



**SAINT PETER SCHOOL**  
Anchored in Faith | Pt. Pleasant Beach, NJ

## **STUDENT HANDBOOK**

### **FOR PARENTS AND STUDENTS**

**DIOCESE OF TRENTON**

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

Principal: Mrs. Debra Ostrowski

#### **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.

**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.**

Revised as of November 2025

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## 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. 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 a 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 1, 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 6<sup>th</sup>, 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 in 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.

### **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 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 rests 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 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.
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:

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

Other acts of misconduct include:

- Tardiness, excessive absenteeism, truancy, self-dismissal.
- Plagiarism, cheating, helping others to cheat.
- Violation of uniform code.
- 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 misbehavior 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 choices 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.

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 1<sup>st</sup>

Baptismal certificate

Birth certificate

Immunizations record\*

Physical examination

Dental examination

Readiness screening

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

\*\*Admission of transfer students is considered on a limited basis and admitted students will be subject to a probationary period.

#### *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

## TUITION

At St. Peter School, we're committed to working together with families to make Catholic education accessible and sustainable. Tuition rates are published each year before re-registration, giving families time to plan ahead.

You may choose to pay tuition annually or in monthly installments through automatic deduction. To do so, an active **FACTS** account is required.

We understand that life can bring unexpected challenges. If your family is experiencing financial difficulties or is unable to make a payment on time, please reach out to the **Principal or Pastor** as soon as possible. We are here to help and are happy to discuss alternative arrangements.

## Tuition Refund Policy

We understand that sometimes students and families may need to make the difficult decision to withdraw from school. Our goal is to be as transparent and supportive as possible during this process.

If a student voluntarily withdraws, a portion of the annual tuition may still be required, depending on when the withdrawal occurs. The following schedule outlines how much tuition is owed based on the timing of withdrawal during the 2024–2025 school year:

- **Withdrawal in September** – 30% of tuition is owed
- **Withdrawal in October** – 40% of tuition is owed
- **Withdrawal in November** – 50% of tuition is owed
- **Withdrawal in December** – 60% of tuition is owed
- **Withdrawal after December 30, 2024** – Full tuition is owed

**Please note: If a student is asked to withdraw for disciplinary reasons or is expelled, tuition is non-refundable for the entire academic year.**

We encourage open communication and are here to support you through any transition. If you're considering a withdrawal, we recommend reaching out to the administration early to talk through your options.

To keep our school community strong, it's important that all financial commitments are kept current. If a tuition account becomes significantly overdue and there has been no communication with the school, a student may need to transfer at the end of a marking period. Please note that school records will be released only after all financial obligations are fulfilled.

Also, please be aware that **registration fees are non-refundable**.

Our goal is always to support our families. Open and timely communication is key. Families who are not current with tuition and have not been in contact with the school may risk losing their child's place at St. Peter School. Let's continue to work together to keep our community thriving and our students learning and growing in faith.

## New Student Transfers

We're excited to welcome new students to our school community! For a smooth transition, incoming students must provide:

- Original birth and baptismal certificates
- Health records
- Previous report cards and standardized test scores
- Transfer card from the previous school

All new students are placed on a **probationary period during their first two trimesters**, allowing time for everyone to adjust and succeed together.

## Outgoing Student Transfers

Families planning to transfer to another school should notify the principal at least **one week in advance** so we can prepare the necessary documents. Student records will be sent directly to the new school once we've received an official request and all financial obligations have been cleared.

## ST. PETER'S PARISH BAPTISM TUITION SCHOLARSHIP

Families whose children have been baptized at St. Peter's Church are eligible to receive a **\$500 scholarship applied toward their child's Kindergarten tuition**. This parish-supported benefit reflects our commitment to partnering with families in the faith community and supporting their child's spiritual and academic journey. To receive the scholarship, families will be asked to provide documentation of baptism during the enrollment process. We are grateful for the opportunity to welcome our parish families and to support them as they begin their child's educational experience with us.

## ANGEL PROGRAM – LIFTING OTHERS THROUGH GIVING

At Saint Peter School, we believe in lifting one another up—especially during times of need. The **Angel Program** is a year-round opportunity to support fellow families who may need tuition assistance.

- Donations go into a special fund that's used, at the discretion of the **Principal and Pastor**, to help families in need.
- Anyone can give, and contributions can be made **in honor of a loved one**, to mark a **special occasion**, or simply to make a difference.
- Want to donate? Just stop by or contact the school office for the quick and easy paperwork.

Your generosity helps keep Saint Peter School a place where every family feels supported, valued, and loved.

## ATTENDANCE AND ABSENCE GUIDELINES: SUPPORTING STUDENT SUCCESS TOGETHER

Consistent, on-time attendance plays a key role in a student's academic success and overall development. We encourage parents and guardians to partner with us in helping students build strong attendance habits. These habits not only support learning today but also help lay the foundation for responsible, successful behavior in the future.

At our school, we recognize that consistent attendance plays a vital role in every student's academic progress and overall well-being. We're committed to working in partnership with families to ensure that each child is supported and accounted for during the school day.

To help us maintain accurate records and provide timely support, we ask that families please follow these procedures:

- **Daily Absence Reporting:** If your child will be absent, please contact the school office by **8:15 a.m.** on the day of the absence.
- **Return Note Requirement:** When your child returns to school, please send a **written note to the homeroom teacher** explaining the reason for the absence.
- **Medical Documentation:** If your child is absent for **three or more consecutive days**, a **doctor's note** is required.
- **Contagious Illnesses:** If your child is diagnosed with a **contagious disease**, please notify the school as soon as possible so we can take the appropriate health precautions.

Our **School Nurse** will reach out if an absence is not reported, as part of our joint effort to ensure each student's safety and attendance. These procedures represent a shared commitment between home and school to support our students' well-being and educational experience.

## Missed Work and Extended Absences

- It is the **student's responsibility** to connect with teachers regarding any missed work during an absence.
- For extended absences due to illness, please contact the school office to arrange for missed assignments or to explore possible support such as home tutoring.
- Long-term medical excuses from **Physical Education** must be accompanied by a note from the student's physician.

