

**SAINT PETER SCHOOL
96 CONCORD AVENUE
CAMBRIDGE, MA 02138**

Phone (617) 547-0101 Fax: (617) 441-8911

<http://www.saint-peter-school.org>



Saint Peter School

Family Handbook

2018-19 School Year

Table of Contents

INTRODUCTION	4
Mission Statement	4
Philosophy of the School	4
Goals of the School	4
General Information	5
After School Program	6
Arrival and Dismissal Times	6
Arrival	6
Early arrival	6
Dismissal	6
Walking Home	7
Pickup in Inclement Weather	7
Pickup safety	7
Assemblies	7
Discrimination	8
Staff Development Days	8
Early Dismissal	8
Tardiness	8
Consequences for tardiness are as follows:	8
Electronic Equipment, Phones and Devices	8
Toys, games, and cards	9
Field Trips	9
Fire Drill Procedures	9
Weekly Mass and Holy Days	10
Homework	10
Protocol for raising concerns	11
Illness	12
Absences	12
Respect for Property	12
School Cancellations	12
School Records	12

Student Assessments	13
Referral and Testing	13
Student Retention Policy	13
Truancy	13
Tuition	
Enrollment and Reenrollment	13
Additional Fees	13
Delinquent Tuition Policy	13
Returned Check Policy	13
Tuition Payment Policy for Withdrawal from School	13
Truancy	13
Child Abuse Laws	14
Visitors to the School	14
School to Home Communication	14
Room Parent Communication and Class List	14
Student Directory	14
Parent Association	14
Acceptable Grooming and Well-being	15
Dress Code	15
Spirit, Tag, or Dress Down Days	15
Dress Code Infractions	16
Saint Peter School Uniform	16
Girls K-4	16
Girls 5-8	16
Boys K-8	17
REGULATION SHOES	17
Gym Uniform Girls and Boys K-8	17
Parent Conferences	17
Well-being	18
Healthy Snacks	18
Allergies	18
Allergies Overview	18
Educational Environment and Discipline	19
Plagiarism	19
Plagiarism defined	20

Responses and Disciplinary Consequences	20
School Property	20
Locker	20
Search of desks, lockers and belongings	21
Biting	21
Bullying Policy	21
Definition of bullying	22
Victims/Witnesses of bullying	22
Bullying Behavior Description	22
Consequences for Bullying	23
Weapons Policy	23
Acceptable Use Policy for Technology	24
Discipline	26
Discipline Overview	26
Grades K2-4	26
Grades 5-8	26
Detention protocol	27
Suspension	27
Expulsion	27
We Need Parents!	28

INTRODUCTION

This handbook is intended both as a source of information and a general guide to the education available at Saint Peter School. It is also designed to deal directly with topics concerning student, parent, teacher and administrative responsibility and performance standards at our school. Obviously, it cannot cover all aspects or special circumstances that may emerge in the course of the year, but it should be a valuable resource for the entire school community with regard to the enforcement of the rules and regulations currently in place.

Mission Statement

Founded by the School Sisters of Notre Dame, Saint Peter School lives and nurtures our Catholic Faith while embracing our multiculturalism. ***We believe in teaching to the heart, mind and soul of each child.***

Philosophy of the School

Saint Peter School believes that each student is a unique individual created by God with different gifts, talents and abilities. The school stresses the importance of community in coping with the complexities of moral decision-making in an ever-changing world. To affect this philosophy, the faculty commits itself to reinforcing and implementing the fourfold purpose of Christian education as stated in the Bishops' Message on Catholic Schools, "namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated." (In Support of Catholic Elementary and Secondary Schools, National Conference of Catholic Bishops, 1990, p.2.)

Goals of the School

The student will grow in the knowledge and love of God and of the Church through prayer, good example and service. The student will be able to make good decisions according to his or her values.

The student will be able to think critically, i.e., assess a situation, bring prior knowledge to it, generate alternatives, make a logical and reasonable judgment, implement a plan and evaluate the result. The student will be able to read, write, listen and speak effectively. The student will be able to express an opinion and support it with facts and research, utilizing multiple forms of text, media, and technology.

The student will learn a variety of academic and practical skills, and thus become a capable person in a wide range of life situations. The student will grow to appreciate the value and dignity of work and will demonstrate a desire to participate in Church and community projects, as well as, dependability and resourcefulness in accomplishing tasks. The student will develop an understanding and respect for the world's various cultures and demonstrate an appreciation of the richness that cultural diversity brings to our human experience.

General Information

After School Program

The purpose of the After School Program is to provide a caring and intellectually engaging environment for those children needing supervision after school. There are several after school care options available to parents. These options are outlined at the beginning and sometimes during the school year. The After School Program is independent of the school program and the cost is not included in the tuition fee. All payments must be made in a timely manner or dismissal from the After School Program may occur. Even though the After School Program is separate from the school program children are bound by all the articles of this handbook. After School information can be found on the school website, [http://saint-peter-school.org/student-life/After School](http://saint-peter-school.org/student-life/After%20School)

Arrival and Dismissal Times

Arrival

Students should arrive at school by 7:45 a.m. in order to be ready to start their day. The cafeteria opens at 7:30 a.m. and students wait there with a teacher on duty until 7:45 a.m. when they are dismissed upstairs to their classrooms. Grades 7 & 8 go straight to their classrooms in the Middle School. Classes begin at 8:00 a.m. sharp. It is important for all students to be on time and prepared to start their school day on schedule. At 8:00 a.m., all doors to the school will be locked. Any student who arrives after 8:00 a.m. must enter by the front entrance and go to the front office for a late pass.

Early arrival

A teacher may be available to supervise students whose families need to bring their students to school earlier than 7:30 a.m. Please check in with the front office to ask about early arrival.

