



SAINT PETER SCHOOL

PREK-8TH GRADE ELEMENTARY | ESTABLISHED 1927

Parent-Student Handbook 2021-2022

www.stpeterschool.org

856.665.5879

51 W. Maple Avenue, Merchantville, NJ 08109

*Academic Excellence and Christian Formation
in the American Catholic School Tradition.*

Introduction

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal.

St. Peter School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

The Catholic School Environment

As a community whose primary mission is the teaching of the Faith, **St. Peter School** maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Principal's Disclaimer

The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook implies limits the Principal's authority to interpret

and apply the rules.

MISSION STATEMENT

The mission of St. Peter School is to *teach, nurture and model Gospel values in the Catholic tradition while promoting academic excellence and respecting individual development*. St. Peter School was founded in 1927 and continues today as a parish school from preschool through grade eight. Curriculum and policies of the Diocese of Camden are implemented with emphasis on the unique and most cherished aspects of the Catholic intellectual tradition. The St. Peter School community places primacy on the liturgy as the unitive principle of the school. To this end we celebrate Holy Mass weekly (each Friday), the sacrament of Penance three times per academic year, and cultivate a host of rich devotions that anchor academic instruction in the liturgy of the Catholic Church. St. Peter School aims to be a community firmly rooted in the sacramental economy of the Catholic Church.

St. Peter School exists to provide an integral education that is imbued at every turn with a Catholic worldview, which necessarily involves the formation of the whole person in his and her spiritual, physical, and moral dimensions. In accordance with the teaching of the Second Vatican Council, St. Peter School aims to prepare students to not only be outstanding citizens in the present world, but citizens in the life to come.¹ Our core goal is, therefore, to form the child in the image and likeness of God, and to equip him or her with the virtues requisite to be an outstanding witness of faith in preparation for eternal life.

¹ Gravissimum Educationis. Accessed August 10, 2017.
http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decl_19651028_gravissimum-educationis_en.html.

BELIEF STATEMENT

We believe that:

- Every child is created in the image and likeness of God, endowed with an immortal soul replete with intellect and will, as well as certain rights including the right to be educated.
- As such, following the motto of St. Teresa of Calcutta: Every child has the right to love and be loved.
- Our students and their families deserve an excellent education; mediocrity is not an option
- The development the whole child intellectually, morally, physically, emotionally, and socially is critical to a life of happiness
- Every child will be taught spiritual truth in light of the teachings of the Catholic faith with an emphasis on leading a virtuous life, respecting the precepts of the Church, good citizenship and the double commandment of Christ to love God and neighbor.
- Truth, goodness, and beauty are to characterize all activities of the school
- Education is to be presented as an end in itself, not mere a means to an end (so as strictly for the purpose of having a nice career)
- We respect that every child is unique and should be encouraged to explore individual talents without criticism.
- All students are encouraged to make good choices in reference to the virtues and to be responsible for their actions.
- A life of grace, received by the sacraments, is necessary for the cultivation of virtue and true knowledge
- Students are taught in a safe, secure, and loving environment where teamwork and respect for one another are fostered.
- Healthy social opportunities should be provided by the school to by means of classroom activities and school-wide events that build a sense of community and foster the self-esteem of our students.

IMPORTANT NUMBERS

- School: 665-5879
- School Fax: 665-4943
- Health Office: 665-7121
- After Care Line: 665-1979
- Rectory: 663-1373

INCLEMENT WEATHER INFORMATION

- Text and email alert from school
- Posting on school website and social media

DISCLAIMER CONCERNING THE CORONAVIRUS PANDEMIC:

St. Peter School officially released it's 2021-2022 School Year Plan relating to the coronavirus pandemic. This document, which can be accessed on the school's website by [clicking here](#), contains a comprehensive overview of the various policies and procedures implemented to specifically deal with the pandemic. The 2021-2022 continues to provide a general overview of various school policies and procedures that remain in effect despite the coronavirus.

As indicated above, the principal, in consultation with the Pastor and the Office of Catholic Schools for the Diocese of Camden, reserves the right to modify any of the policies contained in this handbook as needed to adapt to ongoing concerns relating to the coronavirus pandemic.

ADMINISTRATION 2021-2022

Pastor: Rev. Timothy Byerley

Principal: Mrs. Kathryn O'Callaghan

Administrative Support Staff:

Secretary: Mrs. Linda Kelley

STUDENT COUNCIL

President: TBD

Vice President: TBD

Treasurer: TBD

Recording Secretary: TBD

PTA OFFICERS

President: TBD

Vice President: TBD

Secretary: TBD

Treasurer: TBD

FACULTY AND STAFF

Pre-K 3 Teacher: Mrs. Edna Terry
PreK 4 Teacher: Mrs. Cathy Viola
Kindergarten: Mrs. Linda Lammers
Grade 1: Mrs. Tracy Roseboro
Grade 2: Mrs. Monica DiBease
Grade 3: Mrs. Mary Notos
Grade 4: Mrs. Tracy Hall
Grade 5: Ms. Mary Campanell
Grade 6: Mrs. Wendy Tell (ELA 6,7, 8)
Grade 7: Mrs. Shereal Valisno (Math 6-8)
Grade 8: Mrs. Kathy Newman (Science 5-8)
ELA 7-8: Mrs. Tell
Social Studies 6-8: Ms. Sandra Marrazzo
Technology: Mrs. Jennifer Marisi
Music (PreK - 8) and Religion (5-8): Mrs. Sarah Pearson
Art: Mrs. Anne Allende
Latin: Mrs. Andrea Allen (5-8)
Physical Education: Miss Crystal Atkinson

Pre-K 3 Aides: Mrs. Jeanne Folino
Mrs. Maureen Pomante
Pre-K 4 Aide: Mrs. Jennifer Hamner
Kindergarten Aide: Mrs. June Fitzgerald
Aide (Grade 1-4): Mrs. Kelly Nicholls
Spanish (Grades PreK-4): Mrs. Edna Terry
Speech Therapy: Ms. Katie Rossatto
Compensatory Education: Mrs. Ruth Bancroft
Special Education Teacher (IDEA): Mrs. Ruth Bancroft
Health Services: Mrs. Angela George, Mrs. Nancy DeLapo
After Care: Mrs. Maureen Pomante

Before Care: Mrs. June Fitzgerald
Maintenance: Mr. Keith Gianvito
Mrs. Mary Ann Corbett
Bookkeeper: Mr. John Rotondi
Secretary: Mrs. Linda Kelley

BRIEF HISTORY OF ST. PETER SCHOOL

- 1927 St. Peter School established consisting of four classrooms and a basement hall.
- 1927 Sisters of St. Francis of Allegheny staffed St. Peter School.
- 1951 School addition completed for Grades 1-8.
- 1962 Religious Teachers Filippini arrived at St. Peter School.
- 1981 Gymnasium (Monsignor Fallon Hall) was dedicated.
- 1984 Original wing of school renovated and Kindergarten class established.
- 1989 Computer Lab installed. 1999 Computer Lab networked with Diocese and Internet access provided.
- 2000 Alumni Association founded; Middle States Accreditation received; Library fully automated and dedicated to Msgr. Barth.
- 2001 Pre-K opened, hot lunch program initiated, Lay Advisory School Board founded.
- 2002 75th Anniversary of St. Peter School.
- 2003 Full day Kindergarten class initiated.
- 2006 Advancement Office opens. Consultative School Board founded.
- 2009 School Board becomes Board of Limited Jurisdiction.
- 2011 Pre-K 3 program and full-day Pre-K option initiated.
- 2011 The religious Congregation of the Missionary Daughters of the Most Pure Virgin Mary (MDPVM) from Aguascalientes, Mexico provided the service of five Sisters to St. Peter School and Parish in Merchantville, New Jersey. The Sisters joined our school and parish in July of 2012.
- 2017 St. Peter celebrates its 90th anniversary
- 2019 St. Peter resurrects it's performing arts tradition by putting on Annie, Jr. in the school Gym; nine St. Peter students earn national recognition for performance on the National Latin Exam
- 2020 St. Peter School boasts of 16 students earning National recognition for the National Latin Exam as the program grows; SPS successfully navigates the Covid-19 quarantine, which shut down the school from March 17th through June 13th; it successfully conducted its first ever virtual commencement ceremony, with diplomas hand-delivered by the Pastor and

Principal to graduates of the class of 2020.

ACCREDITATION

St. Peter School is accredited by the Commission on Elementary Schools – Middle State Association of Colleges and Schools. For the description of an accredited school go to www.ces-msa.org; click on DOAS and type St. Peter School.

SCHOOL PORTRAYAL

Administration and Staff: St. Peter School is staffed by a pastor, principal, lay faculty members, advancement director, secretary, librarian, nurse, physical education instructor, computer, art, Latin, and music instructors. The Camden County Commission sponsors remedial services in Math, Reading and Speech. A counselor is available part time.

Facilities: 18 classrooms, four offices, library, computer lab, health office, faculty room, cafeteria, kitchen, gymnasium, advancement office, science lab.

