



SAINT  
PETER'S  
SCHOOL

# Parent/Student Handbook

**School Year 2019-20**

St. Peter's School

3310 St. Peter's Drive, Waldorf, MD 20601

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<http://stpetersschoolwaldorf.org>

*Anchoring today's child in Christian virtues*

**St. Peter's Catholic School**  
**3310 St. Peter's Drive**  
**Waldorf, MD 20601**  
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**[www.stpetersschoolwaldorf.org](http://www.stpetersschoolwaldorf.org)**

Dear Parents and Students,

***“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom***

Welcome to St. Peter's Catholic School! In choosing St. Peter's School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Peter's School for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Peter's School during the 2019-2020 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

J.R. West

Principal

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

St. Peter's School on the campus of St. Peter's Church in Waldorf Maryland is a pre-Kindergarten through 8<sup>th</sup> grade Catholic Elementary and Middle School under the Diocese of Washington Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher.

## **Diocesan Schools Mission Statement**

Catholic schools are rooted in the belief that Jesus, the only mediator between God and man, is alive today within the community of the faithful, the Church. This Church has but one mission; to proclaim the Good News that the Father has reconciled all men to Himself in Jesus. As a sign of this one redeeming mission, the Church of Washington is commissioned to confront mankind today with the Person of Jesus.

Among the variety of ministries, Christian education is essential. It is the co-responsibility of parents and the local church to create and sustain a loving and concerned community and to evoke in youth a fuller realization of their God-given gifts. Of all the educational programs available to the Catholic community, the Catholic school provides the fullest and best opportunity for the fulfillment of this ideal.

Integrally related to the fabric of the local community, schools must exhibit a genuine concern for social justice and, as a part of the total Church, must reflect its prophetic mission to the world.

The challenges confronting the Catholic school today are indeed complex. In order to meet the individual needs of the students, the school must be flexible in its approach to learning, sensitive to the uniqueness of the individual, and alert in building up the strengths of each. Innovative programs must be fostered to prepare students for life in a rapidly changing society.

Given the distinctiveness and variety within the parish and school communities, it is essential that the decision-making process represent diocesan, parochial and parental concerns. A representative body should be entrusted with the responsibility for policy formulation, goal setting, and for planning the direction and involvement of the school in the total life of the parish. As vital elements of the educational ministry of the Church, the schools deserve the moral, personal and financial support of the total Church of Washington.

As with any endeavor of significant import, the Catholic school must continually evaluate itself against what seems to be the mission from which it operates. Such evaluation is done both informally, as each faculty member reflects on his/her

effectiveness; and formally, under the direction of the education leadership of the local church.

### **St. Peter's Parish Mission Statement**

Saint Peter's Church is a Catholic community devoted to deep and abiding friendship with Jesus Christ. We strive to build upon the legacy of faith entrusted to us by the Catholic pioneers who courageously established Saint Peter's – an ethnically and economically diverse community unified through the power of the Holy Spirit in the truth and love of Jesus Christ. Mindful of this legacy as well as our need for ongoing conversion amidst new challenges, today, in our fourth century, we seek friendship with Jesus through our commitments to:

- Understand and proclaim His saving truth revealed in the Bible in union with the official teaching authority of the Catholic Church.
- Worship joyfully His living presence in the sacraments, especially the Eucharist.
- Recognize His face in those we are privileged to serve and protect, particularly the poor and vulnerable.
- Welcome Him in each other through our fellowship and unity amidst the rich diversity of our parish community.
- Encounter Him and the beauty of His creation by preserving our parish as a peaceful and prayerful sanctuary.
- Hear His personal call to holiness and help families embrace it in all vocations, especially to priesthood or consecrated life.
- Imitate His generous self-giving as a way of life that expresses our gratitude to Him and our love for God and neighbor.

### **Mission Statement of St. Peter's School**

“St. Peter's School cultivates spiritual growth and academic excellence by anchoring our students in Christian virtues. As a ministry of St. Peter's Church, all aspects of our school are faithful to Jesus Christ and the teachings of the Catholic Church.”