Dismissal

Dismissal at 2:15 p.m. for K1 and K2, at 2:30 p.m. for students in grades 1 through 4, and at 2:45p.m. for students in grades 5 through 8. Students who remain waiting more than 15 minutes beyond his/her dismissal time will be sent to the Saint Peter School After School Program. Parents will be required to pay a \$35.00 drop-in fee per child. When K1 and K2 students are dismissed at 2:15 p.m., teachers and staff will bring children to parents who will wait in their cars lined up in the driveway. Cars should enter the driveway via Manassas Avenue.

Students in Grades 1 through 4 are dismissed at 2:30 p.m. Students will line up with their teachers along the driveway and will be walked to their parents waiting cars. If a child or his class is not outside at the time his or her parent rounds the driveway, parents are asked to go around the loop again so as not to back up traffic on Concord Avenue or Manassas Avenue.

Students in Grades 5 through 8 will be dismissed at 2:45 p.m. For those families who have children in more than one dismissal group, those students will be led to the cafeteria to wait under adult supervision until the dismissal time of the oldest child.

Walking Home

Starting in Grade 6, students may self-dismiss and walk home as long as the school has received written permission from a parent or guardian.

Pickup in Inclement Weather

During **inclement weather**, children will wait in the cafeteria. Parents are asked to stay in their cars. Teachers will bring their children to them from the cafeteria. **At dismissal, all parents are asked to stay in their cars. Do not leave cars unattended for any reason. It causes back-up for members of the community.**

Parents who wish to walk up to the driveway entrance and pick up their child may find parking along the street or often unofficially park in the lot across Concord Avenue, assuming it is for drop off and pickup only.

Any child, regardless of their grade, who is on the campus waiting for a ride after 3:00 p.m. will be enrolled in After School to ensure their safety. After School payment will be expected on the same day.

Pickup safety

Parents are reminded that double parking and making U-turns on Buckingham Saint and Manassas and Concord Avenue is illegal since either action creates a dangerous situation for students. The Cambridge Police will ticket cars and drivers who violate the law. It is imperative that everyone follow these safety guidelines. Again, these rules are established, not to inconvenience anyone, but for the safety of all our children.

Assemblies

On Mondays there is a whole school assembly (Monday Morning Meeting) at 8:00 a.m. in the Gymnasium. On Thursdays the entire school goes to Mass at 8:00 a.m. Other school assemblies are held throughout the year for special events and purposes.

Discrimination

Saint Peter School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, in the administration of educational policies, admission policies, scholarships and in the hiring of school personnel.

Staff Development Days

Once a month, classes will be dismissed at 12:00 p.m. in order for the faculty and staff may meet for either faculty or professional development meetings (see monthly calendar). Special After School programs are offered on these days. Parents must register with the After School Program in order to sign their child up for early dismissal programs.

Early Dismissal

Reasons for early dismissal should be limited to illness and/or family emergencies. Parents are strongly discouraged from making doctor's appointments during the school day. Any request for

dismissal should be in writing. Parents requesting early dismissal must meet their child at the office where they will sign out their child. Students are not allowed out of the building to wait.

No student will be released to a non-parent without written authorization from the parent. Students who become sick in school will be dismissed only when a parent or delegated adult comes to the school to pick up the student.

Tardiness

Students are tardy if they arrive after 8:00 a.m. A child who is tardy misses the overview of the day's plan that is critical to students' understanding, organization and accountability for their schoolwork. A student who comes into school late loses valuable class time and instruction. Chronic lateness is, therefore, considered a serious matter and will be cause for concern. If a child is late to school, their parent must bring them to the main office to sign in.

Consequences for tardiness are as follows:

K1 & K2, 1st-4th grades: 3 tardies = Letter sent home

***Additional 3 tardies results in a parent/teacher/ principal conference*

5th-8th grades: 3 tardies = 1 detention

***Additional 3 tardies results in a second detention and a parent/teacher/principal conference*

Electronic Equipment, Phones and Devices

Students are **not allowed** to bring electronic games, music players, iPods, SMART watches to school. They are discouraged from bringing smartphones and any personal devices to school. Saint Peter School will not be responsible for loss or damage to such personal items. **Mobile phones must be turned off and may not be used during the school day.** If students are discovered using any of the aforementioned electronic devices during school time, the item will be confiscated where it may be picked up by a parent only. If there is an emergency and a message needs to be given to a student or sent home, the Office will be able to accommodate such requests.

Parents should not expect to send or receive text messages or communication via the student device during the school day, or even at pickup time. **Students are not allowed to use any personal device until they have been dismissed from school and are off school property.**

Toys, games, and cards

Students may not bring toys to school since they are a distraction. Game cards, including, but not limited to, Pokemon cards, may not be brought to school. In the event that cards are discovered by a teacher, he or she will take the cards away from the student and return the cards to the office for parents to retrieve at the end of the day. The cards will not be returned to the student.

Field Trips

Classes go on a variety of field trips throughout the year. School administration and teachers are always open to new Field Trip ideas. Parents are welcome and needed to accompany classes on field trips. Regular field trips include Fall Apple Picking in the lower grades, the annual hike up Mount Monadnock for Grades 7 & 8. Grades 5 & 7 go to Nature's Classroom in the Spring. Grade 8 has a weeklong capstone trip to Washington DC in May. Field trip costs are borne by families except for

larger trips where fundraising may take place. Taking part in a field trip is a privilege. Students who do not adhere to school policies may not be allowed to participate. This decision is at the discretion of the principal.

A permission slip supplied by the teacher must be filled out by the parent or guardian and kept on file in order to permit the student to participate in the event. Failure to return the designated form will result in disallowing participation in the trip.

Fire Drill Procedures

The fire drill procedure is to be posted above or beside the exit door of each classroom. Students and teachers should study the plan and become thoroughly familiar with procedures and the exact location the class is assigned outside. Specific details for exiting the building will be reviewed for the class by the homeroom teacher. A fire drill will always happen sometime during the first full week of school. At the sound of the fire alarm, students and teachers will file out according to the particular procedure designed for the classroom. Students are not to be concerned about books or personal articles, but instead are to leave the room immediately. The student nearest the door will lead the class; others should follow in a single line at an ordinary pace. Since there will be other classes in the corridors and on the stairways, it is important that students move silently, do not run, push, or behave in a disorderly fashion.