Enrollment: Approximately 250 students predominantly from the communities of Merchantville, Pennsauken and Cherry Hill, and other neighboring towns.

Vision: St. Peter School builds on a rich history while responding to the needs of the present with a focus on our expertise and trust in Divine Providence as we lead our students in the 21st Century.

PHILOSOPHY

The faculty, staff, and administration is dedicated to carefully forming children to become good citizens in this life and the life to come. To this end, we seek to align all aspects of our school with the following essential marks² of a Catholic school. These marks are derived from official documents of the Roman Catholic Church concerning the nature of Catholic schools:

1. St. Peter School is to be inspired by a supernatural vision rooted in the call of all baptized persons to eternal life in Christ Jesus.
2. St. Peter School is founded on a Christian understanding of human beings,

² Miller, J. Michael. *The Holy See's Teaching on Catholic Schools*. Strathfield, NSW: St Paul's Publications, 2007. Print. This document by Archbishop Miller condenses the various principles derived from authoritative church documents.

created in the image and likeness of God, endowed by God not merely with a body, but an immortal soul, which can will, know, understand, love, and imagine, and has a conscience. An adequate Christian education must be based on an integral vision of man consistent with the teaching of the Catholic Church.

3. St. Peter School is animated by communion and community rooted firmly in the liturgy.
4. St. Peter School is to be imbued with a Catholic worldview throughout its curriculum, including textbooks and pedagogical methods consistent with an authentic Christian understanding of the human person.
5. St. Peter is to be sustained by Gospel witness in all aspects of the school, including discipline and conduct.

VIRTUE

In keeping with the universal call to holiness embraced by all Christians, and demanded by the Gospel, St. Peter School aims to cultivate a life of virtue among its faculty, staff, administration, and the student body. A virtue, as understood by the Catholic Church, is a firm disposition and habit in which a person does right by God and neighbor. This is in contrast to vice, which refers to a deeply rooted disposition towards sin and disobedience of various kinds. In keeping with Catholic tradition, a life of virtue is necessary for eternal life, but it is also necessary for a healthy mental, emotional, and physical state and general happiness. In terms of specific virtues, St. Peter seeks to incorporate the three theological virtues of faith, hope, and charity in all activities of the school. Additionally, we seek to cultivate the four cardinal virtues of wisdom, justice, temperance, and courage. Beyond this, we stress various dispositions and fruits of the Holy Spirit, such as kindness, forgiveness, patience, perseverance, and many others. St. Peter School will stress the intellectual virtues of wisdom, knowledge, and understanding in keeping with the goal of academic excellence, and we will also stress justice specifically in relation to one's obligations towards God (the virtue of religion) and neighbor (the respecting of the Ten Commandments).

SERVICE

The giving of service to the human community follows the teaching of the Gospel message and the building of the kingdom of God. The love of God is to be reflected through love and service to others. St. Peter School seeks to foster in its students a lasting appreciation for academic achievement, our American heritage and our Christian values.

ADMISSION POLICY

St. Peter School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, in its admission policies, scholarship, athletics or school-administered programs.

Students admitted to the **Kindergarten** must be five years old on or before **September 30th** of the school year in which they are enrolling. Legal verification of the child's birth, custody papers (if applicable), and Baptismal certification (if administered in a parish other than St. Peter) must be presented at the time of registration.

Students admitted to the **Pre-K** must be **four years old** on or before September 30 of the school year in which they are enrolling or Pre-K students must be **three years old** on or before September 30 of the school year in which they are enrolling. Legal verification of the child's birth and custody papers, if applicable, must be presented at the time of registration. All preschool students must be bathroom independent. Transfer students need the above certificates, along with medical and scholastic records from the previous school. Students and parents must attend an interview with the principal as part of the admission process.

LEGAL CUSTODY DOCUMENTATION

Divorced parents should furnish the school with a copy of the custody section of the divorce decree. If there is a court order specifying that there are to be no academic records and other school-related information regarding the child given to the non-custodial parent, it is the responsibility of the custodial parent to provide

the school with an official copy of the court order. The same holds true for guardians who have obtained child custody.

TUITION

Tuition rates and other fees (such as for technology or books) are announced annually, usually in late Spring once the budget for the following year is established. Tuition payments can be made monthly or in full prior to the start of school. Tuition transactions are made through the FACTS Tuition Management program. There is a FACTS tuition monthly payment plan for 10 or 11 months, or a family may elect to pay the full tuition at once with a 3% discount.

It is absolutely critical to the financial stability of the school that families pay their tuition in a timely manner and contact the school's administration if unforeseen problems arise. Report cards, special events, and even diplomas may be withheld from students whose families have not honored their financial commitments, in addition to financial aid awards for subsequent school years.

Tuition Rates for 2020-21

Catholic Rate: 1st child \$5,690

2nd child \$4,350

3rd+ child \$3,580

Non-Catholic Rate: \$7,000 per student (please note there is no second child discount)

Pre-K (3 year olds): 3 day, half day option (8:00 - 11:20 AM) \$3680; 5 day, full day option (8:00 - 2:20 PM) \$5690

Pre-K 4: 5 day, half day option (8:00 - 11:30 AM) \$3790

5 day, full day option (8:00 - 2:30 PM) \$5520

Please note: there is no second child discount for our Preschool tuition rates.

TUITION ASSISTANCE

Tuition assistance is available for those who qualify under the Variable Tuition Rate Option. It is issued on a yearly basis and it is not guaranteed to any family. If a family would like to apply for aid, it is imperative that a Financial Aid Application be completed online with the FACTS Grant and Aid Company.

Financial aid awards will only be granted to families who apply using the official financial aid application supplied through FACTS. Additionally, applicants for financial aid must be fully registered and current on their tuition in order to receive aid for the following school year. This is to ensure fairness in the distribution of financial aid.

Families will be informed when they can apply online through the weekly Notable Notes, principal's emails, and school website. **The deadline for the submission of the application is January 31st.** No tuition assistance will be granted unless a financial aid application is submitted.

FACTS Grant and Aid will make a recommendation to our financial aid committee regarding the amount of aid that may be given based on the submitted applications. Depending on the amount of funds the school has available, a decision will be made by the St. Peter School Financial Aid Committee as to how much aid can be given. The families will then be informed of this decision, usually in the Spring. Factors such as payment of prior tuition, student discipline, and payment of registration fees are all factors in determining financial aid awards. Additionally, due to the generosity of St. Peter Parishioners and additional Diocesan tuition subsidies, students who are active in the local parish may be eligible for scholarship awards.

BEFORE & AFTER SCHOOL PROGRAM

Our Before & After School program is available to all enrolled students in grades PreK 3 through 8. The **Before School** program runs from 6:30-7:30 AM (6:30 - 8:00 for PreK students) and the **After School** program runs from 2:30-6:00 PM. The rate is \$6.00 per hour or \$3 per half hour quantity. Aftercare services are pre-paid through an online account. Segments of the program include homework, snack, projects, games and educational videos. It is important to note that our aftercare program provides a limited quiet space and time for students to complete homework, but the staff cannot be held responsible for either the completion of all students' homework nor the quality. It is the responsibility of parents, working closely with the students' teachers, to ensure that homework is completed properly.

Our aftercare program seeks to take a comprehensive approach allowing students a suitable time to complete homework, but also time for recreation,

reading, and other fun activities. Older students may be afforded additional time to complete homework in a quiet place under the supervision of staff members, while younger students may be given the opportunity to play if they finish their homework before the older students. Please note that the same general disciplinary policies for St. Peter School apply to the aftercare program, and parents of students who repeatedly break the rules will not be permitted to enroll their children in the aftercare program.

ATTENDANCE

Absences, regular attendance, and punctuality are important to the pupil's academic progress from the first day of school. Frequent absences impede the learning process. New Jersey School Law stipulates that every child between the ages of six and sixteen must regularly attend school. Additionally, the Diocesan Office of Schools has implemented a brief questionnaire to be completed by each Catholic school office when a parent calls in to report their child's absence.

Parents are required to telephone the school if a child is going to be absent, within the first hour of the school day, 7:50—8:50 AM. A few brief questions will be asked to record symptoms and document whether the child has been to a physician. When leaving a message to report your child's absence, please be specific regarding the reason. If it is due to illness, please state the symptoms.

Upon returning to school, a student who has been absent is required to bring a written note signed by the parent stating the reason for the absence. Please, note that a child cannot return to school until the child is **fever-free for 48 hours** without the use of fever-reducing medicine (i.e. Tylenol, Motrin, etc.). Additionally, if a child has been sick with the various highly contagious forms of stomach virus, students cannot return until he or she has not vomited or had diarrhea for **48 hours**. These viruses are highly contagious and can be very dangerous to our younger students. It should be noted that St. Peter School has for some time dispensed with "Perfect Attendance Awards" so as to discourage parents from sending their children to school sick.

