

# Saint Peter's School

## General Back-to-School Information

### VOLUNTEER & SCHOOL SERVICE POLICY

Volunteers are vital to the success of our school and its programs. The Saint Peter's School Service Program serves several important functions:

- Building community
- Strengthening parental involvement and commitment to the school
- Reducing auxiliary expenses so that funds can be targeted for programs and materials which directly benefit students.

As part of the School Service Program, each family is required to perform 15 hours of service to the school each year. The 15 service hour commitment is an obligation just as is payment of tuition. At the end of the school year, families are assessed a fee of \$50 per hour for any unfulfilled/unreported service hours. The service obligation can be fulfilled in a variety of ways. For a partial list of the various volunteer opportunities, please visit the website.

**Please note that younger siblings cannot accompany parents** who volunteer during the school day for school programs or in the classrooms. If you have any questions, please call the Home & School Volunteer Coordinator, Laura Davidson, 301-260-9038, [ladcsd@aol.com](mailto:ladcsd@aol.com).

**School service and volunteer hours are self-reported** in a database linked to school website, [www.stpetersschoololney.org](http://www.stpetersschoololney.org). Each adult who volunteers for a school service activity must register for that activity and record their hours electronically. All service hours will be reviewed for accuracy by the Home & School Volunteer Coordinators. When registering your hours, please keep in mind the following guidelines:

- List the activity and number of hours worked not the time span. (Examples: Set up for Gala – 2 hours; baking brownies for Faculty Luncheon – ½ hour; working during Clean-up Day – 4 hours).
- Donations (such as baked goods, paper products, etc.) do not count towards service hours. If necessary, submit receipts for reimbursement.
- Some activities such (i.e. Field Day, Drama) have a limit of 5 hours that can count toward fulfilling the School Service Requirement.
- Your requirement for involvement in parish functions (i.e., Athletics, Bazaar, Lector, Scouts) does not suffice to fulfill the required service hours for the Day School.

### VOLUNTEERS AND CHILD PROTECTION POLICY

Many of our school service opportunities involve adult volunteers working with/around children. Anyone over the age of 18 who has contact with children is required to be in full compliance with the Archdiocese of Washington Child Protection Policy. We strongly encourage you to complete all the steps of the Child Protection Policy as soon as possible so that you are able to volunteer for school events when the opportunity arises. Information about completing the steps for compliance can be found on the website under the Contents tab. Please contact Melanie Corless in the school office if you have any questions.

### VISITORS IN THE SCHOOL

**All volunteers and visitors to the school must report to the school office to sign in and receive a visitor pass.** We are required to keep a record of all visitors in the building for the safety of our students and, in the event of an emergency, for the safety of our visitors. Neither students nor visitors are permitted to enter the building through any side or back door. Students have been instructed, for safety reasons, not to open doors for anyone. Anyone without a visitor pass will be asked to report to the office.

### COMMUNICATION BETWEEN HOME & SCHOOL

Saint Peter's School uses a variety of means in order to facilitate communication between home and school. Some of the most frequently used are listed below. For details and additional information, please

review the School Handbook which will be sent home during the first week of school.

Parent/Teacher Conferences – Once a year, when 1<sup>st</sup> Quarter Report Cards are distributed, parents are required to attend a 10–minute conference with their child’s teacher in order to receive the report card and talk briefly about their child’s academic progress. Parents sign up online for a 10-minute conference slot, beginning about 4 weeks prior to conference day. More information will be published in the online weekly newsletter. Additional parent/ teacher conferences are encouraged and may be scheduled during the year, as necessary. Please send a note or call the teacher to make an appointment.

Written/Print Communication – Most regular written communication between school and home takes place via our school website. A weekly newsletter is published every Thursday. Every other Thursday, academic progress reports for students in grades 3-8 are uploaded to the website and available for viewing by parents. For liability reasons, we require notification in writing of changes to your child’s schedule (i.e. absence due to illness or family emergency; change in dismissal plans, early release, etc.). **Please check the website regularly for current school information.**

Home & School Association – The Home and School Association is the parent service organization created to encourage communication and cooperation between parents, administrators and teachers by building community and facilitating and tracking volunteer service to the school. All families are encouraged to attend the Home and School Association meetings and to participate in the activities it sponsors.

