

# ***Saint Peter's School Student & Guardian Handbook***

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*Archbishop of Washington*

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

***Mr. Vincent P. Spadoni***  
*Principal*

*Accredited by the Southern Association  
of Colleges and Schools Council on  
Accreditation and School Improvement*

## SCHOOL INFORMATION

*School Website*

<http://www.stpetersschoololney.org>

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*2022-2023*

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## SAINT PETER'S SCHOOL 2022-2023 HANDBOOK

### TABLE OF CONTENTS

Academic Policies	7
Administration	1
Admissions	2
Attendance	3
Asbestos Management Plan	16
Communication	2
Conduct/Discipline	5
General Information	12
Health Policies	15
Mission Statement	1
Safety/Crisis Plan	4
School Support Program	2
Special Programs	16
Spiritual Instruction	10
Technology/Internet	9
Transportation Procedure	14
Uniform Policy	11

## MISSION STATEMENT

Saint Peter's School is part of the community of believers that forms Saint Peter's Parish, the Archdiocese of Washington, and the Universal Church. Saint Peter's School bears witness to the Gospel of Jesus Christ by helping families nurture their children in the love of God, the love of neighbor, and sound moral values.

Saint Peter's School seeks to unlock all the doors of the human character to release the spiritual, intellectual, social, emotional, and physical potential of each child. Toward this end, the school is committed to continual self-evaluation and growth.

### ARCHDIOCESAN ADMISSIONS & NON-DISCRIMINATION POLICY

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/nondiscriminationpolicy/>.

### OBJECTIVES

ENVIRONMENT FOR LEARNING - To create an academic environment in which every child's gifts are recognized, challenged, and developed.

RESPONSIBILITY - To foster a sense of responsible behavior in each child rooted in self-respect and respect for the rights of others.

PARTNERSHIP WITH PARENTS - To proclaim the role of parents as the primary educators of their children, and to work closely with the Education Ministry of the Parish Pastoral Council, the Home and School Association, the School Advisory Board, and the entire community of parents.

SERVICE - To help create in our children an awareness of the needs of all people and their right to a just society and to encourage our children to participate in activities of Christian service.

PARISH LIFE - To assist parents in fostering a love of Saint Peter's Parish and to develop a commitment to its spiritual and social life.

## 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 designed to implement Archdiocesan policies and regulations as well as 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 and guardians will be given notification if changes are made.

### SCHOOL ADVISORY BOARD

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

### 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 AdvancED.

- c. successful completion of screening;
- d. all registration requirements fulfilled.

## ADMISSIONS

For the complete enrollment and admissions policy, including the tuition and fees, please use the school website.

### PARENT 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.

Once you have chosen to enter into a partnership with us at Saint Peter's School, we trust you will be loyal to this commitment. If there is an incident at school, you as parents must remember that there are two sides to every incident. Demonstration of mutual respect between parents and teachers will model good 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 Preschool 3 must be three (3) years of age, children entering Preschool 4 class must be four (4) years of age, and children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>. Students will be conditionally accepted into Kindergarten, with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

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:

- a. space availability;
- b. age of child (Saint Peter's School follows the State of Maryland age guidelines for entrance to Kindergarten);

## SCHOOL SUPPORT PROGRAM

By providing service to the school, families reduce school and parish expenditures, thereby freeing more parish/school funds to be used for the educational process. More importantly, we are building a sense of community spirit by working together for the good of the Saint Peter's School family.

As part of the School Support program, each family is required to perform 15 hours of service to the school. The 15 service hour commitment is an obligation just as is payment of tuition. This obligation can be fulfilled in a variety of ways, and parents receive information throughout the school year about opportunities to fulfill service hours.

Any family not fulfilling a 15 hours service commitment to the school by May 15 will be assessed a fee, which will be calculated on the number of hours remaining at \$50.00 per hour. This program is considered part of the tuition, therefore report cards or school transcripts will be withheld if the obligation is not met. Fulfillment of this obligation also becomes a condition for re-admission for the following year.

