

**SAINT PETER SCHOOL
STUDENT HANDBOOK
FOR
PARENTS AND STUDENTS**

415 Atlantic Avenue
Point Pleasant Beach, NJ 08742
www.stpschool.org

DIOCESE OF TRENTON

Pastor: Father Robert Schlageter, O.F.M. Conventual

Principal: Mrs. Tracey Kobrin

Telephone
732-892-1260

Fax
732-892-3488

E-mail
info @ stpschool.org

NON-DISCRIMINATION POLICY

Saint Peter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Saint Peter School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and/or admissions policies.

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of Saint Peter School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. The Principal reserves the right to take actions other than those specified in the Handbook as well as to waive any disciplinary regulation for just cause at his/her discretion. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the School administration.

THE MINISTRY OF CATHOLIC EDUCATION

Saint Peter School is a ministry of Saint Peter Parish under the jurisdiction of the Diocese of Trenton. As such, this school follows all of the doctrine and teachings of the Roman Catholic Church. Saint Peter School operates under the authority of the Bishop of the Diocese of Trenton with the administration of the Department of Catholic Schools.

Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

Handbook revised as of June 2023.

TABLE OF CONTENTS

NON-DISCRIMINATION POLICY_____ 1	DISCIPLINE POLICY_____ 16
PURPOSE AND USE OF HANDBOOK_____ 1	SUSPENSION_____ 17
HISTORY OF THE SCHOOL_____ 3	HARASSMENT & BULLYING_____ 18
MISSION STATEMENT_____ 4	CELL PHONES, DEVICES_____ 19
CODE OF CONDUCT_____ 5	EXTENDED DAY PROGRAM_____ 19
ADMISSIONS_____ 9	TRANSFERS_____ 19
ATTENDANCE_____ 9	STUDENT ACTIVITIES_____ 19
TRANSPORTATION_____ 10	SPORTS ACTIVITIES_____ 19
EARLY DISMISSAL/CLOSINGS_____ 11	FIELD TRIPS_____ 19
HEALTH SERVICES_____ 11	MONEY TO SCHOOL_____ 20
ACADEMIC POLICIES	LOST AND FOUND_____ 20
Sacraments_____ 12	VISITORS AT SCHOOL_____ 20
Homework_____ 12	CHILD ABUSE OR NEGLECT_____ 20
Progress Reports_____ 13	CUSTODIAL/NON-CUSTODIAL PARENTS_____ 20
Report Cards_____ 13	PARENT-TEACHER ASSOCIATION_____ 21
Failing a Class_____ 13	ASBESTOS MANAGEMENT PLAN_____ 21
Honor Roll_____ 14	INTEGRATED PEST MANAGEMENT PLAN_____ 21
Testing Program_____ 15	DRESS CODE
Graduation_____ 16	School uniform_____ 21
COMMUNICATION	Hair_____ 21
Change in family information_____ 10	Jewelry_____ 21
Parent-Teacher Conferences_____ 13	Nails_____ 21
General Procedure_____ 16	Make-up_____ 21
BOOKS AND MATERIALS_____ 15	Shoes_____ 21
SCHOOL DEVICES_____ 15	Gym Uniform_____ 22
STATIONERY SUPPLIES_____ 15	Seasonal Uniform Options_____ 23
TUITION_____ 15	TECHNOLOGY: ACCEPTABLE USE POLICY_____ 24
REFERRAL PROGRAM_____ 15	PARENT SUPPORT RESPONSE FORM_____ 25
LUNCH AND SNACK_____ 16	

HISTORY OF SAINT PETER SCHOOL

In August of 1923, Reverend Thomas J. Walsh, then Bishop of Trenton, announced to the congregation at Saint Peter Church that plans were being made for the establishment of a parish school. The occasion for the announcement was the offering of a Mass by Bishop Walsh for the recently departed pastor of St. Peter Parish, Father Bernard Schweitzer, O.F.M. Conventual.

Late in 1923, the newly appointed pastor, Rev. Felician M. Fehlner, O.F.M. Conventual, started construction of the school on Atlantic Avenue at the proposed cost of \$50,000. In September 1923 the Dominican Sisters from Philadelphia were invited to conduct the new school. These sisters operated a retreat home for women in Point Pleasant. While the school was being built, the sisters accepted the invitation and started the school with 8 students at their retreat house on Richmond Avenue.

In September of 1924 construction of the new school building was completed. The building was of sound construction providing four classrooms of two grades each and a general assembly room on the main floor, with a kitchen and dining hall in the basement level. St. Peter School was the first Catholic school built in Ocean County. The Sisters and one hundred students moved into the new school. On June 26, 1926, the first graduating class of St. Peter School received their diplomas from Father Felician. There were nine graduates that first year, seven girls and two boys.

The original school building is still in use today and is referred to as Kolbe Hall, located between the present school and the convent on Atlantic Avenue. It now functions as a multi-purpose parish hall; housing the offices of the pastor, the parish business office and the office for Religious Education.

A Parent-Teacher Association was established on October 17, 1926. In the summer of 1927, property adjoining the school was acquired to be used as a playground for students. The property was graded and made suitable for use as the school playground.

During the early fifties, Ocean County began a period of unprecedented growth. Saint Peter School shared this growth. The number of students had more than doubled since that first group matriculated in 1924. It became increasingly apparent that there was need for a larger and more modern school facility for the students.

On September 7, 1954, Reverend Roger Nelowitz, O.F.M. Conventual, undertook the monumental task of constructing a modern school facility, and on May 21, 1956 a fund-raising campaign was initiated to finance its cost which totaled \$4,752,130. On Sunday, August 12, 1956 ground was broken by Father Roger and on March 31, 1957 cornerstone-laying ceremonies were held with Monsignor James J. Hogan.

Construction of the new Saint Peter School was completed and classes began in September, 1957. On October 6th, Bishop George W. Ahr dedicated the new school. The two-story structure provided sixteen classrooms and a cafeteria, combining the latest in educational planning and design with an architecture that blended with the existing buildings, while providing a home-like atmosphere for the student body.