If a student is in another room apart from his/her class (library, cafeteria, bathrooms, etc.) he/ she should leave the building by the nearest exit and join his own class at the designated place in the upper church. If there is a funeral in progress, children should be led into the lower church where they will sit on the floor with their class until told to return to the school. For a middle school fire drills, grades 7 & 8 will evacuate to the main school building.

Weekly Mass and Holy Days

We celebrate Mass as a school community every Thursday morning at 8 a.m. Parents and members of the public are welcome to join us at Mass. Classes take turns leading the Mass and the school Choir sings. On holy days the school community will celebrate at specially planned liturgies. Students and teachers will attend liturgy. Time of liturgy will be posted at the Saint Peter School website, <http://www.saint-peter-school.org> .

Homework

Homework is an important element of the school's academic program and should, therefore, be purposeful. It serves to reinforce good classroom teaching, and it is the student's, and not the parents', responsibility. While, on occasion, parents may need to give either direction or support to their children completing homework, it should never happen that parents complete the homework for their children. The homework assignments of each teacher are planned so that they will require only a reasonable amount of time in consideration of the age of the child. Teachers working in departmentalized programs will arrange homework assignments together so as to avoid excessive amounts.

Homework is a necessary follow-up to schoolwork. It allows for independent practice of a skill, research time, study, or reading. A set homework time each day allows opportunity for a student to develop organizational skills. It also allows a parent opportunity to know whether or not a student is spending time reinforcing classroom instruction and goals. Failure to complete required homework assignments can adversely affect a student's grade. Homework is not an optional policy.

Guidelines on homework are:

- Grade 1** 10-20 minutes
- Grade 2** 20-30 minutes
- Grades 3-4** 30 minutes to 1 hour
- Grades 5-6** 1 to 1½ hours
- Grades 7-8** 1½ to 2 hours

Protocol for raising concerns

Parents are the primary teachers in the lives of their children. As teachers and administrators, we enter into partnership with you to assist your child's academic, social, and spiritual development. If you have concerns, we encourage you to share them with us so that we may address them. As a first line of inquiry, please contact your child's teacher to arrange a meeting time. To ensure a meaningful exchange, do not attempt to engage in a detailed discussion at either drop off or dismissal when the teacher has responsibilities for the class. If there is a need for further dialogue, the principal is available to meet with the teacher and concerned party at any mutually agreeable time.

Please reference the Archdiocese of Boston Catholic School Office "Protocol for Raising Concerns" outline below¹

"What is the chain of command at my child's parish school?"



"My child attends a parish school and I have a question or concern about the school. Who should I contact?"



¹ <http://www.csoboston.com/parish-school-concerns.html>

Illness

Parents must notify the school office if a student will be absent due to illness. Any student becoming ill during school hours should be referred to the office. Upon return to school following an absence, the student must present a note explaining the absence to the classroom teacher. The parent should write the note.

Absences

After an absence, a student must bring a note from their parent explaining why they were absent. This is both the Archdiocesan policy and Massachusetts State Law. If the child arrives without a note, the parent or guardian will be contacted. A note must be brought the following day.

30 absences in the year is grounds for non-promotion to next grade level. 1/2 day absences are included. 10 absences (adding in 1/2 day absences) in a trimester results in a letter from principal. Tardy totals will be included in letter. Letter states that continued absences at this rate will result in a meeting to discuss non-promotion to next grade level.

*Arriving after 9 a.m. or leaving before 1 p.m. = 1/2 day absence. *If you are injured and not able to participate in gym, your child must bring in a note explaining why.

Respect for Property

Respect for every kind of property is a prime requirement of a good citizen. Time and money are involved in maintaining our building and each student is expected to cooperate in keeping it clean. Included as well, is respect for the belongings of all members of the school community. Students are reminded to never leave money, purses or personal valuables unattended or vulnerable to theft.

To mark or damage the building, equipment, furniture, or grounds deliberately is a serious offense and each student/parent will be expected to make restitution for damage to school property, including school textbooks. Accidental breakage or damage should be reported at once to the supervising teacher.

School Cancellations

Saint Peter School uses the IRIS Alert System to notify parents in the event of school closure due to an emergency or weather event. **If Cambridge Public Schools are closed, Saint Peter School will be closed and all after school activities will be canceled.**

School Records

The student records consist of the permanent and the temporary records. To minimize the risk of improper disclosure, permanent records of students are kept separate from disciplinary records. The principal and administration maintain all records. Parents have a legal right to review student files.

Student Assessments

Student academic progress at Saint Peter School is formally assessed through:

1. Progress Reports in October and February (if necessary).
2. The Report Card: a graded assessment of each student's progress is issued three times a year for grades K2 - 8: December, March and June.

3. Formal Parent/Teacher Conference: this meeting is scheduled in early November in order to provide an opportunity to discuss the student's progress for the term. Another opportunity for an optional parent/teacher conference may be scheduled in March.
4. The Permanent Record Card: an end-of-the year average of the student's individual progress is recorded, kept on file, and forwarded upon transfer.

Referral and Testing

When children struggle to learn basic academic skills and/or appropriate school behaviors, it is often necessary to refer them for evaluation and/or counseling. If the recommended accommodations do not result in sufficient student progress, the Principal will inform the parent/guardian that the student should be referred for a psycho-educational evaluation and/or counseling. Such testing is in conjunction with the public school system where the student resides at no cost to the parents. Parents who elect to have the child evaluated by a private provider are responsible for payment.

When counseling is needed, parents will be responsible for taking the child to a private provider.

When students fail to learn with traditional teaching methods, curricula, and social controls, it is imperative to learn whether the school is an appropriate placement, and if so, how best to instruct the student.

