school. The moderator and/or administration set requirements for eligibility and procedures:

- Children’s Choir
- Yearbook Committee
- Altar Servers
- Safety Patrol
- Student Council
- National Junior Honor Society
- Athletics
- Robotics
- Newspaper

#### *National Junior Honor Society*

St. Peter the Apostle School is a member of the National Junior Honor Society. Membership into the NJHS is both an honor and a responsibility bestowed upon students by the faculty. Students must meet specific scholastic requirements to be eligible. **Students are then evaluated on the basis of Service, Leadership, Character, and Citizenship by a faculty council.**

#### *Use of School Grounds*

School personnel are very concerned about the safety of our students. Students may never be on school grounds unsupervised.

All athletic programs have designated practice times. Adult supervision will be provided during these times. It is the parent’s responsibility to honor the practice times. Students may not be brought to the school early or stay late without supervision of a designated adult. If families do not comply with this, students may be removed from the athletic program.

#### *Uniform and Appearance*

Every student should take pride in his/her appearance. All students in kindergarten through eighth grade wear the complete uniform that has been adopted by the school except on pre-announced special days. **If for any reason a student must come to school out of uniform, a letter must be sent to the Principal.** All clothing must be marked clearly with the student’s full name.

- Students should arrive at school clean and presentable.
- Shirts and blouses must be tucked in at all times (**NO BLOUSING!**)

- Skirts may not be rolled.
- **Boys' Hair-** Hair must be brushed or combed. Students may not wear any type of fad haircuts or color. Long hair is not permitted on boys. **The hair must be cut above the ears and eyebrows and not touch the collar.**
- **Girls' Hair-** Students may not wear any type of fad haircuts or color. Girls' hair must be neatly groomed and may not hang down in their face.
- **Jewelry-** Girls may wear one pair of earrings. Small hoops or dangle earrings, no larger than the size of a dime, may be worn. Only one earring will be allowed in the lobes of each ear. Chokers, hemp necklaces, shell necklaces, "fad" jewelry (such as gel bracelets), etc. are not allowed and will be confiscated if worn. Confiscated items must be retrieved by the parents from the office. One fine gold/silver chain (preferably a religious medal) may be worn. Multiple bracelets are not allowed.
- **Make-up-** Light appropriate make-up may be worn by girls in seventh and eighth grade (No eye shadow, eyeliner, mascara, blush, or lipstick allowed). Students below seventh grade may not wear make-up.
- Bright white and dark (i.e. black or blue) nail color may not be worn.
- Body piercing and tattoos are not allowed.

**The school staff reserves the right to make judgments on the appearance of students.**

**The uniform code is as follows:**

***Pre-Kindergarten (3 year old program):***

Pants or shorts: Navy  
 Skorts or skirts: Navy  
 Shirt: Heather Gray "together" t-shirt

***Pre-Kindergarten (4 year old program):***

Pants or shorts: Khaki  
 Skorts or skirts: Khaki  
 Shirt: Navy "together" t-shirt

***Boys' Uniforms (K through 4<sup>th</sup> Grade):***

Pants: Navy  
 Shirt: White, short sleeve oxford with school monogram (an identical long sleeve shirt may be worn in colder months)  
 Polo shirt: White, short sleeve with school monogram  
 Belt: Black, navy, or brown  
 Sweatshirt: Navy with school crest/logo/ram/monogram  
 Sweater: Navy with school crest  
 Jackets: Navy fleece/nylon with school crest  
 Socks: White or navy socks, solid (no logo), above the ankle.  
 Shoes: Clean, low cut sneakers with non-scuff soles (no bright neon or fad colors or laces).

***Boys' Uniforms (5<sup>th</sup> through 8<sup>th</sup> Grade):***

Pants: Navy  
 Shirt: White, short sleeve oxford with school monogram (an identical long sleeve shirt may be worn in colder months)  
 Polo shirt: White, short sleeve with school monogram  
 Belt: Black, navy, or brown  
 Sweatshirt: Navy with school crest/logo/ram/monogram  
 Sweater: Navy with school crest  
 Jackets: Navy fleece/nylon with school crest  
 Socks: White or navy socks, solid (no logo), above the ankle.  
 Shoes: Any medium to dark brown non-scuffing leather shoe (No boots or high tops are allowed.)

***Girls' Uniforms (K through 4<sup>th</sup> Grade):***

Jumper: Plaid  
 Skort: Plaid  
 Pants: Long navy uniform pants  
 Blouse: White, Peter Pan collar (only w/jumper), short sleeve with school monogram (An identical long sleeve shirt may be worn in colder months.)  
 Polo shirt: White, short sleeve with school monogram  
 Sweatshirt: Navy with school crest/logo/ram/monogram  
 Sweater: Navy with school crest  
 Jackets: Navy fleece/nylon with school crest  
 Socks: White or navy, solid (no logos), above the ankles.  
 Shoes: Clean, low cut sneakers with non-scuff soles (no bright neon or fad colors or laces)  
 Tights: Blue or black (no leggings)

***Girls' Uniforms (5<sup>th</sup> through 8<sup>th</sup> Grade):***

|             |   |
|-------------|---|
| Skirt:      | Plaid and pleated (When kneeling, skirt should be no more than four inches from the floor.)                   |
| Pants:      | Long navy uniform pants   |
| Blouse:     | White, short sleeve oxford with school monogram (an identical long sleeve shirt may be worn in colder months) |
| Polo shirt: | White, short sleeve with school monogram  |
| Sweatshirt: | Navy with school crest/logo/ram/monogram  |
| Sweater:    | Navy with school crest  |
| Jackets     | Navy fleece/nylon with school crest   |
| Socks:      | White or navy with socks, solid (no logo) above the ankle   |
| Shoes:      | Any medium to dark brown non-scuffing leather shoe (No boots or high tops are allowed.)                       |
| Tights:     | Blue or black (no leggings)   |

***All Students***

All students (from April 1<sup>st</sup> to October 31<sup>st</sup>) may wear navy shorts. The length of the inseam must be at least **mid-thigh**. A belt is required with shorts and pants.

**Only plain white undergarments may be worn under the school uniform blouse or shirt.** All socks must be plain in color (no brands/logo showing).

**Skirt length and shorts length will be strictly enforced. Non-uniform sweaters, sweatshirts, or jackets may not be worn in the classroom.**

***PE Uniform (Kindergarten through 8<sup>th</sup> Grade)***

|             |   |
|-------------|---|
| Shirt:      | Approved P.E. shirt with logo             |
| Shorts:     | Navy blue uniform gym shorts              |
| Sweatshirt: | Navy with monogram                        |
| Sweatpants: | Solid navy (for winter)                   |
| Shoes:      | Only rubber-soled athletic shoes          |
| Socks:      | White socks above ankle, solid (no logo). |

**The PE uniform is worn to school on scheduled PE days. The T-shirt must be tucked in and shorts may not be rolled.**

***Out of Uniform Policies***

**Clothing appropriate to a Catholic environment is required.**

Girls:

- Shorts, skirts, skorts, and dresses must be **to the knee** in length.
- Shorts, pants, and skirts may not be cut off or have fringed edges. (This applies to all out of uniform days.)
- **No** spaghetti straps or bra straps can be showing (4<sup>th</sup> – 8<sup>th</sup> grades).
- **No** tank tops are allowed (4<sup>th</sup> – 8<sup>th</sup> grades).
- All shirts must be at a length that can be tucked in, and no low cut or open back tops are permitted.

Boys:

- Shirts must have a collar on dress up days.
- Shorts and pants may not be cut off or have fringed edges. (This applies to all out of uniform days.)

All Students:

- Students may wear shorts on out of uniform days from April 1<sup>st</sup> to October 31<sup>st</sup>.
- Acceptable shorts are walking shorts to the knee, Bermuda shorts to the knee, and capris.
- Shorts may not have writing/print/stencil, etc. on the back.
- Jeans must be clean and neat (no holes, patches, bleach marks, or cut offs).
- Slacks may be flared at the leg, but no extra-wide legged pants are allowed.
- Blue jeans or any type of shorts **may not** be worn on dress up days.
- Denim skirts, skorts, or jumpers may be worn by girls.
- All T-shirts worn outside or underneath shirts with printed material must be appropriate to a Catholic environment.
- Students may wear open back shoes and sandals.
- No flip-flops may be worn.

The administration reserves the right to determine out of uniform guidelines for special field trips for all students.

### *Additional Policies*

- The administration reserves the right to make changes to the handbook throughout the year. If changes are made, parents will be notified in writing.
- Students will be expected to adhere to all school rules inside and outside of school. School rules apply to all school sponsored events. The administration has the right to discipline students for incidents that occur off campus if they impugn the good name or reputation of the school.
- The school logo/crest cannot be used unless written permission is granted by the administration.
- The administration reserves the right to search the school if there is reasonable suspicion.
- Birthday celebrations (treats) are to be confined to the classroom with teacher approval.
- Any playground game and/or activity may be prohibited based on teacher discretion.

### *Athletics*

St. Peter the Apostle School offers a full-scale athletic program as an extra-curricular activity. The St. Peter the Apostle School Athletic Association sponsors and supports the sports program for students under the auspices of the school administration. The Association is open to all parents. There are annual fees.

The coaches of all the teams are volunteer parents and/or friends of the school. Anyone with an interest in coaching or being an assistant coach should contact the Athletic Director.

The basketball and volleyball teams practice in the school gym and play some of their games there. To offset part of the cost of operating and maintaining the gym an admission is charged to league games and a concession stand is open.

It takes people to operate the concessions and to sell admission tickets at the door. The parents/guardians of those students on teams are expected to volunteer to help sell tickets, work the concession stand, and clean up after at least one game per sport.

Coaches are advised that academics must take precedence over sports. Teachers do not share any report card or progress report card of any student with the coaches, Athletic Director, or Assistant Athletic Director. However, after consultation with parent/guardian, teachers may be asked to make coaches aware of problems with an individual student concerning academics and/or discipline or failing to complete assignments/homework.

In order to be eligible to participate in sports, a student is required to have a passing grade in all subjects. A student must also have an S or higher in conduct. **Parents, students, and coaches are required to sign an Athletic Code of Conduct prior to playing or coaching a sport.**

Any student who is suspended twice will be ineligible for sports for the remainder of that quarter and the following quarter, even if it continues into the next school year.

#### St. Peter the Apostle School students may participate in the following sports:

|                          |  |
|--------------------------|--|
| Varsity Football:        | 7 <sup>th</sup> and 8 <sup>th</sup> Grade boys   |
| Junior Varsity Football: | 5 <sup>th</sup> and 6 <sup>th</sup> Grade boys   |
| Volleyball:              | 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade girls  |
| Soccer:                  | 7 <sup>th</sup> and 8 <sup>th</sup> Grade (girls and boys)   |
| Basketball:              | 5 <sup>th</sup> Grade girls and boys<br>6 <sup>th</sup> Grade girls and boys<br>7 <sup>th</sup> Grade girls and boys<br>8 <sup>th</sup> Grade girls and boys |
| Softball:                | 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade girls  |
| Cheerleading:            | Pep Squad (5 <sup>th</sup> Grade girls)<br>JV Football (6 <sup>th</sup> Grade girls)<br>Varsity Football (7 <sup>th</sup> & 8 <sup>th</sup> Grade girls)     |
| Golf:                    | 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade boys and girls   |
| Baseball:                | 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade boys   |
| Cross Country            | 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> (girls and boys)   |

*Students who fail to maintain their grades in all areas are responsible for withdrawing themselves from the team. Ineligible students should not try out for a sport.*

*In certain situations the principal, after consultation with the parents, teachers, and/or coaches, and pastor, may deny or grant eligibility in extenuating circumstances.*

# Catholic Diocese of Savannah Middle School Athletic Program Grades 5 – 8

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## Purpose of Athletics at St. Peter the Apostle School – Our Philosophy

- Recognize the need for physical fitness for the wholesome growth of the child
- Promote a healthy interest in sports participation
- Provide enjoyable, recreational activity which develops Christian attitudes of sportsmanship and fair play.

## Athletic Structure

- 5<sup>th</sup> /6<sup>th</sup> Participatory, but competitive
  - All eligible students have an opportunity to learn the sport; no cuts
  - Focus on skill development and teamwork; not the scoreboard
  - Multiple teams ensure greater playing time; all students play at some point during the game (no designated amount)
- 7<sup>th</sup>/8<sup>th</sup> Competitive, but not win at all cost
  - All eligible students have the opportunity to try out; cuts
  - Focus on developing skill, teamwork and a competitive spirit with honor and integrity
  - Single teams- competitive playing time, but all students play within the season

## Role of the Coaches

- To reinforce the athletic philosophy of the school
- To set a positive example managing emotions and the ability to deal with adversity
- To teach the values of honesty, cooperation, sportsmanship and unselfishness
- To teach skill development in relation to the sport

## Role of the Athlete

- Attend all practices when healthy
- Respond positively/appropriately to coaches, teammates and opponents
- Put forth their best effort
- Learn to accept defeat with courage and victory with honor

## Role of the Spectator/Parent

- Encourage both your child and his teammates
- Respect the judgment and strategy of the coach
- Accept losses gracefully
- Refrain from applauding errors made by opposing teams, sideline coaching and approaching a coach at or after a game.
- You may not:
  - 1) Yell or chant at coaches, referees, other parents, children
  - 2) Question coaching strategy
  - 3) Approach a coach with a concern at or after a game
- You May:
  - 1) Call the coach or email them to discuss a concern relative to your child after the day of the game
  - 2) Put your concern in writing and give it to the athletic director if the problem is not resolved at the coach's level.
  - 3) Call the principal if your problem is not resolved at the athletic director's level
  - 4) Call the pastor if your problem is not resolved at the principal's level

## School Policies regarding Athletics

- Students who are absent, checked out early, or are on in-school or out-of-school suspension may not attend athletic events on that day. \* Discretion of pastor or principal for medical/bereavement reasons. Parents may not drop off students for athletic practices or games without seeing the coach is present first.

## Eligibility

- Player Eligibility – Academics
  - All students who participate in a sport must maintain a passing grade in every subject and have at least a satisfactory mark (S) in conduct.
- Player Eligibility – Paperwork
  - Written Permission, Physical, Student Code of Conduct, Parent Code of Conduct
  - All athletic fees must be paid prior to student's participation in any practice. Equipment will not be issued to any student prior to meeting all of the eligibility requirements. The athletic participation fees are \$50 per sport.
  - Students will not be permitted to participate in another sport until all equipment has been returned from the previous sport.

All guidelines have been set forth by the Savannah Deanery and have been agreed upon and accepted by the Catholic Schools of Savannah.