With enrollment increasing each year, and in a continuing effort to provide a well-rounded education for the students, the decision was made to construct an auditorium-gymnasium. On November 15, 1961, construction was started at the direction of Rev. Bernardine Golden, O.F.M. Conventual. The facility, located along Forman Avenue and connected with the cafeteria adjoining the school, was completed in May, 1962 at the cost of \$186,657. The new structure was formally dedicated on May 27, 1962, by Bishop George W. Ahr.

Over the years, St. Peter School has been served by women from several religious orders. The Dominican Sisters taught in Saint Peter School between 1923 and 1947; the Sisters of the Holy Union of the Sacred Heart between 1947 and 1971; the Sisters of St. Joseph of Chestnut Hill, Philadelphia assumed the administrative and teaching duties the summer of 1971 and continued through June, 2006. As of 2006, St. Peter School is served by a lay principal and full staff of lay teachers. The Sisters of St. Joseph serve both the school and the parish in various ministries.

In 2016, the U.S. Department of Education recognized the academic excellence of St. Peter School by announcing its designation as a National Blue Ribbon School of Excellence! In 2020, the school was designated a New Jersey State School of Character!

Saint Peter School stands as a tribute to the men and women of God who have given so much of themselves for the children, to the members of Saint Peter Parish, and to the people of the area. Today, St. Peter School continues to serve the shore communities and is proud of its achievement in forming strong moral character and in providing a sound Catholic preparation for secondary and higher education to those who have passed through its doors.

SAINT PETER SCHOOL MISSION STATEMENT

In accordance with our Catholic Identity and rooted in Gospel values, it is the mission of Saint Peter School to provide a community of faith in which students will develop spiritually, intellectually, physically, socially and emotionally.

OBJECTIVES

The ultimate objectives of education are the ultimate objective of life. For this reason, Saint Peter School attempts to educate the whole child, seeking the harmonious development of all his/her powers – spiritual, intellectual, physical, social and emotional. The objectives of Saint Peter School and the ways in which attempts are made to carry them out are as follows:

The development of conscientious Christians:

- ❖ By instilling a reverence for God, by instructing the children in Christian principles
- ❖ By helping them develop habits of acting in accordance with these principles
- ❖ By presenting practical means of incorporating truth into the students' personal lives
- ❖ By offering frequent opportunities for reception of the Sacraments
- ❖ By teaching the essential elements of the Catholic Faith and the reasons upon which it is based

The development of intelligent individuals:

- ❖ By acquainting the student with knowledge which coincides with his/her age and abilities
- ❖ By encouraging a desire to learn and an appreciation for rigorous academic expectations
- ❖ By developing habits of logical thinking, diligence and persistence

The development of responsible citizens:

- ❖ By demonstrating that legitimate authority is essential for the welfare of everyone
- ❖ By teaching consideration for the rights of others and respect for their opinions
- ❖ By instilling a sense of responsibility in the student
- ❖ By encouraging a spirit of cooperation and a sense of pride in community and country

The development of sensitive individuals:

- ❖ By developing in the child an appreciation for the beauty of and the need to preserve God's creation
- ❖ By nurturing a taste for music, fine arts and other forms of creative, artistic expression

The development of emotionally intelligent individuals:

- ❖ By encouraging patterns of behavior appropriate to the student's age and background
- ❖ By offering opportunities for self-expression and leadership
- ❖ By classroom teacher mentoring
- ❖ By developing in the student a sense of self-respect
- ❖ By helping the child cope with everyday problems
- ❖ By treating each individual with respect and dignity

CODE OF CONDUCT

The St. Peter School Code of Conduct Preamble

The St. Peter School Mission Statement is the cornerstone of the culture of our school and it provides the direction for the formation of the minds and hearts of our students. In accordance with our Catholic Identity and rooted in Gospel values, it is the mission of Saint Peter School to provide a community of faith in which students will develop spiritually, intellectually, physically, socially and emotionally.

By virtue of their Baptism our students are disciples of Jesus Christ. The word “discipline” comes from the same root as the word “disciple”. Therefore discipline is seen as something essentially positive, a necessary component in the development of the Christian character of the person. When a child applies personal discipline to the exercise of the virtues and values of the Gospel, they develop a personal character that is a reflection of the person of Jesus Christ. They become a young person who is loving, forgiving, compassionate and willing to put their lives at the service of others.

Our Catholic faith holds that every person is a child of God and possesses a fundamental God-given human dignity. Thus, students are expected to conduct themselves at all times in accord with the values of **Reverence, Respect and Responsibility**. Actions, behaviors, or attitudes contrary to the teachings of Christ and his Church are inappropriate in a Catholic school.

The primary and most important teaching of a child’s good moral conduct and self-discipline rest with the parents. St. Peter School accepts the responsibility of assisting the parents with that vital task. It is imperative that a student be convinced that his/her parents fully support the school and expect the student to adhere to the mission, the values of the Gospel and the behavioral standards of the school. Without this understanding the student may think that home and school bear no relation to one another. This can cause the student to behave differently at home and at school. Even in situations of disagreement, it is in the best interest of the student that parents and teachers come to a common understanding which will safeguard the student’s respect for both parental and school authority. We can best serve the children by working together toward the goal of developing a young person with sound moral character.

St. Peter School’s Code of Conduct is based on our mission statement and its objectives as written in the St. Peter School Handbook.

The code shall include, but not be limited to the following concepts:

1. A student is a representative of the corporate body of the school community. The actions of an individual student have an impact on the character and reputation of the school as a whole. Therefore, a student is considered a student 24 hours a day, and is expected to act in a manner consistent with his/her enrollment at all times.