Student Retention Policy

Each student considered for retention or conditional promotion will be discussed by the level review board. This board consists of all the level teachers and the principal. If, in the judgment of this board, it might be in the best interest of the student to repeat the grade or to be promoted under certain conditions, then the parents will be notified of the possibility at the time the March report card is issued. The case will be reviewed again in May and a final decision will be made with regard to grade placement for the subsequent year.

Tuition

When families enroll in Saint Peter School, they will also be asked to register with the Saint Peter School Parents Portal to complete their enrollment and register for a payment plan with FACTS Tuition management. Complete information about tuition and fees can be found on the school website: <http://saint-peter-school.org/admissions/tuition-and-fees>

Enrollment and Re-enrollment

A Registration fee of \$260 per child is due annually at the time that a student enrolls or re-enrolls. The registration fee is non-refundable and serves as a contractual agreement that a seat has been reserved for your student.

Additional Fees

Additional fees are added to the family tuition payment plan and are non-refundable.

K2 Materials Fee: \$200

Grade 8 Graduation Fee: \$275

Delinquent Tuition Policy

A family who is behind in payment will be referred to the Saint Peter School Finance Committee. All tuition accounts must be current by February 1st in order to re-enroll a student(s) for the following year. If, during the course of an academic year, it is determined that your tuition payment is not current, your child may not be able to return to school. At that time, you will receive a release of records form requesting the name of the school where you will transfer your child(ren).

Returned Check Policy

Families are notified of any returned checks. There is a returned check fee of \$30.

Tuition Payment Policy for Withdrawal from School

Families of enrolled students are obligated to pay 100% of the annual tuition unless notice of withdrawal is given by June 1st. Withdrawals before June 1st must pay a penalty fee of \$500 per student.

By registering your child at Saint Peter School, you have secured a place for your child, on condition that tuition payments are made on schedule. Many grades have waiting lists and it is not possible to reserve a place without payment. Therefore, we require all new registrants to comply with the payment schedule at registration. Failure to keep payments current may result in suspension of your child from classes. The tuition you pay is used directly for teachers' salaries. Please be sure that you honor your commitment to your child's education and do not jeopardize their placement at the school.

Any adjustments to tuition policy are at the discretion of the Principal in consultation with the Finance Committee.

Truancy

Massachusetts State Law requires that every boy and girl attend school each day that school is in session unless unable to attend because of illness or some other legitimate reason. Unless a child is sick or has a legitimate reason to be absent, he/she must be in school. Otherwise, the absence will be illegal. If a student continues to be illegally absent, Saint Peter School will have no recourse but to refer the student to the local truant officer for violation of the law.

Any student deemed truant would receive failing grades for all assignments, homework and tests missed during the time he/she was truant.

Child Abuse Laws

Saint Peter School abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Department of Social Services.

Visitors/Parents

ALL VISITORS AND PARENTS TO THE SCHOOL MUST ENTER AND EXIT THROUGH THE MAIN ENTRANCE ON CONCORD AVENUE. All visitors/parents must sign in and receive a visitor's pass at the front office. When exiting the school parents and visitors must return their pass and sign out in the main office. Parents are considered visitors during school days and after school hours. **In the interest of school security and the safety of our students it is imperative for everyone to follow this procedure.**

School to Home Communication

In order to ensure that all communication from school reaches home in a timely manner, Saint Peter School uses the mass email marketing service, MailChimp. We strive to send a weekly communication home through this service on each school calendar Friday afternoon. In addition to the Friday communication, there is updated information on the school web-site www.saint-peter-school.org.

Room Parent Communication and Class List

All classroom email lists are to be used for school communication purposes only. These lists are never to be used for personal or business advertising.

Parent Association

Parents are the primary educators of their children. Since the Parent Association is responsible for planning many activities that are held throughout the school year, parents and guardians are encouraged to join and be active. Meetings will be announced in advance. All parents taking part in school activities must complete a CORI form and VIRTUS training.

Acceptable Grooming and Well-being

Parents are primarily responsible to guarantee that each student arrive in school groomed properly and wearing the appropriate clothing. At the discretion of parents, light facial make-up is permitted for middle school girls. Girls may wear one pair of stud earrings worn only in the ear lobe; boys are not permitted to wear earrings in school. At the discretion of parents, nail polish should be limited to light shades of pink, beige or neutral only. Boys' hair must be cut at or above the shirt collar, and may not hang below the eyebrow. Crew cuts or platform cuts over one inch are not allowed. Designs cut into hair are also not allowed.

Dress Code

Students are required to report to school each day wearing the correct uniform. Violation will result in appropriate disciplinary action. Students who are in violation of the dress code will have the infraction noted by the homeroom teacher. After three infractions, a student will be issued a detention. Parents are expected to make sure that their child is in compliance with the dress code. If students are not wearing the required uniform, parents may be obliged to bring the appropriate articles of clothing to school before the child may attend class. Girls are reminded that they must wear knee socks or tights; nylons and yoga pants are not acceptable alternatives. The wearing of hats is not permitted while in school. At dismissal, a student is expected to remain in school uniform until he or she has left school property. Exceptions include changing for After School or changing for a sports practice. Our uniform is an outward reflection of membership in the Saint Peter School Community.

Spirit, Tag, or Dress Down Days

Occasionally the school will hold a spirit or “Tag” day when students come out of uniform. These days are often in support of a charitable or school cause, and come with an optional donation to contribute to the cause. On these days students may dress in clothing other than the school uniform, yet appropriately:

- Jeans in good condition (i.e. no cuts, tears, rips, etc.), cargo pants, nylon sweat pants, warm-ups/wind pants, or capris are also acceptable.
- Pajama/lounge pants, leggings/tights, or yoga pants are not permitted.
- T-shirts/tops must be loose fitting with appropriate words/pictures and cannot have any cuts, rips, or tears. Sweatshirts (with hoods).
- **All shirts for both boys and girls must have sleeves. Tank tops and spaghetti straps are prohibited.**
- Gym shoes, boots, and sandals are acceptable, with the exception of high heels.
- All other items of the dress code are in effect.