It is a requirement of the Archdiocese of Washington that "all volunteers who will come into contact with children while volunteering" in our school programs (including but not limited to: chaperoning field trips, working in classrooms or Media Center, monitoring the playground, serving as a room parent . . .) must undergo the relevant state and federal electronic criminal history background checks, and must attend the VIRTUS Child Protection Training Session.

## COMMUNICATION

In keeping with the Church's principle of subsidiary, 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 letter, telephone, or email. A response can be expected within 24 hours, except for weekends and holidays. 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 a note, by leaving a message in their voicemail box, or an email. **Under no circumstances should teachers be contacted at home either by phone or 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. Children will not be allowed to phone home for forgotten articles, books, homework, etc. unless requested to do so by their teacher. In an emergency, the school office will make the phone call for the student.

#### **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 & NOTIFICATION POLICIES**

In case of snow, severe weather, or other public emergency, we follow the guidelines of Montgomery County Public Schools (MCPS). Please listen to your radio for information on school closings or delayed openings. If a public emergency or emergency weather conditions start while children are in school, please turn on the radio. In the event of an emergency on a day that MCPS is closed (i.e. in-service day), but Saint Peter's School is scheduled to be open, our school will follow the directive of the Archdiocese of Washington Catholic Schools Office. Our students will not be permitted to call to notify you of a change in schedule. An email or text message will be sent to parents and guardians with notification of change in schedule.

If MCPS announces a delayed opening, we will follow that announcement. If there is a 2-hour delayed opening on a day which is scheduled for early dismissal, **Saint Peter's School will be closed.**

#### **EMERGENCY EARLY DISMISSAL**

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).

**Extended Day Program:** Parents with students enrolled in the Extended Day Program must make arrangements to pick up the child as soon as possible, but no later than one hour after school has dismissed. **The Extended Day Program closes one hour after any early dismissal and late fees will apply if children are picked up after that closing time (please see the Extended Day Program contract for details)**

#### **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 should be notified in writing.** 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>). All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated to a designated safe location:

## **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 by email. Missing more than 30 days of school may result in retention.

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

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. death in the student's family;
3. necessity for a student to attend a judicial proceeding;
4. lawful suspension or exclusion from school by the principal;

5. temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. other absence(s) approved in advance by the principal upon the written request of a parent or guardian.

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.

### RECORD OF ABSENCES

A record of attendance is maintained by the school office. In every case of absence, the student's homeroom teacher should be emailed, the morning of the absence. 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.

### 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. Oversleeping is not a valid excuse for tardiness. A history of tardiness may negatively impact acceptance into a Catholic high school. In the event of a student being late 3 or more times in one quarter, their report card will include a note from the principal.

### MISSED WORK

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. Please go to the school website 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. The school portal should be used for work.

### DISMISSAL FOR APPOINTMENTS

If 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 a note to his or her teacher. **No student may leave the school premises during school hours without a written communication from the parent/guardian.** The parent/guardian picking up the student must sign the student out in the school office. Please park in designated spaces in Lot C when picking up early.

## SAFETY

### CONFIDENTIALITY

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

### 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 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. If parents wish to conference or observe the classroom the parent must schedule an appointment with the teacher ahead of time. The doors to the hallways and to the Parish Hall are secured 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, Twitter, etc. If any parent/guardian does not wish his or her child's picture to be used, the parent/guardian must indicate their preference 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 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 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 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.

## **CONDUCT AND DISCIPLINE**

### **DISCIPLINE POLICY**

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, and a responsible concern for the rights and well-being of others.

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

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 cooperation and support. Failure of parents to cooperate with Saint Peter's Discipline Policy may lead to a student being removed from the school or denied re-admission. Tuition will be forfeited. In all matters of discipline, the Principal is the final arbiter of policy and implementation.

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. Demerits may be issued for work habit infractions or student misbehavior. 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. Parents are provided with a detention form with written notification of the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. When a student receives two detentions in one quarter parents will be notified in writing that the student is on probation. If a third detention is earned during the same quarter, the student may be suspended and/or forfeit certain privileges (i.e. after-school activities or field trips). After the third detention the parents must meet with the vice principal before the student is re-admitted to class.