2. Parents and students should be knowledgeable of the contents of the St. Peter School Handbook, in particular the **General Discipline Policy** contained therein.
3. Students shall treat each other, school employees, and guests with Christian respect and courtesy at all times.
4. Students shall follow classroom procedures as set forth by their teachers.
5. Students will wear the proper school uniform at all times.
(*The Uniform Dress Code is contained in the Handbook*)
6. Any disruption of the learning environment is considered an infringement on the rights of other students and will be handled appropriately by the faculty and principal.
7. Students shall comply with the Code of Conduct and the directions of the teachers, staff and parent volunteers when taking lunch in the cafeteria and during lunch recess, be it in the hallways, bathrooms, gym, outside the school building or in the park.
8. It is important for students to comply with all safety policies and all bus regulations when traveling to and from school, whether by automobile, bus or bicycle.
9. Students shall use material items with respect to demonstrate that they are stewards of creation and caretakers of the environment around them.
10. Students are taught and encouraged to respond to disagreements:
 - * by talking with each other and listening to one another
 - * by a willingness to understand the other person's point of view
 - * by identifying the problem causing the conflict
 - * by assuming one's own responsibility for the actions involved
 - * by exploring cooperative solutions that involve compromise
 - * by reaching a mutually agreeable and fair solution
 - * by developing the skills necessary for resolving differences

Students are encouraged to solve disagreements by talking, listening carefully and compromising to reach a fair solution to conflict. We hope to educate our students to learn when to confront, when to compromise and when to give in for the sake of a greater good.

Student Misconduct

All school rules govern student behavior in the following situations:

1. **On** the school grounds at any time.
2. **Off** the school grounds at a school sponsored activity, function or event.

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. The school administration reserves the right to decide what constitutes serious misconduct and the disciplinary actions which are an appropriate response to them.

Examples of behaviors worthy of disciplinary action include, but are not limited to the following:

- 1 Disruption or obstruction of any lawful educational or formational process or function of the school.
- 2 Damage, attempted damage or the stealing of school property or the property of another person.
- 3 Physical or verbal bullying or assaults, or any conduct that could lead to injury, including cyber bullying from personal computers.
- 4 Overt social exclusion or verbal insults.
- 5 Use of profane or vulgar language.
- 6 Possession of knives, firearms, weapons, etc.
- 7 Obscene conduct or possession of obscene literature.
- 8 Non-compliance with regulations governing the use of computers and other electronic devices (including personal messaging).
- 9 Use of cell phones or iPods is prohibited on school grounds.
- 10 Failure to comply with safety protocols, including those in place for Covid-19.

Other acts of misconduct include:

- 1 Tardiness, excessive absenteeism, truancy, self-dismissal.
- 2 Cheating or helping others to cheat.
- 3 Violation of uniform code.
- 4 Disrespectful language or actions toward any faculty, staff, parent or student.

Discipline Policies

The teacher plays the most pivotal role in maintaining school discipline.

He/she is expected to make every effort to handle personally the usual problems of preserving classroom discipline. But it is also essential that there be good communication among the teacher, the student and the parents. Teacher-parent collaboration is indispensable in assuring an environment of respect and order in the classroom and will help insure the solidarity of the beneficial outcomes of the code of conduct. Parents are expected to *fully support* the teachers in the implementation of their behavior modification actions and may not attempt to remove/modify actions taken by the teacher as this sends the wrong message to students who are to be held responsible for their choices. Parents may not contact the principal unless a meeting with the teacher has already taken place without a satisfactory resolution.

It is absolutely necessary for the effective implementation of a healthy and ordered school atmosphere for a student to report to the teacher when they have been treated by another student in an unacceptable manner.

Parents who hear from their children reports about student misbehavior are expected to encourage their children to report these incidents directly to the teacher at the time of the occurrence. The teacher will then investigate the reported behavior with the students involved and make a determination about the most appropriate response to correct the misconduct. The teachers and

the administration will discern the proper response that will discourage inappropriate or unsafe actions and promote proper moral behaviors.

The school utilizes a system of graduated consequences and disciplinary steps for inappropriate behavior. When a teacher provides a verbal or written report to the parents describing the misconduct of their child, it is expected that the parents will communicate to the teacher in a proper manner their reinforcement of the teacher's effort to correct any misbehaviors in school. Our goal is to work with the parents to help the student understand the consequences of their actions and help the student make more appropriate choice in the future.

Normal disciplinary procedures in the classroom include, but shall not be limited to the following:

- *Corrections and warnings, verbal or written.
- *Loss of recess
- *Contact with the parents through a verbal or written report.
- *Referral to the Principal.
- *Denial of the privilege of participating in school outings, sports events or use of school equipment.
- *Other disciplinary measures deemed appropriate by the administration.

Conclusion

In accordance with our Catholic Identity and rooted in Gospel values, it is the mission of Saint Peter School to provide a community of faith in which students will develop spiritually, intellectually, physically, socially and emotionally. The Code of Conduct of St. Peter School is based on the Gospel message of love and respect for oneself, others and for the world in which we live. It demonstrates that we are a community that is caring and one that knows the value and dignity of each individual. It is also a statement that reflects our commonly held belief that discipline is essential to the development of personal virtue and responsibility. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. We call upon every member of the St. Peter School community to cooperate with the effort to develop young men and women who will be responsible disciples of Jesus Christ and thus be effective instruments of God's love and compassion to our world.

POLICY ON ADMISSION OF STUDENTS

Saint Peter School gives preference to:

- ❖ Registered parishioners of St. Peter Parish who currently have siblings in the School.
- ❖ Registered parishioners of St. Peter Parish who currently have no siblings in the School.
- ❖ Catholic students registered in parishes other than St. Peter Parish and who currently have siblings in the School.
- ❖ Catholic students registered in parishes other than St. Peter Parish who currently have no siblings in the School.
- ❖ Non-Catholic students. (The non-Catholic student is required to participate in Religion classes and liturgical services scheduled for students during the school year.)

ADMISSION PREREQUISITES

KINDERGARTEN

Age five on or before October 1st
Baptismal certificate
Birth certificate
Immunizations record*
Physical examination
Dental examination
Readiness screening

GRADES 1-6

Transfer notification from previous school
Report card(s) from previous school
Standardized test scores
Health records
Verification of Sacraments received to date

*Admission will not be considered without up to date immunizations.

**Admission of students in Grades 6,7 & 8 is considered on a limited basis and admitted students will be subject to a probationary period.