## Ongoing Communication and Attendance Monitoring

Regular communication is key in supporting your child's school success. Please note the following steps we take when absences become frequent or prolonged:

- If we **do not hear from a parent/guardian after five consecutive days of absence**, we will initiate a wellness check by contacting the appropriate local authorities to ensure the student's safety.
- Families of students who have been absent for **10 or more days** without prior arrangement or an attendance plan will receive a **written notice** by mail and email, alerting them that their child is approaching **attendance probation**.
- At **14 or more absences**, a meeting will be scheduled with the **principal** to review documentation, discuss challenges, and collaboratively establish a plan for improvement. At this point, the student will be officially placed on **attendance probation**.
- If a student accumulates **18 or more absences** without documented extenuating circumstances and a modified attendance agreement in place, the school may request a **withdrawal**, or the student may not be **invited to return** for the following school year.

We understand that each family's circumstances are unique, and we are here to partner with you. Please don't hesitate to reach out if you need support, clarification, or assistance related to attendance or your child's well-being. Working together, we can ensure that every student feels supported, safe, and ready to thrive.

## Absence and Participation in School Activities

We encourage all students to fully participate in school life, including our vibrant extracurricular programs. To support student well-being and fairness, students who are absent from school due to illness or disciplinary reasons are not eligible to participate in extracurricular activities that same afternoon or evening.

In cases where an absence is due to other reasons, the School will thoughtfully consider the circumstances and make an individual decision regarding same-day participation in extracurricular activities. Our goal is to support each student while maintaining a consistent and positive school environment.

## Tardiness

We value the importance of a smooth and timely start to the school day. To help ensure that all pupils are ready to learn, students are expected to arrive before their classes enter the classrooms. If a student arrives late, they should check in with the School Secretary to receive a Class Admission slip before joining their class. We understand that occasional lateness may happen, and we're here to support families in building consistent routines. However, when tardiness becomes frequent, we may

request a meeting with the student, parents, and the principal to work together on finding solutions. In some cases, further steps—such as detention—may be necessary to help reinforce the importance of arriving on time. We appreciate your partnership in helping every child start the day ready to succeed!

### **Truancy**

Regular attendance is essential for student success. We encourage all students to be in school and on time each day. If a student is absent or tardy without prior communication from a parent or the school, it may be considered truancy. In such cases, the school administration will work closely with families to address the issue and support the student in getting back on track.

### **Student Appointments During School Hours**

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

### **Family Vacation During the School Year**

We understand and appreciate the importance of family time and shared experiences. However, we kindly ask families to consider the impact that time away from school can have on a student's learning. Extended absences during the school year can disrupt the flow of instruction, make it challenging for students to stay on track, and lead to a significant amount of make-up work.

To support students' academic success, we encourage families to schedule vacations during school breaks whenever possible. If a student will be absent, they will be responsible for completing any missed assignments after they return. Please note that teachers are not able to provide work in advance of planned absences, but they will work with students upon their return to help them catch up. Thank you for partnering with us to support your child's education!

## **ARRIVAL AND DISMISSAL TIMES**

We're here to support you throughout the school day! Supervision is provided from **7:30 a.m. to 2:15 p.m.** on regular school days and from **7:30 a.m. to 12:30 p.m.** on half days. If you're staying after school for a club, sport, or any school-sponsored event, don't worry—supervision continues for the length of the activity. We're glad you're getting involved and want to make sure you're safe and supported while you're here!

## **STAYING CONNECTED: SCHOOL MESSENGER ALERT SYSTEM**

We know that staying informed is important—especially when it comes to emergencies or changes in the school day. That's why we use the **School Messenger Alert System** to keep families in the loop.

Each year, families provide updated contact information so we can reach them quickly when it matters most. Whether it's a school closing, delayed opening, or another urgent update, School Messenger sends out one clear message to parents or guardians using the devices they've chosen—text, phone call, or email. Working together, we can make sure every family gets the information they need, when they need it.

### **Keeping Contact Information Updated**

We're all in this together when it comes to keeping your child safe and supported. If your family moves, changes phone numbers, or updates emergency contacts, please let the school office and your child's teacher know as soon as possible. It's important that we can reach you quickly in case of an emergency. Keeping us in the loop helps us care for your child in the best way possible.

## **TRANSPORTATION: GETTING TO AND FROM SCHOOL SAFELY**

Our top priority is making sure everyone gets to and from school safely each day. Whether you ride the bus, come by car, or ride your bike, we all work together to keep things running smoothly.

### **Taking the School Bus**

We encourage students to take the school bus—it's one of the safest and most reliable ways to travel to and from school. Bus transportation is provided by the Brick and Point Pleasant Boards of Education for eligible K–8 students. Your local public school district handles all bus authorizations and passes. These must be filled out every year.

To keep everyone safe and organized, students are only allowed to ride the bus they're officially assigned to ride. That means no switching buses to go to a friend's house after school—even if it's just for one day.

**Bus Pick-Up/Drop-Off:** All bus riders are dropped off and picked up on **Atlantic Avenue**.

**Important Reminder:** If your child needs to be picked up by car instead of riding the bus on a particular day, please send a **written note** to the teacher ahead of time with all the necessary details.

## Bus Expectations: Riding Safely Together

When we ride the bus, we're part of a team. Everyone plays a role in keeping the ride safe and respectful. Here's how we do that:

- Be respectful to the driver and fellow riders.
- Take your seat as soon as you board.
- Stay seated during the entire trip.
- Keep your head, hands, and arms inside the bus.
- Treat the bus with care—no damage or graffiti.
- Keep aisles clear and don't leave belongings behind.
- Only bring items that fit on your lap.
- Use quiet, friendly voices—no yelling or loud talking.
- No eating or drinking on the bus.
- Save conversations with the driver for emergencies so they can stay focused on driving.

Students who don't follow these rules may lose bus privileges if their behavior puts others at risk.

## Car Riders: Drop-Off & Pick-Up Info

If your family chooses to drive to school, we ask that you follow these simple safety guidelines:

### Morning Drop-Off:

- Car riders are dropped off on **Forman Avenue**.
- For everyone's safety, please **do not drive into the school yard** during morning drop-off or block school bus routes.
- You can either park across the street and walk your child across, or pull up to the curb, let your child out, and pull away promptly. This helps avoid traffic backing up near the train tracks.

### Afternoon Pick-Up:

- Please park on **Forman Avenue** or in the school yard.
- Do not use the Atlantic Avenue parking lot.
- If parked in the school yard, cars will be released only when staff signals it's safe to move.

## Change in Routine?

If your child's dismissal plan needs to change for any reason, please send a **written note**. In case of emergency changes, contact the **Main Office** directly.