The following are examples of situations which may warrant a disciplinary action. Some infractions are more serious in nature and may warrant additional action on the part of the teacher and/or administration.

### **WORK HABITS:**

- incomplete or late assignment/homework
- failure to have tests/assignments/required papers signed/and returned
- failure to cover hard bound school books
- lack of books or school supplies

### **BEHAVIOR:**

- presence in unauthorized areas of the school/grounds
- disrespect for authority
- incomplete school or PE uniform
- 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 (refer to page 34)

### **SUSPENSION**

In cases where a student becomes disruptive to the learning environment, the student will be removed from the classroom. If re-entry is not possible, a parent will be called and the child must be picked up within 1 hour of that call.

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.

The student's parent/guardian will be notified regarding the suspension procedure and will be asked to confer with the principal/vice principal and teacher concerning the matter. All schoolwork missed on days of suspension must be completed before the student may return to class.

### **EXPULSION**

Expulsion is viewed as a radical action at which point the school is saying that the student's interests would be better served in another environment, or that the individual's behavior is a serious threat to the school community or both. While it is not possible to enumerate all cases that could arise, the following cases are listed as grounds for expulsion:

- a. Possession or discussion of the possession of a weapon
- b. Continued and willful defiance/disobedience of authority
- c. Physical assault
- d. Extortion
- e. Arson
- f. Gross disorder (inciting mob action)
- g. Grave defacing or destruction of school property - Vandalism (any and all damage to equipment or school property)
- h. Possession or discussion of the possession of alcohol, drugs, and/or other controlled substances
- i. Criminal activity
- j. Trafficking, distribution, or possession of pornographic materials
- k. Theft
- l. Inappropriate use of technology that at any time affects another student, teacher, or administrator.

### **VANDALISM**

The parent of a child who destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks loaned to the student must have a proper book cover. No writing

in loaned textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, 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, the following:

- a. 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 quiz/test;
- b. aiding another student in any manner during testing;
- c. sharing of quiz/test information outside of class with other students;
- d. attempting to obtain information during quizzes/tests from others;
- e. copying or using work (including homework) from other students, or other people; and
- f. plagiarism in any form.

Instances of academic dishonesty are treated as serious offenses and will be handled in the manner outlined under discipline.

### **PREVENTION PROGRAMMING**

As a Catholic school, Saint Peter's 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. The administration's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The 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 administration'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:

- a. 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

- b. 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.

### THREATS

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Peter's 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.

## 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 entire curriculum is to bring the student to a better understanding of him/herself in relation to God and to the world in which he/she lives.

Saint Peter's School provides a rigorous academic program, rooted in the basic courses, integrating a STREAM curriculum (Science, Technology, Religion, Engineering, Arts, Math). Courses include religion, reading, language arts, mathematics, social studies, science, performing and visual arts, music, physical education, and Spanish (grades K-8).

Students from grades preschool to grade 3 learn primarily in a self-contained classroom environment with some specialized instruction. While students in grades 4-8 learn in a departmentalized system, allowing specialized instruction in specific subject areas.

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 counselor who works in our school offering support to students, teachers, and families who wish assistance.

The key to any student's future in contemporary society must include education in the use of computers. Students of all grade levels use computers to supplement their work in major subject areas. Classroom teachers, with the aid of the computer teacher, plan services and programs designed to help students develop skills in problem solving, cognitive strategies, logical analysis, and word processing.

### RESOURCE ROOM

The Resource Room is staffed by a reading specialist and a resource specialist who work with students, teachers, and/or parents in attempting to meet the academic needs of students. The resource room specialists will coordinate all efforts of the resource staff in addressing specific needs.

Psycho-educational testing may be recommended in order to better understand a student's learning style or to identify learning needs. This testing can be done privately or through the Montgomery County Public Schools. Parents should contact the Resource Room specialists, after consulting with the classroom teacher, to discuss what course of action is appropriate and which options are available for consideration.

