



St. Peter's School

Parent/Student Handbook

School Year 2023-2024

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stpetersschoolwaldorf.org

Anchoring today's child in Christian virtues

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 2022-2023 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 2022-2023 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,

Tina Wagner

Principal

St. Peter’s School

St. Peter’s School (located on the campus of St. Peter’s Church in Waldorf, Maryland) is a pre-kindergarten through 8th grade Catholic elementary and middle school within the Archdiocese 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. 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 represents 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 educational leadership of the local church.

St. Peter's Parish Mission Statement

Saint Peter's Church is a Catholic community devoted to a 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:

Meeting the individual needs and learning styles of the students.

1. Teaching the value of the individual and the value of work as a service to the community as well as to self.
2. Providing programs that will enable parents and students to share spiritual and educational experiences.
3. Encouraging understanding between this community and the total parish, with a sense of responsibility toward others.
4. Manifesting Christian attitudes within the school community through daily interaction among faculty members and between teacher and student.
5. 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.adwcatholicschools.org

For Saint Peter’s this means we accept and welcome all children, including those with disabilities, special needs, and special health care needs.

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 based on 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 1-8.

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
 - a. After three days of illness, students 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.
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 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 tardiness, 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 must be fever free for 24 hours before returning to school. Students must stay home 24 hours after vomiting.

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 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 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 3:30 pm and 4:00 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 tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Arrangements for regular classroom tests 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 (20) days or 10 unexcused tardiness, 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 from 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.

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 student's 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.

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. A teacher will only pass out birthday invitations in the classroom if every student in class is invited. Students and families may not pass out invitations to select students during drop off or dismissal.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Social Media

Engagement in social media such as, but not limited to Facebook, Instagram, TikTok, Snapchat, WhatsApp, etc. may result in disciplinary action if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students, or the parish.

Bullying and Cyberbullying

See Prevention Programming

Morning Drop off/ Dismissal.

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 7:45 a.m.

The dismissal bell rings at 3:00 p.m. Pre-K and Kindergarten students will exit the building at this time. Grades 1 through 8 will exit the building at 3:10 after the final announcements.

Cell Phones/Office Phone

There is a telephone in the front office. Students must have permission to make a call. Other phones are not available for students' use at any time. Cell phones are for emergency purposes only and must be in the back packs (or phone holders in middle school) and always turned off while in the school building, or in the carpool line. 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 tardiness can be the 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 which includes active shooters. We use the ALICE, (Alert, Inform, Lockdown/Barricade, Communicate, Evacuate) program and conduct multiple trainings throughout the year. In addition, we conduct fire and tornado drills. Please know that student safety and welfare are our primary concerns. Each classroom contains an emergency kit and some basic non-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 weather related closings and delays. In addition, notifications will be made to the home phone, cell phone and/or email account listed on the student's file. The school's Facebook page will also contain weather related information. **It is the responsibility of the parent to ensure that updated contact information is provided to the school administration.**

Extracurricular Activities

Sports

During 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 ensures 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 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 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 VIRTUS Child Protection/ Fingerprint/ Background check 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 any siblings on the field trip.

Grading Scale/ Honor Roll

Grades 1-8 will receive a report card via parent’s email each quarter. Grades Pre-K and K will only receive report cards each semester. Progress reports will be sent to parents in grades 4-8 midway between each marking period.

Mandatory Parent-Teacher Conferences will be held at the end of the first quarter (November).

Our grading system is as follows:

Grades Pre-K through third grade receive standards-based report cards. The standards-based report cards do not equate to a letter grade or numerical average as in grades 4-8.

Letter Grade	Percentages	Meaning
A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	70-76	Poor, but passing

F	Below a 70	Failure
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Guidelines for Academic Honor Roll:

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

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

Online Grading: Student grades can be accessed through the parent portal in the Rediker app/website. Rediker will allow both the student and parent to monitor grades at any time.

Rediker has many features, including sending an alert to the parent if a grade falls below a certain level, or weekly emails with the most current grades. Rediker is a password protected account and can be set up easily. It MUST be understood that grades are not posted immediately. Teachers may take up to 5 working days to correct and post grades. The hope and purpose of the online grading system is to help the parents 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 negatives and can be extremely helpful if used correctly.

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.**

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 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. Homework 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 assignment will be given at the discretion of the teacher.

Late Assignments

Late homework and missing assignments for students in grades 1-5 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. 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 second day.

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

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

Lunch

Hot lunches can be purchased through Apple Spice Junction catering services. It is up to the parents to choose and pay for a lunch for their student(s). If a student does not have lunch, he/she will be offered a "survivor" lunch. Parents will be billed through TADs for this lunch.