## Bike Riders: Pedal Safe!

Riding a bike to school is a great way to stay active! Just remember:

- **Helmets are required** by law and must be worn at all times.
- For safety reasons, **no skateboards** are allowed on school property.

We appreciate everyone working together to make our arrival and dismissal times smooth and safe. Thanks for being a part of our school community!



Students are welcome to purchase lunch at school on full days. To help keep our school safe and healthy, we ask that students **not bring soda or glass containers** for lunch or snack.

We encourage families to choose **nutritious, brain-friendly foods** that help students stay focused, energized, and ready to learn throughout the day. When we work together to make healthy choices, it supports a positive learning environment for everyone!

### **HEALTH SERVICES: CARING FOR OUR SCHOOL COMMUNITY**

At our school, the health and well-being of every student matters. Our registered nurse is here to support everyday health needs and oversee important health screenings required by state law, including vision, hearing, and scoliosis checks.

If a student feels unwell during the school day, we'll contact their parents or emergency contact. The student will stay in the nurse's office to rest and be cared for until their adult arrives at the school. For safety, parents/guardians must sign their child out at the front office before leaving.

#### **When to Stay Home**

To help keep everyone healthy, we ask that students stay home if:

- They've vomited – they need to be home for at least 24 hours before returning.
- They've had a fever – they must be fever-free for a full 24 hours without the help of medication like Tylenol or ibuprofen.

We know missing school can be tough, but keeping illness from spreading helps protect all our students and staff. If your child wakes up not feeling well, it's best to let them rest and recover at home.

#### **Medications at School**

We understand that some students may need to take medication during the school day. Whenever possible, a parent or guardian should come in to give the medication. If that's not an option, our school nurse can help—as long as these steps are followed:

1. **A parent or guardian must bring the medication directly to the nurse.**
2. **The medication must be in its original pharmacy-labeled container.**
3. **An "Authorization to Administer Medication in School" form must be completed and signed by both the parent/guardian and the student's physician.**

Together, we can make sure our school stays a safe, healthy place to learn and grow

## **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 winter
- Holy Eucharist: During second grade - in spring
- Confirmation: During eighth grade; date determined by the Office of the Bishop, Diocese of Trenton

## **WORKING TOGETHER: PARENT-TEACHER COMMUNICATION**

We believe that strong, open communication between home and school is essential to your success. Parent-teacher conferences are one important way we stay connected and work as a team to support each student's learning and well-being.

We hold formal conferences during the first trimester, but conversations don't need to wait for a scheduled time. Parents or teachers are always welcome to reach out whenever a question or concern arises. To help make sure teachers are available and prepared, we ask families to schedule a time in advance rather than dropping in.

To maintain respectful boundaries, we kindly ask that all contact with teachers take place through the school—not at their homes.

If you ever have a question or concern about your child, your first step should be to connect with their teacher. Most questions can be answered or resolved at that level. If more support is needed after speaking with the teacher (by phone, email, or meeting), you are welcome to contact the principal.

When setting up a meeting, it's helpful for everyone to know the purpose ahead of time. That way, both families and staff can come prepared to make the most of the conversation.

We're all here to support your child—and we're at our best when we work together.

## **HOMEWORK: A TEAM EFFORT**

Homework is an important part of learning—it helps students practice what they've learned in class and explore new ideas more deeply. We see it as a shared responsibility between students, families, and teachers.

Assignments are typically given daily and are expected to be completed and turned in by the due date, usually the following school day. To help students build strong habits and stay on track, we encourage families to make homework a regular part of the after-school routine.

Especially in grades K–4, we ask parents and guardians to review homework with their child when possible. This not only helps students stay accountable, but also gives families a window into what's being learned in class. Supporting, encouraging, and checking in can make a big difference!

If it ever seems like your child isn't being assigned homework, please don't hesitate to reach out to the teacher for clarification. Open communication helps everyone stay on the same page.

Teachers are expected to follow up on homework, though not every assignment will receive a formal grade. Each teacher uses a homework system that works best for their grade level and classroom style.

Together, we can help students develop strong study habits and a love of learning—one assignment at a time!

## STAYING INFORMED: PROGRESS REPORTS & REPORT CARDS

### Progress Reports

We believe that keeping track of student progress is a team effort between families, teachers, and students. Communication is key!

In the first semester, we schedule parent-teacher conferences around the middle of the marking period so we can discuss how students are doing early on. This is a great time to celebrate progress and talk about any areas where extra support may be helpful.

For students in **Pre-K through Grade 2**, progress reports are sent home mid-way through the second and third semesters. These reports offer a snapshot of your child's growth and learning.

Students in **Grades 3–8** should have their progress monitored regularly through the **Genesis Parent Portal**, where families can check in on grades, assignments, and teacher feedback. If you're having trouble logging into the portal, the School Office is happy to help.

We encourage families to stay engaged by reviewing homework, projects, and graded assignments that come home. If something seems unclear or missing, we suggest first talking with your child—and then reaching out to the teacher if more information is needed. Staying connected helps us all work together to support each student's success.

### Report Cards

Report cards are a summary of how students are doing over a given marking period. These are shared **three times a year**, about every twelve weeks, and are available online through the **Genesis Parent Portal**.

Grades reflect a combination of classwork, homework, tests, projects, and overall participation. They show not just what a student knows, but how consistently they've put in effort and engaged with learning.

### What Happens If a Student Fails a Class

If a student receives a **failing grade for the year**, additional learning support will be needed. This may include **summer school** or **tutoring**, based on the principal's recommendation. Completing this support is required in order to continue at the school. Our goal is to make sure every student has the tools they need to catch up and succeed.

## Celebrating Achievement: The Honor Roll

We're proud to recognize students who consistently put in strong effort and excel in their learning. Our Honor Roll celebrates not just high grades, but also positive habits, good citizenship, and a commitment to personal growth.

Honor Roll recognition is open to students in **Grades 4–8** who meet the following academic and conduct criteria.

**Please Note:** Students will not be eligible for the Honor Roll if they receive:

- **Two or more N (Needs Improvement) or U (Unsatisfactory)** marks in conduct
- **Three or more disciplinary reports**, or
- **Any serious behavioral offense.**

## Grades 6–8

### First Honors

- A final average of **95–100** in *each* major subject.
- A final grade of **M (Meets Expectations)** or higher in all enrichment/specials classes.
- Strong marks in **Personal & Social Development**:
  - No repeated checkmarks in one area over time
  - No excessive checkmarks across multiple areas

### Second Honors

- A final average of **88–94** in *each* major subject.
- A final grade of **M or higher** in all enrichment/specials classes.
- Same behavior and social development expectations as First Honors.