If a student arrives at school dressed inappropriately, they may be held out of class until their parent brings a change of clothes from home. All normal rules still apply on Spirit day regarding hair, jewelry, make-up etc.

Dress Code Infractions

1st-4th grades: 3 uniform infractions = written note, call or email to parent

5th-8th grades: 3 uniform infractions = 1 detention

Saint Peter School Uniform

The Saint Peter School uniform is designed to provide students with a sense of pride in themselves and their orderly appearance. Like the professional dress of adults, the students are expected to demonstrate their self-respect through neat and orderly personal uniform compliance. The uniform requirements are detailed below and may be purchased through either J.B. Edward Uniforms or the Lands End catalogue. <https://www.jbprideuniforms.com/uniforms/> or <http://www.landsend.com>
School ID: 900032418

Girls K-4

- White polo shirt with Saint Peter School emblem, long or short sleeved
- Regulation plaid jumper
- Flat front uniform pants, navy (only from Lands' End and J.B. Pride)
- Flat front navy shorts – Bermuda knee length in months of Sept, May and June only
- Regulation plaid “skort”
- Navy tights, or knee or ankle socks
- Black shoes, heel not to exceed 1”.
- Navy v-neck cotton vest and/or navy cardigan (optional)

Girls 5-8

- White polo shirt with Saint Peter School emblem, long or short sleeved
- Regulation box pleat skirt, knee length
- Common measure is for the skirt to be no more than 2"-3" above the knee
- Flat front uniform pants, navy (only Lands' End and J.B. Pride)
- Flat front navy shorts - Bermuda knee length (September, May and June) (only Lands' End and J.B. Pride)
- Navy v-neck cotton vest and/or navy cardigan (optional Lands' End only)
- Navy tights or knee or ankle socks
- Black shoes, heel not to exceed 1”

Boys K-8

- White polo shirt with Saint Peter School emblem, long or short sleeved
- Regulation navy trousers (only Lands' End and J.B. Pride)
- Flat front navy shorts - Bermuda knee length (September, May and June) (only Lands' End and J.B. Pride)
- Navy vest and/or navy v-neck pullover (optional, Lands' End or J.B. Pride)
- Black/Navy socks
- Black shoes

Regulation

- Black shoes are required for both boy and girls; heels should not exceed one inch
- Black sneakers are not an acceptable alternative.
- Sandals or clogs are not permitted.
- Sneakers must be worn on gym days.

Gym Uniform Girls and Boys K-8

- Logo t-shirt
- Logo sweatshirt
- Logo warm-up pants, navy
- Logo micro-mesh shorts, navy
- White socks
- Basic sport sneakers (nothing that lights up or has wheels).

Media

There may be times when a student's photograph and name may appear in various media including, but not limited to, our school website, newspapers, social media and brochures. If you do not want your child to receive publicity, written notification must be given to the principal at the beginning of the school year. The Parent Association receives requests for directory information (name, email, address, telephone number) for the purpose of contacting parents/guardians about activities. The school assumes that the parent/guardian has consented to the release of such information unless otherwise stipulated in writing to the principal.

Unauthorized Use of School Name: No student, or student's parent/guardian, without the prior, express written authorization of the school's principal, may utilize the school's name or identifying logo for any inappropriate purposes including, but not limited to, the use of the school name. Including but not limited to:

- ❖ open up any bank account
- ❖ solicit funds on behalf of the school
- ❖ collect money on behalf of the school
- ❖ sell products on behalf of the school
- ❖ schedule any field trip, vacation or other accommodations
- ❖ post any website for any purpose including, but not limited to, support of a particular social or political agenda.
- ❖ Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may also

Parent Conferences

Parent conferences are scheduled once a year and then on an as needed basis. This conference gives the teacher the opportunity to discuss with parents the progress of their child and allows the parents to meet their child's teacher(s). Conferences are beneficial for both parents and teachers because it gives each the opportunity to share ideas about how both can work together to help each child experience success.

Well-being

Healthy Snacks

Children perform optimally when they adhere to healthy eating habits. The faculty and staff encourage parents to provide healthy snacks such as fruit or crackers and to refrain from sending sugary snacks such as cupcakes to celebrate birthdays. While the administration has asked the community to cooperate with this request, it has happened that families choose to send in cupcakes and cakes with their children any way. If you do not want your child to eat sweets, please let your child's teacher know so we can work to support your wishes.

It is the school's policy to ensure the health and safety of all students; therefore, no student may carry

any medication on their person or in their backpack. If it is necessary for a student to receive medication during the school day, a parent or guardian must complete the medication administration consent form (both a parent/guardian and a physician's signature is required on this form.) This is a mandatory rule for prescription and over the counter medication.

In accordance with Massachusetts State law (chapter 76, section 15 of the General Laws) all student in grades K1 through 8 must be properly immunized before admission to Saint Peter School. Saint Peter's K1 is not a licensed pre-school and therefore must follow kindergarten requirements. Documentation of a recent physical and proper immunization is required before the start of school.

Allergies

If a student is showing symptoms of anaphylaxis then:

1. School nurse or delegate will immediately administer adrenaline auto-injector (an EpiPen).
2. If the EpiPen is administered, the time of administration will be noted.
3. If the student has been diagnosed with asthma as well as anaphylaxis and has been prescribed asthma reliever medication, the EpiPen will be administered before the student is given asthma reliever medication.
4. 911 will be called and the student may be transported to the hospital.

Saint Peter School strictly adheres to the guidelines put forth by the Massachusetts Department of Elementary and Secondary Education's Guidelines on Managing Life Threatening Food Allergies in School. The school nurse can answer questions regarding the guidelines.