Phone System – Our phone system permits parents to leave messages for teachers in telephone voice mail – prompts within the phone system will guide you to a teacher’s voice mail box. Please allow up to 48 hours for a teacher to return a phone call. If a teacher calls during the school day, please be aware that their time will be limited and the conversation may need to be continued at another mutually agreeable time. If you are trying to reach a teacher at the end of the day, please note that there is no guarantee that a voicemail left for a teacher will be received in time for dismissal.

E-mail – Every member of the school faculty and staff has a unique, private e-mail address. These addresses are available on Edline and are also published in the School Directory following the pattern: `firstname.lastname@stpetersolney.org`. Each teacher will announce at Back-to-School Night their preferred means of communication (phone or e-mail).

School Handbook – the handbook is part of the school calendar. The handbook is revised annually and contains detailed information about our policies and procedures. The handbook and calendar will be distributed at Sneak-a-Peek/PK & K Open House (one per family). Each family is required to sign the handbook acknowledgement page at the front of the calendar. In addition to other revisions, please note the following two significant changes to the handbook:

- **School day/Tardy bell** – The school day begins at 7:50 a.m. Effective the first day of school, August 31, students will be considered tardy if they arrive after 7:50 a.m. Please make every effort to have your children arrive on time for school.
- **Tag day attire** – during the fall and spring uniform periods students will be permitted to wear shorts but only Bermuda-length shorts (for boys and girls). If Bermuda-length shorts are not available, students must wear jeans, slacks, or crop pants. For more details about the uniform, please see the uniform policy on the website.

School Directory – Every family’s name, address, home phone, and family e-mail are listed, by permission only, in the Directory. **This information is to be used for school/social contacts only. It may not be used to solicit donations or for business or other mass mailings.**

School Website - [www.stpetersschoololney.org](http://www.stpetersschoololney.org). Primary means of communication between home and school. Be sure you have activated your family account in order to access private information and to be able to receive emails from the school.

## **EMERGENCY CONTACT/MEDICAL INFORMATION**

An Emergency Contact Information Form will be given to each family with the handbook/calendar at Sneak-a-Peek Open House on Friday, August 28, 2015. **This form must be completed, signed, and returned to the school office no later than the first day of school, August 31, 2015.** We must have current phone numbers and medical history on file for each child so that, in the event of an emergency, we can reach parents quickly and/or provide necessary medical assistance.

## **IMMUNIZATION REQUIREMENTS FOR NEW STUDENTS**

If your child is **NEW** to the school, the Immunization Record and Health Inventory must be completed and returned to the Health Room before the first day of school, August 31, 2015. Students cannot be admitted to class if this information is not complete and on file. If you have any questions, please call Teri Towson, Health Room Technician, ext. 309.

## **NEW IMMUNIZATION REQUIREMENTS FOR 7TH GRADE AND KINDERGARTEN**

Recent changes to the school immunization requirements affect students entering **Kindergarten and 7<sup>th</sup> grade** effective at the beginning of the 2014-2015 School Year. The new requirements are contained in the Code of Maryland regulations (COMAR) 10.06.04.03. The changes to COMAR 10.06.04 include the following new immunization requirements:

<b><u>Grade Level</u></b>	<b><u>New Immunization Requirement</u></b>
Kindergarten	Varicella - Two (2) doses of Varicella vaccine
7th Grade Students	Tdap - A single dose of Tdap vaccine Meningococcal - A single dose of Meningococcal vaccine

We will need an updated copy of the immunization record for those students affected before the start the 2015-2016 school year. You can print a copy of the Maryland Department of Health and Mental Hygiene Immunization Certificate on edline/Contents. Please call Mrs. Towson in the health room if you have any questions.

## **THE SCHOOL DAY**

The school day begins at 7:50 a.m. and ends at 3:00 p.m. (12:30 on early dismissal days). In our attempt to accommodate all our families, we continue to provide before and after school care for an additional fee. We strongly encourage and support car pools as a way to reduce traffic congestion at morning drop-off and afternoon pick-up. If you are able to arrange a car pool with someone, **please** do so.