### Honorable Mention

This award is given to students who may not meet the grade range above but who clearly **work hard, show effort, and strive to do their best** in all subjects.

It is not awarded to students who do not make a consistent effort or who choose not to meet their potential.

## Grades 4–5

### First Honors

- A final grade of **A** in *each* major subject.
- A final grade of **M or higher** in enrichment/specials classes.
- Positive Personal & Social Development:
- No repeated or excessive checkmarks in conduct areas.

### Second Honors

- A final grade of **B** in *each* major subject.
- A final grade of **M or higher** in enrichment/specials classes.
- Same conduct expectations as First Honors.

### Honorable Mention

Awarded to students who give **their best effort** every day and take responsibility for their learning; however, it is not given if a student does not show consistent effort or avoids challenging themselves.

**We're proud of all our students—whether you're on the Honor Roll or growing steadily toward it. Hard work, kindness, and curiosity are what truly make you shine.**

## TESTING PROGRAM: HELPING US GROW

At St. Peter School, we see testing as one of many tools that help us understand how students are growing and where they might need extra support. The **Office of Catholic Education for the Diocese of Trenton** chooses the standardized tests used in all diocesan schools.

Students in **Grades 2–8** take electronic assessments **three times a year** in reading and math. These help us track progress throughout the school year so we can celebrate growth and set new learning goals.

Incoming **kindergarten students** may be given a simple readiness screening by St. Peter staff. This gives us a better understanding of how to best support each child right from the start.

## ADVANCED MATH

At St. Peter School, we offer an Advanced Math Program for students in Grades 5–8 to provide appropriate challenge and enrichment for those who demonstrate exceptional mathematical ability. Placement in the program is by teacher invitation only and is based on concrete academic data and performance. Parents and students are not able to request entry into the program, as selection is carefully determined by the math teacher to ensure readiness and success. Student data is reviewed annually for both entry and continuation in the program. To remain in Advanced Math, students must maintain strong grades and consistently complete homework and class assignments. Students who do not meet these expectations may be removed from the program at any time. Our goal is to create a learning environment that supports growth while maintaining high standards and responsibility.

## Requirements for Placement into Advanced Math

- **Fourth Grade moving into Fifth Grade:**
  - Average report card grade of B or higher ( $\geq 84.5$ ) **AND**
  - Average Star Test score for 4th grade at or above 60%
- **Fifth, Sixth, Seventh moving up:**
  - Two consecutive report card grades A ( $\geq 92.5$ ) **AND**
  - Two consecutive Star Test Scores at or above 80% **AND**
  - Have never been removed from Advanced Math before

## Criteria for Removal from Advanced Math

- **Fifth Grade and First Year in Advanced Math:**
  - One marking period grade  $< C$  ( $< 76.5$ ) **OR**
  - Final school year average  $< B$  ( $< 84.5$ ) **OR**
  - Failure to consistently complete homework or class assignments
- **Sixth, Seventh, Eighth Grade:**
  - One marking period grade  $< C$  ( $< 76.5$ )
  - Final school year average  $< C+$  ( $< 80.5$ )
  - Failure to consistently complete homework or class assignments
  -

## BOOKS AND MATERIALS: TAKING CARE OF WHAT WE USE

We provide students with the tools they need to succeed, including textbooks and learning materials—and we expect students to treat them with care.

- **Textbooks must be covered.** We recommend washable fabric "stretch" covers because they stay on and are easy to clean.
- **Books should stay clean and neat.** No writing, doodling, or damage to the covers or pages.
- **If a book is lost or damaged,** the student will be responsible for the cost of replacing it.
- **Come prepared each day.** All books, materials, and supplies should be brought to school every day.
- **Backpacks are required** to carry materials to and from school. Students in **Grades 3–8** may use rolling backpacks if they wish.

Taking good care of school property is part of showing respect—for our materials, for learning, and for one another. We're proud to offer a **1:1 tablet program** that gives every student access to technology for learning.

## USING SCHOOL DEVICES: WHAT YOU NEED TO KNOW

We are proud of our 1:1 tablet program and believe in the power of technology to support learning—and we trust our students to use devices responsibly.

### Here's how we can work together to take care of our tech:

- **Use your device for learning.** Devices are for schoolwork only. That means following your teacher's directions and avoiding distractions like games, personal messages, or unauthorized websites during class time.
- **Take care of your device.** Handle it gently, keep it clean, and always use it with care. Treat it like the valuable learning tool it is!
- **Be responsible if damage happens.** If your device is damaged, there is a **\$75 repair fee**, no matter how the damage occurred. Taking good care of your device helps you avoid extra costs.
- **Keep your device privileges.** Repeated damage may lead to losing the privilege of using a school device—so let's keep those devices safe and working!

We know our students are capable, thoughtful, and ready to be **responsible digital citizens**. Respecting your device is just one way to show you're ready to learn—and ready to lead!

## STUDENT DISCIPLINE POLICIES AND PROCEDURES

### Our Approach to Discipline: Growing Together

At Saint Peter School, we believe that discipline is part of learning and growing. Our goal is to guide students in making thoughtful choices, understanding the impact of their actions, and learning how to make better decisions moving forward. We approach discipline with both **compassion and accountability**, always aiming to support the whole child.

We see families as our partners in this process. When behavior concerns arise, teachers may reach out to parents or guardians. We kindly ask for a spirit of cooperation as we work together to support each child's growth and success.

### What You Can Expect

We use a **progressive approach to discipline**, meaning we respond based on the nature and frequency of the behavior. Disciplinary actions are designed to be respectful, age-appropriate, and focused on learning.

These actions may include (but are not limited to):

- **Gentle corrections or verbal/written reminders** to help students reflect and reset
- **Loss of recess or classroom privileges** as a natural consequence of behavior
- **Communication with parents or guardians**, either verbally or through written reports
- **Referral to the principal** for more serious or repeated behaviors
- **Temporary loss of participation** in school events, extracurricular activities, or access to school equipment
- **Detention** when appropriate, as a time for reflection and restoration
- **Suspension** when appropriate for serious offenses
- **Other measures** that support a safe and respectful learning environment, as determined by school leadership

Above all, our disciplinary approach is rooted in our commitment to helping every student grow into a respectful, responsible, and compassionate individual.

## Upholding a Respectful and Safe Learning Environment

As members of our school community, we all share the responsibility of creating a space where everyone feels safe, supported, and ready to learn. We encourage students to act with integrity, kindness, and respect at all times. To maintain a positive and productive school environment, the following behaviors are considered inappropriate and may result in disciplinary action:

- **Not following school safety protocols**, which are in place to protect everyone on campus.
- **Using cell phones during school hours.** To support focus and connection, cell phone use is not permitted on school grounds unless specifically authorized.
- **Misusing school computers or personal electronic devices**, including engaging in unauthorized messaging or bypassing security settings.
- **Disrupting or interfering with classes, activities, or school functions** in a way that hinders learning or formation.
- **Violating academic integrity**, such as cheating, plagiarism, or misrepresentation of one's work.
- **Damaging, attempting to damage, or stealing school property or the belongings of others.**
- **Engaging in hurtful behavior**, such as physical or verbal aggression, exclusion, or any actions—including cyberbullying—that cause harm or discomfort to others.
- **Using inappropriate or offensive language** that does not reflect the respectful tone of our community.
- **Bringing or possessing any dangerous items**, such as knives, firearms, or weapons of any kind.
- **Participating in hazing or initiation rituals** that compromise the dignity or safety of others.
- **Engaging in obscene behavior or possessing inappropriate materials.**

We believe in guiding students toward better choices and helping them grow from their experiences. When concerns arise, our goal is always to respond with fairness, compassion, and a focus on learning and restoration.

## Partnering Together for a Respectful and Supportive Learning Environment

At Saint Peter School, we believe that creating a respectful, orderly, and faith-filled classroom environment is a shared responsibility among students, teachers, and parents. Together, we strive to nurture a school culture rooted in Gospel values, where every child feels safe, supported, and encouraged to grow in virtue and responsibility.

### Shared Responsibility and Communication

Teachers are committed to fostering a positive classroom atmosphere and guiding students in making responsible choices. When challenges arise, students are encouraged to take an active role in resolving minor issues directly with their teacher. Open and respectful communication between teachers and families is vital. By working together, parents and teachers can reinforce consistent expectations and support each student in their moral and academic development.

### Positive Collaboration Between Home and School

We value and rely on strong parent-teacher partnerships. Parents play an essential role in supporting the teacher's efforts to guide and correct behavior. In order to maintain consistency and clarity for students, we ask that families trust the professional judgment of our teachers and avoid undermining disciplinary actions. If questions or concerns remain after meeting with the teacher, a follow-up conversation with the principal may be arranged.



### Addressing Student Concerns

If a student feels they have been treated unfairly or unkindly by a classmate, they should report the situation to their teacher promptly. Parents who hear of such incidents at home are encouraged to guide their child to share the concern directly with their teacher. This empowers students to advocate for themselves and allows the teacher to gather accurate information and respond appropriately. Teachers and school administrators will always approach such matters with fairness and discernment, ensuring a safe and respectful environment for all.

### Our Common Mission

As a Catholic school rooted in the teachings of Jesus Christ, Saint Peter School seeks to form young people who live with integrity, compassion, and a strong sense of personal responsibility. Our Code of Conduct is an expression of our shared values—respect for self and others, love, accountability, and a commitment to building a caring community.

We invite every parent, student, and staff member to join us in this mission. By working together in faith and understanding, we can help our students grow into responsible and loving disciples of Christ, ready to serve the world with joy.

### Supporting Growth Through Accountability

At St. Peter School, we are committed to helping students grow not only academically, but also in character and responsibility. Our approach to discipline is grounded in respect, fairness, and the belief that every student can learn from their choices.

We view discipline as an opportunity to guide students toward better decision-making and to reinforce our shared values of integrity, respect, and cooperation.

### Detention

In some cases, a student may be asked to attend a detention as a consequence for choices that do not align with our school's expectations. Detentions are held once a week from **2:15 – 3:00 p.m.** and are designed to give students time to reflect and reset.

- Parents/guardians will be notified in writing if a detention is assigned, and a signed form must be returned to the homeroom teacher before the detention is served.
- Families are asked to make arrangements for prompt pick-up at 3:00 p.m. Students not picked up by this time will join the **After School Program** and be subject to the associated fee.
- Accumulating **three or more detentions** within one marking period is considered excessive and may impact the student's **Conduct grade** on the report card.
- **Missing a detention** without prior communication may result in additional consequences.
- Parents/guardians may not override a detention once it has been assigned.

Our goal is always to work in partnership with students and families to address concerns and help students succeed.

## Suspension

Suspension is considered a serious matter and is used only when necessary, typically after other interventions have not been effective or when a significant violation has occurred.

- The **Principal (or designee)** will make the final determination regarding the need for suspension, guided by principles of **fairness and proportionality**.
- Students will be given the opportunity to **complete and receive credit** for any required work missed during a suspension.
- The school will communicate clearly with parents about the reasons for the suspension and next steps to support the student's return to the community.

## Partnership and Withdrawal

At St. Peter School, we believe that education is a **partnership between families and the school**. We deeply value our parents and guardians as the primary educators of their children and aim to work together to create the best environment for each student.

However, in rare cases, the school may need to initiate a student's withdrawal due to ongoing issues that compromise this partnership. Such situations might include:

- Persistent failure to meet **financial responsibilities**
- Continued **disrespectful or uncooperative behavior** toward faculty or administration without willingness to resolve concerns

This decision is **never made lightly** and only occurs when it is clear that the partnership between home and school is no longer sustainable.

Our ultimate goal is to maintain a positive, respectful, and mission-aligned learning environment for all members of our community.

## PROMOTING A SAFE, RESPECTFUL, AND CARING SCHOOL COMMUNITY

### Our Commitment

At St. Peter School, we believe every student deserves to feel safe, respected, and valued. Creating a supportive and inclusive environment is essential for learning, growth, and the development of strong moral character. We are all called to treat one another with dignity, kindness, and compassion—values rooted in our Catholic faith and the mission of educating the whole child in a God-centered community.

St. Peter School is committed to fostering a community where every student is known, loved, and encouraged to grow into the person God created them to be. By working together—with empathy, integrity, and mutual respect—we can ensure that our school is a safe and joyful place for all.

## HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying involve more than occasional disagreements or the normal ups and downs of childhood. These behaviors can take many forms, including:

- **Written, verbal, physical, or electronic actions** that are intended to hurt, embarrass, or exclude someone.
- **Creating an environment that feels intimidating, hostile, or unsafe** for others.
- **Cyberbullying**, which includes using social media, text messages, email, or other online platforms to post or send hurtful, threatening, or inappropriate content about or to another person.

### Working Together to Prevent Harm

We all share responsibility for maintaining a positive school climate—students, staff, and families alike. We encourage students to:

- Speak up respectfully if they see or experience hurtful behavior.
- Support peers who may be targeted or excluded.
- Seek help from a trusted adult when needed.

We also ask parents and guardians to partner with us in guiding students and addressing concerns in a collaborative and proactive way.

### Reporting Concerns

If a student, parent, or staff member becomes aware of a situation that may involve harassment, intimidation, or bullying, we encourage open communication. Concerns should be brought to the **student's teacher** or any trusted adult at school. All school personnel are required to report such concerns to the **Principal**.

Reports will be handled seriously and sensitively. Retaliation against anyone who speaks up in good faith is not permitted and will be addressed in accordance with school policy.

### How Concerns Are Resolved

When a concern is raised:

For concerns that take place **outside of school**, we encourage families to first connect directly with one another in a spirit of understanding and cooperation. The school is available to help guide that process if needed.

## DIOCESE OF TRENTON CATHOLIC SCHOOLS ANTI-HAZING POLICY

### I. Policy Statement

The Diocese of Trenton is committed to maintaining school communities that are safe, inclusive, and grounded in the dignity of each person as created in the image of God. Hazing, in any form, is contrary to Catholic teaching and is strictly prohibited within all diocesan schools. This includes hazing that occurs on school grounds, at school-sponsored events, online or through social media platforms, or off-campus when connected to the school community. No student, teacher, coach, employee, or

volunteer may engage in, condone, or ignore hazing activities. All reports of hazing will be taken seriously and addressed in accordance with applicable laws and diocesan policies.

## II. Definition of Hazing

In accordance with New Jersey’s “Timothy J. Piazza’s Law” (2022), hazing is defined as:

“Knowingly or recklessly causing, coercing, or forcing another person to engage in conduct that places them at risk of bodily, emotional, or psychological harm for the purpose of initiating, affiliating, holding office, or maintaining status in a group, team, or organization.”

Examples include but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced exercise)
- Forced consumption of food, alcohol, or substances
- Sleep deprivation or social isolation
- Public humiliation or ridicule
- Coerced criminal, immoral, or demeaning acts

Note: A person’s consent to hazing does not absolve responsibility or mitigate disciplinary consequences.

## III. Scope of the Policy

This policy applies to all:

- Students (grades Pre-K–12)
- Faculty, staff, and coaches
- Volunteers and affiliated school personnel
- School-sanctioned student groups (e.g., clubs, athletic teams, honor societies)

## IV. Reporting Procedures

Any individual—student, parent, staff member, or community member—who witnesses or suspects hazing should report it immediately to the school principal or designated school official.

Anonymous reports may be made, and retaliation against reporters is strictly prohibited.

The school will:

- Follow diocesan policy
- Promptly investigate all reports
- Notify diocesan leadership as appropriate
- Involve law enforcement where required by law
- Provide support to affected students

## V. Disciplinary Actions

If hazing is confirmed, disciplinary measures will be applied in proportion to the severity of the offense and may include:

- Detention, suspension, or expulsion (students)
- Suspension or dismissal (employees/coaches)
- Disbandment of student organizations involved
- Notification to law enforcement where applicable

## VI. Medical Amnesty

A student who seeks medical assistance for someone experiencing a hazing-related emergency, and meets the criteria outlined in state law (remaining on scene, cooperating with authorities), may be granted immunity from certain disciplinary or legal penalties.

## VII. Education and Prevention

To cultivate a culture of respect and accountability, diocesan schools shall:

- Provide annual training on hazing prevention for faculty, staff, and students in grades 6–12
- Clearly communicate this policy to all members of the school community including faculty, staff, coaches and volunteers
- Post the full anti-hazing policy on each school's public website

## VIII. Recordkeeping and Transparency

Schools will:

- Document all reported hazing incidents
- Share reports with the Diocesan Department of Catholic Schools

## IX. Catholic Identity and Formation

As Catholic schools, we believe that every student is called to treat others with dignity and compassion. Hazing contradicts Gospel values and our shared mission of forming disciples of Christ.

### **Diocese of Trenton: Anti-Hazing Training Worksheet: Is It Hazing or Not?**

Based on Timothy J. Piazza's Law and the Diocese of Trenton Catholic Schools Anti-Hazing Policy

Review each scenario and circle Yes or No based on whether it qualifies as hazing.

1. A group of returning theater club members tells new students they must sing in the lunchroom wearing costumes to be included in the cast party.

Is it hazing? (Yes / No)

2. A student is pressured into chugging a drink at an off-campus meeting for a school club as part of an “unofficial welcome.”

Is it hazing? (Yes / No)

3. A coach tells new athletes they must do pushups in the mud while being doused with water by others to prove they belong on the team.

Is it hazing? (Yes / No)

4. A teacher encourages peer leaders to get new students to share something embarrassing during a bonding event. It’s presented as optional, but those who refuse get called shy.

Is it hazing? (Yes / No)

5. A club invites new members to a welcome party where everyone is invited to play a silly charades game. Participation is voluntary and respectful.

Is it hazing? (Yes / No)

6. After a tough loss, a coach requires the entire team to run extra laps at practice to build endurance and discipline. He says the team's lack of speed was a factor. All athletes participate equally.

Is it hazing? (Yes / No)

7. An academic team has a tradition of assigning playful dares to break the ice at the first meeting of the year. All members participate equally, and the dares are school appropriate.

Is it hazing? (Yes / No)

8. Student leaders of a Campus Ministry group require new members to climb bleacher stairs while singing church hymns before being allowed to use the Campus Ministry lounge.

Is it hazing? (Yes / No)

9. An experienced member of student government tells a new participant that to be added to the group text chain, they must run errands for the group without question for a week.

Is it hazing? (Yes / No)

10. At the opening school prayer service, new students are invited (not required) to bring up items during a procession. All are supported and included.

Is it hazing? (Yes / No)

11. During a sports team summer practice week returning team members assign new players nicknames and chores like carrying older player's bags as part of an "initiation." If they don't do it they are "punished" with extra workouts.

Is it hazing? (Yes / No)

12. An adult supervisor sees students posting memes about a new member "pledging" a student group and does not intervene.

Is it hazing? (Yes / No)

13. New members of a choir are told they can't perform in the fall concert unless they agree to a tradition of wearing silly pajamas to the home football game.

Is it hazing? (Yes / No)

14. At a retreat, all students and group leaders participate in a trust-building exercise guiding each other blindfolded through a simple maze.

Is it hazing? (Yes / No)

15. Freshman and Sophomore members of student government are told they are responsible for cleaning up after the dance. Juniors and Seniors are allowed to go home early.

Is it hazing? (Yes / No)

### **Diocese of Trenton: Anti-Hazing Answer Key**

1. Yes

Explanation: Coerced, embarrassing behavior as a requirement for social inclusion is hazing.

2. Yes

Explanation: Pressure to consume a substance during an "unofficial" initiation qualifies as hazing, even off-campus.

3. Yes

Explanation: This is physically humiliating and coercive; coach involvement further reinforces it as hazing.

4. Yes

Explanation: Even if framed as optional, students are singled out and shamed, creating coercive pressure.

5. No

Explanation: Voluntary, inclusive activity with no coercion or humiliation.

6. No

Explanation: A coach applying equal athletic expectations for performance reasons is not hazing.

7. No

Explanation: All members participate equally in a respectful, appropriate, and voluntary way.

8. Yes

Explanation: Physical and public performance tied to access to group privileges is hazing.

9. Yes

Explanation: Coerced servitude in exchange for inclusion in group communication is hazing.

10. No

Explanation: A voluntary and respectful Catholic ritual, not coercive or exclusive.

11. Yes

Explanation: Tasks and punishments based on new/returning status are classic hazing markers.

12. Yes

Explanation: Failure to intervene in online humiliation linked to group membership violates policy and law.

13. Yes

Explanation: Coerced participation in a "tradition" to access full group participation is hazing.

14. No

Explanation: Structured, inclusive, team-building activity with no coercion or humiliation.

15. No

Explanation: Unequal task distribution may be frustrating but isn't hazing unless it involves coercion, punishment, or humiliation. Cleaning is a job requirement - the lack of it represents privilege associated with seniority.



## USE OF CELL PHONES & TECHNOLOGY

We know that technology is a big part of our lives! To help everyone stay focused and engaged in learning during the school day, students are asked to keep all cell phones and other personal electronic devices turned off and stored away.

- **Cell phones** will be collected each morning and safely returned at dismissal.
- **Other devices**, including smart watches, should stay in backpacks during the day.

If a device is used during the school day without permission, it will be held in the office until a parent or guardian is able to pick it up. A discipline report may be issued if this occurs. Let's work together to keep our school day distraction-free!

## LUNCH and SNACK

Students may purchase lunch on full days of school. 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.

## EXTENDED DAY PROGRAM

Need extra time after school? Our **Extended Day Program** is available from dismissal until 6:00 p.m. on regular school days. This program offers a safe and supervised environment where students can complete homework, enjoy activities, and unwind with friends.

Fee options include:

- **Daily use**
- **Half-day use**
- **As-needed care**

Please note: The program is closed on the day before Christmas Break, Easter Break, and the last day of school. Full details are shared with families in September.

## STUDENT ACTIVITIES

We encourage every student to get involved! St. Peter School offers a variety of fun and meaningful activities such as:

- Yearbook
- Drama
- Student Council
- And more!

Clubs are a great way to explore interests, build friendships, and grow as leaders!

## SPORTS ACTIVITIES

At St. Peter School, sports are about **teamwork, sportsmanship, and school spirit!** Students in grades PreK–8 can participate in school-sponsored athletic programs, which are guided by the **St. Peter School Sports Council**.

Participation in sports is a **privilege**, and students are expected to show respectful behavior both on and off the field. Let's represent our school with pride!

## FIELD TRIPS

As part of our educational program, students will occasionally have the opportunity to go on field trips. These trips are designed to enhance classroom learning and are always supervised by teachers and other responsible adults. We view field trips as a valuable part of the learning experience—and also a privilege.

To ensure everyone has a safe and successful experience:

- **Academic and behavior expectations must be met** to participate. Students may be asked to remain at school if these expectations are not met.
- **Parent or guardian permission is required** for every field trip. A permission slip will be sent home in advance and must be signed and returned by the due date.
- **Only the official school permission form is accepted.** Unfortunately, we cannot accept handwritten notes, emails, or phone calls as substitutes.
- If the signed permission form is not returned on time, the student will not be able to attend the trip.
- Parents always have the right to decide whether their child should attend. If a student does not go on the field trip, they are still expected to attend school that day.

Please note:

- For safety and accountability, **students must return to school with their class.** Parents may not sign students out early from a field trip.
- While every effort is made to ensure student safety, the school cannot be held responsible for unforeseen accidents during trips.

We appreciate your cooperation and look forward to making each field trip a positive and memorable experience!

### 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

We know things can sometimes get misplaced, so to help lost items find their way back home, we ask that **families label all uniform pieces, books, lunchboxes, and other belongings with the student's name and grade.**

If something goes missing, students are welcome to check in with the **school office** or look in the **Lost and Found bin**, which is also located there. Staff are always happy to help students look for their missing items.

To keep our Lost and Found manageable, we encourage everyone to check regularly and take home anything that belongs to them. Thanks for helping us keep things organized!

### VISITORS AT SCHOOL

We love having our school community involved! To help us maintain a safe and focused learning environment for all students and staff, we kindly ask that all parents and visitors follow these guidelines:

- **Check-In Required:** As soon as you arrive, please stop by the school office to sign in. When your visit is finished, don't forget to sign out before leaving the building.
- **Dropping Off Items:** If you need to bring something to your child during the school day (like a lunch, project, or forgotten item), please leave it in the office. We'll make sure it gets delivered to the right place. Just be sure everything is clearly labeled with your child's name and grade!
- **Classroom and Hallway Access:** To avoid disruptions to teaching and learning, we ask that parents and visitors do not enter classrooms, walk through hallways, or visit students during the school day. If you need to speak with a teacher, we're happy to help you schedule a time.

Thank you for helping us keep our school safe, respectful, and focused on learning!

### SUSPECTED CHILD ABUSE AND 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 Child Protection and Permanency (DCPP).

## **COMMUNICATION - GENERAL PROCEDURES**

St. Peter School communicates regularly with school families via a newsletter. The newsletter will be available each week on the school website, [www.stpschool.org](http://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 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. We encourage at least one parent to attend PTA meetings held during the school year. We also ask each family to complete 3 shifts as stated in the PTA Agreement. These shifts are crucial to the financial success of our fundraisers and ultimately, our school.

## **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

### For Students in Grades PreK–8

At Saint Peter School, we take pride in our school community—and that includes how we present ourselves. Wearing the school uniform shows unity, respect, and readiness to learn. Parents, students, and staff all play a part in making sure our dress code helps create a focused, respectful, and welcoming environment.

### General Appearance & Uniform Expectations

- Parents/guardians are asked to ensure students come to school each day wearing the correct uniform.
- Uniforms should be **clean, in good condition, and fit properly**.
- Hairstyles and personal appearance should reflect the respectful and focused environment we aim to create

### Not Permitted

To help keep things simple and consistent:

- No **make-up, fake nails, bright or dark nail polish, or trend-based hairstyles**.
- Only **clear or very pale pink** nail polish is allowed.
- No **hair dyes, bleach, mohawks, pony tails on boys, or hair that covers the eyes**.
- No **sweatshirts** are allowed inside the school building (see below for layering options).

### Hair Guidelines

- **Boys:** Hair should be **above the collar and out of the eyes**, neatly brushed or combed.
- **Girls:** Hair should be **neatly brushed**, kept **out of the eyes and face**, with **no dyes or bleach**.

### Hair Accessories

- Only **approved styles** from the Uniform Shop or small **brown/black accessories**.
- No glitter, colors, beads, or sparkles.

### Jewelry

Keep accessories minimal:

- **Watches** are okay (no smartwatches).
- A **simple ring** and/or **small religious necklace** is allowed.
- **Girls** may wear **one pair of small stud/post earrings**.

### Shoes

All shoes must be chosen from the **Approved Shoe List**, available on our website. Shoes can be purchased from the vendor of your choice, but must match the approved styles.

## Sweaters & Layering

- If your classroom gets chilly, you may wear the official **uniform sweater**.
- **Sweatshirts** or other non-uniform outerwear are **not allowed** inside the building.

## Jumper/Skort/Skirt Length

All uniform skirts, jumpers, and skorts should be **no more than 3 inches above the knee**.

## Dress Code Compliance

Following the dress code helps maintain a positive learning environment.

- Repeated violations may result in disciplinary action.
- Consistent non-compliance or defiance will be noted on the student's report card.

## Uniform Requirements by Grade

All uniforms must be purchased at **The Uniform Shop in Point Pleasant Beach**. Please review the specific uniform items for each grade level and season below:

## Girls: Grades 1–4

### Winter Uniform (Nov–Apr)

- Plaid Jumper
- White blouse with Peter Pan collar **OR** white turtleneck with SPS logo
- Green cardigan sweater with SPS logo
- Green knee-high socks or green tights

### Winter Alternative

- Khaki pants (Uniform Shop only) + Brown or Black belt
- White blouse or white turtleneck with SPS logo (NO LOGOS on blouses)
- Green cardigan sweater
- White crew socks (must cover ankles)

### Summer Uniform (Sept–Oct, May–June)

- Khaki skort (Uniform Shop only)
- Green knit shirt with logo (not interchangeable)
- White crew socks (must cover ankles)

## Gym Uniform

- Dark green mesh shorts (Sept–Oct, May–June)
- Dark green T-shirt with school name
- White crew socks (must cover ankles)
- Dark green sweat suit (Nov–Apr)
- Sneakers

**Girls: Grades 5–8****Winter Uniform (Nov–Apr)**

- Plaid skirt
- White knit shirt with logo **OR** white turtleneck with SPS logo
- Green V-neck sweater with logo
- Green knee-high socks or green tights

**Winter Alternative**

- Khaki pants (Uniform Shop only) + Brown or Black belt
- White knit shirt with logo (NO LOGOS otherwise)
- Green V-neck sweater
- White crew socks (must cover ankles)

**Summer Uniform (Sept–Oct, May–June)**

- Plaid skirt
- Green knit shirt with logo
- White crew socks (must cover ankles)

**Gym Uniform**

- Same as above

**Boys: Grades 1–4****Winter Uniform (Nov–Apr)**

- Khaki pants (Uniform Shop only)
- White dress shirt with school tie **OR** white turtleneck with SPS logo
- Green V-neck sweater with logo
- Brown or Black belt
- White crew socks (must cover ankles, no logos)

**Summer Uniform (Sept–Oct, May–June)**

- Khaki walking shorts (Uniform Shop only)
- Green knit shirt with logo
- Brown or Black belt
- White crew socks (must cover ankles, no logos)

**Gym Uniform**

- Same as above

**Boys: Grades 5–8****Winter Uniform (Nov–Apr)**

- Khaki pants (Uniform Shop only)
- White knit shirt with logo **OR** white turtleneck with SPS logo
- Green V-neck sweater with logo
- Brown or Black belt
- White crew socks (must cover ankles, no logos)

**Summer Uniform (Sept–Oct, May–June)**

- Khaki walking shorts (Uniform Shop only)
- Green knit shirt with logo
- Brown or Black belt
- White crew socks (must cover ankles, no logos)

**Gym Uniform**

- Same as above

**PreK 3, 4 & Kindergarten**

These students wear the **Saint Peter School Gym Uniform** year-round:

- Summer: Dark green mesh shorts & school T-shirt
- Winter: Dark green sweat suit
- Sneakers and white crew socks (no logos)

## **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 are ONLY permitted to use Artificial Intelligence (AI) at the direction and instruction of the teacher for specific assignments.
- Any use of AI will also be required to be documented on the final product.
- 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 2024-2025 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.

I UNDERSTAND THAT MY CHECKING OFF THE BOX IN THE PARENT PORTAL IS MY SIGNATURE ACKNOWLEDGING THAT I HAVE READ AND AGREE TO ABIDE BY THE ST. PETER SCHOOL HANDBOOK AND TECHNOLOGY ACCEPTABLE USE POLICY. .