Allergies Overview

Current recommendations from Food Allergy Research and Education (FARE) do not include using school-wide bans of any specific allergens (peanut or other), because this may provide a false sense of security. In addition, there are many common allergens that may be present in the food children bring to school, such as tree nuts, milk and eggs, and it is impossible to guarantee a school environment free of all allergens. For these reasons, Roman Catholic Archdiocese of Boston(RCAB) does not recommend a school-wide food ban. Instead, developmentally appropriate allergen avoidance strategies may be developed and documented in the applicable student's individualized health care plan (IHCP). The best way to protect the safety of a child with food allergies is to encourage allergen awareness and to avoid ingesting foods known to contain allergens.

RCAB recognizes that effective food allergy awareness depends on a cooperative effort among parents/guardians, school nurses, school administrators, primary care physicians, extracurricular advisors, bus/transportation personnel, and any staff members who might be present where children can be exposed to the food allergens that can trigger an allergic reaction. Schools should provide all staff entrusted with the care of students' basic education with training in the prevention and management of allergic conditions.

Based on the individual student needs, the school nurse, with administrative support and authority from the school principal, will generally be the person charged with creating and implementing the

applicable plan for the management of a particular students' allergies and the overall allergy awareness program at the school.

Educational Environment and Discipline

The educational process to which we are committed at Saint Peter's involves more than training the mind. The other important human qualities of heart and will must be included if we are to educate the total person. In this process, self-discipline becomes an important goal. Students need concrete and consistent guidelines during their formative years in order for them to learn what it means to be responsible and accountable for their behavior.

Primary responsibility for disciplining students in school lies with the classroom teacher. The administration will be involved only in cases of severe disciplinary problems or when teachers request it because of special circumstances. Please see the Consequences of Bullying in the following section to see the procedure that teachers and administration will also use for disciplinary problems.

Plagiarism

Saint Peter School understands and values intellectual property. Plagiarism is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Therefore, we strive to teach students the importance of documenting the ideas and words of others in all formats. In order to do so, we must not only teach the ethics and mechanics of documentation, but also hold students responsible for the ethical use of the ideas and words of others.

All teachers are expected to provide the instruction and support necessary for students to use research ethically. All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase or direct quotation) or the medium used (written, oral or visual). Plagiarism in any form is unacceptable.

It is the student's responsibility to:

- Ask questions and seek help from the teacher;
- Submit only his/her own work;
- Use Works Cited and Works Consulted pages accurately and appropriately
- Use in-text documentation accurately and appropriately

Plagiarism defined

Plagiarism includes:

- Direct copying of the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic or print source
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism.

- Documentation that does not check out or does not match the Works Cited or Works Consulted list
- Work turned in on the final due date without any evidence of research or creative process or that is obviously inconsistent with student's previous work

Responses and Disciplinary Consequences

- Since a plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. The student will be expected to complete the assignment again, for credit, under increased supervision and support of the teacher.
- A meeting with the student, parents and principal with the purpose of preventing future occurrences of plagiarism may occur.
- Disciplinary consequences for plagiarism depend on the complexity of the assignment and severity of the plagiarism. The consequence for a first-time offense is a detention or in-school suspension. The progressive discipline code will be followed for subsequent offense.

Lockers

Students in Grades 7 & 8 are assigned a locker in which to store school supplies and textbooks. The school reserves the right to inspect lockers at any time.

Search of desks, lockers and belongings

The Principal and/or his/her designee may search student desks, lockers and personal belongings including but not limited to handbags, briefcases, purses, backpacks, clothing and other items in a student's possession.

Biting

Biting is a developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at Saint Peter School is our primary concern.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Sometimes biting occurs for no apparent reason. Saint Peter School faculty will encourage the children to "use their words" if they become angry or frustrated. The faculty will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed by the school nurse.
- The parents of both children will be notified of the biting incident.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- If biting does occur and if the skin is broken, the student with the injury must be taken to the hospital and be evaluated by a medical professional.

Bullying Policy

The purpose of this policy is to ensure a safe environment for our students. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

Engagement in online blogs or other social media sites, may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish

Definition of bullying

Bullying is a direct or indirect action meant to demean the victim while empowering the bully. It can include but is not limited to: insults, name calling, threats, teasing, intimidating, pushing, shoving, kicking, spreading rumors, destroying someone's belongings, ignoring or excluding someone, writing any negative or threatening comments to or about another person.

Victims/Witnesses of bullying

are never to use violence as a means to deal with an act of bullying. Students that witness or experience bullying must speak to a teacher or member of the administration the moment the act of bullying occurs. If a student does not feel comfortable speaking to a teacher or a member of the administration and feels that he or she can deal with the bully by himself or herself, this reaction is their prerogative, but the response to bullying may involve only positive peer mediation skills, NOT violence – either physical or verbal. Using violence as a way to deal with a bully COULD end up in suspension – even if the victim was the first one bullied. Saint Peter School policy is that violence/bullying is NEVER acceptable.

The principal reserves the right to determine the consequences of any bullying behavior and offers the information below as a helpful guideline only.

Bullying Behavior Description

Physical Bullying: Harm to someone's body or property

Emotional Bullying: Harm to someone's self-esteem or feeling of safety

Social Bullying: Harm to someone's group acceptance including exclusion of either one or a few children in a social event off-site to which most students have been invited.

Level One

- Physical/Verbal – expressing physical superiority, blaming the victim for starting conflict, threatening physical harm
- Physical/Nonverbal- making threatening gestures, defacing property, stealing, starting fights, scratching, biting, pushing, tripping, causing a fall
- Emotional/Verbal – insulting remarks, calling names, harassing phone calls teasing about possessions, clothes, or physical appearance
- Emotional/Nonverbal – giving dirty looks, holding nose or other insulting gestures, defacing school work or other personal property such as clothing, locker or books
- Social/Verbal – spreading rumors, teasing publicly about clothes, looks, etc., ostracizing using notes, instant messaging or email, posting slander about someone in public places such as the school library
- Social/Nonverbal – ignoring someone and excluding them from a group, playing mean tricks to embarrass someone.

