

# *Saint Peter's School*

## *Guardian/Student Handbook*

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**Wilton Cardinal Gregory**  
Archbishop of Washington

**Reverend Thomas M. Kalita, S.T.D.**  
Pastor

**Ms. Lauren DeZinno**  
Principal

**Mr. Nelson Abreu**  
Vice Principal

**Mrs. Farrah Short**  
School Advisory Board Chair

**Mrs. Kate Churchwell**  
Home & School Executive Board President

*Accredited by Cognia*

**SAINT PETER'S SCHOOL  
2024-2025 GUARDIAN/STUDENT HANDBOOK**

**MISSION STATEMENT**

Rooted in our Catholic faith, Saint Peter's School is dedicated to unlocking a child's fullest potential and creating a foundation for lifelong scholars committed to transforming their community through compassion and wisdom and striving to make a positive impact on the world.

**ARCHDIOCESAN ADMISSIONS & NON-DISCRIMINATION POLICY**

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church. <sup>1</sup>

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

<sup>1</sup>Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>.

## **ADMINISTRATION**

Saint Peter's School functions as part of the Educational Ministry of the Archdiocese of Washington and as such is guided by the directives of the Archbishop of Washington, the policies formulated by the Archdiocesan Board of Education, and the regulations of the Catholic Schools Office.

The pastor is the chief administrator of the parish. The role of the pastor in the administration of the parish school is based on the canonical and other responsibilities of that office. The pastor is responsible for implementing the policies of the Archdiocesan Board of Education and regulations of the Catholic Schools Office.

The Principal is responsible for the development of the school's regulations and procedures which are designed to implement Archdiocesan policies and regulations. The Principal is also responsible for the school's internal operation and the immediate direction of the teaching-learning process. All personnel who perform in an educational capacity in the school are subject to the administrative supervision of the Principal.

The Vice Principal is appointed by the Principal, after consultation with the pastor, and is directly responsible and accountable to the Principal. While overall responsibility remains with the Principal, the Vice Principal is responsible and accountable for authority that is designated by the Principal.

The faculty of Saint Peter's School is composed of qualified teachers who meet the requirements of the Archdiocese of Washington. All who are responsible for instruction in religion are certified or are in the certification process according to the Archdiocesan Catechist Formation and Certification Program.

### **PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made. Notice of amendments will be sent to parents via the established school communication platform and updated on the school website.

### **SCHOOL ADVISORY BOARD**

The School Advisory Board (SAB) is consultative in nature and provides advice and assistance to the school's Administrative Team (pastor and Principal) in carrying out its mission of integrating Catholic philosophy and teaching with academic excellence. In performing its advisory function, the SAB will respect the established policies and practices as set forth by the Archdiocesan Office of Education and the Administrative Team. The SAB is comprised of appointed members, a faculty representative, the Vice Principal, the Principal, and the pastor. The pastor appoints members for a three-year term of office.

### **PARENTAL AGREEMENT**

As part of the enrollment process, all parents acknowledge that they have read the handbook and agree to abide by its provisions.

### **ACCREDITATION**

Accreditation is the recognition accorded by the academic profession to an elementary school that has undertaken a sanctioned process of evaluation and development. It is an expression of confidence by the profession that the quality of the school is effectively and progressively managed by its faculty.

Saint Peter's School was granted accreditation by Cognia.

## **ADMISSIONS**

### **PARENTS/GUARDIAN COOPERATION AS A CONDITION OF ENROLLMENT**

Parents/guardians and students understand and acknowledge the Roman Catholic religious nature of Saint 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 Saint 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 Saint 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 Saint Peter's School. Demonstration of mutual respect between parents and teachers will model positive, mature behavior and relationships. Failure to support the school's administration and faculty may lead to a reevaluation of the family's enrollment in Saint Peter's School.

### **ADMISSIONS POLICY**

Children entering PreK-3 must be three years of age, children entering PreK-4 must be four years of age, and children entering Kindergarten must be five years of age by September 1. Students must use the bathroom independently.

Saint Peter's School is a parochial school supported by the people of Saint Peter's Parish. It primarily serves the children of parishioners, within the capacity and resources available to the school. First preference is given to families currently enrolled and parishioners, based on timely registration.

#### **Final enrollment in Saint Peter's School will be based on:**

1. space/availability
2. age of child
3. successful completion of screening
4. all registration requirements have been fulfilled

### **FAMILY SERVICE HOURS PROGRAM**

Saint Peter's School believes that the education of our students is a partnership with our families. We encourage parent involvement through our Family Service Hours Program. The program is integral to building a sense of community spirit and provides an opportunity for each family to participate in the creation of a nurturing and welcoming environment. By providing service to the school, families also help reduce school expenditures allowing for more funds to be used directly for the education of our children.

Each family must contribute a minimum of 20 hours per school year of service to the school through a program administered by the Home and School Association. Families are permitted to earn their hours through parish events such as School of Religion, CYO/SPAA coaching, etc. Only 5 hours per semester (quarters 1 & 2 and quarters 3 & 4) will be counted. Hours should be pre-approved.

A family may choose to not complete all or a portion of their 20 service hours commitment and instead pay a fee of \$50 per hour. Any family not fulfilling its total 20-hour service commitment by May 15 of that school year will be assessed a fee, which will be calculated on the number of hours remaining at \$50.00 per hour. The Service Hours Program is considered part of the tuition, therefore report cards and/or school transcripts will be withheld if the obligation is not met. Fulfillment of this obligation also is a condition of re-enrollment for the following school year.

### **ADW CHILD PROTECTION POLICY**

The Archdiocese of Washington ("ADW") requires that all volunteers who will come into contact with children while volunteering in an ADW school activity must comply with the ADW Child Protection and Safe Environment Policy. This includes a required background check and child protection training.

## **COMMUNICATION**

In keeping with the Church's principle of subsidiarity, problems should be resolved at the lowest level possible. Thus, if a parent has a concern, we ask that the parent discuss the situation with the **teacher first**. If the matter cannot be resolved at this level, a request can be made for an administrator to become involved. Faculty and staff work as a team with parents and are ever mindful of the best interests of each child.

**Spontaneous conferences are not permitted.** Parents are directed to make appointments by telephone or email. A response can be expected within 48 hours. As a courtesy, please leave the time and phone numbers where you can best be reached.