ATTENDANCE

The importance of prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

ABSENCE

The parent/guardian calls the school by 8:15 a.m. to report a student's absence. In addition, **PARENTS ARE REQUIRED TO SEND A NOTE TO THE HOMEROOM TEACHER ON THE DAY THEIR CHILD RETURNS TO SCHOOL EXPLAINING THE REASON FOR THE ABSENCE.** An absence of three or more consecutive days requires a doctor's note. Any contagious disease must be reported as soon as diagnosed. The School Nurse will make a reasonable effort to contact the parent when the absence is not reported. This procedure represents a mutual effort by the home and the school to account for the presence of a student during school hours.

It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from school. In the event an extended absence for illness is necessary, parents must contact the school and form arrangements for necessary class work, assignments, or home tutoring. Excuses from physical education for a long term illness must have a written statement from the student's physician.

ABSENCE AND PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from school because of illness or disciplinary action, the child is not permitted to take part in extra-curricular activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual decision regarding same day extra-curricular participation.

TARDINESS

Pupils are considered late for school if they arrive after classes have entered the classrooms. Tardy pupils must report to the School Nurse for a Class Admission slip. Repeated tardiness is considered serious and may require a conference between the parent, child and the principal. Lateness does affect perfect attendance recognition. Detention could be issued to those students who are habitually late.

TRUANCY

Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense addressed by the administration.

VACATIONS

Taking a vacation during the school year is seriously discouraged. Students are responsible to make up all missed assignments after returning from a vacation. It is a school practice that teachers do not create individual lesson plans to accommodate family vacations.

SUPERVISION OF STUDENTS

The School's responsibility for supervision of students is from 7:30 a.m. to 2:15 p.m. during full session days and from 7:30 a.m. to 12:30 p.m. on half session days. For students remaining after school hours to participate in official school activities, supervision is extended for the duration of the activity/event.

STUDENT APPOINTMENTS DURING SCHOOL HOURS

Student appointments with doctors, etc. are made outside of school hours. When this is not possible, written notice is presented to the teacher before the day of absence. Parents report to the school office to sign-out and pick-up their child. Should the student return to school the same day, the parent reports to the school office to sign in their child.

Please note, arriving late or leaving early is extremely disruptive to the learning environment and is strongly discouraged.

CHANGE OF FAMILY INFORMATION

Changes in the family's address, telephone number or emergency numbers must be reported promptly to the school office and to the child's teacher. If an emergency should occur, the school needs to know how to reach the parent/guardian.

TRANSPORTATION

For the safety of all children, the school strongly recommends that students ride the school bus to and from school daily. Brick and Point Pleasant Boards of Education provide bus transportation for eligible K-8 students. Bus authorizations and passes are handled by the local Public School District in which the student resides and must be filled out each year. Only authorized students may ride the bus to which they are assigned. **STUDENTS ARE ONLY PERMITTED TO RIDE BUSES THAT ARE ASSIGNED TO THEM.** This means no student may go home on a different bus when visiting a friend's house after school.

BUS RIDERS are dropped off and picked up on Atlantic Avenue. Students not cooperating with the bus driver may be denied bus privileges for repeated offenses or for behaving in such a manner as to risk endangering the lives of others. Should circumstances require that the child be picked up by car, notify the teacher with a written note stating the needed information.

Rules for Safe Transportation on the School Bus

Students must adhere to the following:

- Demonstrate behavior that shows respect to all persons on the bus.
- Take seat immediately upon boarding the bus.
- Remain seated for the entire bus trip.
- Keep head and arms inside the bus.
- Treat the bus as your property; do not damage any part of it.
- Keep the aisle clear; do not litter with your books, things, etc.
- Carry on the bus only what can be held on your lap.
- Speak in conversational tone only.
- Eating or drinking is not permitted on the trip to or from school.
- Speak to the driver only in an emergency as the driver must pay attention to traffic.

CAR RIDERS are dropped off and picked up on Forman Avenue. For the safety of the children, parents are asked to comply with the following guidelines. In the morning, do **NOT** drive into the school yard nor interfere with school bus movement. You must park in the designated spaces across the street and cross your child, or pull up to the curb and drop your child off. Please pull away immediately so traffic does not back up onto the train tracks. In the afternoon, park on Forman Avenue or in the school yard to await dismissal. Parents do not park in the parking lot on Atlantic Avenue. Cars in the school yard do **not** move until signaled that it is safe for cars to move out. **ANY CHANGE FROM YOUR CHILD'S ACCEPTED DISMISSAL ROUTINE REQUIRES WRITTEN NOTIFICATION.** Should an emergency occur, please notify the Main Office of the change.

BIKE RIDERS must wear helmets when riding to and from school.
No skate boards allowed.

EARLY DISMISSAL

Dismissal on early dismissal days is at 12:30 p.m. All early dismissal days are indicated on the school calendar. Please check the calendar each month for the specific dates.

SCHOOL MESSENGER/SCHOOL CLOSINGS

The School Messenger Alert System is used for any emergency communication between school and families. Families provide required information each year. School Messenger will communicate school closings and delayed openings using a variety of devices simultaneously – as selected by each parent – to deliver a single, clear message to the student’s parents or guardians.

HEALTH SERVICES

A registered nurse is available to provide for the ordinary health care of students and to monitor health screening services as required by law - Vision, Hearing, Scoliosis.

If a student becomes ill during the school day, the parents or emergency contact person will be notified. The student will remain with the nurse until notified that the parent is in the school office. Parents report to the school office to sign-out and pick-up their child.

If it is absolutely essential that a student receive medication while under School supervision, the following applies: A parent or guardian should come to the school and personally administer the medication. If this is not possible, the school nurse will administer the medication under the following conditions only:

- The medication must be given to the School Nurse by the parent/guardian.
- The medication must be in the original pharmacy-labeled container and
- The parent/guardian and the student’s physician must complete and sign an “authorization to administer medication in school” form.

SACRAMENT PREPARATION

Parents/Guardians of children preparing for a Sacrament participate in their child’s preparation by attending parent meetings addressing the particular Sacrament and by working with their child at home.

Reception of the Sacraments are usually scheduled as follows:

Penance: During second grade; in January

Holy Eucharist: During second grade ; in May, on a Saturday

Confirmation: During eighth grade; date determined by the Office of the Bishop, Diocese of Trenton

HOMEWORK

Homework is reinforcement and extension of school work; therefore, it is important that homework be given serious priority by the student and by the parent/guardian. Assignments are given on a regular basis, usually daily, and are expected to be turned in on the date indicated by the teacher, usually the next day.