The Student Assistance Team (SAT) is a school-based 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.

### TEXTBOOKS

Some textbooks and materials are provided by the State of Maryland through the Non-Public School 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 the books. Books must be carried to and from school in some type of book bag and must be covered for protection. Students are required to pay for the replacement of lost or damaged books.

### HOMEWORK

Home study is a **MUST** and is assigned in grades K-8. The purpose of homework is to foster habits of independent work-study, to reinforce the classroom skills taught, to provide the opportunity to research information, to provide practice or drill, or to bring home and school closer together.

Assignments in all grades will be determined in light of the day's lesson, the student capabilities, and long-range planning. **Continued serious difficulty in doing homework is an indication that something is wrong.** In such cases, a meeting with the student's teacher is in order.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. The following is the recommended approximate amount of time for each grade (Please be aware that some additional assignments may be given because of work not completed in class or make-up work due to absence):

Grades 1 & 2...20 to 30 minutes per evening

Grade 3...30-45 minutes per evening  
Grades 4 & 5...45 to 60 minutes per evening  
Grades 6-8...60-90 minutes per evening

Parents are asked to check to make sure that assignments are completed. Helping the child is encouraged, but giving too much help destroys a spirit of independence. Homework over the weekend is given at the discretion of the teacher.

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, etc.).

Typed/computer-generated assignments must be printed at home, not in the computer lab or media center. The school's computer lab is for in-school work/projects only.

### ASSESSMENT

Grades are based on the following factors: achievement in the classroom, completion of homework assignments, involvement in the subject matter, test performance, and general attitude toward class work. These factors are weighted by the teacher and their individual importance determined by the teacher's judgment. Each teacher will provide a copy of his/her method and procedures for grading to the student/parents, in order that the student may be made aware of the grading procedure.

The students in Grades preschool - 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:

A	93 - 100	Excellent
B	85 - 92	Above
C	77 - 84	Average
D	70 - 76	Below Average
F	69 or below	Unsatisfactory

### REPORT CARDS

Students receive report cards four (4) times a year.

### PlusPortals

Parents can view student grades on PlusPortals.

### PARENT-TEACHER CONFERENCES

In November of each school year, parents are invited to a Parent-Teacher Conference, where they will have an opportunity to discuss their child's progress during the first quarter. 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

It is our philosophy that school is an enriching experience when children have a healthy self-image. It is the school's responsibility to continue to affirm this image by helping the child achieve to his or her best ability and by helping them build good, solid relationships with their peers. While competition outside oneself serves a good purpose for the most part, we believe at this sensitive time of development emphasis should be placed on competition within oneself. Throughout the course of the year, teachers take opportunities both formally and informally to affirm this healthy self-image or to assist the child in building one.

**Christian Spirit Award:** At the end of each quarter, students will have the opportunity to nominate a classmate for the Christian Spirit Award. The nominee should be a student who best exemplifies Christian ideals of respect and responsibility in their classroom and in their school community. The homeroom teacher will use the 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. The criteria for recognition are:

<u>Principal's List</u> -	All A's
<u>Honors</u> -	A's, no more than 2 B's
<u>Certificate of Achievement</u> -	Improvement in three or more subjects

In addition to the above criteria, satisfactory grades must be maintained in Music, Art, Computers/Library and Physical Education classes. Satisfactory comments must be reflected in personal and social attitudes, work habits, and conduct. No student who has served a detention may receive Honor Roll recognition.

### 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 resource room specialist. Rising 8<sup>th</sup> 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 normally dependent upon the development of reading and English skills. Retention of students in grades 4 - 8 is normally dependent on achievement in the basic skills subjects: Reading, English, and Math. 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 Archdiocesan standardized testing is administered several times a year in grades 2-8. Parents will be notified in advance of these testing windows. Absences from school during this time should be avoided if at all possible. It may not be possible to arrange a time to administer make-up tests for students who are absent during standardized testing. Parents will receive a comprehensive report with the final report card.