We believe that communication is the key to a positive and productive school/home relationship. We expect all parties to remain courteous and respectful as we work for the good of the children. This includes all types of communication. As with

all policies your cooperation is critical to our success. Failure to meet this request may endanger a family's enrollment in our school.

### **PHONE CALLS/EMAILS**

In the interest of personal privacy for our teachers/staff, we request that you arrange appointments with them through email message. **Under no circumstances should teachers be contacted at home either by phone or e-mail.**

The telephone in the school office is for business purposes only. After-school plans must be made with your children before they leave home each morning. In the effort to respect the learning environment of the classroom, we will not deliver phone messages to students during instructional time. Any phone messages will be directed to the teacher's voicemail. Any changes in how a student will be dismissed must be given to the teacher in written form the morning of that school day. Please take the time to plan ahead.

### **EMERGENCY FORM AND INFORMATION**

The emergency information form must be completed each year for each child in a family. When there is a change of address or phone number, or in the child's medical history, the parent should immediately inform the school in writing.

### **EMERGENCY SCHOOL CLOSINGS**

In case of snow, severe weather, or other public emergency, we follow the guidelines of Montgomery County Public Schools (MCPS). For any schedule changes due to weather or public emergency, please consult the MCPS website or the SPS emergency text message notification system.

If Montgomery County Public Schools announce an early closing due to weather or other public emergency, we follow the guidelines of MCPS and dismiss according to their direction (i.e., if MCPS announces a 2-hour early closing, Saint Peter's will close 2 hours early). These closings will always be accompanied by an emergency alert message from Saint Peter's School.

### **GUARDIANSHIP WHILE PARENTS ARE AWAY**

In the event that parents must travel and leave their children in the care of someone else, **the school office and student's homeroom teacher must be notified in writing via email.** This information would include the names of the person/persons in charge, their home and business telephone numbers, as well as permission for them to assume full responsibility for any action to be taken in case of an emergency.

### **CRISIS PLAN**

With the guidance of the Catholic Schools Office, Saint Peter's School has developed a crisis plan to cover various emergency scenarios; all faculty and staff have been ALICE trained (for more information, please visit <http://www.alicetraining.com>). Upon request, a copy of the plan is available for review in the school office. All teachers and staff are trained to respond to potential emergency scenarios. In the event of an emergency evacuation from the school, students will be moved to a pre-determined reunification site: One Life Fitness Center on Georgia Avenue

## **ATTENDANCE**

When students miss school, it is difficult to make up for the lost learning experience. **Vacation should not be planned during the school year, please respect the school calendar.** If a family emergency prevents the student from attending school, please notify the teacher. Missing more than 30 days of school may result in retention.

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

1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by the chief administrator;

6. 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
7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice 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.

Excused absences will be recorded in the same manner as unexcused absences. The excused documentation applies to the time in which the student has to complete his or her missed schoolwork. 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 and any missed schoolwork is due upon return.

## **RECORD OF ABSENCES**

A record of attendance is accurately maintained by the school office. In every case of absence, parents must notify the school by 8:30 a.m. on the morning of the absence; an email to the student's homeroom teacher is preferred. Students arriving after 10:45 a.m. or leaving before 11:30 a.m. are considered absent a half day. Any student leaving before 9:30 a.m. is considered absent for that day.

## **TRUANCY**

Maryland law requires regular school attendance unless a student is excused with a lawful absence. This applies to youth who reside in the state and are five years and older up to the age of 18. Once a child has reached the age of 18, he or she is no longer required by law to be enrolled in school. *Md. Code Ann., Educ., §7-301*

A truant youth is one who is unlawfully absent from school for more than 8 days in any quarter, 15 days in any semester, or 20 days in a school year. *Md. Code Ann., Educ., §7-302.2*

An absence, including absence for any portion of the day, for any reason other than those cited as lawful (above) is presumed to be unlawful and may constitute truancy. *Md. Code Regs. 13A.08.01.04*

## **TARDINESS**

**Promptness is important.** Not only is valuable learning time missed when a child is late, but **the interruption also disturbs the classroom routine.** Students are considered late after **7:50 a.m.** Students who are late must stop at the office and get a late slip before going to class. A history of tardiness may also negatively impact acceptance into a Catholic high school. In the event of a student being late three or more times in one quarter, his or her report card may include a note from the Principal. Excessive tardies may result in retention or separation from the school.

## **MISSED WORK**

### **PreKindergarten to 5<sup>th</sup> Grade**

When a student is absent, all missed assignments and homework sheets will be sent to the office at dismissal where it may be picked up by a parent, classmate, or sibling. It is the responsibility of the student to hand in the homework and missed assignments and to make up any missed quiz or test. **No assignments will be given in anticipation of student absence.**

### **MIDDLE SCHOOL**

Please go to the Portal to check your child's homework for the day(s) he or she has missed. No assignments will be given in anticipation of student absence.

**PLEASE USE THE PORTAL:** <https://www.plusportals.com/StPetersOlney>.

### **EARLY DISMISSAL**

If at all possible, medical or other appointments should be made after school hours, evenings, or weekends. If your child must be excused for medical or other appointments, please send an email to your child's teacher. **No student may leave the**

**school premises during school hours without a written note from the parent/guardian.** The parent/guardian picking up the student must sign the student out in the school office.

## **SAFETY**

### **CONFIDENTIALITY**

Parents will be promptly notified of teacher concerns. Teachers and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at risk.

### **CHILD ABUSE**

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction will comply with all applicable laws regarding child abuse and neglect. The laws of Maryland require the filing of a report of any suspected child abuse/neglect case. The law does not require the reporter to have proof that abuse/neglect has occurred before reporting. (Waiting for proof may involve grave risk to the child and is a violation of the law.) Any doubt about reporting suspected child abuse/neglect is to be resolved in favor of making a report.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential when the fire signal is given that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students involved in false alarms or who are disruptive during the drill will receive disciplinary consequences.

### **VISITORS AND VOLUNTEERS**

**ALL** visitors and volunteers must report to the school office upon entering the building. No visitors are permitted in the classroom during school hours, unless prior arrangements have been made with the teacher. The doors to the hallways and to the Parish Hall are locked during the school's normal operating hours. These doors have been added to our school's current security system.

### **USE OF STUDENT INFORMATION/PICTURES**

Saint Peter's School requests the right to release directory information, (i.e., names, addresses, and phone numbers) to appropriate persons as needed. This information will not be posted on websites or referenced in print materials for general distribution for reasons of safety and privacy. The school requests the right to use student pictures for publications and social media, such as the school yearbook, calendar, Facebook, Instagram, and Twitter. If any parent does not wish his or her child's picture to be used, they must indicate this on the section of the online enrollment documents.