Days absent due to illness are considered excused absences only with the submission of a medical certificate from the doctor; **parent notes do not excuse**

absences. After an absence of three (3) days in a school week, a medical certificate from the doctor must be presented. A doctor's excuse for each absence may be required in the case of students who are reporting excessive absences. Long-term absences of fourteen (14+) days or more, due to a medical need, require obtaining a home tutor through the Board of Public Education, as an extended absence from school can result in non-promotion. **Students who are absent from school are not permitted to attend any after school activities or sports events that day/evening.** Scheduling of appointments for doctor, orthodontist, or other professional should occur after school hours or when school is not in session, to the greatest extent possible. When returning from a doctor's appointment, students **will not be permitted to bring drinks, snacks or other treats into the classroom,** as this causes distraction among the other students. Scheduling of a family vacation should occur on dates when school is not in session. The principal and the classroom teacher should be informed in writing when an exception occurs.

Make Up Work

It is the responsibility of the student and/or parent-guardian to request make-up work upon return to school, following an illness. **No assignments will be given before a vacation.** Completed assignments must be turned in within one day for each day absent. The absent student will ask a classmate to copy homework assignments. Parents are also encouraged to make use of class websites or Google Classroom in order to stay up to date with daily assignments.

The absent student is responsible to:

1. Make up all classwork within one day for each day absent.
2. Make up all homework assignments within one day for each day absent.
3. Make up any tests administered after the student is on vacation. This will be done at the convenience of the subject teacher, usually during lunch recess but if needed after school. It should be noted that teachers will not administer make up tests during instruction time.

Excused, Unexcused, and Excessive Absences

- Days absent for illness are **excused** if verified by a doctor's note. Also, an

excused absence can occur due to a sick student being sent home by the nurse. The number of days excused will be based on the reason the child was sent home.

- Days absent for disabling illness, recovery from an accident, required court attendance, death in the family, and religious observance are **excused**.
- **Days absent for family vacations are unexcused absences.** Days absent for bus suspensions are unexcused absences.
- Excessive cumulative or consecutive unexcused absences, eighteen (18+) or more, may result in expulsion from school and case referral to the truancy officer for legal action.
- Making up Assignments-class work, as well as homework missed during a student's absence must be made up **within one day for each day absent except in situations of grave illness**. In such cases, arrangements will be made mutually with the teacher.
- Teachers **will not** prepare assignments in advance for families who take a vacation.
- In grades 4 to 8, it is the responsibility of the student to approach the teacher to see what work was covered during the period of absence. An absence is **NO EXCUSE** for not completing previously assigned work.

TARDINESS

It is important that children develop good habits of punctuality and responsibility. It is the responsibility of parents to see that their children arrive at school on time. Morning prayer begins at 7:50 AM. A student who is consistently late not only begins the day poorly, but also is disruptive to the teacher and the other students. A student who arrives late must report to the school office to acquire a Late Slip before going to the classroom.

At the discretion of teachers, students (in grades 3-8) may serve an after school detention for every five tardies. This detention will not be recorded as a disciplinary infraction but rather as time needed to make up for missed instructional time. The student can expect to be given suitable work to account for the missed classroom time. The detentions will be moderated by a rotating assignment of faculty members, grades 3-8. Students who are late three

consecutive days (grades 1-2) may be subject to a short recess detention or additional homework to account for missed classroom instruction.

After five tardies, parents will also be asked to meet with the principal to assess the situation and a letter may be sent home by the principal to document the number of tardies. Repeated tardies thereafter could result in referral to the school counselor and a reduced general conduct grade. If serious enough, at the principal and pastor's discretion, the parents may be asked to withdraw their student.

Medical Appointments During School Hours

If it is absolutely necessary to make an appointment for a child during school hours, students must bring a note from their parents stating the:

- purpose of the appointment;
- time and date of the appointment; time the child will be picked up;
- person who will pick up the child;
- approximate time of return.

Parents must report to the office to "sign out" when coming to pick up the child. The office will call the student from class. Upon returning, the student must report to the office and present a slip from the physician/dentist stating the date and time the child was in the doctor's office. This attendance policy will be strictly enforced.

TRANSPORTATION:

Pennsauken students use bus transportation provided by the local public school districts. **Bus transportation is a privilege** and any student who refuses to follow the rules set by the New Jersey Department of Transportation will have this privilege revoked. **No student is permitted to ride any bus but their assigned bus.** This rule is in compliance with the bus insurance policies. Additionally, students are expected to comply with any additional guidelines imposed by busing officials due to the coronavirus pandemic. St. Peter School also reserves the right to impose seating arrangements for students that conform to such guidelines, if they are not imposed by bus drivers.

Morning arrival by Bus

In the morning buses leave students in front of the school (Maple Avenue). **Bus riders are to exit their buses and enter the school by means of the Maple**

Avenue entrance. They will be greeted and supervised by staff members. Parents who drive their children to school must drop their children off in the back parking lot. They are to enter the rear parking lot of the church and follow the car line around, dropping their children off in front of the alley where teachers are present. They are then to exit via the Morris Avenue exit.

All students will use the second entrance door closest to the parking lot across from the church. Staff members will greet students and supervise this entrance. Last, all walkers are to enter through the Maple Avenue entrance. Walkers should refrain from walking through the back parking lot due to traffic from the car line.

2:30 PM Dismissal

At dismissal, walkers will exit in the front of the school under the supervision of faculty members. Walkers will be called first, followed by the joint calling of bus riders and individual families of car riders. Children board buses by exiting the rear of the school (near the first grade classrooms) to the back parking lot, guided by 8th graders and certain teachers on assignment. Parents of car riders are asked to park their cars in the rear parking lot and wait for their child to be escorted to them by staff members. Staff members will come around from car to car and radio each family to the office so that they are called to come out. Parents who are unable to find parking in the main area of the back lot should simply wait in their parking spot for the others to leave before getting their children. We will call for all car riders who remain to come down and wait near the alley way with staff. Once all the car riders are called, and the buses depart, teachers will begin dismissing rows of car riders. Remaining car riders may pull into the now vacant spots and remaining car riders will be escorted to them. For the safety of all involved, parents should wait for assigned teachers to call them by rows out of the parking lot. This will ensure order and safety for our children and the adults picking them up.

Please note that for the safety of our walkers, teachers, and to avoid unnecessary congestion with buses, parents are not permitted to drive through

or park in our lot at the Morris Avenue Entrance during dismissal.

Any student leaving school by any other than the usual method of transportation must have written permission from their parent or guardian. For their own safety due to morning traffic, students are not permitted to ride bicycles to or from school. Walkers may not ride buses. Students must ride the buses to which they are assigned.

Parent-Guardian Conduct in the Parking Lot

Parents and guardians are asked to model conduct in the parking lot that is becoming of an authentic Christian environment. This means that they should:

- Follow the rules to ensure the safety of everyone in the school community
- Model Christian behavior in dress, speech and actions
- Refrain from foul language or obscene gestures
- Refrain from arguing about parking or anything else
- Refrain from excessive speeding
- Wait until your car is granted permission to leave by teachers in the afternoon car line
- Refrain from publicly engaging in custody disputes that embarrass or scare the student
- Refrain from driving across or through car lines where students and parents might be walking
- Refrain from running over school cones or barricades that are strategically placed to remind parents of these rules

Depending on the severity of the infraction, if in the pastor and principal's discretion the aforementioned infractions are severe enough, a family may be asked to withdraw from the school community.

CUSTODIAL AGREEMENTS & STUDENT ACCESS

It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. The copy will be kept in a confidential file. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there

is a court order specifically stating that a non-custodial parent is denied access to that information.

SCHOOL DAY (Remote and In-School Options)

In accordance with Diocesan guidelines:

Grades K-8 7:50 AM – 2:30 PM

Pre-K Full Day 8:00 AM -- 2:20 PM

Early Dismissal 7:50 AM – 11:30 AM

Pre-K Half day 8:00 AM – 11:20 AM

ACADEMIC POLICIES

Homework

Homework is assigned to reinforce the lesson of the day. When designed properly by the teacher, there is significant evidence to support that homework can greatly enhance academic achievement.³ Homework helps to cultivate independent study habits, but more importantly it ensures adequate practice and reinforcement of instructional concepts. Homework cultivates the intellectual virtues of knowledge and understanding through memory and practice; it also cultivates discipline, self-control, and mastery over course content. Parents can expect homework to be assigned consistently throughout the week, and in some classes on the weekends. Here are a few general guidelines concerning homework:

- It should be relevant to class instruction
- It should be reasonably completable by the student, with accommodation to students eligible through Individual Service Plans
- It does not always have to be graded by the teacher, but usually is
- It takes precedence over extracurricular activities
- Parents can assist but should allow the student the freedom to make mistakes and learn
- A commonly accepted rule for a reasonable time for homework is 10

³ Marzano, Robert J. *The Art and Science of Teaching: A Comprehensive Framework for Effective Instruction*. Alexandria, Va: Association for Supervision and Curriculum Development, 2010. See Chapter 3.

minutes per grade level (grades 1-8), inclusive of all subjects. For example, 10 minutes for first grade, 80 minutes for 8th grade. Please note, however, that teachers will use discretion taking into account that not all students work at the same pace.