Please refrain from dropping off fast food for lunch. This includes packing it in a student's lunchbox. If a hot lunch is desired, please purchase ahead of time through Apple Spice. Fast food being dropped off causes difficulty in an already busy office. Packing lunch or ordering from Apple Spice will prevent food from coming after a student's allotted lunchtime. We also ask your help in remaining mindful of the feelings of students who never have fast food provided.

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. Damaged or lost books must be paid for by the student before any other materials can be checked out. Students who have lost or damaged books will not receive progress reports or 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 school day. This off campus behavior includes but is not limited to cyber-bullying.

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.

Treatment of Teachers, Staff, and Other Families

It is expected that professional educators and school staff treat students, parents, and colleagues with proper respect according to accepted professional standards and the demands of the Gospel of Jesus. Such behavior and practices are laid out in the Faculty Handbook.

It is also expected that parents and guardians treat educators, school staff, and each other with the same respect and professional courtesy. Communication in person, written, sent through email or text, must be appropriate for a school setting. Anything profane, demeaning, threatening, bullying or passive-aggressive, will not be tolerated. Teachers must keep their focus on educating all students in the class and not be distracted by the stress of inappropriate communication.

It is inevitable that conflicts arise in a school, and parents are rightly passionate about advocating for their children. However, this must be done in an appropriate and professional manner that allows the teacher and staff to continue to perform their duties. Parents who engage in inappropriate communication with teachers and staff may forfeit their family's continued participation in St. Peter's School.

While on school grounds, all family members of St. Peter's students are expected to conduct themselves in a way which represents the teachings of Jesus Christ. Any family members who show aggression (be it verbal or physical) towards teachers, staff members, or other families (parents and students included) will receive a written warning from the Archdiocese of Washington stating their behavior may be cause for their child's dismissal from St. Peter's

School. The safety and wellbeing of students, families, teachers, and staff is a top priority to the Archdiocese of Washington and school administration.

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 can become.

- 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.
- Attending 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 and Retention policies

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teacher, and students' 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 requirements 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 (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 School 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 of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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, confidential, and thorough manner.

Bullying, harassment, and intimidation means 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 a school.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.

Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

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 always walk 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, iPads, various operating systems, internet, mobile devices, all forms of electronic communication, social networking sites, calculators, SMART/Promethean boards, 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. Student use of cell phones and mobile devices during school hours is prohibited, except for 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 uploading any material 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 from the internet, or complete assignments using artificial intelligence (ChatGPT, etc).
- 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 visit only sites assigned by the teacher.
- Shall not “surf” the internet or visit any social networking websites while at school.
- Shall not log on to the internet without the permission of a teacher or supervising staff member.
- Shall not give out, post, or otherwise distribute personal information such as photographs, home/email addresses, telephone numbers, parents’ work addresses/contact 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 schoolwork, 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.

Link to our Land's End store website:



Middle School Uniforms

Summer Uniforms (worn from August – September 30 and again from May 15th - June)

Boys and girls:

Polo Shirts	White rapid dry short sleeve polo with standard St. Peter’s school logo in SPS blue. There is not a long sleeve polo option.
Pants/ Shorts	Khakis Shorts may be worn to Mass in summer by both girls and boys.

Skirts	Girls have the option to wear the clear blue plaid skirt year-round. In summer only, the skirt may be worn with the SPS short sleeve rapid dry polo.
Belt	Black- required with pants/shorts.
Shoes	ALL BLACK (upper and sole) athletic shoes, Sperry Authentic Original brown shoes with white soles. NOTE: Lands' End does not carry these. {Links posted below}. Saddle shoes optional for girls.
Socks	Navy or white
Optional	Navy pullover, cardigan, or ¼ zip fleece pullover with standard St. Peter's School logo in white worn over the polo. Optional plaid hairbands for girls.