## **DAILY SCHEDULE**

<b>7:30 a.m.</b>	- Earliest arrival time
<b>7:50 a.m.</b>	- Tardy bell rings. Morning assembly in parish hall or television broadcast begins in homeroom. <b>(It is important for every student to be on time for prayer and announcements.)</b>
<b>12:30 p.m.</b>	- Half-day Dismissal
<b>3:00 p.m.</b>	- Dismissal Bell

The earliest arrival time is 7:30 a.m. Students dropped off earlier than 7:30 a.m. will be automatically enrolled in the Before School-Care Program at a cost of \$5 per child per day. Safety is our primary concern – please do not leave children unsupervised at school. Except for students going to Before Care, all students enter the school building through the lobby and go directly to the classroom. **After 7:50 a.m., students obtain a tardy slip from the office before going to the classroom.**

The school day ends at 3:00 p.m. Students must be picked up by the time dismissal ends unless they are enrolled in an after-school activity or under a teacher's direct supervision (i.e. making up a test). **Students who are still in the parking lot when the second hand bell rings will be registered with Aftercare (Treacy East). A late pick-up fee of \$10 per child applies for students picked up by 3:15 p.m. After 3:15 p.m. parents will be charged the regular aftercare drop-in rate for each child.** In the event an

emergency, please notify the school office before 2:45 p.m. There is no guarantee that a voicemail left for a teacher will be received in time for dismissal.

### **USED UNIFORM EXCHANGE AND SALE**

The Used Uniform Exchange and Sale will be held during our Sneak-a-Peek, Friday, August 28, 9-11 am. An assortment of jumpers, skirts, blouses, pants and shorts are available for modest prices. Please see the complete Uniform Policy on our website, <http://www.stpetersschoololney.org>.

### **ARCHDIOCESAN BAND PROGRAM**

At the beginning of the school year our Band Director will demonstrate to the students in grades 4-8 the different instruments represented in our band program. This demonstration will take place during the school day. Information about the band program will come home at that time. Band lessons and band rehearsal begin September 21, 2015.

### **LUNCH/RECESS VOLUNTEERS NEEDED**

**Please Note: A year-long commitment is not required.**

One of the most important services parent volunteers can provide to Saint Peter's School is the staffing of our lunch/recess program. Staffing this program with volunteers is challenging as more parents work outside the home but a smooth running lunch/recess program is critical to the daily operation of the school. We rely on parent volunteers to staff the lunch and milk distribution and playground supervision positions. Please consider signing up to help provide these services. We will work with many different scheduling scenarios (weekly, bi-monthly, etc.) Thank you to everyone who has worked in the lunch/recess program in the past.

### **HOT LUNCH PROGRAM**

**New for 2015-2016 – online ordering & new menu**

The Milk/Hot Lunch Program begins on Tuesday, September 8. **PLEASE NOTE: August 31- September 3 are full days. STUDENTS MUST BRING THEIR OWN LUNCH AND DRINK ON THESE DAYS.** Periodically, we have sought advice in the development of our lunch program from the head of the Montgomery County Public Schools Nutritional Services Office. We are pleased to provide a variety of low-cost, nutritious and child-friendly menu items. Please remember that no one lunch item can provide all of a child's nutritional requirements. We **strongly encourage** parents to supplement the menu items listed below with items from home such as fresh fruits and vegetables. We also serve milk every day.

All milk and lunch orders are now placed on line, via the link on the school website. Payment is by credit card only. Directions for ordering are on the lunch order website.

**If you have lunch coupons from last year – August 24 through September 11 only, you may turn in your unused lunch coupons. A credit will be issued to your online lunch order account. The exchange program will end September 11.**

### **SCHOOL SUPPLIES**

The School Supply List is available on our school website, <http://www.stpetersschoololney.org>. Assignment books (required for grades 2-8) and canvas logo pouches will be available for sale on Sneak-a-Peek day. After Sneak-a-Peek day, assignment books and pouches can be purchased by sending a check to your child's teacher. Assignments books - \$6; Logo pouches - \$7.

### **SAFETY PATROLS**

Montgomery County Police Officers work with our 7<sup>th</sup> grade Safety Patrols to provide maximum safety for our children as they come and go from school. They attend meetings and assume leadership responsibilities for the safety of the school children. All students are expected to obey the patrols. Any misconduct on the part of students is reported to the patrol moderator or principal. Patrols are expected to be an example to the students and may be suspended from patrol duty for misconduct.