In general, homework is not to be completed by the students in class, and parents should contact teachers if they discover this to be the case. However, due to the development of remote instruction and block learning schedules, students may have some opportunities to complete independent work (“home work”) at various times during the day. **Please note that homework should not be assigned as a punishment for misbehavior.** Instead, teachers will utilize our school’s disciplinary procedures as outlined below. It is the parent’s responsibility to provide a proper time, place and opportunity for homework to be completed. Please review the aforementioned disclosure regarding homework for those students in the after care program. Parents are encouraged to supervise and check the homework, but not to do the assignment. Teachers will post graded homework on their teacher page on Renweb, our online grading platform, and identify homework assignments on their Google Classroom pages. This tool will allow parents to compare student assignment books with what teacher’s post to ensure all homework is completed.

Homework and needed books may be sent home for absent students, but students can also check on Google Classroom. Please call the school office prior to 11:00 AM and teachers will be notified to gather the absent student’s work. Requests received after 11:00 may not be able to be honored. The work may be picked up at the school office at dismissal time.

Report Cards

The school year is divided into 4 marking periods. If a deficiency notice is warranted, it will be sent home at a minimum halfway through the marking period, but teachers are encouraged to send them as often as needed. Additionally, the principal may send a progress report home to parents at any time, including the mid point of the marking period to illustrate deficiencies. At the end of the marking period, Report Cards are posted electronically to Renweb. At the principal’s discretion report cards may also be printed and sent home for signature by parents.

Any concerns that parents have should be communicated to the teacher in writing. Please use discretion when communicating by email, as email can easily be misunderstood. Parents and teachers are encouraged to copy the principal in the email to ensure transparency. Grades will be posted on Renweb and teachers are asked to update them weekly.

Marking Code for All Major Subjects

A+ 97-100
A 93-96
B+ 89 -92
B 85 - 88
C+ 81- 84
C 77 - 80
D+ 74 - 76
D 70 - 73
F Below 70

Disclosure Concerning Minor Subjects

Minor subjects, or sometimes referred to as “specials”, carry with them significance, even though the assessment of these courses is not always on the same level as the major subjects. At SPS, these subjects include Latin, art, music, gym, and technology. In accordance with diocesan guidelines, these subjects have the following letter grade scale:

E (A+/A)....Excellent
G (B+)....Good
S (B/C+).....Satisfactory
NI (C+/D)...Needs Improvement
U (F).....Unsatisfactory

Additionally, in a manner consistent with our policy of an integral education, assignments in specials subjects can be interfaced with assignments in major subjects so that the assignment counts for both classes. For example, a music or art teacher may assign a report on a certain artist or aspect of art history, which also counts for a grade in Social Studies and/or Writing. A technology teacher could give an assignment that could conceivably count towards a grade in Math or Science class. Last, a world languages teacher (or Latin) could give an assignment

that counts towards grammar and/or vocabulary. For these reasons, specials cannot be dismissed and not taken seriously. Assignments, including homework assignments, are expected to be completed. In subjects such as Latin, which are grammar and vocabulary intensive, it is quite natural that grades should have dual credit, especially considering the work and time that students invest in the special.

Honor Roll

Any student with an A+ in all major subjects in Grades 5-8 will make the Principal's List. First Honors is awarded to students in Grades 5-8 who achieve all A's in major subject areas. Second Honors is awarded to students in Grades 5-8 who achieve a combination of A's and B's or better in all major subjects. An "NI" (Needs Improvement) or "U" (Unsatisfactory) in any minor subject or conduct area would negate qualification for the honor roll.

Parent-Teacher Conferences:

Parent teacher conferences are scheduled at the time of the first Report Card (see Academic Calendar, usually in November). Thereafter, either parent or teacher can request conferences. Parents should send a note to school to request a conference. Conferences are the preferred way for parents and teachers to collaborate concerning a student's performance. Again, please use discretion when communicating by email so as to avoid misunderstandings.

Standardized Testing:

According to Diocesan initiatives, St. Peter will be deploying the STAR Reading Assessments and STAR Math Assessments three times a year for grades 1-8. The purpose is to gauge the relative performance of our students to peer student populations and to identify areas of improvement.

Enrichment Programs

Academic

- S.T.E.M./Computer Science Instruction Grades PK-8
- Accelerated Math- Grades 6-8
- Art- Grades K-8
- Honors Literature Program (Grades 5-8)
- Music/Drama- Grades PK-8
- Latin Intensive- Grades 5-8 (4 days instruction per week)
- Physical Education- Grades PK-8
- Spanish Pre-K through Grade 4

Non-Academic

- Spring Musical- Grades 5-8, select performances during the year
- Christmas Concert- Grades PreK-8
- Band - Grades 4-8
- Weekly Mass/Liturgy; Holy Days of Obligation- Mass

Accelerated Math Program

In fifth grade, students are divided into two math learning groups based on prior academic performance and Iowa results. The purpose of the two groups is to give as many students as possible the chance to prepare for entrance into the accelerated math program in Grade 6, while at the same time reinforcing foundational math skills for those students who may not be ready for advanced concepts and pacing. At the end of grade 5, teachers, along with the principal, will evaluate the candidacy of students for accelerated math. The purpose of the accelerated math program is to complete Algebra I by the end of 8th grade. Our goal is to increase the number of students who have proficiency in this area of mathematics by the time they enter high school. Ideally, all students will have taken Algebra I before high school, but this is not always possible due to varying student abilities.

We have outlined below our criteria for determining who officially enters the accelerated math program in sixth grade and they are consistent with other schools in the Diocese of Camden. Our criteria are as follows:

- **The primary determinant:** teacher evaluation and recommendation based on student performance during 5th grade, maintaining a B average or higher with evidence of hard work and student initiative.

- Evaluation of student performance in the Math Concepts section of the STAR assessment for 4th and 5th grade. Students should generally be in the 85th percentile or greater.
- **Transfer students**: may be given a preliminary assessment of knowledge relating to core math concepts prior to entrance into the accelerated program

It is important to note that the purpose of this program is to move at an accelerated pace. The teacher should not be expected to provide additional help after school, and the goal is to give students proficiency in Algebra I by the end of eighth grade. That being said, St. Peter School cannot guarantee that students who take this class will “test out” of high school Algebra I classes. While this has often happened in the past and we are proud of this, we cannot guarantee this outcome.

Honors Literature Program (Grades 5-8):

In addition to the accelerated math program, qualified students are eligible to participate in the newly established Honors Literature Program at St. Peter School. This program applies to grades 5-8. Drawing upon the rich Catholic Liberal Arts tradition with respect to literature, this program seeks to provide a more rigorous program of English literature for students. The primary purpose of this program is to prepare students for the rigors of Honors English classes in high school. To this end, students in this program can expect to read more timeless works of literature, read more deeply, and write more extensively in relation to the text. Students can expect to read literary works that reflect the rich cultural heritage of English speaking nations and are rich in vocabulary and sentence structure. Because they will read at a much faster rate than the mainstream literature class, they will cover more works during the course of the year. In keeping with the school’s Catholic mission, morally wholesome and compelling works are carefully chosen to accomplish these ends.

In consultation with the Diocesan Office of Catholic Schools, we have selected the following criteria for grouping students in Honors Literature classes:

- Students should generally test around 1.5 levels above the average Grade Level Equivalency in the Reading component of the STAR Assessment for the prior year. For example, a student whose GE level is 7.5 or higher while taking the test during 6th grade would be eligible.

- Student Performance: students should have maintained a B+ average or higher the prior year in Reading
- Teacher Evaluation/Recommendation: in conjunction with the prior criteria, teachers will consult to evaluate additional student dispositions such as work ethic, motivation, and comprehension based on student performance in a classroom setting.

It should be noted that the Honors Literature Program at St. Peter School **does not** offer anything substantially different than what is offered in the mainstream Literature class. Students in both classes will still read the same core texts each year and satisfy the same course outcomes as outlined in the English Language Arts Curriculum of the Diocese of Camden. **The Honors Literature Program is not an alternative curriculum that is different from what the Diocese of Camden proposes.** The key difference will be in the pace at which literary works are read, the depth at which they are analyzed, the number of works read, and the amount and complexity of writing assignments given. Further, students are required to demonstrate an ongoing commitment to producing excellent work (B or higher). Students who average a C+ or lower for the year in Honors ELA classes, especially for inconsistent effort and incomplete assignments, may be referred back to the mainstream Languages Arts class.

Field Trips:

Teachers plan a field trip annually and ask parent volunteers to attend as chaperones. Permission slips, with all details included, are sent home to be signed and returned. Attending a field trip is a privilege, not a right. In the event that academic or conduct requirements have not been met, a student may forfeit this privilege.

High School Visitations

8th graders may visit two high schools before registration has taken place. The student will be marked absent on the day of a visit.