The High School Placement Test (HSPT) is given to eighth grade students who are interested in going to a Catholic high school. This test is used by the Catholic high schools for admission purposes. The HSPT is given in the fall.

## **TECHNOLOGY AND THE INTERNET**

Saint Peter's School has an Acceptable Use Policy which outlines appropriate behaviors in the use of the computer and internet in school. Students and parents are expected to review this policy on an annual basis and agree to comply with the policy. Students who do not comply with usage rules or do not sign the agreements will forfeit their usage privileges.

### **Technology and Internet Usage**

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.

- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the

student's teacher for instructional use.

- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD 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 Equipment.
- Use of equipment is a privilege, not a right. As such, 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.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment 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 Equipment. 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 a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or

the reporting of such infraction to appropriate authorities.

- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

## **SPIRITUAL INSTRUCTION**

### **CURRICULUM**

To foster the spiritual development of the children, all students from preschool through eighth grade receive training in the Catholic faith daily. Saint Peter's School must adhere to the Archdiocesan curriculum guidelines established for the instruction of religion.

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 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 receipt 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 at various times throughout the year. Each class takes turns in taking responsibility for the liturgy by working with the Liturgy Committee. 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**

The Church established by Christ for the salvation of humanity has one dominant characteristic - it is missionary. Each year, through service projects, our children participate in helping the needy. Especially during the seasons of Advent and Lent, children are encouraged to make sacrifices by sharing their spending money with the less fortunate. At all times they are reminded to pray for the Church and its members.

### **PRAYER**

Our school day begins and ends with prayer, as well as Grace before meals. Individual teachers pray with students throughout the course of the day.

## 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 from the first day of school, unless a tag day or other notification is published. Parents – please support the school by reinforcing uniform requirements at home. We ask your cooperation in adhering to every item of this dress code. Students can expect to receive a disciplinary action because of a uniform violation. If, for some reason, a student is unable to be in uniform, a note from the parent/guardian must be sent with the student. Exceptions and interpretations are left to the discretion of the Faculty & Administration.

### Girls in Preschool

- navy short sleeved Jersey knit dress w/school logo, navy pull-on elastic waist trousers or navy two pleat skort OR
- navy pull-on elastic waist shorts (September/October & April-June)
- white short- or long-sleeved polo shirt w/embroidered school logo
- grey crewneck cardigan sweater w/school logo, grey v-neck pullover sweater with logo, grey v-neck vest w/ school logo or navy ¼ zip fleece w/ school logo
- plain navy or grey leggings; socks must match the color of the leggings. Socks must cover ankle/logo on sock must be small and not distracting.
- 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

### Boys in Preschool

- navy pull-on elastic waist trousers OR
- navy pull-on elastic waist shorts (September/October & April-June)
- white short- or long-sleeved polo shirt w/embroidered school logo
- grey v-neck pullover sweater w/school logo, grey v-neck vest w/school logo or navy ¼ zip fleece w/ school logo
- plain navy or white socks. Socks must cover ankle/logo on sock must be small and not distracting.
- 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.

### Girls in Grades K–5

- plaid jumper of appropriate length (hem must be 3 inches from the front and back of knee), navy chino-style dress slacks, or navy two pleat skort OR
- navy chino-style walking shorts (September/October & April-June)
- white “Peter Pan collar” blouse or white short- or long-sleeved polo shirt with embroidered school logo
- grey crewneck cardigan sweater w/school logo, grey v-neck pullover sweater with logo, grey v-neck vest w/ school logo or navy ¼ zip fleece w/ school logo
- plain navy knee socks, navy or white tights or white socks. Socks must cover ankle/logo on sock must be small and not distracting.

### Boys in Grades K–5

- navy chino-style dress trousers OR
- navy chino-style dress walking shorts (September/October & April-June) \*pull-on elastic waist trouser or shorts available for Kindergarten only
- white short- or long-sleeved polo shirt w/embroidered school logo
- grey v-neck pullover sweater w/school logo, grey v-neck vest w/school logo or navy ¼ zip fleece w/ school logo
- plain navy or white socks. Socks must cover ankle/logo on sock must be small and not distracting.