### **Goals of St. Peter's School**

The goals for St. Peter's School include:

1. Meeting the individual needs and learning styles of the students;
2. Teaching the value of the individual and the value of work as a service to the community as well as to self;
3. Providing programs that will enable parents and students to share spiritual and educational experiences;
4. Encouraging understanding between this community and the total parish, with a sense of responsibility toward others;

5. Manifesting Christian attitudes within the school community through daily interaction among faculty members and between teacher and student;
6. Providing formation in Christian doctrine and living that will enhance family life and citizenship.

### **Admission and Discrimination Information**

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicsschools.org](http://www.adwcatholicsschools.org)

As openings become available, the following priorities will be used to accept students to St. Peter's School:

1. Members of the St. Peter's and Our Lady Help of Christians Parishes.
2. Members of other parishes
3. Non-Catholic students

**Important Admissions Disclaimer:** Financial aid decisions for those families that have filed the necessary paperwork are determined by the St. Peter's Parish Financial Council and the Archdiocese of Washington, **not** the administration of St. Peter's School.

Children entering Pre-K must be four (4) years of age by September 1.

Children entering Kindergarten must be five (5) years of age by September 1.

At the time of registration, all new students seeking admission to St. Peter's are evaluated on the basis of current standardized test scores and report cards.

### **Requirements include:**

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
- \* Birth Certificate (original)
- \* Baptismal Certificate (Catholic applicants only)
- \* Report Cards
- \* Standardized Test Results
- \*Record of IEP (If applicable)

Students applying for admissions in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Peter's School will meet the educational needs of the student. An interview with the student is part of the admission process. Testing in all academic areas will be held for new incoming students in grades K-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Peter's School.

## **Attendance**

St. Peter's School follows the Archdiocesan School Attendance Policy as stated below:

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school.
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Please note that when a student has 5 or more unexcused absences or tardies he or she is no longer eligible for the honor roll in the grades in which honor roll applies.

## **Absence**

When a student is absent from school, a parent should call the office by 9:30 am each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Peter's students.

### **Students should be fever free for 24 hours before returning to school.**

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility,

Students who are absent due to illness have one day for each day absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed assignments.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 4:00 pm and 5:00 pm.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up test or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.**

Arrangements for regular classroom test missed because of an absence are to be made with the individual teacher. These tests must be taken within one week of the original test date.

**Excessive unexcused absence (10) days or 10 unexcused tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence during the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into the school office. Students who are away for an appointment for 3 ½ hours or more, will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## **Academic Information**

### **Curriculum**

The Archdiocesan of Washington curriculum guidelines are followed for the teaching of all subject areas. Curriculum standards are available on the school website.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a four week improvement plan. At the end of the four week period, the student's academic progress will be assessed.

### **Birthday Observances**

Students in grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. Coordination with the students' homeroom teacher is required for the classroom policy for the sharing of birthday treats. Students with birthdays that fall during the summer months may celebrate their half-birthday on a day of their choice.

### **Blogs**

Engagement in online blogs such as, but not limited to Face book and Instagram may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

*See Prevention Programming*

### **Car Pool**

The purpose is to ensure the safety of anyone who is on the School's premises during drop-off and pickup times. Students will not be allowed in school before 7:50 a.m., unless they are attending daycare.



## **Cell Phones/Office Phone**

There is a telephone in the front office. Students must have permission in order to make a call. Other phones are not available for students' use at any time. Cell phones are to be dropped off in the school office upon arrival to school and are available to be picked up from the office at 3:00. Cell phones are for emergency purposes only and must be in the back packs and turned off at all times while in the school building, in the carpool line or during daycare. Any cell phones in sight or being used will be confiscated.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

## **Child Abuse Laws**

St. Peter's School abides by the Child Abuse laws of the State of Maryland. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services. Please note that excessive unexcused absences or tardies can be cause for reporting neglect.