Homework . . .

- has a definite purpose
- is clearly explained to and understood by the student
- develops past knowledge and leads to future class work
- is reasonable as to time demands and materials required
- consists of both written and study assignments
- is neat and complete to be acceptable
- is submitted on date due

- should be reviewed by parents, particularly in grades K-4
- should be an important part of the student's after school schedule

Parents should hold themselves responsible to see that students are completing home assignments given by the teacher. If it *APPEARS* that homework is not being assigned, please contact the teacher for clarification. Teachers are expected to follow up and check homework assignments. Checked homework does not necessarily require a formal grade. Each teacher creates a homework checking system unique to the particular grade.

PROGRESS REPORTS

For the first semester, parent/teacher conferences will be scheduled mid-marking period to discuss student progress. Students in grades Kindergarten through Second grade will receive a progress report mid-way through the second and third semester. For Grades 3-8, student progress **must be** monitored on a **continued basis** via the **Parent Portal**. Any difficulties accessing the **Parent Portal** are to be reported to the School Office.

Parents/guardians are responsible to stay informed about their child's school work, overseeing the child's completion of home assignments, looking over graded work brought home by the child such as reports, projects, tests, etc. If the parent/guardian is not seeing the result of school assignments, the parent/guardian needs to ask questions of the child regarding the like. If necessary, contact the teacher to confirm or clarify the information received from the child about school work.

REPORT CARDS

Report cards reflect student progress during a particular marking period. Report cards are distributed three times during the school year at approximately twelve week intervals and are available on the Genesis Parent Portal. Grades represent a composite of the student's effort in daily class work, homework, reports, projects, tests, etc.

FAILING A CLASS

If a student fails a class for the year, he/she will be required to participate in formal summer school or tutoring as determined by the principal. Failure to do so may result in removal from the school.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are of vital importance in keeping communication open between the home and the School.

- Formal conferences are scheduled during the first trimester.
- A conference may be initiated at any time by either the parent or the teacher.
- To assure availability of the teacher, parents make an appointment prior to arriving at school
- Families respect the teacher's privacy by always contacting the teacher at school; never call the teacher at home.
- Parents are referred to the student's teacher for clarification and resolution regarding individual student concerns.
- Parents contact the principal when issues are unresolved after communicating directly with the teacher (phone, letter, appointment).
- When appointments are made, both the parent and the school staff member should be aware of the purpose of the conference so all concerned parties may be appropriately prepared.

HONOR ROLL

For the purpose of encouraging and recognizing student achievement, the School acknowledges students in grade 4-8 meeting the following criteria. **NOTE: Two or more N or U conduct grades on the report card, three or more disciplinary reports, or other serious offenses, will exempt a student from the Honor Roll.**

GRADES 6-8

FIRST HONORS:

- General yearly average of 95-100 in each major discipline
- Cumulative grade of 3 or higher in each enrichment discipline
- Students meeting the above criteria are exempt from Honor Roll if either of the following apply to Personal and Social Development: Excessive checkmarks across all areas; Continuous checkmarks in any one area for the duration of the year

SECOND HONORS:

- General yearly average of 88-94 in each major discipline
- Cumulative grade of 3 or higher in each enrichment discipline
- Students meeting the above criteria are exempt from Honor Roll if either of the following apply to Personal and Social Development: Excessive checkmarks across all areas; Continuous checkmarks in any one area for the duration of the year

HONORABLE MENTION:

- Grades in each major discipline must reflect the **student's best effort**.
- This award is not given to students who choose not to work to their potential.

GRADES 4-5

FIRST HONORS:

- General yearly average of A in each major discipline
- Cumulative grade of 3 or higher in each enrichment discipline
- Students meeting the above criteria are exempt from Honor Roll if either of the following apply to Personal and Social Development: Excessive checkmarks across all areas; Continuous checkmarks in any one area for the duration of the year

SECOND HONORS:

- General yearly average of B in each major discipline
- Cumulative grade of 3 or higher in each enrichment discipline
- Students meeting the above criteria are exempt from Honor Roll if either of the following apply to Personal and Social Development: Excessive checkmarks across all areas; Continuous checkmarks in any one area for the duration of the year

HONORABLE MENTION:

- Grades in each major discipline must reflect the **student's best effort**.
- This award is not given to students who choose not to work to their potential.

TESTING PROGRAM

The Office of Catholic Education, Diocese of Trenton determines the standardized test administered in the schools of the diocese. Testing is administered electronically to students in grades two through eight three times during the school year in the areas of reading and math. Children entering the kindergarten program are required to participate in a readiness screening administered by members of St. Peter faculty.

BOOKS and MATERIALS

Students are responsible to maintain the condition of all books issued for their use. Textbooks must be covered; the school recommends use of “stretch” fabric covers which can be washed as needed and do not come off of the textbooks as do paper covers. Students do not write, draw on or otherwise deface the book, book cover or content pages. Lost or damaged books are the financial responsibility of the student. Books, materials and required stationery supplies must be in school every day. Students use a book bag to carry materials to and from school. School bags on wheels may be used by students in grades 3-8.

SCHOOL DEVICES

St. Peter students have the privilege of a 1:1 tablet program. All devices must be treated with respect and care. Under no circumstance may the device be used for anything other than that which the teacher has instructed. Students caught using their devices for an unapproved purpose will be subject to disciplinary action. The student is responsible for the care of his/her assigned device during the school day, and any damage to the device, regardless of the circumstance, will result in a \$75 repair fee. Repeated damage may result in loss of privilege.

STATIONERY SUPPLIES

Student stationery requirements are updated annually; certain items must be purchased through the school and others may be purchased elsewhere. The distinction is indicated on the School Supplies requirement list. The cost of student school supplies is not included in the school tuition. Kindergarten families are informed about required “school supplies” by the kindergarten teacher.