### Girls in Grades 6–8

- plaid skirt of appropriate length (hem must be 3 inches from the front and back of the top of the knee)
- white oxford blouse (undergarments/logos should not be visible through blouse)
- white logo polo shirt (September/October & April-June)
- grey v-neck pullover sweater w/school logo, grey v-neck vest w/school logo or navy ¼ zip fleece w/ school logo (either the sweater, the sweater vest or the ¼ zip fleece are required from November-March)
- plain navy or white socks or tights. Socks must cover ankle/logo on sock must be small and not distracting

### Boys in Grades 6-8

- navy, chino-style dress trousers (no jeans or jean material) OR
- navy chino-style dress walking shorts (September/October & April-June)
- white Oxford dress shirt, long- or short-sleeved
- white logo polo shirt (September/October & April-June)
- grey v-neck pullover sweater w/school logo, grey v-neck sleeveless vest w/school logo or navy ¼ zip fleece w/school logo (either the sweater, the sweater vest or the ¼ zip fleece are required from November-March)
- Plain navy or white socks. Socks must cover ankle/logo on sock must be small and not distracting.
- black, brown, or navy belt
- school plaid tie

All Students in Grades K–8

**SHOES** - shoes must be comfortable non-marking, rubber-soled, tie or buckle closure with a flat heel. The only colors permitted are black or brown. 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.

**JEWELRY** - a watch and small religious medals may be worn. No bracelets, no rings, no chokers, and no necklaces are permitted. Girls are permitted to wear one small pair of post earrings in the ear lobe only. Earrings for boys are not permitted.

**MAKE-UP** - No make-up of any kind is permitted. No nail polish with any color or sparkle is permitted.

**HAIR** - Hair should be neat, clean, and natural looking at all times. Extreme styles which may cause distraction, excessive lengths, or non-naturally occurring hair colors are not permitted. This includes no-natural color highlights of any kind. Boys must keep hair trimmed around the ears and neck. The length of the bangs should not go past the eyebrows; hair should be above the shirt collar.

#### PHYSICAL EDUCATION UNIFORM (Preschool–8)

Students must come to school on assigned PE days dressed in PE uniform and tennis shoes/sneakers. Physical Education classes begin the 1st week of school. Parents will be notified of the scheduled days for PE class.

- grey t-shirt w/school logo
- navy sweatpants w/school logo OR
- navy mesh shorts w/school logo (September/October & April-June)
- grey crew-neck pullover sweatshirt w/school logo
- tennis shoes/sneakers
- white socks with or without school logo (must cover ankle bone)

#### 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:

- a. Boys and girls must always wear closed-toe shoes and socks.
- b. No hair dye or face paint is permitted unless specified. Girls may wear light makeup.

- c. Shorts may only be worn during the fall & spring uniform months (September/October and April-June). Shorts must be modest in length, or PE uniform shorts.
- d. No running shorts, tank tops, spaghetti straps, or shirts that expose the midriff.
- e. No inappropriate messages on clothing.
- f. If students are not dressed appropriately, parents will be required to bring a change of clothes to school and students may not be allowed to participate in future tag days.

## GENERAL INFORMATION

### EXTENDED DAY PROGRAM

The Extended Day Program offers before/after school care for only students of Saint Peter's School. It is available 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). On scheduled early dismissal days (12:00 p.m.), the Extended Day Program will close at 4:00 p.m. This program is operated by Saint Peter's School and more information is available in the school website. When enrolling in the Extended Day Program, there is an annual registration fee of \$85/child. This registration fee is for all services provided including drop-in when having used more than the one allocated emergency allowance.

### LUNCH

Each student may bring a lunch from home or may choose to purchase the daily lunch option at school. 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 lunch on the bookshelves in the foyer. The lunch must be labeled with the child's full name and homeroom and an email sent to the teacher. 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.

No student is permitted to bring anything to school in glass containers.

### 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 on line 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 Boonli account.