## **School Counseling Services**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Peters School. One-time, initial counseling services may be rendered to students or archdiocesan staff in the event of a crisis or emergency.

When necessary and appropriate, ongoing school counseling services (more than one formal session between a counselor and student) may be rendered for an individual. A parent/guardian must complete the Consent for Ongoing Counseling Services (Form 20) before the services begin.

## **Crisis Plan**

The school has adapted the Archdiocese of Washington policy for responding to vital critical incidences to include active shooters. We use ALICE, (Alert, Inform, Lockdown & Barricade, Communicate, Evacuate) to conduct this training. In addition we conduct fire and bad weather drills as well. Please know that student safety and welfare are our primary concerns. Each classroom also contains an emergency kit and some basic no-

perishable supplies. **If the school is in lockdown no one will be permitted to enter the building.** In case of emergency dismissals, every effort will be made to contact a parent or guardian.

## **Emergency Closings/Delayed Openings**

When schools are to be closed or delayed in opening, the information will be available by 6:00 a.m. on local stations, and Washington, D.C. radio and TV stations. We follow Charles County procedures. In addition notification will be made to the home phone, cell phone and/or email account listed on the student's file. **It is the responsibility of the parent to ensure that updated contact information is provided to the school administration.**

If school opens one or two hours late, daycare will open at 7:30 a.m. Early dismissal because of inclement weather will adhere to the same regulations as the public schools of Charles County. Decisions for early dismissal or for delayed openings are broadcast over WXTR (15.60 AM or 104.1 FM) and other local radio and TV stations. Phone calls cannot always be made from the office, so please instruct your children as to what they should do in case of emergency closing.

## **Extracurricular Activities**

### **Sports**

During the course of the school year, there are various opportunities for participation in sports activities such as volleyball, softball, etc. Participants in these extracurricular activities must meet the following criteria:

1. Have a good academic standing (for students in the middle school this is a grade point of a 2.0 (C) for major academic subjects. The grade point average for each subject utilized for eligibility will be based on the report card grades or interim progress report grades whichever is most recent.)
2. Demonstrate a spirit of cooperation
3. Have served no more than one detention during the most recent quarter.

### **Band**

Students in grades 4-8 may participate in the Archdiocesan Band Program for an additional tuition fee. Students will receive one small group and one large group instruction per week. Classes are taken from existing class schedules on a rotating basis. It is the students' responsibility to make up any missed tests or assignments.

## **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with current curricular goals.
3. A field trip is a privilege and not a right.
4. There is no "traditional" field trip. Class participation in a particular field over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to poor academic performance and/or poor conduct.
8. The Archdiocesan Field Trip Permission Form (Form 13) is required before a student can attend a field trip.
9. A field trip permission slip is printed at the end of this handbook and also available on the school website under the forms tab. This is the only format that may be used to allow a student to leave school during the school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school office for information needed to complete the form. **Note: a fax copy does not take the place of an original signature.**
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and be marked absent for the day. **Since field trip costs are based on the total number of students in the class, students not attending the field trip are responsible for the cost of the field trip whether they attend or not.**
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be marked absent for the day.
13. All monies collected for the field trip are non-refundable.
14. Cell phones and other electronic devices are not permitted on field trips unless otherwise approved by the teacher or the administration.
15. All chaperones must have completed the Child Protection requirements.
16. Parents who are not pre-approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
17. Parents who chaperone a field trip may not bring pre-school or school-aged siblings on the field trip.

## **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is given to every student in the entire grade.

## **Grading Scale/Honor Roll**

Grades 4-8 will receive a report card that is e-mailed to the parents each quarter. Grades PK-3 will only receive report cards each semester and they will be mailed home. Progress reports will be sent to all parents of students in grades 4-8 midway between each marking period.

Our marking system is as follows:

### **Grades PreK – 3**

- E = Excellent
- G = Good
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

In Grades Pre-K-3 grades are based on student performance and teacher observation. They do not equate to a letter grade or numerical average as in grades 4-8.