Government Programs

St. Peter School participates in the following State/Federal Programs and receives funding from Federal, State and local districts:

- Textbook Loan – parental request forms are required each year
- Textbook allocations to purchase new texts and consumables
- Courtesy Busing from Pennsauken Township for Pennsauken residents- due No Child Left Behind Act/Every Students Succeeds Act
- Transportation funding: this refers to the “in lieu of” funding that parents receive if they live outside of Pennsauken, Merchantville, and select areas of Cherry Hill where busing is neither provided nor the district is a walking district.
- Nursing Services partially funded with allotments received from the Merchantville Public School District
- IDEA Funding- this money is received from the local Merchantville District to provide additional services, such as our part-time Special Education instructor- for those students who have Individual Service Plans
- Nonpublic School Technology Initiative- this allotment is received from the Merchantville District and allows St. Peter School to make significant upgrades to technology each year, such as the purchase of Chromebooks, Smartboards, etc
- Security- St. Peter receives a dollar amount per pupil for the upgrade of security features in and around our school plant, such as security cameras, new doors, windows, etc.
- Title I Services: funding from the Federal government to support students who are economically disadvantaged and have demonstrable need of academic support; this applies to students who come from public school districts that are designated Title I districts.
- Title II(A) subsidies: these come from the Federal government and cover professional development initiatives, school counseling services, and a range of other options for non-public schools
- Title IV subsidies: these come from the Federal government and are to be used for enrichment programs that form a well-rounded academic program.

Historically, St. Peter has used these funds to ensure the presence of a part-time counselor in our building.

These items are listed so that parents are aware of the funding that St. Peter's currently receives. The administration will make every effort to keep parents informed as to state and federal policies that impact funding.

Acceptable Code of Behavior

The student will:

- Discover and respect the image of God in all members of the school community;
- Strive to master the Ten Commandments;
- Strive to live the Six Precepts of the Catholic Church
- Exemplify the three theological virtues of faith, hope, and charity;
- Learn and practice the four cardinal virtues of wisdom, temperance, justice, and fortitude;
- Observe the Golden Rule of Our Lord Jesus Christ;
- Strive to live and manifest the Twelve Fruits of the Holy Spirit
- Attend school regularly and punctually, observe school rules.

Building a Culture of Virtue

Central to the mission of Catholic education is the moral formation of the students as virtuous citizens of not only our country, but also in preparation for heaven, our true homeland⁴. A virtue is a firm disposition, or habit, in doing what is right, good, and just.⁵ Our aim is to collaborate with parents to form virtues and dispositions long treasured by all cultures but particularly relevant to a life animated by the Gospel of Jesus:

1. Obedience - which should be cheerful and immediate to parents, teachers, aides, bus drivers, safety patrols, and any persons in authority.
2. Responsibility - which should be shown in doing assigned and expected

⁴ *The Religious Dimension of Education in the Catholic School* . Accessed August 10, 2017. http://www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_19880407_catholic-school_en.html. See paragraphs 76,83, and 96.

⁵ *Catechism of the Catholic Church* - IntraText. Accessed August 10, 2017. <http://www.vatican.va/archive/ENGO> See paragraph 1803 for this definition of virtue.

tasks.

3. Respect for Others - which should be exercised by the use of courtesy and cooperation. Foremost, the student should respect the teacher's right to teach, as well as his or her own and the other students' right to learn by observing classroom rules. When a priest enters the classroom, the children are to stand and greet him politely. Words of courtesy such as Thank you, Good morning, Please, You're welcome, May I help you?, Pardon me, Excuse me, God bless you, etc. should be a part of every student's daily vocabulary.
4. Cooperation - which should be demonstrated when playing and working with others.
5. Cleanliness in Person and Property - which should be practiced daily through good personal hygiene and by keeping an orderly work area.
6. Truthfulness - which demands being honest in all areas of one's life including school assignments and tests.
7. Respect for the Property of School and Others - which requires never using anything that belongs to the school or to another student without permission and making good use of materials without being wasteful.

Additional virtues to be reinforced include, kindness, humility, patience, joy, meekness, self-control, modesty, wonder, knowledge, justice, prudence, perseverance, fidelity to commitments, forgiveness, and right judgment.

Good behavior should be rewarded in a manner deemed appropriate by the teacher of each class. Each Friday, the principal will issue the "Virtue of the Week" award to those students deemed worthy as nominated by their teachers. Additional rewards may be given by the teacher or granted by the Principal to a particular class or the whole school if there is a noticeable collective effort to live out a proposed virtue. The reward may be a dress down day, a movie, extra recess, etc.

Care of Property

Students are to take pride in their school and to share the responsibility of keeping it attractive. Each student is expected to assist in the care and protection of all school property. Students must keep floors and grounds free of litter. Students are required to keep a neat desk and to assist the teacher in maintaining a neat and

orderly classroom. Coats, sweaters and book bags must be placed in good order in designated areas. No books or papers are to be on the floor at any time. Before dismissal, all paper, pencils, etc. must be picked up from the floor, student chairs must be placed on top of desks or stacked, and the room left in good order for janitorial cleaning. The teacher's desk, other students' desks, lunches, and other personal belongings are off-limits to all students.

Textbooks

- Textbooks must be covered at all times and covers must be kept neat, clean, and free of all scribbling.
- All students must carry textbooks in book bags.
- No writing or scribbling in books at any time.
- If a student loses or damages a textbook, payment equivalent to the cost of replacing the book is required.

Lockers

- Lockers must be kept clean and in good order at all times.
- No writing or scribbling on lockers at any time.
- No taping or sticking of any items on lockers!

Classroom Behavior

- Each student is responsible for knowing and following the classroom rules.
- When prayers are being said, students should not interrupt or enter a classroom.
- A student must ordinarily raise his hand to speak or to get up from his seat.
- Talking without permission or interrupting is not permitted.
- Students are to sit up straight. Students may not sit on desk tops or tables nor put feet on furnishings. All four feet of the student's chair must be kept on the floor. Rocking in the chair is not permitted.
- Writing and passing notes, playing with objects, and other disruptive acts are not permitted.
- Objects taken away from a student by the teacher must be claimed by the parent.

Rest Room Behavior

Behavior in the restroom must be exemplary in order and decency. No student should be in the lavatory without permission. Students should not waste time or play but quickly use the restroom and return to the classroom promptly. Students should not be wasteful with soap and paper products and should keep the lavatory free of litter. Students must flush toilets/urinals after use and wash their hands carefully. Writing and drawing on walls and stalls should NEVER be found in a Catholic school restroom! The need for cleaning, repairs, products, and order in a lavatory should be reported to the school office by the first person to see the need.

Hallway Behavior

Students are to be silent when entering and leaving the building, changing classes, using the lavatory, and walking through the halls. Running, loud talking, and shouting in the school building will not be tolerated.

Things That Should Never Be Brought to School

- Chewing gum, toys and sport equipment; stuffed toys may not be brought to use at nap time.
- Magazines and comic books.
- Cameras, electronic games, etc.
- Products to sell or trade.
- Large amounts of money.
- Any dangerous instrument which can be used as a weapon.
- Medications and inhalers for self-dispensing.
- Make up, hair spray, nail polish, etc.

All of the above and similar objects will be immediately collected and will be released only to the parent making claim.

Bring Your Own Device to School Policy

Smart Phones, I-Pads, Tablets, Chromebooks, and other Educationally Relevant Devices:

1. **Smart Phones:** students in grades 5-8 may bring smart or cell phones to school, but they must remain turned off and in their lockers . If found on or used by a student when not authorized, they will be immediately confiscated and sent to the office for the parents to pick up at the end of the day.
2. **Chromebooks or mini-laptops (grades 3-8):**
 - Students (grades 3-8) may bring their own mini-laptop or chromebook into school for usage.
 - This policy is intended to reduce the pressure of having enough devices for all students.
 - It is also designed to reduce exposure to germs by means of sharing devices.
 - Chromebooks are preferred for access to the school's G Suite and they are cost efficient.
 - The school will not be responsible for damages to Chromebooks or mini-laptops or any other educational devices.
 - Parents should secure a case for their child's Chromebook or mini-laptop to avoid damage. These cases should be neutral in color and devoid of any writing or messages.
 - All school policies, such as the school's **Acceptable Use Policy** (signed the first week of school) will be in effect while students use their own device.
 - Staff and Administration reserve the right to confiscate devices that are used for unauthorized purposes and return them to parents.
 - Administrators have the right to revoke the BYOD policy for students who repeatedly violate school policies on their own devices.
3. **Tablets and I-Pads (Grades K-2):**
 - Students in grades K-2 may bring in their own tablet, I-Pad, or mini versions of each of these devices- these will be the primary devices utilized on these grade levels during the school day.

- Parents are encouraged to purchase a case for their students. These cases should be neutral in color and devoid of any writing.
- Our technology teacher will assist students in accessing our network.

Principal's Disclaimer: All students are expected to abide by the School's Acceptable Use Policy and must access their devices in conformity with established security protocols (such as by logging in via Google/Go-Guardian for oversight). The school's administration reserves the right to modify the rules concerning

School Bus

School busing is a privilege granted by the Board of Education. Students may be suspended from the bus for misbehavior. If suspension takes place, transportation must be provided by the parent. The student is expected to attend school. Students who misbehave are reported to the principal by means of a School Transportation Report. Serious or repeated offenses may result in the loss of the busing privilege, as determined by the principal or the New Jersey Department of Transportation.

Bus Rules

1. The bus driver must be respected and his orders obeyed.
2. Students should be at the designated stop five minutes before the scheduled bus arrival.
3. Each student must ride only the assigned bus.
4. Each student must conduct himself in a safe manner while waiting for the bus, out of the line of traffic.
5. The student must wait for the bus to come to a complete stop before getting on or off.
6. The student should go directly to the assigned seat, fasten the seat belt, and remain seated until it is time to get off of the bus.
7. Windows can be opened only with permission.
8. Hands and head must be kept inside the bus at all times.
9. Eating is not allowed on the bus.

10. Students are expected to speak in a conversational tone. No singing, loud talking, or shouting is permitted.
11. There should be no playing or “fooling” around and no throwing of objects.
12. Nothing may be placed in the bus aisles.
13. There is to be absolute quiet approaching a railroad crossing.
14. Any damage done to the bus must be paid for by the offender.
15. In case of a road emergency, students are to remain in the bus and leave only on request or permission of the driver.
16. The office must be notified by the parent when a student will not be riding the bus.

Parent Conduct

St. Peter School expects the parents and guardians of our students to model virtue and a Christian lifestyle, and ideally to respect all of the precepts of the Holy Catholic Faith. Many parents and guardians will volunteer, coach, and otherwise be a visible witness of faith to our students, even in matters as simple as dropping and picking their children off each day. Our expectation is that parents conduct themselves in a manner consistent with the ethos of this school. It is important to illustrate concrete examples of actions that fall short of our expectations. The following actions/activities are discouraged and could be grounds, in consultation with the pastor, for removing a family from our school community. Additional infractions may be interpreted at the discretion of the school principal and the pastor:

- Publicly disparaging St. Peter School, St. Peter Parish, or the Catholic Church (examples might include social media posts or outbursts at sporting events)
- Acts of obscenity on school grounds* or publicly that bring shame to St. Peter School or the parish
- Foul or otherwise inappropriate language in front of our students or directed to staff members, teachers, the administration, other parents, coaches, or any

other member of the school community

- Public displays of drunkenness or consumption of alcohol at school related events* or evidence of drug abuse
- Screaming, shouting, or otherwise verbally abusive exchanges with faculty members, our staff, coaches, or administration.
- Verbal or physical threats or physical assault of any member of our school community at school related events* (parents, faculty, administrators, coaches, volunteers, etc.)
- Public displays of immorality or sexuality that are contrary to teachings of the Catholic Faith
- Distributing anti-Catholic literature or otherwise proselytizing a different religious belief within our school community
- Physical altercations among parents, such as fights or brawls
- Reckless driving in the parking lot that poses a legitimate danger to students

Please note: the aforementioned examples of parental misconduct should not be misconstrued to mean that parents are not permitted to offer constructive criticism of the school or to express their grievances with faculty and staff. In such instances, parents are encouraged to engage directly with faculty and the administration as needed, and to express their concerns in a candid and healthy manner.

***School related events include all sporting events where St. Peter School is represented, including those that are held on sites other than our parish grounds.**

Bullying Prevention

St. Peter School through Christian tradition strives to live out the message of Jesus Christ and is committed to providing a Catholic school experience wherein each student is challenged to reach his/her learning potential in an environment that fosters respect, understanding, and acceptance of one another. Our school does its best to provide a safe, positive, and productive educational climate where each student will not be subjected to bullying, cyber-bullying, or retaliation. Priests, teachers, and all employees are expected to model Christian charity and likewise to demand that all students treat each other with kindness, civility, and respect.

Bullying, cyber-bullying, and retaliation are not to be tolerated and such behaviors

should be reported to the Principal.

Definition of Bullying:

The repeated use, by one or more students, of written, oral, or *electronic expressions* or physical acts or gestures with the intent to ridicule, harass, humiliate, or intimidate the victim, which a reasonable person should know would have the effect of:

- Causing physical or emotional harm to the victim or damage to his/her property;
- Placing the victim in reasonable fear of harm to him/herself and/or damage to his/her property;
- Causing the school climate to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the victim's education; or
- Materially and substantially disrupting the educational process or the orderly operation of the school. An isolated incident, however egregious, is **not** Bullying.
- Numerous acts of misconduct against different students does **not** constitute Bullying. Even so, such conduct may warrant disciplinary action.

Definition of Cyberbullying:

Bullying through the use of technology or any electronic means of communication transmitted in whole or in part by: Wire, Radio, Electromagnetic, Photoelectric or Photo- optical system, including, but not limited to, e-mail, internet, instant messages, or fax communications. CyberBullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. CyberBullying is also the distribution to more than one person or the posting of material on an electronic medium that may be accessed by one or more people.

Definition of Retaliation:

Any form of intimidation, reprisal, or harassment directed against a student who reports bullying and/or provides information during an investigation of bullying.

Discipline

Disciplinary Measures

According to the seriousness or persistence of an offense any or all of the following corrective actions may be taken:

1. Warning.
2. Loss of a privilege and/or “time-out”.
3. Notice to parents which must be signed and returned the following school day.
4. Phone call to parents. The student may be required to call and report the misbehavior himself.
5. Issuing of a “Demerit Slip” (grades 5-8)
6. Lunch recess detention, and/or after school detention.
7. Exclusion from extracurricular activities, school trips, or loss of other privileges.
8. Parent/teacher/principal conference.
9. In school suspension; out of school suspension; expulsion.

Suspension and Expulsion

Serious breaches of discipline, such as, but not limited to those noted below may result in a suspension or expulsion.

1. Continued misconduct.
2. Disrespect, willful disobedience, or open defiance of any school employee.
3. Willful damage of property.
4. Stealing.
5. Obscenity, profanity, or vulgarity in word or act.
6. Fighting.
7. Bullying, Cyberbullying, or retaliation as defined above
8. Use or possession of alcohol, tobacco, matches, knives, weapons, drugs or drug paraphernalia.

9. Continuous and willful refusal to accomplish school assignments.
10. Intimidation or physical abuse of school personnel.
11. Truancy (cutting school)

Drugs and Alcohol

Any student of St. Peter School, whether on or off school property, who has publicly or privately used or is under the influence or, in the possession of, or distributes illegal drugs and or alcohol will be suspended immediately and is liable for expulsion. Pending a conference with the parents, suitable, positive corrective procedure and disciplinary action may follow.

Discipline/Behavior Tracking System for Grades K through 4

Each grade level K through 4 uses the “green, yellow, orange, red behavior tracking system”.

- **Green:** Good job!
- **Yellow:** Warning!
- **Orange:** Think before you act!
- **Red:** Lunch/recess detention.

Every student begins each day on green. Two orange days or one red day in a week will result in a lunch/recess detention. Each student has a fresh start at the beginning of each month, giving him/her the opportunity to receive a reward with the rest of the class. Each teacher determines the reward for the month. The reward may be a dress down day, a movie, extra recess, etc. and will be given on the last week of the month as determined by the teacher.

Students who have received two lunch detentions during the month will not be allowed to participate in the reward with their class. The teacher will notify the parents of the child who cannot participate in the reward with a form indicating how many orange/red days their child received that month.

Discipline/Behavior Tracking System for Grades 5 through 8

Students in grades 5-8 will be subject to the SPS **Demerit System**. If students violate school or classroom rules and procedures, teachers are authorized to send

home a signed Demerit slip. This form is to be signed by parents and returned the following school day. If it is not, students will be given a warning to return it the following day. If the slip is not returned, the student will be issued a detention slip and the teacher will follow up with the parent and the matter referred to the principal if need be. Demerits may be issued for:

- Behavioral-disciplinary infractions of lesser consequence (for example, talking during instruction after receiving a warning from the teacher)
- Academic reasons: unpreparedness, failure to complete homework or classwork in a timely manner, failure to complete reading assignments, etc.

If a student receives five demerits for behavioral or disciplinary infractions they will be issued an after school detention. Teachers may directly issue detentions if the infraction is serious enough (such as inappropriate language or overtly offensive conduct towards staff or another student). The five demerit rule will be implemented on a rolling basis; in other words, it is **not** reset from week to week or quarter to quarter. If a student receives his fifth demerit in the final quarter he or she will be issued a detention.

Demerits issued for behavioral reasons will be recorded in a classroom log that will be present in each classroom and entered at the end of the day by the issuing teacher. Returned demerit slips and detention slips will be stored in the binder until the end of the year for documentation.