## SCHOOL DAY

School hours are 7:50 a.m. to 3:00 p.m. Students may be dropped off as early as 7:30 a.m. Students who are dropped off earlier than 7:30 a.m. will be enrolled in the Extended Day Program at a cost of \$7.00/child/day. You will be billed for this service. Your child's safety is our primary concern. Children may not be left unsupervised at Saint Peter's School.

Until 7:50 a.m., all students must enter the school through the Parish Hall doors or the front entrance.

Homeroom begins in the classroom at 7:50 a.m. Students arriving after that time are tardy and must report to the school office for a tardy slip before going to class.

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

\*Walkers will not be released until 2<sup>nd</sup> pickup.

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).

## EARLY DISMISSAL DAYS

On certain scheduled days (see school calendar for dates) Saint Peter's School dismisses at 12:00 p.m. **There is no lunch period on these days.** General full-day dismissal begins at 3:00 p.m. 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. Please refer to the drop-off dismissal guidelines on the school website for details. **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 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 **or there is written communication.**

## FIELD TRIPS

Field trips enrich and enhance the instructional process. Students may be expected to prepare beforehand and follow-up activities may also be required. Field trips are privileges

afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Students must submit the proper, signed permission form in order to participate in the field trip. Telephone calls cannot be accepted in lieu of the proper form.

Busses are usually used for these trips. Supervision is provided with the help of parents who accompany teachers and students. Students are not permitted to bring electronics or toys on field trips unless permitted.

Field trip costs are kept to minimum. IT IS NOT POSSIBLE TO REFUND FIELD TRIP MONEY, SINCE THE COST IS BASED ON THE TOTAL NUMBER OF STUDENTS IN THE CLASS.

Since field trips are considered to be a part of the school day, ALL STUDENTS are expected to participate unless the child does not meet the academic or behavioral requirements. Attendance is expected as if it was a regular school day and uniforms must be worn unless otherwise stated on the permission form. If there is a problem which prohibits attendance, the situation must be discussed with the Principal. If a student does not attend the field trip he/she will be recorded as absent for the school day and required to make up any work assigned. As the cost of the trip is based on the total number of students in the class, all students are charged for the trip even if they are not able to attend. Siblings are not permitted on field trips.

## PERSONAL BELONGINGS

Students are not permitted to bring electronics or toys 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 locker until the student is in parental custody. Teachers may make exceptions during school activities. The school will not be held responsible for any personal belongings that are damaged or lost during the school day or during school-sponsored activities.

Parents must clearly 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.

Students are responsible for any money they bring to school; therefore, we strongly discourage students having cash at 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. In order to maintain a quiet atmosphere for the class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect desks, lockers, cubbies, and bags at any time. Lockers may not be decorated on the outside.

### CELL PHONES

The use of a cell phone during school hours – including an incoming call - will result in disciplinary action. Cell phones must remain in the student's locker in the "off" position. 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.

### PARTIES

Invitations to individual parties are not to be given out during school time or on school property. Only in the event that an entire class will be invited to a party, parents can obtain permission beforehand from the teacher.

### SCHOOL SPIRIT

We pride ourselves not only on our student body's strong academic achievements, but also on their school spirit, care for each other, and care for school property. School spirit is a summation of many things, among them:

- a. Courtesy - toward each other as well as teachers, volunteers, and staff
- b. Respect - for all persons and property
- c. Pride - in our school, in our personal appearance, in our campus/grounds, and in our school activities

## 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** is expected to 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:

- a. Drivers park, drop off, and pick up children in designated areas only.
- b. Drivers use caution at all times and follow directions of school staff members.
- c. 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 \$7.00/student. Students enter the school through the main school doors.

- a. Cars enter from Buehler Road via Spartan Road. NO ENTRY FROM ROUTE 108 after 7:30 a.m. during arrival.
- b. Cars proceed around the ~~Worship Center~~ church and down the long driveway next to the apartments.
- c. Turn right on to the driveway between lots B & C.
- d. When the line of traffic stops, students may exit cars anywhere in the yellow safety zone.
- e. Students must exit cars on the passenger side of the car and may not gather belongings from trunk.
- f. Patrols assist students exiting cars and direct them to keep walking to the school entrance.
- g. Parents remain in cars and keep focused on traffic. DO NOT PULL OUT OF LINE TO GO AROUND CARS STILL UNLOADING STUDENTS.
- h. 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).
- i. Cars exit onto Route 108.