### **GRADES 4 - 8**

A	Excellent	A - 93-100
B	Good	B - 85-92
C	Average	C - 77-84
D	Poor but passing	D - 70-76
F	Failure	F - Below 70

## **Guidelines for Academic Honor Roll:**

**High Honors:** A GPA of 3.7 or higher in all subjects **including** specials of art, music and P.E.

**Honor Roll:** A GPA of 3.0 to 3.6 in all subjects **including** specials of art, music, and P.E.

## **On-Line Grading**

Student grades can be accessed through the parent portal on the Rediker app or website. Rediker will allow both the student and parent to check on the student's grades at anytime.

Rediker has many features to include sending the parent an alert if a grade falls below a certain level, or weekly emails with all the most current grades. Rediker is a password protected account and can be set up easily. Please see the Vice Principal to set up your account and password. It **MUST** be understood that grades are not posted immediately. Teachers may take up to 5 working days to correct and post on line the graded work of their students. The hope and purpose of the online grading system is to help the parent monitor their students progress and to avoid unpleasant surprises at the end of the marking period. The system is not perfect and there are some drawbacks, however, the benefits far outweigh any of the negative affects and can be extremely helpful if used correctly. Report cards will not be sent home in a paper format except for the final one of the year.

## **Harassment**

St. Peter's School is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyberbullying. Harassment or bullying of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

## **Parent Teacher Organization**

Please see the Parent Teacher Organization (PTO) by-laws, tab 2.

## **Home-School Communication**

St. Peter's School will deliver electronic newsletters containing up to date information and scheduling changes. The Rediker\_emergency telephone system will be used to inform parents and guardians of news that is of an emergency nature or

weather related closings. It is imperative that parents ensure the school office has their most current email address and phone numbers.

If parents wish to address a concern or have a question, they should first contact the teacher by phone or e-mail. Parents are not permitted to visit the classroom during the school day (which includes student arrival) to speak to the teacher. All visitors must check in to the office. Parents should only contact the administration when efforts to resolve any issues with the teacher have not been successful.

## **Homework**

Homework is part of the learning experience. It is the responsibility of the student. The parents should provide the atmosphere; namely a quiet place, definite time and supervision. Home assignments should not exceed an average of one hour for grades three, four and five, and one and a half hours for grades six, seven and eight; for grades one and two, up to one-half hour could be given at the teacher's discretion. This time allotment does not include completion of class work and/or projects.

Incomplete or missed assignments resulting from absence or neglect must be made up. It is the responsibility of the student to arrange for this with each teacher in a timely manner. Credit for the assignments will be given at the discretion of each teacher.

## **Late Assignments**

Late homework or missing assignments for students in grades 1 through 5 will be accepted at the discretion of the teacher.

6th Grade students may have up to 2 days to turn in a paper or assignment, however the penalty for turning in something one day late will be -10%, and -20% for the second day. Nothing will be accepted for credit after the 2nd day.

7th Grade students have only 1 additional day to turn in a paper or assignment, however, the penalty for turning in something late will be -10%. Nothing will be accepted for credit after the 1st late day.

8th Grade students will not receive credit for any work turned in past the assigned deadline.

## **Hot Lunch**

Hot lunches can be provided through the Apple Spice Junction catering service. It is up to the parents to choose and pay for a lunch for their student(s). If a student does not have a lunch he or she will be offered a “survivor” lunch. Parents will be billed through TADS for the “survivor” lunch.