The purpose of the Demerit system is to increase communication between parents and teachers regarding ongoing minor disciplinary infractions that have historically led to detentions. Our goal is to minimize the detentions by making the parents aware of infractions and to hopefully rectify the behavior prior to the issuance of a detention. It also provides parents with a means of communication, as they can reach out to teachers to discuss and clarify the nature of infractions to hopefully resolve minor behavioral problems. With respect to detentions, teachers or administrators will send conduct referrals to parents at least one day prior to the detention. Detentions will be served on Thursdays from 2:30 –3:15 and this time includes those serving detentions due to excessive tardiness.

Parents and students must understand that just as five demerits will lead to a detention, an accumulation of detentions will lead to a conference with the principal and if necessary a suspension (see the above list of suspendable offenses). Generally, three detentions will lead to a conference with the principal and suspension if the principal deems it is warranted. The nature of the offenses and circumstances will determine the punishment.

Acceptable Use Policy regarding Technology

The technology available at St. Peter School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following.

Acceptable Use Policy:

Internet access is available to students and teachers in our school. It may be accessed by means of our school computers, mini-pads, Netbooks, Laptops, and Chromebooks, not to mention our Smartboards. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is **not guaranteed to be private** and may be reviewed by the school and/or network administrators at any time to ensure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy. Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. While certain filters are in place, any student found searching a site which is deemed offensive can expect disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege; disciplinary action up to and including suspension or expulsion; and/or criminal complaint. Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.

- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that conflicts with Catholic moral values.

The use of our school's technology, including Internet use, is a privilege, not a right.

Attorney General's Agreement

All law enforcement operations will be followed as set forth by the Attorney General in the 1999 version of the State Memorandum of Agreement. This document is available to parents on the Internet or at school.

Playground Guidelines:

Students remain in their respective play areas with the class. Allowable activities include but are not limited to: running, jump ropes, hula-hoops, four square games, hopscotch, suitable games, catch with sponge or Nerf ball and talking with friends. Activities that are deemed excessively rough and potentially dangerous by the teachers will be discouraged or banned.

DRESS CODE

St. Peter School prides itself on its dress code, which symbolizes the professionalism and high standards that people expect from a Catholic school. As simple as it may seem, dressing in a professional manner is a habit unto itself that sets the tone for a wonderful academic environment and is excellent preparation for a successful career in the future. There are a few general points to keep in mind. Parents should ensure that their children are:

- bathed, combed, and in clean, pressed clothes;
- in complete approved school uniforms, and;
- such clothing is in keeping with our official Student Dress Code.

The principal, in collaboration with the Pastor, faculty and staff, determines what is appropriate school dress. Parents cooperate in enforcing the dress code. The homeroom teacher checks for proper dress daily during opening exercises and

throughout the day. A notice will be issued to students who are not in proper uniform or who are not practicing good personal hygiene. Upon receipt of such notice, parents and students are to take corrective measures. Failure to do so will be construed as defiance and treated in a manner consistent with other disciplinary measures. **Please note that all the aforementioned regulations concerning uniforms apply to remote learners in the same manner as in-school learners.**

School Uniform

The school uniform is used in all grades and is worn every day unless otherwise specified. Daily school uniforms, summer/winter uniforms, and physical education uniforms are regulation uniforms and are not substituted.

Uniforms/accessories are purchased from:

- Flynn & O’Hara Garden State Pavilions (Next to ShopRite) 2240 W. Marlton Pike Cherry Hill, NJ 08002 (856) 931-8838
- Order online at: www.flynnohara.com/register

Boys/Girls Prekindergarten

- Please see gym uniform below

Girls K-4th

- Grey jumper with SPS Badge
- White blouse with Peter Pan collar (short or long sleeves); no turtleneck
- Black cardigan sweater with SPS emblem
- Grey crew socks, grey knee socks or grey tights
- Black Mary Jane style shoes.*

Girls Grade 5

- Grey skirt
- White button shirt
- Black Cardigan Sweater with SPS emblem
- Grey crew socks, grey knee socks or grey tights
- Black Mary Jane style shoes.*

Head Bands

Girls are permitted to wear headbands according to the following specifications:

- May be grey, black, or purple
- Flowers, animals, or ornamentations are **not** permitted
- Trending headbands (such as “kitty ears”) are not permitted
- Should not contain messages of any kind.

***STUDENTS WHO DO NOT TIE THEIR OWN SHOELACES MUST wear school shoes and gym shoes that do NOT require laces (must be slip-on, buckle, or have Velcro fasteners.)**

Girls 6th-8th

- Grey flannel kilt/pleated skirt; must be knee-length, no shorter than to the top of the knee
- White button-down blouse, short or long-sleeved
- Black blazer with SPS emblem SPS plaid tie, same as boys’; mandatory
- Grey knee socks or grey tights with black Mary Jane, penny loafer, or Oxford style shoes.

Head Bands

Girls are permitted to wear headbands according to the following specifications:

- May be grey, black, or purple
- Flowers, animals, or ornamentations are not permitted
- Trending headbands (such as “kitty ears”) are not permitted

Boys K-5th

- White button-down Oxford shirt (short or long sleeved)
- Black cardigan sweater with SPS emblem
- Regulation school necktie
- Grey twill pants/trousers with black belt
- Black crew socks/no below-ankle, cuff less socks
- Black loafer-style shoe or dress shoe with laces.*

SPECIAL NOTICE: * STUDENTS WHO DO NOT TIE THEIR OWN SHOELACES

Boys 6th-8th

- Grey twill/flannel pants/trousers with black belt
- White button-down Oxford shirt (short or long sleeved)
- Regulation school necktie Black blazer with SPS emblem
- Black crew socks; no below-ankle, cuff less socks
- Black loafer-style shoe or dress shoe with laces.

Physical Education (PE) Uniform

The physical education uniform is used in all grades . Pre-K students wear the gym uniform every day. Grades K through 8 will wear the gym uniform on designated gym class days. Physical education uniforms **MUST** be regulation uniforms. The PE uniform is **NOT** used on picture days, school Mass days, and on special occasions as indicated by the principal or on the monthly school calendar.

- Summer Regulation steel gray or green T-shirt
- Hunter green knee length mesh shorts with SPS letters on one leg of shorts
- White crew socks. Below-ankle, cuff-less socks are NOT allowed. **Black or other colored socks are not permitted.**
- Winter Regulation hunter green sweatshirt
- Hunter green sweatpants

SPECIAL NOTICE: * **STUDENTS WHO DO NOT TIE THEIR OWN SHOELACES** MUST wear school shoes and gym shoes that do NOT require laces (must be slip-on, buckle, or have Velcro fasteners.)

Hair Styles, Nails, and other Dress Code Regulations:

- Faddish haircuts/styles, as for example: Hair coloring/bleaching, shaved heads, mushroom cuts, spiked tops, rat tails, long hair (boys), and slicked-down, wet or greased look
- Body piercing, boys' earrings, large and/or distracting jewelry
- Long nails, sculptured nails, nail polish
- Tattoos (permanent and removable)
- Make-up

Jewelry:

One necklace with a small religious medal is allowed. Girls only are allowed to wear post or stud earrings. No dangling or multiple earrings are permitted.

CASUAL DRESS DAY GUIDELINES

A Casual Dress Day is a privilege and it may be taken away for inappropriate behavior and dress. It is not mandatory that a student participate in Casual Dress Day. The regular school uniform may be worn. If a student chooses to participate in Casual Dress Day they are expected to be dressed in attire that is appropriate for a Catholic School setting. The following rules **MUST** be followed:

- Students may **NOT** wear clothing with rips or holes in it.
- Students may **NOT** wear clothing with words or sayings written on it. (Sports Teams and School names are acceptable.)
- Girls may **NOT** wear tight jeans, leggings (transparent or otherwise), spandex, tank tops and low cut shirts. Shoulders should be covered.
- Girls may **NOT** wear make-up or nail polish.
- Students may **NOT** wear pajamas.
- Students may wear their regular gym uniform on Casual Dress Day.
- Students may wear shorts if they are loose fitting and to their knees.
- Students may **NOT** wear flip flops. The length of all skirts and dresses **MUST** be close to the top of the knee.
- Students are not permitted to wear hats indoors during a Casual Dress Day

If a student comes to school and the teacher and principal decide that they are dressed inappropriately then a parent will be called and asked to bring in the student's regular uniform.

HEALTH AND SAFETY

Parent Responsibility

Parents should notify the school if a child has any physical conditions which might require immediate attention such as heart trouble, severe allergic reactions, diabetes, asthma, etc. Medications to treat these conditions may be sent to school and kept for emergency use, provided that all of the required medication information is furnished (See Medications policy below). For safety reasons, liquid paper may not be used by students in school. Spiral notebooks are not permitted.

Illness Prevention

To prevent the spreading of illness, children with diarrhea, nausea, and vomiting, rash, and/or fever, etc. are not allowed to attend school. Parents should not send

children with the above symptoms to classes. Parents MUST keep children at home until they have been symptom free and medication free for at least 24 hours. Should the symptoms develop while the child is in school, the parents will be called for the immediate pick up of the child.