Winter Uniforms (worn from October 1st – May 14th)

Student	Article of clothing	Explanation
Boys and girls	Blazer	Blue with special blazer logo. Blazers are required daily in winter. NOTE: Embroidered sweaters or ¼ zip pullovers may not be worn with the winter uniform.
Boys and girls	Shirt	Light blue oxford- SPS embroidered on collar
Boys and girls	Tie	Plaid
Boys	Bottoms	Khaki pants
Girls	Bottoms	Khaki pants or Clear blue plaid skirt. Skirts are required on Mass days but may be worn daily with oxford shirt in the winter (with tie and blazer).
Boys and girls	Belt	Black-required with pants.
Boys and girls	Shoes	Sperry Authentic Original dark brown boat shoes with white soles. NOTE: Land's End does not carry these. (Students may change into athletic shoes for P.E and recess). {Links posted below}. Saddle shoes optional for girls.
Boys	Socks	Navy or white socks
Girls	Socks	Navy or white tights, socks, or leggings
Girls	Hairbands*	Plaid

*Optional

Sperry Shoe Links:

Girls:



Boys:



3rd-5th Grades- Elementary

Summer Uniforms (worn from August – September 30 and again from May 15th - June)

Boys and girls:

Polo Shirts	White rapid dry short sleeve polo with standard St. Peter's school logo in SPS blue. There is not a long sleeve polo option.
Pants/ Shorts	Navy Shorts may be worn to Mass in summer by both girls and boys.
Skorts	Girls have the option to wear the skort year-round. In summer only, the skirt may be worn with the SPS short sleeve rapid dry polo.
Belt	Black- required with pants/shorts.
Shoes	ALL BLACK (upper and sole) athletic shoes, ALL BLACK Mary Jane shoes (for girls), saddle shoes (for girls).
Socks	Navy or white
Optional	Navy pullover, cardigan, or ¼ zip fleece pullover with standard St. Peter's School logo in white worn over the polo. Optional plaid hairbands for girls.

Winter Uniforms (worn from October 1st – May 14th)

Student	Article of clothing	Explanation
Boys and girls	Shirt	Light blue oxford- SPS embroidered on collar
Boys	Tie	Navy- required daily
Girls	Tie	Navy cross tie-required daily
Boys	Bottoms	Navy
Girls	Bottoms	Navy pants (Jeggings or leggings as pants are prohibited). Or Clear blue plaid skort. Skorts are required on Mass days. In winter, the skort is always worn with the oxford shirt and navy cross tie.
Boys and girls	Belt	Black-required with pants.
Boys and girls	Shoes	ALL BLACK (upper and sole) athletic shoes, ALL BLACK Mary Jane shoes (for girls), saddle shoes (for girls).
Boys	Socks	Navy or white socks
Girls	Socks	Navy or white tights, socks, or leggings
Boys and girls	Optional	Embroidered navy pullover, cardigan, or ¼ zip fleece pullover with standard St. Peter's School logo in white. Optional plaid hairbands for girls.

Pre-K – 2nd Grade-Primary

Summer Uniforms (worn from August – September 30 and again from May 15th - June)

Boys and girls:

Polo	White rapid dry short sleeve polo with standard St. Peter’s school logo in SPS blue. There is not a long sleeve polo option.
Pants/ Shorts	Navy Shorts may be worn to Mass in summer by both girls and boys.
Jumper	Girls may opt to wear the clear blue plaid jumper with SPS white logo every day of the school year. The jumper may be worn with long or short sleeves, light blue or white Peter Pan collar polo shirts with no logo.
Shoes	ALL BLACK (upper and sole) athletic shoes or ALL BLACK Mary Jane shoes (for girls).
Socks	Navy or white socks
Optional	Navy pullover, cardigan, or ¼ zip fleece embroidered with standard St. Peter’s School logo in white worn over the polo. Optional plaid hairbands for girls.

Winter Uniforms (worn from October 1st – May 14th)

Student	Article of clothing	Explanation
Boys and girls	Shirt	White rapid dry short sleeve polo with standard St. Peter’s school logo in SPS blue. There is not a long sleeve polo option.
Boys	Bottoms	Navy
Girls	Bottoms	Navy pants (Jeggings or leggings as pants are prohibited). *Pants may not be worn by girls on Mass days in winter. Leggings are only worn UNDERNEATH the jumper and are not a substitution for pants. Jumpers are required on Mass days. Girls can opt to wear the clear blue plaid jumper with SPS white logo every day of the school year. The jumper is worn with a long or short sleeve, light blue or white Peter Pan collar polo shirt with no logo.
Boys and girls	Shoes	ALL BLACK (upper and sole) athletic shoes or ALL BLACK Mary Jane shoes (for girls).
Boys	Socks	Navy or white socks
Girls	Socks	Navy or white tights, socks, or leggings
Boys and girls	Optional	Navy pullover, cardigan, or ¼ zip fleece embroidered with standard St. Peter’s School logo in white worn over the polo. Optional plaid hairbands for girls.

***Please note:** Primary students (grades Pre-K – 2nd grade) are NOT required to wear belts or ties.

General Guidelines

The Administration reserves the right to interpret and enforce the dress code in all instances. The Administration reserves the right to revise the code to accommodate any new fads or styles.

- Shirts and blouses must always be tucked in.
- 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 (This includes gel and dip polish). No hairspray, perfume, cologne, or lotion is permitted.

Jewelry: Jewelry will not be worn except for 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 (including dreadlocks). Boys are not permitted to have rattails, 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 moussed to stand up. Hair accessories must be functional and coordinate with the school uniform colors (navy blue and white) and always remain in the hair. Headbands must be plaid from Lands' End. No ornamentation may be worn as a hair accessory (flowers, bows, sparkles, diamonds, rhinestones, colorful yarn/string/non-natural hair color extensions etc.)

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 heelies
- 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 if the shorts are Bermuda length.
- Skirts are permitted if the skirt reaches the top of the knee.
- Sleeveless shirts are permitted if 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.
- Leggings may be worn under a dress/skirt or with a long tunic-type blouse that will cover a student's bottom. Leggings are not a substitution for pants.
- 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.

Consequences for Uniform Violations:

Homeroom teachers will ensure that students follow our uniform policy each day. Students will be asked to change clothing or remove unauthorized items (such as jewelry or hair accessories). It is expected that parents/guardians will address the issue of their student wearing the appropriate uniform. The teacher will issue a written uniform violation with the following guidelines. 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:

1. First infraction: The homeroom teacher will give a verbal warning to the student and send a note home to the parents.
2. Second infraction: Parents will be contacted by the Vice Principal.
3. Third infraction: Parents 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 visitors pass while in the building. Visitors must also check out and return a visitor 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 in the lunchroom or any other capacity may not drop into a classroom to see their child. This is an interruption to the teacher and to the educational process.

Pre-K Additional Information

Positive Behavioral Practices Policy

The St. Peter's Pre-K is a full day program that follows the normal school day schedule of 8:15 a.m. until 3:00 p.m. The class is comprised of 20 children with one certified teacher and one instructional assistant.

The Pre-K program focuses on:

- Personal and social development
- Language and literacy
- Scientific and mathematical thinking
- Social studies,
- Special classes including Spanish, art, music, computers and P.E.

Most importantly, we create a spiritual atmosphere in which a positive self-image can be built.

We begin our day by unpacking and working on various tabletop activities. This is followed by morning prayers and Circle time (review of the months of the year, days of the week, current date, current year, seasons, shapes, weather, jobs, patterns, and sight words), phonemic awareness (letters and sounds). We then have snack and a bathroom break followed by our daily "special". Students engage in "specials" once every day for 45 minutes.

We begin our afternoon with a 30-minute lunch. After lunch, we have a 30-minute recess before our rest time. Every student has their own rest mat. Once rest time is over, students engage in developmental learning centers. Developmental centers are extremely important for this age because students can work with their peers on socialization, team building, problem solving, communication, and having fun!

We take many steps to build positive relationships with the children and families in our program. We use a variety of strategies to encourage children's positive behaviors and help them avoid negative behavior. During circle time, we always go over our five classroom rules. These rules help the children understand behaviors that are appropriate to do in school. We also go over many social skills like listening, kindness, following directions, and how to be a good friend.

Providing Choices

Students have multiple opportunities to make choices throughout the day, like during circle and center time. During circle time, they are allowed to sit where they would like on the carpet. During center time, they are allowed to pick where in the classroom they would like to play. We

offer children choices to encourage positive behaviors. Children love to feel independent. They thrive on praise and positive feedback from their teacher or friend.

Redirection

In our Pre-Program, teachers/aides use verbal redirection and picture reminders with students. These cues remind students to stay on task or display on appropriate classroom behavior. Teachers/aides work hard to develop a loving relationship with each student. We believe a positive relationship with students helps encourage open communication where a child feels comfortable coming to their teacher for help and promotes positive behavior while in school.

Reflection and Problem Solving

We support children to resolve conflicts and develop problem solving skills. When a child reflects on a conflict, it is important to ask questions gently, so they feel comfortable to talk about what is going on. When they feel comfortable to talk about the problem, we go over how their friend might be feeling, how they are feeling, and what we might need to do to fix the problem. After we talk about the issue at hand, we encourage students to try again.

Clear Rules and Expectations- Developed with Children

Our program's rules and expectations for positive behavior are supported and reinforced in the following ways:

- The rules and expectations are written in a positive manner with complimenting visuals to encourage student connection and understanding.
- The rules are written in a way for the children to understand and explained by the teacher to confirm comprehension.
- Teacher/aide consistently acknowledges positive behavior as a whole class and with the individual child.