## **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared

## **Off-Campus Conduct**

The administration of St. Peter’s School reserves the right to discipline its students for off campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

## **Out of Uniform Guidelines**

**On out-of-uniform days, birthdays, etc., when regular clothes are worn, the following are not permitted:**

- Nail polish other than clear
- Dangling or hoop earrings
- Sandals, open-toed, clogs, open-heeled shoes, platform shoes, flip-flops, or heeled shoes.
- T-shirts with inappropriate sayings or symbols
- Cut-offs or short shorts
- Halter, backless midriff tops, tank tops, or spaghetti straps
- Make-up, hairspray, lotion, perfume
- Jewelry (other than a religious medal or crucifix ), dangling or hoop earrings

- Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
- Skirts are permitted as long as the skirt reaches the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.
- Sleeveless shirts are permitted as long as at least two fingers' width of fabric covers both shoulders and the chest area or undergarments are not exposed.
- Midriff area (front and back) must not be visible at any time, even while seated.
- Undergarments must not be visible at any time.
- Cleavage must not be visible at any time.
- Pants must be secured no lower than mid-waist and must not cover the front of the shoes while walking.
- Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
- Sunglasses are not permitted except during outdoor activities.
- Sleepwear and sleepwear type clothing are not permitted.
- Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
- Attire must not be disruptive or distracting. Spaghetti straps, or strapless dresses are not acceptable. Slits in skirts or dresses may not rise more than a hand's width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum.
- Birthday clothes may not be worn on field trips or class picture days

**THIS DRESS CODE IS IN EFFECT AT ALL SCHOOL-SPONSORED EVENTS ON AND OFF CAMPUS.**

## **Parents as Partners**

We, at St. Peter's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Peter's involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Peter's School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will



respect and support the unique identity that St. Peter's School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Peter's School.

Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Peter's School.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best he/she is capable of becoming.

- Understand and support the religious nature of the school.
- Partner with the school in the education of your children.
- Promote the school and speak well of it to others.
- Keep current with all the communications from the school.
- Establish a good working relationship with your child's teachers.
- Attend parent meetings and conferences.
- Support the fundraising efforts of the Home and School Association.
- Offer your services as a volunteer when possible.
- Meet all financial obligations in a timely manner.

### **Promotion Policy and Retention Policy**

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teacher, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Prevention Programming (aka Bullying and Cyberbullying)**

As a Catholic school, St. Peter's believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Peter's is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confident, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confident, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.) that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of the school.

### **School Advisory Board**

Please see the School Advisory Board (SAB) by-laws, tab 3.

### **Student Conduct**

The following are school rules which will be the basic criteria for behavior expected of students at St. Peter's School:

1. I will respect the property of the school.
2. I will respect the rights and property of other students.
3. I will show respect for elders and visitors.
4. I will have my necessary school supplies each day.
5. I will not have gel pens, white-out or any aerosol sprays in school.
6. I will turn my work in on time and make up work I miss when I am absent.
7. I will keep my classroom, work area, etc. neat.
8. I will keep all textbooks covered.
9. I will stop playing when the bell rings at recess and walk quickly and quietly to line up.
10. I will not reenter the building during recess or lunch periods without an adult's permission.
11. I will walk at all times inside the building.
12. I will proceed quietly in the halls.
13. I will maintain silence when being addressed over the PA system.
14. I will remain quiet during arrival and dismissal.

15. I will be on time for school, class, and dismissal.
16. I will always be in the proper uniform as described in the school handbook.

The principal, in accordance with the regulations of the Archdiocesan Board of Education and the Catholic Schools' Office, reserves the right to take corrective action for any issue not specifically stated within this handbook.

## **Student Records**

St. Peter's School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Peter's School Office for distribution. Completed forms will be sent via the U.S. mail. Special handling will require that all postal fees be paid by the parent.

*Please note: Records will not be sent to transferring schools of students whose financial commitment is in arrears.*

## **Technology and Internet Usage**

### **Acceptable Use of Technology and Internet by Students in Catholic Schools:**

Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school at home, or elsewhere. Students shall not type, send, or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to encourage cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings: shall print, download, or otherwise transfer only that information approved by the teacher or supervisor:

shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only sites assigned by the teacher; shall not "surf" the internet or visit "Face book" or any other social networking websites while at school; shall not log on to the Internet with out the permission of a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of school.