TUITION

Tuition rates are published annually prior to the annual re-registration. Parents may elect to pay annually or monthly (automatic deduction). Should family circumstances prevent paying tuition on time, parents are to inform the school principal and discuss other options. All financial obligations must be kept current. A parent who does not pay tuition on time may be informed that her/his child/ren must be transferred at the end of the marking period. School records will be withheld until all financial obligations are met. Refunds will not be given for any fees paid at registration. A parent who is having unexpected financial difficulties should inform the Pastor immediately. Families not honoring their financial responsibility and who have not communicated with the school principal may be denied the privilege of remaining at St. Peter School.

REFERRAL PROGRAM

The new family must record the Saint Peter School family name on the school registration form and the survey, if available. The new family must remain at Saint Peter School for a minimum of one full school year. The \$750.00 credit will be applied to the last month of tuition payments.

If the family has paid their tuition annually, the credit will be applied to the current school year. The referral fee may be shared between more than one family.

ANGEL PROGRAM

The Angel Program is a program that will allow donations to be made to a fund to help those families in need of tuition assistance at the discretion of the Principal and the Pastor. Anyone can donate. Donations can be made in the name of the dearly departed or to commemorate an event. Please contact the office to obtain the appropriate paperwork. This program is available 12 months a year.

LUNCH and SNACK

Students may purchase lunch on full days of school. The menu and ordering is done online. Students may not carry “soda” or glass containers to school for snack or lunch. Parents should be aware of the importance of nutritious foods for a child’s snack or lunch; foods that will not deter the child’s effort to learn and behave appropriately.

GRADUATION – Eighth Grade

Guidelines issued by the Office of Catholic Education, Diocese of Trenton, require that graduation from the eighth grade be simple, consisting of a liturgical service, the awarding of diplomas and concluded with light refreshments.

GENERAL DISCIPLINE POLICY

St. Peter School’s faculty strives to guide and develop the attitudes of students, that they may achieve the highest possible standards of Christian behavior. This effort is further enhanced by parents who uphold school regulations, policies and practices, thereby fostering such behavior in their children.

Students are required to act with courtesy and respect toward one another and toward all members of the faculty/staff. They must take seriously their obligation to develop habits of self-control and concern for the well-being of others. St. Peter School’s standard for student behavior applies whether in the classroom, cafeteria, gymnasium, church or attending any school sponsored activity or event.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of their choices. Actions demonstrating socially or morally undesirable behavior are considered to be injurious to the well-being of both the violator and the total school population. Behavior which violates the law, threatens or causes harm to other students or faculty/staff members, disrupts or impedes the welfare and progress of the school community, or brings discredit to the School will not be tolerated. Such actions or other severe violation of school rules may result in immediate dismissal. Appropriate discipline is within the discretion of the Principal. Usually, discipline infractions are handled individually by the homeroom teacher. When a serious offense occurs, the teacher will refer the situation to the principal. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a conference will be scheduled with the student, parents, teacher and principal. If cooperative efforts of parents and School prove ineffective, the student will be subject to dismissal or may be denied re-admittance to the School.

Disciplinary action assures that a student is made aware of the inappropriateness of his/her behavior; has the opportunity to present his/her side of a situation; will be dealt with in a manner appropriate to the situation at hand.

DETENTION

Central detentions may be held once a week from 2:15 – 3:00. A notice of detention will be sent home with students for parental signature prior to the detention being served. Detention slips must be signed and returned to the student's homeroom teacher to avoid further consequences. Parents of the students who receive detention must provide transportation home for their child. Parents must pick their child up promptly at 3:00. Students not picked up at 3:00 will be placed in the After School Program and will incur the program fee. Three or more detentions in any one marking period will be deemed as excessive and will be reflected in the Conduct grade on the report card. *Parents may not* choose to override the detention, and missing a detention will result in additional consequences.

Detention may be assigned for the following reasons, although the list is not all inclusive:

- Disrespect toward others and/or property
- Behavior which interrupts the educational process of others
- Failure to complete class work or homework
- Failure to promptly return papers that are to be signed by a parent
- Tardiness to school or class
- Violations of dress code
- Chewing gum
- Miscellaneous offenses of school/classroom rules

WITHDRAWAL initiated by St. Peter School

Occasionally, it may become necessary for the School to initiate the withdrawal of a student due to the persistent failure of the parent/guardian to cooperate with the school in such matters as: financial obligations, PTA "service" requirements as agreed to via the annual school agreement, an uncooperative or disruptive manner toward faculty and administration with no openness to reconcile differences and the like.

St. Peter Church and St. Peter School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

SUSPENSION

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

CELL PHONE AND TECHNOLOGICAL DEVICES

Students bringing technological devices to school are required to keep them off during the day. Cell phones will be collected at the beginning of the day and returned at dismissal. All other devices must remain in the student's backpack, including smart watches. If a student is found with a technological device during the day, it will be confiscated, and the parent will be responsible for picking up the device. This will warrant a discipline report which may be reflected on the student's report card.

EXTENDED DAY PROGRAM

Child care after school is available on school days from dismissal time until 6:00 p.m. The required fee is determined by frequency of use. Available fee schedules include: Daily use, Half-day use, or As Needed use. This program is closed on the last school day prior to Christmas, Easter and the last day of school. Information about this program is sent home in September.

INCOMING TRANSFERS

A child coming into school must present the original birth certificate and baptismal certificates, health records, report cards, standardized testing, and a transfer card from the previous school attended. All new students must also present evidence of academics to date. **THERE IS A PROBATIONARY PERIOD FOR ALL NEW STUDENTS DURING THE FIRST TWO TRIMESTERS OF THEIR ENROLLMENT.**

OUTGOING TRANSFERS

Parents of children who are leaving the school and transferring to another school should inform the principal one week in advance so that papers may be prepared. No records will be sent until a request form is received from the new school and all financial obligations are paid in full and cleared through the bank.

STUDENT ACTIVITIES - Optional

Altar servers - Service Opportunities - Yearbook - Student Council - Clubs - Sports

SPORTS ACTIVITIES

St. Peter School provides sports opportunities for students in grades K-8. These activities are under the general guidance of the St. Peter School Sports Council. Participation in sports is a privilege, and good conduct must be maintained both in school and on the field of play in order to be a member of any St. Peter School sports team.