### AFTERNOON PICK-UP PROCEDURES

Dismissal is at 3:00 p.m. and there are two cycles of pick-up. Students whose parents are not in the parking lot for the second cycle of pick up will be walked to Extended Day Program. There will be a late pickup charge of \$10 per child for each child in the carpool not picked up prior to the end of dismissal. Any student staying in the Extended Day Program after 3:30 p.m., will be charged the extended day fee.

#### Directions for lining up for dismissal:

- a. 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.

- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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. Please use the diagram/instructions on our school website for more information.**

## 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, she or he will be sent to the Health Room. Parents will be notified immediately if the child has a fever, 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. **Please note** that students returning to school after having been sick must be fever-free for 24 hours without the aid of medication.

### ABSENCES DUE TO ILLNESS

If a student has contracted a contagious illness/disease (i.e. strep throat, pink eye, COVID, 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 requested in cases of prolonged/excessive absences of three consecutive days or more.

### MEDICATION

No student may have any medication, prescription or over-the-counter on their person. Medication may be dispensed through the nurse. The Student Medication Authorization form (copy available from the office or from the school website) must be on file for each individual situation. 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. The administration reserves the right to refuse to accept, administer, or supervise self-administration of any medication.

As a result of increasing allergies, we take precautions so that students do not ingest or come into contact with a substance that may cause a reaction. It is beyond the School's ability to guarantee an allergen-free environment. The School cannot monitor or supervise a student's compliance with personal food restrictions or guarantee an allergen free surface on all desks or tables where a student may be seated. Saint Peter's School is not a nut free school.

### 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, HEPATITIS 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 enjoys the counseling services of a school counselor on staff. The counselor offers support to students, teachers, and families requiring assistance in a variety of areas. 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 notification and consent. After the first visit, 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.

## **SPECIAL PROGRAMS**

### **BAND**

An instrumental music program to broaden the education of the children is made available to us through the Archdiocesan Music Program. Any student in grades 4 - 8 may join this band. Schedules are created on a rotating basis insuring that students are not always missing the same academic class for their music lessons. The Concert Band meets after school one day a week to rehearse. Fees are paid directly to the company conducting the program. **THE STUDENTS ARE RESPONSIBLE** for arriving to band class at their scheduled time.

### **CHOIR**

Students in grades 4-8 may participate in the school's choir. These students sing at all of our school's Masses and perform for our parents at some of our special events.

### **DRAMA CLUB**

Students in grades 7-8 may participate in Drama Club. Students will work together to prepare a musical production to be performed in the spring. A modest student participation fee and a parent service hour requirement (separate from the school service hour requirement) is mandatory for student participation.

### **PATROLS**

5<sup>th</sup> grade students can sign up to be patrols. Student patrols help monitor morning drop-off, and assisting students as they exit their vehicles. In the afternoon, student patrols help direct traffic during dismissal.

### **STUDENT AMBASSADORS**

Students in grades 1-8 may be chosen by the principal to serve as student ambassadors. These students must exemplify Christ-like behavior towards their peers. They may be called on to mentor incoming students, welcome visitors to the school, and assist the administration with activities that publicize and promote Saint Peter's School.

### **STUDENT COUNCIL**

The Student Council offers students the opportunity to grow in leadership and responsibility. The council assists in the planning, developing and executing of various faculty/student functions. The council consists of the following elected members: President, Vice-President, Secretary, Treasurer and class representatives from each homeroom in grades 3-8. Students must meet specific requirements to become eligible to run for office.

Additional clubs and/or activities are added to the schedule when interest is expressed.

## **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. If you have any questions about reviewing our management plan please contact Robert Messer, Archdiocese of Washington/Facilities Management Office at 301-853-7673.