Level Two

- Physical/Verbal – making repeated or graphic threats, practicing extortion such as taking lunch money, threatening to keep someone silent
- Physical/Nonverbal- destroying property, setting fires, exhibiting physical cruelty, repeatedly acting in a violent, threatening manner, assaulting with a weapon
- Emotional/Verbal – harassing someone because of bias against his/her race, color, ethnicity, gender, disability
- Emotional/Nonverbal- destroying personal property such as clothing, books, jewelry, writing graffiti with bias against one's race, color, religion, ethnicity, gender, disability
- Social/Verbal – enforcing total group exclusion against someone by threatening others if they don't comply
- Social/Nonverbal – arranging public humiliation

Consequences for Bullying

Classroom teacher notes that a student has broken a rule regarding bullying and tells the student to report to the principal and to fill out an incident report. The principal will impose the appropriate consequences and notify the parents.

Weapons Policy

A student is in violation of the weapons policy if: he or she brings a weapon to school; uses a weapon on school grounds or at a school activity; or has a weapon in his or her locker or pocket, or while he or she is at school or at an after school activity.

Legally dangerous weapons include anything that is carried and used in a manner to intimidate or with the intent to cause harm to another person, is considered a dangerous weapon. Such weapons include:

- Firearms of any kind, including BB guns, and air rifles;
- Any knife that has a double-edge blade, a switch blade or any knife that has an automatic spring device by which the blade released from the handle; any stiletto or dagger;
- Metallic knuckles or any other similar pointed star-like object that is intended to injure a person when thrown;
- Black jacks and blow guns
- Any arm band or clothing that is made of leather which has metallic spikes, points or studs and any similar device made from any other substance;
- Mace, tear gas, or any other substance that is used to incapacitate another person;
- Fireworks or explosives of any kind;
- All other such weapons as described in Massachusetts General Laws 269, Section 10.

There are other items, which are not defined as weapons under the Massachusetts General Laws 269, Section 10, but which are not permitted on school premises, at school-sponsored and/or at school related events, including athletic games. Use of these prohibited items will result in suspension and can result in expulsion from school. These include:

- Knives of any kind, shape or length, including jack knives, keychain knives, and drafting knives;
 - Blades of any size or razors, box cutters; and
 - Chains, whips, or any other metal object of no academic purpose.
- There also are other ordinary items that if used in a dangerous threatening way may result in suspension and expulsion from school. Such items include:
- Pencils, scissors, needles and pins, nails, carpentry tools etc.

Note: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, at school sponsored event or at school related events, including athletic games. Items such as these will be confiscated and may result in suspension and expulsion if they are determined by the principal to be in violation of this policy.

Acceptable Use Policy for Technology

It is the policy of Saint Peter School that all technology will be used in a responsible, legal and ethical manner.

Saint Peter School offers network and Internet access for student use. Access to the Internet is privilege and not a right. Accordingly, Saint Peter School has the right to place restrictions on the use

of the system and to require users to abide by system rules. While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure that it is only used for education purposes, and must be consistent with academic activities of Saint Peter School.

Students and parents are asked carefully read the Acceptable Use Policies for general technology use, Student Google Accounts, and for Chromebooks.

Saint Peter School uses a filtering system (OpenDNS / CISCO Umbrella) designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and Saint Peter School cannot guarantee that students might not access an inappropriate site. It is the student's responsibility to report any inappropriate site accessed to a teacher.

Saint Peter School makes no warranties of any kind, whether express or implied, for the services it is providing. Saint Peter School will not be responsible for any damage student work may suffer including but not limited to, loss of data and interruption of service.

Saint Peter School is not responsible for the accuracy or quality of the information obtained through the Internet or stored on the network, and use of any such information is at the student's own risk

Responsible network users will not use the Saint Peter School computer network including access to the Internet for:

- 1) commercial purposes of any kind
- 2) political lobbying
- 3) illegal activities
- 4) for posting, disclosing or otherwise disseminating personal contact information about oneself or other people including name, address, telephone, school or work address without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted.
- 5) for posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a use from promptly disclosing to a teacher or school administrator any message they received that is inappropriate or makes them feel unsafe.
- 6) to harass or send offensive information to another person.
- 7) For posting change letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network.

Responsible network users will:

- 1) never reveal personal information about himself or herself, such as address, telephone number; and never will agree to meet with someone they meet online without a parent/guardian's approval
- 2) notify a system administrator of any security problems he/she identifies on the computer network.
- 3) recognize that there is only limited privacy in the contents of email, data or personal files on the network, and that the system is subject to routine maintenance, access and monitoring of messages and files may be conducted in appropriate circumstances.
- 4) promptly disclose to a teacher or administrator any website that they locate or receive that is

inappropriate or makes them feel unsafe.

- 5) honor the legal rights of software producers, network providers, copyright and license agreements
- 6) not use the system to access material that is profane or obscene (i.e. pornography), that advocates illegal acts, that advocates violence or discrimination toward other people (i.e. hate literature), or that is illegal (i.e. gambling).

Any violation of this policy may result in cancellation of network privileges and or appropriate disciplinary action in accordance with Saint Peter School rules, and legal action, if appropriate.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network at the discretion of the administration.

Saint Peter School will cooperate fully with local state or federal officials in any investigation related to any illegal activities conducted through the network.

Discipline

Discipline Overview

The discipline process has been developed to reinforce student responsibility and to provide an atmosphere in the school that is both accountable and conducive to learning. Individual classroom teachers make his or her expectations clear at the beginning of the year. Faculty members develop age appropriate discipline guidelines for each grade level.

Grades K1 - 4

1. Verbal warning from the teacher to advise a student of unacceptable conduct and/or academic performance
2. Written warning from the teacher to make the parents of the student aware of the possible consequences of the continuance of the inappropriate behavior;
3. Meeting with the homeroom teacher and the principal to discuss the problem. It may be recommended that the student be placed on a weekly review.