### **SOCIAL MEDIA POLICY**

In light of our Christian values of respect and dignity for individuals, we ask that all parents **not** post pictures and/or names of fellow Saint Peter's students and their families from parish or school-sponsored events on Saint Peter's websites or their personal sites without prior written permission from the administration.

In addition, the following uses are prohibited on any Saint Peter's media outlet, including social media platforms or the Saint Peter's website:

- Soliciting or advertising any business, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of Saint Peter's partners and supporters,
- Furthering an issue or product for personal or professional gain,
- Conversing about Saint Peter's School Advisory Board/Home & School Association business or discussions,
- Airing grievances with fellow volunteers, school administrators, and teachers, board members, students or other individuals, and
- Using inflammatory or inappropriate language, or personal attacks of any kind.

### **CUSTODY**

It is important for Saint Peter's School to have accurate custodial information on file. This information will help us in determining when, if ever, a child can be released to a non-custodial parent. This information is required to be submitted at the beginning of each year.

Saint Peter's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no

information given or access to a student, it is the responsibility of the custodial parent to provide the school with an official copy of the court order at the beginning of each year.

The school highly discourages parents/guardians from involving the school in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. The parent(s)/guardian(s) will be billed for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.

## CONDUCT AND DISCIPLINE

### **DISCIPLINE CODE**

Disciplinary action at Saint Peter's School is corrective rather than punitive. Emphasis is placed on developing the student's responsibility for his/her own conduct. Through the encouragement of a Christ-centered atmosphere, we seek to instill a sense of moral values, empathy, and a responsible concern for the rights and well-being of others.

Conduct unbecoming a Saint Peter's School student is unacceptable. Inappropriate conduct either **during or outside school hours** may result in disciplinary action taken by the administration.

The school views all disciplinary matters as confidential. School administration will only discuss a student's disciplinary action with the student's parent/guardian. **Information on another student's academic or disciplinary action will not be discussed with any other party.** The school's policy on discipline can only be effective if parents give their complete cooperation and support. Failure of parents to cooperate with Saint Peter's discipline policy may lead to a student being denied re-admission. In all matters of discipline, the Principal is the final arbiter of policy and implementation.

### **DEMERITS**

Saint Peter's School, Grades 4-8, abides by a developmentally appropriate demerit system that reflects the school's philosophy and is consistent with the discipline code. **The demerit system is intended to serve as a communication tool for teachers to parents.** If a student receives a demerit, he or she is responsible for bringing it home, obtaining a parent signature, and returning it the following day. Accrual of demerits can result in a detention, as outlined below. At the end of each quarter, the count of demerits will reset.

### **DETENTION**

Any student that accumulates 5 demerits in one quarter for problems in work habits or 3 demerits for misbehavior will be issued a detention notice. Detentions will be held regularly on a predetermined afternoon from 3:15 p.m. to 4:15 p.m. Parents will receive written notification of the detention via email. Detention takes precedence over appointments, practices, lessons, ballgames, etc. When a student receives a second detention at any point in the year, parents will be notified in writing that the student is on probation. If a third detention is earned, the student may be suspended and forfeit certain privileges (i.e., after-school activities or field trips). After the third detention the parents must meet with the Principal or assistant Principal before the student is removed from probation.

The following are examples of situations which may warrant disciplinary action. Some infractions are more serious in nature and may warrant additional action on the part of the teacher and/or administration. *This is not a comprehensive list and is only meant as a guide.*

### **WORK HABITS:**

- incomplete or late assignment/homework
- failure to return and sign Thursday Folder items
- lack of books or school supplies
- incomplete school or P.E. uniform

### **BEHAVIOR:**

- excessive or repeated disruption of instructional time
- presence in unauthorized areas of the school/grounds
- disrespect for authority
- passing notes to another student
- defacing textbooks or school property
- improper language (oral, written, gestures)
- chewing gum/eating at inappropriate times

- inappropriate use of technology
- disrespect for other persons and/or property
- inappropriate display of affection
- verbal or physical harassment/bullying (may require a more serious consequence)
- academic dishonesty (see details below)
- use of cell phones or other electronic equipment

## **SUSPENSION**

In serious cases of the violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary in-school or out-of-school suspension. In a case of out-of-school suspension, the parents will be notified, and the child must be picked up within one hour of that notification.

Administration will contact parents/guardians to notify them of suspension procedures. All schoolwork missed on days of suspension must be completed before the student may return to class. Any work not completed prior to the student's return may not be accepted.

## **EXPULSION**

When the student's interests would be better served in another environment, the individual's behavior is a serious threat to the school community, or a pattern of behavior cannot be rectified through established procedure, administration may choose to expel a student from Saint Peter's School. The following cases are examples of potential grounds for expulsion:

- a. Bullying
- b. Possession of a weapon
- c. Continued and willful defiance/disobedience of authority
- d. Physical assault
- e. Extortion
- f. Arson
- g. Gross disorder (inciting mob action)
- h. Vandalism
- i. Possession and/or usage of alcohol, drugs, and/or other controlled substances
- j. Trafficking in pornographic materials
- k. Serious theft
- l. Inappropriate use of technology
- m. Any other criminal activity

## **VANDALISM**

The parent/guardian of a child who destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks provided by the school is permitted. The student will pay a fine for damaged or lost textbooks before any final reports, transcripts, and/or diplomas are presented.

## **ACADEMIC DISHONESTY**

Academic dishonesty is a serious breach of scholastic and moral values. Saint Peter's School will not tolerate any form of academic dishonesty. Academic dishonesty includes, but is not limited to:

1. Bringing, handling, possessing or otherwise utilizing or attempting to utilize study aides or other materials pertaining to a quiz/test during the administration of the assessment.
2. Aiding another student on any work, assessments, projects, and/or homework, without permission.
3. Sharing assessment information outside of class with other students.
4. Attempting to obtain information during assessments from others.
5. Copying or using any work, including homework, from other students or other people.
6. Use of an online translator or large language models (AI).
7. Plagiarism in any form.

Instances of academic dishonesty are treated as serious offenses and all parties involved will receive an automatic after-school detention.

## **PREVENTION PROGRAMMING**

As a Catholic school, Saint Peter's School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint 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 report 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 mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically or emotionally 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.