Illness and Accidents

The following procedures are implemented when a student is injured or becomes ill at school:

1. The school nurse handles all reported incidents. The nurse will provide first aid for those cases judged to be minor and determine whether the student may return to scheduled activities.
2. The school nurse is available on site daily. When the nurse is not available the principal will decide if medical treatment is needed and will advise the parents.
3. If a decision is made that a student ought not to return to class, the parent will be notified immediately. The parent is then responsible for appropriate medical care and/or transportation. The student will be cared for by a staff member until being delivered to the parent.
4. In case of an emergency, the parent shall be notified immediately and it shall be his responsibility to arrange for proper medical attention and such transportation as may be necessary. However, if the situation is so severe as to appear to require immediate medical attention, the principal shall arrange for the provision of such medical attention concurrently with notification to the parent.
5. If the parent cannot be contacted, the principal shall arrange for the provision of such medical assistance as reasonably appears to be warranted in light of the circumstances; and if transportation to a medical facility or physician's office is necessary, the principal or other adult shall accompany the child. School personnel ought not to transport the child except when an ambulance is not available and emergency treatment is required.
6. The principal should investigate all accidents to obtain the details of the circumstances and have the information recorded on the Accident Report Form.
7. If an accident appears to be of a serious nature, the principal or school secretary shall telephone the Diocesan Schools Office as soon after the occurrence as circumstances permit.
8. An Emergency Card MUST be on file for each student. This card will provide necessary information for parent contacts, including home, cellular, and work phone numbers of parents. It is very important that the child's

Emergency Card remains accurate at all times. It is the parent's responsibility to notify the school immediately in the event of a change of address, phone number, or any important medical information. These cards should also provide specific parental instructions of actions to be taken in their absence. Unlisted phone numbers will be held in confidence.

9. St. Peter School maintains an established medical history file on each student indicating any specific medical conditions a student is or was being treated for, and should be updated as necessary by parents.

Fire & Emergency Drills:

Fire and security drills are required by State Law. Instructions for the procedure and route will be posted in the classroom. Students are instructed in the proper procedure for the fire and other emergency drills at the beginning of each academic year and practice them accordingly.

Please note: these drills may be modified in accordance with the latest social distancing directives issued by the State of New Jersey.

Asbestos Management Plan:

The School's Asbestos Management Plan is on file in the School Office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available upon request.

Suspected Child Abuse or Neglect:

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

Early Dismissal for Medical Reasons:

Requests to leave school for doctor or dental appointments should be made only through a written request from the parent or guardian. The request must clearly state the reason for the early dismissal. Parents must sign the student out in the school office. If a student is to be sent home for illness, the school secretary or the nurse will inform the parent by telephone. The parent must sign the student out in the school or health office.

Court Orders:

If there is a family situation which limits or forbids access to a child by the non-custodial parent, a copy of the court order must be given to the school office by the custodial parent.

No Smoking Policy:

P.L. 2001, c.226 prohibits smoking on school grounds such as classrooms, lecture halls and auditoriums at any time, and in general areas during school hours.

Pest Management:

St. Peter School is in compliance with the New Jersey Integrated Pest Management Act and has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests and is explained further in the school's IPM Policy.

COMMUNICATIONS

All general communications from the principal and the PTA are sent home via email through Constant Contact. The school calendar is updated monthly on our website. Questions can be addressed via the school office between 9:00-2:00 pm. If questions or difficulties arise pertaining to individual students, parents should first contact the teacher in writing and request a conference at a mutually agreeable time.

Smart/Cell Phones

Cell phones may be brought to school under the following conditions:

1. Phones must be kept, in the off position, in the student's locker (teacher's may reserve the right to modify this by allowing students to keep cell phones off but in their book bags).
2. No cell phones may be used for picture taking. **If pictures are taken on school grounds this could be grounds for suspension however harmless it may seem.**
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access,

gambling or making purchases of any kind.

5. Only with teacher permission in advance can students use cell phones for educational purposes and this should be rare if at all. In such instances, the aforementioned Acceptable Use Policy applies.
6. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
7. All cell phones are expected to be turned off during the school day.

The teacher reserves the right to store phones seen out in a safe place. Cell phones in use during the school day may be confiscated and turned in to the Principal for keeping until a parent comes for it. If an important message is required to or from school during the school day, the school secretary may initiate the call from the office on behalf of the student.

E-Readers:

We value the use of technology in an appropriate fashion. While E-readers can encourage students to enjoy literature in a convenient way, many have functions that can distract the school environment. Students in grades 6-8, especially in Honors Literature, may bring in e-readers at their parents discretion. All of the same rules concerning the use of Chromebooks, mini-laptops, tablets, and devices as outlined above apply to the use of E-Readers.

Smart Watches are prohibited by students at this time.

EXTRA CURRICULAR ACTIVITIES

Student Council:

Representatives and alternate representatives are elected in Grades 3-8 to serve on the Student Council. Officers are elected from Grades 7 and 8. Meetings are held every other Tuesday from 2:35 to 3:15PM. A failure in conduct negates a student's qualifications to serve as an officer, representative, or committee member.

Choir:

Students in Grades 4-8 may join the school choir and it is an honor and privilege , as students will represent St. Peter School at important liturgical events and Sunday Mass. Students sing at school liturgies and prayer services as well as the 9:00 AM

Mass every Sunday.

Please note that participation in the choir is a parish activity and as such is subject to current rules and regulations, especially in light of the Covid-19 pandemic.

Altar Servers:

Girls and boys in grades 4-8 may assist at parish liturgies, funerals and weddings.

Recycling Program:

Student Council coordinates and collects recyclable items weekly. Cardboard, paper, cans and plastics are put out for the weekly Merchantville pick-up. Styrofoam and batteries are collected separately and are recycled appropriately.

Athletics:

St. Peter's Sport Association, as well as our school, sponsors a variety of sports activities for the youth of our parish. These sports include Cross Country, Basketball and Track. A liaison between the school and SPSA exists to support our students. Passing grades and proper conduct must be maintained in order to be eligible to participate. **In the case of basketball, student athletes are required to maintain at least a C average in all subjects.** Changes in grade averages are reported by the teachers only after major tests.

Contests:

St. Peter School participates in a wide array of contests and bees throughout the year and on all grade levels.

PARENT SERVICES

Parent Teacher Association (PTA):

The PTA is vital in supporting our educational process. Each parent is a member of the Parent Teacher Association. Therefore, we ask that:

- Both parents, but at least one, attend the PTA meetings and participate in PTA functions and fundraisers.
- Whenever possible, parents volunteer their services as hot lunch staff and committee members or chairpersons.
- Parents serve as coordinators in many areas such as marketing, legislation, technology, family life, athletics and keeping members informed.

The St. Peter School PTA raises funds each year to support the financial position of the school. The fundraisers undertaken by the PTA include the Designer Bag Bingo, Christmas Bazaar, and Race for Education. The Annual Fund, under the direction of the Advancement Office, is an additional component in supporting the financial needs of the school.

Room Parents:

Room parents volunteer their time to serve as liaisons between school and parents to coordinate proper and accurate information. Per Diocesan requirements, Room Parents may be asked to undergo a criminal background check and attend a Virtus training session.

Change of Address or Telephone Number:

The school is to be notified if there is a change of address, phone number or emergency number for any student.

School Emergency Closing:

When circumstances such as extreme weather cause school to be cancelled, St. Peter School will notify parents via text, email, and www.stpeterschool.org.

Emergency procedures are practiced twice a month and all faculty and staff members are familiar with the procedures.

What should parents do in case of emergency? Rarely would school close early, however, it would be transmitted to parents through the School Messenger System, Constant Contact, and the school website.

Fire Drill Procedures are posted in every room. All students and staff convene in

the rear parking lot where accountability is maintained. In case of inclement weather, students may be directed to the Church or Lower Church to await re-entry.

In the rare event the school would have to be evacuated off-site, Merchantville School is the off-site evacuation center for St. Peter School.

In the event of a chemical emergency, lockdown procedures include assembly of students within the building away from exits and windows. In the event that indoor plumbing is not functional, dry supplies are kept on hand. A list of parents who work or live near the school have been coordinated to assist if needed. Normal dismissal procedures can still be conducted even if a few inches of soft snow should accumulate. Not all bad weather conditions warrant early closing.

School Records:

A cumulative file of records for each child is kept in the school office. Records may be reviewed upon request by the parent.

Visitors:

All visitors are requested to report to the school office. This is a safety measure for your child's protection. No person is to go directly to a classroom. This disrupts instruction and distracts the students and teachers.

NJ NETWORK of Catholic School Families:

Parent representatives keep abreast of legislative endeavors regarding Catholic Education and keep parents informed as to the most advantageous measures. Email blasts will be sent requesting families to contact lawmakers when important decisions are being made.

Peace Pledge

We pledge to build a community of mutual respect, acceptance and forgiveness in a manner consistent with the authoritative teaching of the Roman Catholic Church.

In accordance with our mandate to respect one another after the manner of Our Lord Jesus Christ's teaching, our anti-bullying policy will be strictly enforced.

Principal's Disclosure

The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students, parents, and guardians of such changes.