When and if the above process is shown to be ineffective or when an offense is extremely serious, the matter is officially referred to the principal. At this point a conference between the school and the parents/student will be scheduled. An agreement will detail the behavioral or academic requirements that must be observed if the student is to continue at Saint Peter's.

For serious or repeated infractions of school rules, students in Grades 1-4 may be given a detention at the discretion of the principal.

Grades 5 - 8

Detention: An after school detention program is conducted by the teachers in grades 5-8. Detention will be held from 2:50 p.m. - 3:30 p.m. Monday through Thursday. A student is expected to serve a detention for particular offenses such as but not limited to those described below.

- Failure to complete homework (3 offenses)
- Disrupting class

- Out of uniform (3 offenses)
- Gum chewing
- Deliberately disobeying school/level rules
- Swearing
- Not having test papers signed after one day's notice.
- Dishonest/deceitful behavior.
- Consistent lack of preparation for class.
- Excessive tardiness (3 offenses)
- Bullying
- The use of any electronic devices (including cell phones and MP3 players) during the hours of 8:00 a.m. - 2:45 p.m. All such devices must be turned off and stored in backpacks (K-6) or lockers (7-8).

Detention protocol

Infraction is recorded by teacher or staff member. On-duty office secretary checks and marks class roster. If it is the third uniform or homework infraction, office secretary assigns the appropriate consequence. If it is the third detention, a parent/teacher/principal conference will be scheduled.

5th-8th grades: 3 uniform or homework infractions = 1 detention (per trimester) or immediate detention for a more serious offense.

3 detentions = Parent/teacher/principal conference (student placed on probation).

3 additional detentions (18 total infractions) = suspension

Any further infractions can result in expulsion

Suspension/Expulsion

Saint Peter student behavior must be maintained at a very high level to receive the greatest benefit from Saint Peter School. Therefore, the Principal has the right to suspend any student whose presence in the school is an impediment to the school's operation or reputation. Furthermore, any student who has a documented history of suspensions may be subject to expulsion. In severe cases, expulsion can be immediate.

ANY CONDUCT, WHETHER INSIDE OR OUTSIDE SCHOOL (INCLUDING ALL FORMS OF SOCIAL MEDIA) THAT IS DETRIMENTAL TO SAINT PETER SCHOOL, SAINT PETER STAFF or STUDENTS, MAY RESULT IN SUSPENSION OR EXPULSION.

Right to Amend

Saint Peter School, Cambridge, reserves the right to make additions, deletions and amendments to this Student/Parent Handbook. Parents will be given prompt notification of changes.

We Need Parents!

Parents are necessary in order for our team to be complete. Please consider volunteering your time and talents for school events, field trips and activities. Saint Peter School welcomes input and participation from our community. If there are any suggestions as to how the school could be made better, come and share those ideas. All parents are members of the Parent Association. Meetings are held monthly on the first Wednesday at 8 a.m. in the Parish Hall. We encourage you to attend as many meetings as possible. Check the monthly calendar for dates and times.

Parents Association

Purpose

The purpose of the PA is, in conjunction with the Office of Advancement, to organize community raising activities, as well as fundraising. They also assist with other school events. The organization does not address school or curriculum policy. It is not appropriate to bring up such matters at a PA meeting. If you have a school policy question you should meet with the principal. If you have an academic question, you first meet with the teacher. If not satisfied, you may schedule an appointment with the principal.

Membership/Meetings

The Parents' Association (PA) works with the Office of Advancement to organize the School year's events and activities. All parents are automatically members of the Parents' Association. The PA encourages parents to participate as volunteers or attendees as much as possible. The PA helps plan a variety of activities throughout the year including the Oktoberfest, the annual Gala, International Night, and Faculty Appreciation Lunch.

The PA meets with Advancement, Principal, and/or other teacher/staff members at least a week in advance to plan an agenda for the monthly PA meeting. The regular meetings are usually the first Wednesday of the month at 8 a.m. in the Lower Parish Hall.

Saint Peter School Parent Association Calendar

September

- PA Meeting
- Recruit and Finalize Class Agents
- Oktoberfest planning underway – Raffle tickets out
- Back to School BBQ
- School Play – TBA
- Grade 8 Carwash Fundraiser (could be held in October if weather permits)

October

- PA Meeting
- Oktoberfest/ Country Store & Raffle (Community Building/Fundraising Event)
- Open House (Work with Mark Smith, Director of Admissions)

November

- Gala/Auction Committee Meeting – Learn way to become involved in the biggest fundraiser of the year!!
- #GivingTuesday - Families to help promote this event and raise money for Lunches for Learners.
- Thanksgiving holiday

December

- PA Meeting
- Families to help promote the Annual Fund Year End Appeal
- Christmas Pageant - TBA
- Christmas Break
- Book Fair (Coordinate with Lisa Gentile)

January

- PA Meeting
- Prepare for Auction and Gala (Weekly Wednesday meetings beginning at 8 am, headed by the Advancement Office. Last meeting held on the Wednesday leading to the Gala date.)
- Catholic Schools Week (Last week of January/First week of February - Parent volunteers needed for Open House/Grandparents and Grandfriends Day/Service Activity)
- Gala Raffle tickets out (Mailing for Parish, Raffles sent via backpack)
- Gala Invite Mailing - Mid January

February

- PA Meeting - First Wednesday of every month
- Prepare for Auction and Gala (Weekly Wednesday meetings beginning at 8 am, headed by the Advancement Office. Last meeting held on the Wednesday leading to the Gala date.)
- February Vacation
- International Night (Community Building Event) TBA

March

- PA Meeting
- Auction Wrap Up/ Set Auction Date and Venue for Next Year
- Auction Gala Event

April

- PA Meeting
- Golf Tournament Planning - Led by Advancement Office

May

- PA Meeting - Announce PA Co-Chairs and Room Parents for the next Academic Year
- Golf Tournament Planning
- Last Annual Fund Appeal

June

- Golf Tournament
- Graduation Class Night
- Grade 8 Graduation
- K1 & K2 Graduation