## **Uniform Policy and Guidance**

A school uniform is a symbol of pride for oneself and for the school community. It also allows a student to focus on school work, not clothing. **Neatness, pride in appearance, and compliance with the school's uniform code are the responsibility of students with guidance and encouragement from parents and teachers.** The older the student, the more responsibility he/she bears for uniform compliance. **We need your support and cooperation to enforce the uniform regulations. The school reserves the right to prohibit any fashion article that may distract from the learning environment.**

- There will be no summer or winter designation. If it is cold, dress appropriately.
- All polo shirts must be white with the light blue school logo. The polo, oxford and peter pan shirts may be long or short sleeve. The logo can be either stitched or inked.
- Socks and/or tights must be worn with all uniforms.
- All sweaters and sweater vests must have a white school logo on them.
- All ties are to be Navy blue.
- **All skirts and jumpers may not be shorter than the top of the knee for all grades.**
- St. Peter's sweatshirts may be worn as outerwear, but **must** be removed after entering the building.
- The sweater vest will not be worn on excessively hot days, per the discretion of the administration.

- Middle school students will be wearing their “House” shirts on Fridays. They will be issued free of charge, if however, another one is needed, they will be responsible for the replacement cost.

**Please note when purchasing uniforms that uniforms purchased from the Lands End, <https://www.landsend.com/> St. Peter’s School store, are in compliance with our uniform policy.**

**Please purchase jumpers and skirts from the Carousel, 2939 Festival Way, Waldorf, Md in order for them to remain compliant. They also have other uniform items that are in compliance as well, including their stamped and embroidered logos.**

### *Uniform Matrix*

<b>Girls Pre-K to 5th grade</b>	<b>Girls Pre-K to 5th grade</b>
<b>Monday, Tuesday, Thursday, Friday</b>	<b>The Dress Uniform Wednesdays (Mass Day) and other special occasions as directed.</b>
Shirt: PK, 1 & 2 White polo shirt with blue logo 3,4,5 White polo with blue logo or white oxford button down collar shirt with criss cross tie.	Shirt: White blouse PK, K, 1 & 2 – Peter Pan collar 3,4,5 – button down collar shirt with criss cross tie
Socks: White crew sock; navy blue or white knee socks; navy blue or white tights	Socks: White crew sock; navy blue or white knee socks; navy blue or white tights
Shorts: PK 1 & 2, Navy blue 3,4,5 Navy blue with black belt	Jumper: PK, 1 & 2 navy blue with white logo Skirt: 3,4,5 Navy blue
Pants: PK 1 & 2 Navy blue 3,4,5 Navy blue with black belt	Shoes: Shoes: Any of the following may be worn any day of the week: All black Mary Janes with rubber soles, all black sneaker (no high tops and no logo) & black and white saddle shoe
Jumper: PK, 1, & 2 Navy blue with white logo with blouse only Skirt: 3, 4, 5 Skirt, Navy blue	Optional: Navy blue round neck cardigan sweater with white logo
Shoes: Any of the following may be worn any day of the week: All black Mary Janes with rubber soles, all black sneaker (no high tops and no logo) & black and white saddle shoe	
Optional: Navy blue, round or v neck cardigan sweater with white logo	

<b>Girls 6<sup>th</sup> to 8<sup>th</sup> Grade</b>	<b>Girls 6<sup>th</sup> to 8<sup>th</sup> Grade</b>
<b>Monday, Tuesday, Thursday, Friday</b>	<b>The Dress Uniform Wednesdays (Mass Day) and other special occasions as directed.</b>
Shirt: White polo with blue logo or white oxford button down collar shirt with criss-cross tie	Shirt: White oxford button down collar blouse with criss-cross tie
Shorts: Navy blue Bermuda short length with black belt	Socks: White crew sock; navy blue or white knee socks; navy blue or white tights
Socks: White crew sock; navy blue or white knee socks; navy blue or white tights	Skirt: Navy blue, kick pleated <u>only</u> **Note: Length must not be shorter than the top of the knee.
Skirt: Navy blue; kick pleated <u>only</u> **Note: Length must not be shorter than the top of the knee.	Shoes: All black Mary Janes with no heel. All black sneaker, no logo.
Shoes: All black Mary Janes with no heel. All black sneaker, no logo.	<b>**Mandatory: Navy blue sweater vest with white logo – <u>The administration may waive this requirement on excessively hot days.</u></b>
Pants: Navy blue with black belt	
**Optional: Navy blue sweater vest with white logo or Navy blue round or v neck cardigan sweater with white logo	
*****	*****
<b>Boys Pre-K to 5th Grade</b>	<b>Boys Pre-K to 5th Grade</b>
<b>Monday, Tuesday, Thursday, Friday</b>	<b>The Dress Uniform Wednesdays (Mass Day) and other special occasions as directed.</b>
Shirt: PK, K, 1 & 2 White polo with light blue logo 3,4,5 White polo with blue logo or white oxford button down dress shirt with tie	Shirt: PK, K, 1 & 2 White oxford dress shirt 3,4,5 White oxford button down dress shirt with tie
Pants: PK, K, 1 & 2 Navy blue (no cargo pants) 3,4,5 Navy blue with black belt (no cargo pants)	Pants: PK, K, 1 & 2 Navy blue (no cargo pants) 3,4,5 Navy blue with black belt (no cargo pants) <b><u>NO SHORTS</u></b>
Shoes: Any of the following shoes can be worn any day of the week: all black sneaker, no logo, all black dress shoe.	Shoes: Any of the following shoes can be worn any day of the week: all black sneaker, no logo or all black dress shoe.
Shorts: PK, K, 1 & 2 Navy blue (no cargo pants) 3,4,5 Navy blue with black belt (no cargo pants)	Socks: White or navy blue crew socks
Socks: White or navy blue crew socks	**Optional: V-neck pullover sweater with white logo
**Optional: V-neck pullover sweater with white logo	

*****	*****
<b>Boys 6<sup>th</sup> to 8th Grade</b>	<b>Boys 6<sup>th</sup> to 8th Grade</b>
<b>Monday, Tuesday, Thursday, Friday</b>	<b>The Dress Uniform Wednesdays (Mass Day) and other special occasions as directed.</b>
Shirt: White polo with blue logo or white oxford button down dress shirt with tie	Shirt: White oxford button down dress shirt with tie
Pants: Navy blue with black belt (no cargo pants)	Pants: Navy blue with black belt (no cargo pants) <b><u>NO SHORTS</u></b>
Shorts: Navy blue with black belt (no cargo pants)	Shoes: Any of the following shoes can be worn any day of the week All black sneaker, no logo, or all black dress shoe.
Shoes: Any of the following shoes can be worn any day of the week. All black sneaker, no logo or all black dress shoe.	Socks: Navy blue crew socks
Socks: White or Navy blue crew socks	<b><u>**Mandatory: Navy blue sweater vest with white logo – The administration may waive this requirement on excessively hot days.</u></b>
**Optional: V-neck sweater vest with white logo Or V-neck pullover sweater.	

### **General Guidelines**

The Administration reserves the right to interpret and enforce the dress code in any and all instances. The Administration reserves the right to revise the code to accommodate any new fads or styles. Shirts and blouses must be tucked in at all times. **Skirts and jumpers may not be shorter than the top of the knee.** Oversize clothing will **not** be permitted. The Administration determines the dress code for field trips and other school related activities. Primarily uniforms will be worn on field trips unless otherwise noted by the school. **Girls: navy blue or black shorts are advised to be worn under skirts and jumpers.**

**UNDERGARMENTS:** Boys are to wear only white t-shirts under the uniform shirt. Girls are to only wear white undergarments under their blouses

**MAKE-UP:** Make-up may **not** be worn at any time. Only clear nail polish is permitted. Acrylic or fake nails are not permitted. No hairspray, perfume, cologne or lotion is permitted

**JEWELRY:** Jewelry will not be worn with the exception of watches and religious crosses and medals. Girls may wear **one pair** of small post earrings in the earlobes only. Dangling or hoop earrings are not permitted. Boys are not permitted to wear earrings.

**\*\*NOTE:** Crosses and medals may not be worn on large chains. They must remain inside the school shirt.

**HAIR:** It is mandatory for hair to be kept neat, clean, conservative, and its natural color. Boys' hair must be cut to collar length or above to include dreadlocks.

Boys are not permitted to have rat-tails, shaved stripes or symbols, skater cuts or spiked hair. Crew cuts and flat tops are acceptable for boys. Boys' bangs must be above the eyebrows. Girls are not permitted to have hair hanging in their eyes or mousse to stand up. Hair accessories must coordinate with the school uniform colors (navy blue and white) and remain in the hair at all times. Headbands must be thin, no wider than one and a half inches. **No ornamentation** may be worn as a hair accessory (flowers, bows, sparkles, diamonds, rhinestones, etc.)

**SHOES:** The official school uniform shoes for all students must be strictly followed. \*\*Please look at the above chart for your child's grade level authorized school shoe. The Administration reserves the right to determine whether a shoe is appropriate. Shoe laces must be same color as shoe. Please no logos on the all black sneaker but if there is one it must be all black as well.

**SWEATSHIRTS:** St. Peter's sweatshirts may be worn as outerwear, but **must** be removed after entering the building.

## **Guidelines for “out-of-uniform” Days**

**For out of uniform days, birthdays, etc. when regular clothes are worn, the following are NOT PERMITTED:**

- Nail polish other than clear
- Sandals, open-toed, clogs, open-heeled, shoes, platform shoes, flip-flops, or heeled shoes
- T-shirts with inappropriate sayings or symbols
- Cut-offs or short shorts
- Halter, backless midriff tops, tank tops, or spaghetti straps
- Make-up, hairspray, lotion, perfume
- Jewelry (other than a religious medal or crucifix), including dangling or hoop earrings
- Shorts are permitted as long as the shorts are Bermuda length.
- Skirts are permitted as long as the skirt reaches the top of the knee.
- Sleeveless shirts are permitted as long as shoulders are completely covered. Midriff area (front and back) must not be visible at any time, even while seated.
- **Undergarments must not be visible at any time.**
- Cleavage must not be visible at any time.



- Pants must be secured no longer than mid-waist and must not cover the front of the shoes while walking.
- Headwear is not permitted. This includes, but is not limited to, hats, visors, bandannas, and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
- Sunglasses are not permitted except during outdoor activities.
- Sleepwear and sleepwear type clothing are not permitted.
- Clothes that display or symbolize any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity, and violence.
- Attire must not be disruptive or distracting. Transparent attire is prohibited.
- **Birthday clothes may not be worn on Mass days, field trips, or class picture days.**

### **Consequences for Uniform Violations**

Homeroom teachers will ensure that students are in compliance with the Uniform Code each day. Students will be asked to change clothing or remove unauthorized items (such as jewelry or hair accessories). It is expected that the parent will address the issue of their student wearing the appropriate uniform clothing. If a student continually does not comply with the uniform code, the homeroom teacher will refer the matter to the Administration. The Administration will follow the guidelines below for uniform infractions:

**First infraction:** A verbal warning to the student and a note home to the parents.

**Second infraction:** A lunch detention for the student and note home to parent.

**Third infraction:** The parent will be called and asked to bring in the proper uniform for the student.

### **Visitors**

All visitors arriving during the school day must report to the school office before proceeding to a classroom or to any other location within the school. Visitors must display a visitor pass while in the building. Visitors must also check out and return a visitors pass to the school office upon their departure. Students should welcome visitors in a spirit of helpfulness and extend to them full courtesy.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child. This is an interruption to the

teacher and to the educational process.