FIELD TRIPS

Assemblies are provided for student enrichment and pleasure here at school. This practice exists for safety reasons with the welfare of the students in mind. Periodically, students are taken on field trips as part of their educational program. **THESE TRIPS ARE CONSIDERED A PRIVILEGE AND A STUDENT MAY BE DENIED PARTICIPATION IF HE/SHE FAILS TO MEET THE ACADEMIC OR BEHAVIORAL REQUIREMENTS.** Such trips are made only with the written permission of the parent. When such trips are planned, permission slips will be sent home to be signed and returned to school. **FORMS, OTHER THAN THE SCHOOL FORM, WILL NOT BE ACCEPTED. ANY STUDENT WHO FAILS TO SUBMIT THE PROPER FORM SIGNED WILL NOT BE ALLOWED TO PARTICIPATE. TELEPHONE CALLS WILL NOT BE ACCEPTED IN LIEU OF THE PROPER FORM BEING COMPLETED.** A parent has the right to refuse to allow a child to

participate in the field trip. Any student who does not participate in the field trip must report to school. All trips are supervised by the classroom teacher and other adults. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from a class trip.

BRINGING MONEY TO SCHOOL

Money that is sent to school should be placed in a sealed envelope marked with the child's name, grade, amount enclosed and the purpose of the money.

LOST and FOUND

To keep lost articles to a minimum, parents are expected to label all uniform clothing, books, etc. with the student's name and grade. When necessary, students come to the school office to inquire about missing items. A bin is also located in the school cafeteria.

VISITORS at School

All visitors/parents are required to report to the school office immediately upon entering the school building and sign in. This regulation is for the safety of the students and faculty/staff. Items brought to school are deposited in the school office only. These items will be delivered to the appropriate person or class. Everything must be clearly labeled with the child's name and grade.

*****Parent/Visitors may not, for any reason, interrupt teachers, disturb classes, stroll through the corridors, etc.***

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 (DYFS).

COMMUNICATION – General Procedure

St. Peter School communicates regularly with school families via a communication folder. The communication folder will be available on Tuesdays on the school website, www.stpschool.org and will be sent via email. On occasion, if the need arises, a green communication folder will be sent home to the family by way of the youngest child attending the school. The parents/guardians are expected to check the school website on Tuesdays for the communication information and, when sent home, return the folder on the next school day.

CUSTODIAL and NON-CUSTODIAL PARENTS

The School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent access to their child's academic records.

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association fosters clear communication and understanding between the home and the school. All parents are “active members” of the Association. In keeping with the Parent-School Agreement, at least one parent is required to attend PTA meetings held during the school year. See PTA Agreement.

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 for examination upon request.

INTEGRATED PEST MANAGEMENT PLAN

All records of the Integrated Pest Management Plan will be kept in the school office. The school maintenance person maintains a heightened awareness as to labels/contents on all materials used to clean.

UNIFORM – DRESS CODE

Parents are responsible to see that children wear the approved school uniform to school and assure that the uniform is in good condition, clean and fits properly. Styles of dress, hair or general appearance deemed inappropriate by the school administration will not be tolerated.

- **Make-up, nail polish, fad hair styles** - are not acceptable for school wear.
- **Hair length for boys** - must clear the uniform shirt collar and the eyes and must be neatly combed/brushed. No dyes, mohawks, long hair, or hair covering the eyes are permitted.
- **Hair length for girls** - must clear the eyes and be kept out of the face and must be neatly combed/brushed.
- **Hair Accessories** - Approved accessories from Uniform Shop OR small Brown/Black accessories. No glitter/sparkles/colors.
- **Jewelry** - is not worn with the school uniform with the exception of the following:
 - Students may wear a wristwatch (no smart watches) and/or a simple ring.
 - Girls only may wear a pair of small pierced-earring posts.
- **School shoes** – SEE APPROVED SHOE LIST.
- **Girls Jumper/Skort length** - may not be shorter than the top of the knee.
- **Sweatshirts** – are not permitted to be worn in the building. The school uniform sweater is the only article of clothing permitted to be worn over the uniform if the classroom is chilly during spring uniform time.

Failure to abide by the school approved dress code is a disciplinary infraction and may result in suspension from school when behavior is repeated. Defiant behavior is reflected on the student’s report card.

All students in grades 1 through 8 are required to being full conformity with the uniform dress code reflected below. All Uniforms must be purchased at The Uniform Shop in Pt. Pleasant Beach. Shoes are to be selected from the approved shoe list and purchased from the vendor of your choice.

PreK 4 & Kindergarten - Saint Peter School Summer & Winter Gym Uniform as listed below

GIRLS ... Grades 1-4

WINTER UNIFORM (November – April)

Plaid Jumper

White blouse, Peter Pan collar

White turtleneck with SPS logo

Green cardigan sweater with Logo

Green knee-high socks or green tights

WINTER ALTERNATIVE (November – April)

Khaki pants from Uniform Shop only

Belt (Brown or Black)

White blouse, Peter Pan collar

White turtleneck with SPS logo

Green cardigan sweater with Logo

White crew socks...must cover ankles

NO LOGOS

SUMMER UNIFORM (September – October and May – June)

Khaki Skort from Uniform Shop only

Green knit shirt with Logo (not interchangeable)

GYM UNIFORM

Dark green mesh shorts (Sept-Oct and May-June)

Dark green t-shirt **with school name**

Dark green sweat suit (November – April)

White crew socks...must cover ankles

NO LOGOS

White crew socks...must cover ankles

NO LOGOS

Sneakers

GIRLS ... Grades 5-8

WINTER UNIFORM (November – April)

Plaid Skirt

White knit shirt with Logo

White turtleneck with SPS logo

Green V-neck sweater with Logo

Green knee-high socks or green tights

WINTER ALTERNATIVE (November – April)

Khaki pants from Uniform Shop only

Belt (Brown or Black)

White knit shirt with logo

White turtleneck with SPS logo

Green V-neck sweater with Logo

White crew socks...must cover ankles

NO LOGOS

SUMMER UNIFORM (September – October and May – June)

Plaid Skirt

Green knit shirt with Logo (not interchangeable)

White crew socks...must cover ankles

NO LOGOS

GYM UNIFORM

Dark green mesh shorts (September – October and May – June)