## **PARENT PARTNERSHIP**

The partnership between the parent(s)/guardian(s) and Saint Peter's School is important to create a positive environment and community. Negative actions such as disparaging remarks about the school, or individual teachers, by parents to the faculty staff, fellow parent(s)/guardian(s), family members, or students may result in action by the school. This can include but is not limited to the family being separated from the school.

## **THREATS**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Peter's School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion. The school reserves the right to not permit the student back into the building until after documentation from a mental health professional is received providing documentation that the students is not a risk to themselves or other students.

## **ACADEMIC POLICIES**

### **CURRICULUM**

The curriculum followed by Saint Peter's School is prescribed by the Catholic Schools Office in the Archdiocese of Washington. The ultimate goal of the educational experience at Saint Peter's School, including curriculum, is to bring the student to a better understanding of self in relation to God and to the world.

Saint Peter's School provides a rigorous academic program that integrates a STREAM curriculum (Science, Technology, Religion, Engineering, Arts, Math). Regular instruction includes courses in: religion, language arts, mathematics, social studies, science, performing and visual arts, music, physical education, technology, and Spanish (Gr. K-8).

Students from Grades PreK - 3 learn primarily in a single classroom environment with some specialized instruction. Students in Grades 4 and 5 transition to a modified departmentalized classroom environment based on content areas, meaning they

move from one classroom to another depending on the subject. Students in Grades 6-8 learn in a fully departmentalized system, allowing specialized instruction by subject area.

To better serve the individual needs of students and support the efforts of the faculty, Saint Peter's School provides opportunities for small group instruction, as well as for programs of enrichment and remediation in specific subject areas.

Saint Peter's School employs the services of a full-time counselor who works in our school offering support to students, teachers, and families.

### **RESOURCE DEPARTMENT**

The Resource Department is staffed by a reading specialist and a resource specialist who work with students, teachers, and/or families in attempting to meet the academic needs of students.

The Student Assistance Team (SAT) is a faculty-composed group whose purpose is to provide additional support to students who are experiencing academic difficulties within the classroom. Through a cooperative team effort, the SAT designs interventions, conducts observations, and meets with parents to form an appropriate educational plan if necessary.

Psycho-educational testing may be recommended in order to better understand a student's learning style or to identify specific learning needs. This testing can be done privately or through the Montgomery County Public School system. Parents should contact the resource department to discuss what course of action is appropriate and which options are available for consideration. The school staff will send all recommendations and/or evaluations directly to the professionals running the testing. The Director of Resource will be the point of contact for all testing-related matters.

### **TEXTBOOKS**

Some textbooks and materials are provided by the State of Maryland through the Non-Public Textbook Funding Program. The textbooks used in the school are selected based on recommendations published by the Catholic Schools Office. The teachers also expand and enrich the subject matter contained in the basic texts through the use of supplementary material. Students are obligated to take good care of school-provided books.

Students are required to pay for the replacement of lost or severely damaged books. Report cards and records will not be released until all fees are paid. Transcripts of graduating 8<sup>th</sup> Graders will not be forwarded to the high school until all fees are paid.

### **HOMEWORK**

The purpose of homework is to reinforce the skills taught in the classroom. It is essential that a child take responsibility for Grades earned and be accountable for all assignments and assessments. The responsibility for completing work also extends to student absences.

Parents are asked to check to make sure that assignments are completed. Helping the child is encouraged, but giving too much help may be considered academic dishonesty. Homework over the weekend is given at the discretion of the teacher.

### **ASSESSMENT**

Grades are based on the following factors: achievement in the classroom, completion of homework assignments, involvement in the subject matter, and test performance. Each teacher will provide a copy of his/her method and procedures for grading to families, in order that the student may be made aware of the grading procedure.

The students in Grades PreK - 3 are assessed and Graded in a manner which is appropriate to these early stages in development. The Archdiocesan grading scale is used for Grades 4 – 8 (no plusses or minuses are given):

A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	69 or below

### **REPORT CARDS**

Students receive report cards four times a year. It is very important that we (parents, teachers, and students) not compare Grades received between students. Grades received are a reflection of achievement based upon a child's ability, motivation, effort, and output.

Report cards will not be issued to families who have not fulfilled their financial obligations.

### **STUDENT PROGRESS COMMUNICATION**

Parents can view student Grades on the password protected school communication portal. Report cards will only be released if all tuition/financial obligations are current.

### **PARENT-TEACHER CONFERENCES**

Every parent of a student in PreK – Grade 3 is required to attend a conference with the homeroom teacher at the end of the first quarter (November).

Parents of students in Grades 4-8 are invited to schedule a conference with content area teachers if a concern is present in November as well.

Other conferences may be held at the convenience of teachers and parents. **Under no circumstances should teachers be approached for a conference without an appointment.**

### **STUDENT RECOGNITION**

At the end of each quarter, Saint Peter’s School recognizes student achievements.

**Christian Spirit Award:** Given quarterly to a student in each homeroom (Grades 2-8) who consistently demonstrates Christian values of respect and responsibility in the classroom and the Saint Peter’s School community. The homeroom teacher will use student nominations to guide his/her final selection for the Christian Spirit Award.

**Honor Roll:** Students in Grades 4-8 may earn recognition for academic achievement and positive behavior and work habits. They are recognized at an awards assembly each quarter. The criteria for recognition are:

Principal's List

All A's (no negative comments and no detention)

Honors

A's, no more than 2 B's (no negative comments and no detention)

Academic Improvement Award

Net improvement in three or more subjects (and does not drop more than one letter Grade in any single subject; no negative comments and no detention)

### **PROMOTION/RETENTION**

Saint Peter's School follows the Archdiocesan policy regarding the promotion and the retention of a student. Any child who fails in mathematics, reading, or English must attend summer school or be privately tutored. The number of days/hours of tutoring is to be determined by the Director of Resource. Rising eighth Graders who have failed math, reading, or English must attend an approved summer school program. Tutoring will not fulfill this obligation.

Retention in the primary Grades is typically dependent upon the development of reading and language arts skills. Retention of students in Grades 4 - 8 is typically dependent upon achievement in the basic skills subjects: reading, math and language arts. Failure in two of the basic skills subjects or in one of the basic skills subjects plus another academic subject can be a basis for retention.

The same Grades required for promotion are also required for a student's completion of the eighth Grade. A diploma will be granted to all students fulfilling the criteria for graduation. Those students not fulfilling these requirements will be issued a Certificate of Attendance.

### **STANDARDIZED TESTING**

The Archdiocese of Washington mandates standardized testing for all students in Grades 2-8. The testing results are used to guide instruction and to measure student progress. Parents will be notified in advance of testing windows. Please avoid absences and tardies during standardized testing.

Saint High School is an official testing site for the High School Placement Test (HSPT), administered to 8<sup>th</sup> Graders. This test is used by many Catholic high schools for admission purposes. The HSPT is given in the fall.

## **TECHNOLOGY AND THE INTERNET**

Saint Peter’s School follows the Archdiocese of Washington Catholic Schools Office’s Acceptable Use Policy. This policy is reviewed with the students in technology classes at the start of each school year.

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation. Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

## **STUDENTS**

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:

- a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
- b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
- c. Shall keep all accounts and password information private and secure.

2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:

- a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
- b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
- c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
- d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4. All Students:

- a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school issued email accounts for authorized educational purposes only; d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:

- a. Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

### **PARENT(S)/GUARDIAN(S)**

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity.

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location.
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school).
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology.
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

## **SPIRITUAL INSTRUCTION**

### **CURRICULUM**

To foster spiritual development, all students from preschool through eighth grade receive daily instruction and practice in the Catholic faith. Saint Peter's School adheres to the Archdiocesan curriculum guidelines established for the instruction of religion and the catechesis in human sexuality.

Students in the second grade receive preparation for the Sacraments of Reconciliation and Eucharist. Students in the seventh and eighth grades receive instruction and preparation for the Sacrament of Confirmation. Parents are obliged to take an active part in these sacramental preparations. Non-Catholic students are required to participate in all religion curriculum and activities except for the reception of the sacraments.

### **LITURGY**

A love and appreciation of the liturgy is fostered through active participation in the Church year. All students of Saint Peter's School attend Mass on a regular schedule and at various times (special celebrations, holy days of obligation, etc.) throughout the school year. Each class takes turns in taking responsibility for the liturgy. Participation in these liturgies includes recitation of prayers and responses, singing, and carrying the gifts in the Offertory Procession. Parents are encouraged to join us for school liturgies whenever possible. Students participating in the Liturgy must wear the proper school uniform (no tag day or Physical Education uniform).

### **SERVICE**

Saint Peter's School fosters the growth of Catholic faith in action for students and their families by helping students to live as examples of Christ to our school, our community, and beyond.

### **PRAYER**

Our school day begins and ends with a school-wide prayer. Opportunities for prayer and reflection are made available to students at other times throughout the course of the school day.

### **STUDENT RETREATS**

Students are expected to participate in retreats which are scheduled to enhance and support the development of the faith. Retreats are part of the preparation for the reception of the Sacraments of Confirmation and Eucharist.

## **UNIFORM POLICY**

We want our students to take pride in their appearance. How they dress should be a reflection of the quality of our school and the high expectations we have for our students' conduct. Students must be in full uniform beginning on the first day of school, unless a tag day or other notification is published. Parents will support the school by reinforcing uniform requirements at home. We ask for your cooperation in adhering to every item of this dress code. Students can expect to receive disciplinary action as a result of a uniform violation. If, for some reason, a student is unable to be in full uniform, an email from the parent/guardian must be sent to the student's homeroom teacher. Exceptions and interpretations are left to the discretion of the Faculty & Administration. Please ensure that all pieces of your child's uniform fit throughout the year. New pieces must be purchased when they are outgrown or ill-fitting.

### **PRESCHOOL**

#### **PRESCHOOL GIRLS - ALL SEASONS**

- Navy short-sleeved Jersey knit dress w/ school logo OR navy pull-on elastic waist pants w/ white short- or long-sleeved polo shirt w/ embroidered school logo OR navy two-pleat skort w/ white short- or long-sleeved polo shirt w/ embroidered school logo
- Grey crewneck cardigan sweater w/ school logo OR grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo
- Shoes must be comfortable non-marking, rubber-soled, Velcro closure with a flat heel in black or brown OR all black Velcro sneakers. No work boots or boot styles are permitted. No open toe/heel shoes are allowed. It is impossible to anticipate every fashion option. Please use these guidelines when making purchases.

#### **PRESCHOOL GIRLS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- Navy pull-on elastic waist shorts w/ white short- or long-sleeved polo shirt w/ embroidered school logo

#### **PRESCHOOL BOYS - ALL SEASONS**

- Navy pull-on elastic waist pants w/ white short- or long-sleeved polo shirt w/ embroidered school logo
- Grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo
- Shoes must be comfortable non-marking, rubber-soled, Velcro closure with a flat heel in black or brown OR all black Velcro sneakers. No work boots or boot styles are permitted. No open toe/heel shoes are allowed. It is impossible to anticipate every fashion option. Please use these guidelines when making purchases.

#### **PRESCHOOL BOYS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- Navy pull-on elastic waist shorts w/ white short- or long-sleeved polo shirt w/ embroidered school logo

\*Pull-ups and/or diapers are not permitted. All students must be potty trained to be enrolled/admitted. Excessive accidents may lead to removal from enrollment.

### **GRADES K-5**

#### **GRADES K-5 GIRLS - ALL SEASONS**

- Plaid jumper OR two-pleat skort of appropriate length (hem must be 3 inches from the front and back of knee)
- White "Peter Pan collar" blouse with jumper OR white short- or long-sleeved polo shirt w/ embroidered school logo
- Grey crewneck cardigan sweater w/ school logo OR grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo
- Navy flat-front/chino-style dress slacks (must have solid black, brown, or navy belt in Grades 4-5)

#### **GRADES K-5 GIRLS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- Navy twill/chino-style walking shorts (must have solid black, brown, or navy belt in Grades 4-5)

#### **GRADES K-5 BOYS - ALL SEASONS**

- Grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo

- White short- or long- sleeved polo shirt w/ embroidered school logo
- Navy twill/chino-style dress pants (must have solid black, brown, or navy belt in Grades 4-5)

**GRADES K-5 BOYS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- Navy twill/chino-style walking shorts (must have solid black, brown, or navy belt in Grades 4-5)

**GRADES 6-8**

**GRADES 6-8 GIRLS - ALL SEASONS**

- Grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo
- Plaid skirt (hem must be 3 inches from the front and back of knee)
- Navy flat-front/chino-style dress slacks (must have solid black, brown, or navy belt)

**GRADES 6-8 GIRLS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- White short- or long- sleeved polo shirt w/ embroidered school logo
- Navy twill/chino-style walking shorts (must have solid black, brown, or navy belt)

**GRADES 6-8 GIRLS - WINTER ONLY (NOVEMBER TO MARCH)**

- White short- or long- sleeved oxford blouse (undergarments/logos should not be visible through blouse)

**GRADES 6-8 BOYS - ALL SEASONS**

- Grey v-neck pullover sweater w/ school logo OR grey v-neck vest w/ school logo OR navy 1/4 zip fleece w/ school logo
- Navy twill/chino-style dress pants (must have solid black, brown, or navy belt)

**GRADES 6-8 BOYS - FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- White short- or long- sleeved polo shirt w/ embroidered school logo
- Navy twill/chino-style walking shorts (must have solid black, brown, or navy belt)

**GRADES 6-8 BOYS - WINTER ONLY (NOVEMBER TO MARCH)**

- White short- or long- sleeved oxford dress shirt
- Plaid school tie

**ALL STUDENTS (PRESCHOOL-GRADE 8)**

- **FOOTWEAR** - Shoes must be comfortable non-marking, rubber-soled, tie or Velcro closure with a flat heel. The only colors permitted are black, brown, or navy. No work boots or boot styles are permitted. No open toe/heel shoes are allowed. All black (sole and laces) Reebok shoe is also permitted. It is impossible to anticipate every fashion option. Please use these guidelines when making purchases.
- **SOCKS** - Plain navy or plain white socks with no logos that cover the ankles; K-5 girls may wear plain navy knee socks, plain navy tights, or plain white tights; PreK girls may wear plain navy or plain grey leggings with socks that match the color of their leggings.
- **JEWELRY** - An analog watch (with no wifi, cellular, or bluetooth connection) and a modest necklace with cross, crucifix, or religious medal addadced may be worn. No other items of jewelry are permitted. Girls are permitted to wear one small pair of post earrings in the ear lobe only. Earrings for boys are not permitted.
- **MAKEUP** - No makeup of any kind is permitted. No nail polish is permitted.
- **HAIR** - Hair should be clean, well groomed, and out of the eyes at all times. Extreme styles which may cause distraction, excessive lengths, or chemically altered occuring hair colors are not permitted. Students should maintain their natural hair color at all times. The length of any bangs must be above the eyes; hair should be above the shirt collar. Saint Peter's School recognizes the diversity of hairstyles with cultural, ethnic, and/or religious significance. Facial hair is not permitted.

**PHYSICAL EDUCATION (P.E.) UNIFORM (PRESCHOOL-8)**

Students must come to school on assigned P.E. days dressed in their P.E. uniforms and tennis shoes/sneakers. Physical Education (P.E.) classes begin the first week of school. Parents will be notified of the scheduled days for P.E. class.

**ALL SEASONS**

- Gray t-shirt w/ school logo
- Navy sweat pants w/ school logo
- Tennis shoes/sneakers

- Grey crew-neck pullover sweatshirt w/ school logo
- White socks (must cover the ankle)

**FALL (SEPTEMBER TO OCTOBER) AND SPRING (APRIL TO JUNE) ONLY**

- Navy mesh shorts w/ school logo

**TAG DAYS/OUT-OF-UNIFORM DAYS**

Occasionally students are permitted to dress out of uniform (Tag Day). Some Tag Days are whole-school events. These days promote school spirit or provide an incentive for participation in a school-sponsored project. Sometimes individual students are rewarded with a tag day as a thank you for service to the school. The cost of tag day is \$1 unless otherwise announced. Rules for dressing for tag days:

1. Boys and girls must always wear closed-toe shoes and socks.
2. No hair dye or face paint is permitted unless specified. Girls may wear light makeup.
3. Shorts may only be worn during the fall and spring uniform months (September-October and April-June). Shorts must be modest in length or P.E. uniform shorts.
4. Students may not wear leggings/skinny jeans/jeggings/hipster pants unless they cover their rears with a long shirt; the shirt must fall halfway between their waist and their knee.
5. No running shorts, tank tops, spaghetti straps, or shirts that expose the midriff.
6. No inappropriate, offensive, or divisive messages on clothing.

**If students are not dressed in accordance with our tag-day policy, parents will be required to bring a change of clothes to school and students will not be allowed to participate in future tag days.**

**GENERAL INFORMATION**

**EXTENDED DAY PROGRAM**

Students enrolled at Saint Peter’s School are eligible to attend the Extended Day Program. There is a separate enrollment fee and additional charges for use of the program. The program operates from 7:00 - 7:30 a.m., and from dismissal until 6:00 p.m. except on days when Montgomery County Public Schools have declared school emergency early dismissal/closings (see details under Communication). The program is administered by Saint Peter’s School and is licensed by the Maryland Department of Child Care.

**LUNCH**

Students are responsible for their own lunch, either brought from home or purchased through the school lunch program. Please refer to the information on the school’s website or the school calendar for the days, items, and prices.

Parents may drop off a forgotten lunch on the bookshelves in the foyer. The lunch must be labeled with the child’s full name and homeroom. Lunch delivery by outside vendor (i.e., take-out orders) is strictly prohibited. Students will be permitted to retrieve their lunch at the designated lunch time. Please note that students’ health and safety are a priority; a substitute snack or lunch is always provided when a student has no lunch. A modest charge for a substitute lunch may apply; these charges will be added to the student’s Boonli lunch account. No glass containers permitted. It is not an option for students to heat anything.

**HOT LUNCH PROGRAM**

The Hot Lunch Program is facilitated by the parent volunteers and operates on a weekly schedule with the cooperation of local vendors. All lunch orders must be submitted online by 8:00 a.m. Instructions for ordering are available on the website. If a student does not have a lunch, the school will provide a light substitute. A charge of \$3 will be added to the parent’s online account.

**RELEASE OF STUDENT RECORDS**

Parent(s)/guardian(s) must provide a minimum of 5 school-days notice for the release of school records. All ADW release of records documentation is required. Parent(s)/guardian(s) will be responsible for the records fee of \$100 which will be charged to the TADS account.

**SCHOOL DAY**

School hours are 7:50 a.m. to 3:00 p.m. Students may arrive as early as 7:30 a.m. Students who arrive earlier than 7:30 a.m. will be enrolled in the Extended Day Program at a cost of \$5/child/day. Charges will be added to a family's account. Your child's safety is our primary concern. Children may not be left unsupervised at Saint Peter's School.

Students enter the school through the Parish Hall doors or the front entrance. On Mondays, Wednesdays, and Thursdays, students gather as a community in the Parish Hall for prayer and announcements. On Tuesdays and Fridays, students go directly to their homerooms to stream morning prayer and Saint Peter's School news and announcements on the school's YouTube channel.

The school day begins at 7:50 a.m. with assembly in the Parish Hall. This is an opportunity for students and faculty to pray together, and to acknowledge birthdays and other special events. Students are considered tardy after 7:50 a.m. Parents must walk their child to the office and sign them in on the School Pass station.

7:30 a.m.	-	Earliest arrival time
7:50 a.m.	-	Tardy Bell
2:55 p.m.	-	Dismissal bell for PreK students
3:00 p.m.	-	Dismissal bell for Grade K-8 students

In order to minimize the disruption to classroom instruction as well as to help students develop a greater sense of responsibility, students are not permitted to call home for forgotten items (i.e., homework, sports gear, books, lunches). Nothing will be delivered to the classrooms after 8am. Parents may drop off a lunch on the bookshelves in the foyer. The lunch must be labeled with the child's full name and homeroom. Lunch delivery by outside vendor (i.e., take-out orders) is strictly prohibited. Students will be permitted to retrieve their lunch at the designated lunch time. Please note that students' health and safety are a priority; a substitute snack or lunch is always provided when a student has no lunch; no child will ever go hungry. A modest charge for a substitute lunch may apply; these charges will be added to the student's Boonli lunch account.

### **EARLY DISMISSAL DAYS**

On certain days during the school year Saint Peter's School dismisses at 12:00 p.m. There is no lunch period on these days. All students are to be picked up **OUTSIDE** in the designated parking lot. **NO** students are to be picked up at the **FRONT** of the school building. **NO PARKING IS PERMITTED IN FRONT OR BACK OF THE SCHOOL BUILDING.**

Please alert the homeroom teacher to changes in your child's usual departure routine. **Written/email notification is necessary.** All arrangements for after school transportation should be made at home. Students may not use the school telephone to arrange such transportation. **ALL STUDENTS ARE TO BE PICKED UP BY THE CONCLUSION OF DISMISSAL PROCEDURES.** Any student still at school will be enrolled in the After School Care Program and charged the drop-in rate. The responsibility of Saint Peter's School faculty and staff regarding the safety of students begins at the first bell and ends at dismissal. Students will not be permitted to walk off property unless they are designated as a "walker" on the Family Emergency Contact form.

### **FIELD TRIPS**

Field trips complement and extend classroom instruction. Every student is required to participate in scheduled field trips. There is typically a fee that covers the cost of the bus transportation and any activity or admission charges. These fees are not included in the regular tuition, and will be billed to the parents TADS account. Saint Peter's strives to keep field trip fees as affordable as possible. The per student field trip cost is calculated on the number of student participants. There are no waivers, exemptions, or refunds for field trips or for field trip fees.

Each student is required to have an Archdiocese of Washington (ADW) field trip permission form, signed by a parent, for each field trip.

A member of the Saint Peter's faculty or staff is always responsible for organizing and leading the group. When necessary, parent volunteers may be recruited to accompany the group as additional chaperones. Only parents who have completed the ADW Child Protection Policy requirements are permitted to chaperone. Parents chaperones are expected to follow all instructions from the lead teacher. Siblings are not permitted to attend. Students are permitted to bring only the items designated by the teacher (i.e., lunch, rain gear, etc.) Students are not permitted to bring anything else, including toys, cell phones, etc.

Since field trips are considered to be a part of the school day, every student is expected to participate as if it was a regular school day. The regular school uniform is required unless otherwise stated on the permission form. When students travel off campus, they are representing Saint Peter's School. Student behavior should follow regular classroom expectations.

## **PERSONAL BELONGINGS/CELL PHONE USE**

Students are not permitted to bring any electronic devices to school or on field trips. An exception may be made if a teacher specifies it as part of a class activity. Students may bring cell phones to school. These devices must be turned off and remain off and stored in the student's backpack (locker for students in Grades 6-8) until the student is in parental custody. The school will not be held responsible for any electronic devices that are damaged or lost during the school day or during school-sponsored activities. In the event of inappropriate cell phone use, the administration reserves the right to confiscate the phone, search its contents, and maintain possession until an investigation has been completed. The administration reserves the right to prohibit cell phone possession in cases of misuse. A cell phone that has been confiscated will only be returned to a parent.

We also encourage parents to mark coats, jackets, sweaters, etc. with the student's name. This makes it easier to return lost or misplaced items. Any items found will be placed in our Lost and Found in the school office. Please ask your child to check it often. Unclaimed items will be donated to charity.

Saint Peter's School is not responsible for any money students bring to school. In situations where school business dictates that funds be carried from home (i.e., coupons, certificates, fees, tuition, etc.) please secure these in an envelope marked clearly with the student's name and purpose on the outside.

Each student is assigned a desk, locker, or cubby in which to store clothing and textbooks. The school reserves the right to inspect desks, lockers, and cubbies at any time. Lockers may not be decorated on the outside.

## **PARTIES**

Invitations to birthday parties or other non-school sponsored social events are not to be given out during school time or on school property.

## **TRANSPORTATION PROCEDURES**

### **CARPOOLS**

Children must arrive by 7:50 a.m. to be sure they are able to participate in morning assembly. The morning assembly is an important part of our school day and **every student** should be present.

Children are dismissed from school at 3:00 p.m. It is important for the safety of our children that all carpool parents wait until they are waved on by the school authority. Move slowly. Always watch for children. Be prompt. No child should be "hanging around" after school. If picking up your child promptly after school is not possible, we ask you to make arrangements for your child to be enrolled in the Extended Day Program. All drivers are urged to respect the safety regulations regarding arrival and departure of students. Parent, your cooperation and patience in all matters of the school safety is very much appreciated. In general, we ask that:

1. Drivers park, drop off, and pick up children in designated areas only.
2. Drivers use caution at all times and follow directions of school staff members.
3. The use of cell phones while driving is illegal.

### **CARPOOL ARRIVAL PROCEDURES**

Students may be dropped off as early as 7:30 a.m. Students who arrive before 7:30 a.m. will be enrolled in the Extended Day Program at a cost of \$5.00/student. Students enter the school through the main school doors.

1. Cars enter from Buehler Road via Spartan Road. NO ENTRY FROM ROUTE 108 after 7:30 a.m. during arrival.
2. Cars proceed around the Worship Center and down the long driveway next to the apartments.
3. Turn right on to the driveway between lots B & C.
4. When the line of traffic stops, students may exit cars anywhere in the yellow safety zone.
5. Students must exit cars on the passenger side of the car and may not gather belongings from trunk.
6. Patrols assist students exiting cars and direct them to keep walking to the school entrance.
7. Parents remain in cars and keep focused on traffic. DO NOT PULL OUT OF LINE TO GO AROUND CARS STILL UNLOADING STUDENTS.
8. Help us keep the line moving as quickly as possible – if you need a longer good-bye, plan to park in Lot B (the upper side lot).
9. Cars exit onto Route 108.

## **AFTERNOON PICK-UP PROCEDURES**

**Dismissal is at 3:00 p.m. Students who are not picked up at the end of dismissal will be sent to the Extended Day program. Parents will be charged a late pickup fee. Directions for lining up for dismissal:**

1. Enter Parking Lot B. Turn right. Follow traffic flow pattern down to Parking Lot C. Park in Lot C facing Grotto, in lanes 1,2,3, etc. (up to lane 10). When Lot C is filled, cars should stay lined up in traffic flow lanes in Lot B.
2. Turn off motor and wait for children to be dismissed. Plan to stay in your car to be ready to move when signaled to exit. If you have business to conduct with a teacher or in the school building, park in Lot B in spaces facing the church.
3. No students may be picked up in front of the school building, in the back of the school building. Parking for dismissal is not permitted in front of the school building or in the back of the school building.
4. Students are dismissed from the doors in the middle school facing Lot C. Students may only enter cars parked in Lots B & C. Students will not be permitted to walk to cars on the driveway.
5. When the hand bell rings, all pedestrian traffic must stop. Cars are dismissed in order, starting with Lane #1. Be ready to move when the lane is signaled to depart. A school staff member directs this process. Cars in Lot B are dismissed following all cars from Lot C.
6. If you need to wait for a student, proceed with the traffic flow out of the parking lot, turn left at Grotto and re-enter the traffic line back into Lot B.
7. After all lanes have exited, the hand bell rings again and children are permitted to board cars for the second cycle of pick-up. Please do not try to move your child while cars are moving during dismissal. Wait with your child until the hand bell rings once again to signal that it is safe to walk.

**Please note: Carpools that include student patrols should plan on coming for the second cycle of pick-up.**

## **HEALTH POLICIES**

### **EMERGENCY FORM AND INFORMATION**

The emergency information form must be completed each year for each child in a family. When there is a change of address or phone number, or in the child's medical history, the parent should immediately inform the school in writing.

### **HEALTH ROOM**

Should a child become sick or injured at school, they will be sent to the Health Room. Parents will be notified immediately if the child has a temperature, has vomited, has any injury to the head, has a serious injury requiring medical attention, or for any reason cannot or should not return to class. Parents are required to pick up sick/injured children as soon as possible but no later than one hour after notification of the illness or injury.

### **ABSENCES DUE TO ILLNESS**

If a student has contracted a contagious illness/disease (i.e., strep throat, pink eye, chicken pox, head lice, etc.), he/she may not return to school until the proper incubation period has passed, or the student has been taking antibiotics or a prescribed medication for 24 hours. The student should have a normal temperature without the aid of fever-reducing medication. A sick child is most appropriately kept at home rather than sent to school. A doctor's written excuse will be required in cases of prolonged/excessive absences of three consecutive days or more.

Students may return to school once they:

- Are fever-free without the aid of medication for 24 hours
- Have not vomited within the preceding 24 hours
- If taking a prescription medication, having taken the medication for at least 24 hours

### **MEDICATION**

No student may have any medication, prescription or over-the-counter on their person. Medication may be dispensed by the school nurse, once the Student Medication Authorization form is completed and signed by the physician. This is true for prescription and over-the-counter medications (Tylenol, Advil, aspirin, cough syrup, etc.). One of these forms must be completed entirely by the health care provider and the parent and be on file in the school office before we will administer or allow a student to administer any medication. A picture of the child must accompany the medication which is to be dispensed.

All administration of medication ceases when the school day ends at 3:00 p.m. Parents are responsible for providing and administering medication at any school event that takes place before or after normal school hours. Saint Peter's School reserves the right to refuse to accept, administer, or supervise self-administration of any medication.

### **FOOD ALLERGY INFORMATION**

Saint Peter's School does not offer an allergen-free environment. When possible, the school provides information to the school community about situations involving life-threatening allergies, preserving the privacy of the individual student. Every attempt is made to prevent a student with a severe allergy from being exposed to the allergens.

Parents of students with known allergies are asked to provide the school with Epi-pens. All faculty and staff are trained to use Epi-pens in response to a life-threatening emergency/exposure.

Saint Peter's School is not responsible for a student's compliance with personal food restrictions, nor does the school guarantee an allergen-free surface on all desks or tables where a student may be seated.

### **MEDICAL RECORDS AND HEALTH INFORMATION FILE**

All students attending Saint Peter's School must have their immunization records up to date. All parents/guardians are responsible for updating their children's medical records. We remind parents of the state regulation regarding health records: (COMAR 10.06.04.03) No school Principal or other person in charge of a school shall knowingly admit any pupil to or retain any pupil in a public or private nursery, kindergarten or elementary school who has not furnished evidence of primary immunizations against TETANUS, DIPHTHERIA, POLIOMYELITIS, MEASLES (RUBEOLA), MUMPS, RUBELLA, HEPITITUS B, VARICELLA, and MENINGITIS, TETANUS-DIPHTHERIA-ACELLULAR PERTUSSIS (Tdap).

Dates for these immunizations must be provided. The school must refuse admittance to a child or dismiss a child who does not meet these requirements. If the school notifies you that your child's records are not complete, please take care of this matter in an expeditious manner.

### **COUNSELING OPPORTUNITIES AND EXPECTATIONS**

Saint Peter's School employs a full-time counselor. The counselor is available to support students, teachers, and families. The counselor may work with entire classes, as well as individual students or small groups of students. The counselor may see a student individually one time without parental consent. Parents will be notified if additional visits are warranted. A consent form will be provided to allow for more visits to the counselor.

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

## **ASBESTOS MANAGEMENT PLAN**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.