White crew socks...must cover ankles NO LOGOS

Dark green t-shirt **with school name**

Dark green sweat suit (November – April)

Sneakers

BOYS ... Grades 1-4

WINTER UNIFORM (November – April)

Khaki pants from Uniform Shop only
Belt (Brown or Black)

Green V-neck sweater with Logo
White crew socks...must cover ankles
NO LOGOS
White Turtle Neck with SPS Logo

White dress shirt with school tie

SUMMER UNIFORM (September – October and May – June)

Khaki walking shorts from Uniform Shop only

White crew socks...must cover ankles
NO LOGOS

Belt (Brown or Black)

Green knit shirt with Logo (not interchangeable)

GYM UNIFORM

Dark green mesh shorts (Sept-Oct and May – June)

White crew socks...must cover ankles
NO LOGOS

Dark green t-shirt **with school name**

Sneakers

Dark green sweat suit (November – April)

BOYS ... Grades 5-8

WINTER UNIFORM (November – April)

Khaki pants from Uniform Shop only
Belt (Brown or Black)

Green V-neck sweater with Logo
White crew socks...must cover ankles
NO LOGOS

White knit shirt with logo

With Turtle Neck with SPS logo

SUMMER UNIFORM (September – October and May – June)

Khaki walking shorts from Uniform Shop only

White crew socks...must cover ankles
NO LOGOS

Belt (Brown or Black)

Green knit shirt with Logo (not interchangeable)

GYM UNIFORM

Dark green mesh shorts (Sept-Oct and May – June)

White crew socks...must cover ankles
NO LOGOS

Dark green t-shirt **with school name**

Sneakers

Dark green sweat suit (November – April)

Saint Peter School Student Acceptable Use Policy for Network and Internet Access

Saint Peter School provides computer resources and Internet access to facilitate legitimate educational and administrative purposes. To remain eligible as users, students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege which entails responsibility on the part of the user. The Saint Peter School Student Acceptable Use Policy for Network and Internet Access flows from and complements the *Acceptable Use Policy for Schools in the Diocese of Trenton*.

The Internet is a global network of computers providing a variety and multitude of information. Saint Peter School acknowledges our responsibility to restrict access to any and all inappropriate information and has taken steps to block objectionable areas.

Saint Peter School will not be responsible for any damages incurred by the user while accessing the Internet. The school will not be responsible for the accuracy, nature or quality of information obtained via the Saint Peter School network or the Internet. Further, the school will not be responsible for unauthorized financial obligations resulting from access to the Internet.

Saint Peter School reserves the right to monitor all network activity, Internet activity and resources. The following are the general guidelines for use. In parenthesis is an explanation (suitable for children) of the guidelines.

General Guidelines for Use of the Network and Internet

- All users are required to take simple Internet training (sign off, log on, search, etc.) from the technology coordinator or appointed designee. **(You have to learn how to get on the Network and Internet before using it.)**
- All users must obtain permission to use the network and/or Internet. **(Your teacher must tell you it is okay first.)**
- Any attempt to circumvent the system security or gain access to secured resources is forbidden. **(You can't try to get to information you aren't allowed to see.)**
- Users will not access another person's materials, information or files without the implied or direct permission of that person. **(You can't go into other people's saved work without asking them first.)**
- Users will not move, repair, reconfigure, modify or attach external devices to the system without the knowledge of the teacher. **(You can't install or delete programs, hook up other hardware or try to fix the computer without asking your teacher.)**
- Users shall not intentionally produce, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. **(You cannot put a virus on the system on purpose. If you think the system may have a virus, you must tell your teacher immediately.)**
- Users will not remove hardware/software from the school. **(You can't bring home hardware or software.)**
- Users will access only information that supports educational development within the context of a Christian environment. **(You can only search for/look at information that your teacher says is okay and goes with the lesson you are learning.)**
- Users must not plagiarize material. **(You can't copy from the Internet and say it's yours.)**
- Users must never post personal contact information about themselves or other people. **(You may NEVER give out personal information about yourself or anyone else on the Internet.)**
- Users may not access, produce or distribute material that is considered damaging to another's reputation, abusive, obscene, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. **(You must treat all people with respect. You may not be involved in any Internet activity that bullies, hurts, or offends another person.)**
- Users will not post anonymous messages. **(You must take responsibility for everything you do on the computer.)**
- The systems operator has the right to monitor all activities. **(Everything you do on the Saint Peter School Network and Internet can be monitored and printed.)**
- Additional rules and restrictions may be added at any time. **(New rules will be added when necessary.)**

AUP Violations

Students who violate the AUP will face disciplinary action. The consequences may include any of the following:

- Suspension of network privileges **(You may not use the Internet for a while.)**
- Revocation of network privileges **(You may not use the Internet for the school year.)**
- Suspension of computer privileges **(You may not use the computer for a while.)**
- Revocation of computer privileges **(You may not use the computer for the school year.)**
- Reduction of subject grades **(You may get a lower grade on the assignment.)**
- School detention **(You may get detention.)**
- School suspension **(You may get suspended from school.)**
- School dismissal **(You may be asked to leave Saint Peter School.)**
- Legal action and prosecution by the appropriate authority **(If you break the law, the police could be called.)**

PARENT SUPPORT Response Form

You must check off the form in the Parent Portal acknowledging that you have read the handbook. Access to grades in the portal will be denied until the electronic form is completed. Returning this hardcopy will not be necessary.

I acknowledge that I have read the St. Peter School Handbook for the 2022-2023 school year.

- I understand and agree that the handbook is binding on the students and parents during the current academic year.
- I understand and agree that the administration of the school will have the authority set forth in the handbook.
- I understand that the policies, rules and regulations contained in the handbook is established for the welfare and benefit of all students.
- I understand my responsibility to support the school in the policies it has established, and to see that my child/children adhere to the rules and regulations set forth in the handbook.

Children attending St. Peter School:

Name: _____ Grade: ____ Name: _____ Grade: ____

Name: _____ Grade: ____ Name: _____ Grade: ____

Name: _____ Grade: ____ Name: _____ Grade: ____

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian