

**Saint Peter School
Family/Student Handbook
2026-2027**



ST. PETER SCHOOL

120 Mayfair Road
Warwick, RI 02888
Phone: 401-781-924
Fax 401-467-5673

www.stpeterschoolri.com

Accredited by LUMEN

Revised August 26, 2026

ST. PETER SCHOOL Reserves the Right
to Amend This Handbook at Any Time

Table of Contents

School Directory	Page 3	● Cell Phone/smartwatch Policy ○ Grades 1-5 Page 22 ○ Grades 6-8 Page 22 ● Accountability Page 23
Mission Statement, Philosophy, Diversity Statement, & Accreditation	Page 4	Dress Code
Admission/Registration Policy	Page 5	● Uniform Guide Pages 24 ● Uniform Regulations Page 30 ● Dress Down Days Page 30 ● Outerwear Policy Page 31
General Policies and Procedures		Health Concerns
● Arrival and Dismissal Page 6 ● Bus transportation Page 6 ● Absence/Illness Page 7 ● Change in Routine Page 8 ● Extended Day Program Page 8		● Medication Policy Page 32 ● Health Records Page 32
Faith Formation		Safety
● Policy for First Holy Communion Page 9		● Visitors Page 32 ● Fire Alarm Page 32 ● Emergency Drills Page 32
Academics		School Records
● Grade Definitions Page 10 ● Itinerant Grades Page 10 ● Progress/Deficiency Reports Page 11 ● Report Cards Page 11 ● Parent Teacher Conferences Page 11 ● Middle School Honor Roll Page 11 ● STAR/ARK Testing Page 12 ● Homework Page 12 ● Graduation Page 13 ● Resource Page 13 ● Academic Probation Page 13		School Cancellation/Delays Page 34
Code of Conduct		Additional Policies/Program Information
● Behavioral Expectations Page 14 ● Academic Expectations Page 14 ● Disciplinary Procedures Page 15 ○ Pre-K through Grade 2 Page 15 ○ Grades 3-5 Page 15 ○ Middle School Page 15 ○ Behaviors and Consequences Page 16 ● Statewide Bullying Policy Page 18 ● Diocesan Policy and Procedures Page 22 ● Off-campus conduct Page 22		● Locker Rules Page 34 ● Computer Usage and Code of Conduct Page 34 ● Field Trips Page 34
		Family Involvement
		● Mutual Respect Among Families, Faculty, and Staff Page 35 ● Communication Protocols Page 35 ● Social Media Page 35 ● Parent Guild/Fundraising Page 36 ● Volunteers Page 36 ● Confidentiality Page 36 ● St. Peter School Board Page 37

SCHOOL DIRECTORY

Telephone	401-781-9242
Fax	401-467-5673
E-mail	office@stpetersschoolri.net
Website	www.stpetersschoolri.com

School Hours

8:30 AM-2:50 PM	Grades K-8
8:30 AM-11:40 PM	Preschool (Half Day) 3 Year Olds
8:30 AM-2:40 PM	Preschool (Full Day) 3 and 4 Year Olds

Office Hours

Monday-Friday 8:30 AM-4:30 PM

Office Staff

Principal	Richard Sylvia (rsylvia@stpetersschoolri.net)
School Office Manager	Denise Arver (office@stpetersschoolri.net)
School Finance Director	Natalia Bonella (finance@stpetersschoolri.net)

Parish Office

Telephone	467-4895
Fax	785-9282
Website	http://stpeterswarwick.com

Parish Staff

Pastor	Rev. Roger C. Gagne
Parish Office Manager	Charlene Schreiber
Office Assistant	Connie Anderson

School Board

Chair	Joseph O'Neill
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Parent Guild Officers

President	William Lavery - E-mail: parentguild@stpetersschoolri.net
Vice President	Matthew Vargas
Treasurer	Victoria Lavery

MISSION STATEMENT

The mission of St. Peter Catholic School is to create a caring, mutually respectful, and inclusive community where students, faculty, staff, and parents work together to promote spiritual, academic and social growth.

PHILOSOPHY

ST. PETER SCHOOL, our philosophy of education emphasizes the significance of each individual's contribution to the Christian community and to society. We recognize that, because emotional, social and physical characteristics influence the development of cognitive skills, we must provide for the diverse backgrounds of the students as well as for variation in learning styles. Experiences to strengthen the recognition of similarities among people and to foster each student's development of a Catholic identity provide for effective Christian involvement in a multi-cultural society. Our educational programs combine traditional as well as current teaching strategies, to deliver excellence in all areas of the curriculum. We encourage students to develop the reasoning and processing skills necessary to problem solve effectively in an ever-changing world.

DIVERSITY AND DIFFERENCE STATEMENT

The ST. PETER SCHOOL community strives to foster an environment that respects all individuals and values diversity and difference. Teachers work to ensure that all students, regardless of background or unique differences, are provided with opportunities to reach optimal achievement.

ACCREDITATION

ST. PETER SCHOOL is proud to be fully accredited by **LUMEN Accreditation Services**. This accreditation affirms our commitment to maintaining high academic standards, continuous improvement, and educational excellence. As an accredited institution, we adhere to the rigorous criteria established by LUMEN to ensure quality in curriculum, instruction, leadership, and student outcomes. Accreditation by LUMEN also ensures that our students receive a credible and recognized education, and that our credits and diplomas are transferable and respected by other educational institutions and employers.

ADMISSION/REGISTRATION POLICY

At ST. PETER SCHOOL, we remain steadfast in our mission to provide a nurturing, faith-based learning environment that promotes the dignity and respect of every child and member of our school community, which is a reflection of our commitment to equity, inclusion, and Catholic values. ST. 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. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This policy also applies to faculty, staff, and all members of our school community. We believe that each individual is created in the image and likeness of God, and therefore deserving of equal respect and opportunities.

- Admission is on-going at ST. PETER SCHOOL provided there is room in the grade. Admission during the school year is at the discretion of the Administration; however, **Catholic Schools Week (end of January/February)** is the traditional week for the registration of new students entering grades Preschool to Grade Eight for the following school year. **All new applicants will first complete an application for registration. They will then be notified of acceptance.**

Admission will be granted in the following sequence:

1. To siblings of ST. PETER SCHOOL students who are enrolled for the next academic year.
2. To those who are parishioners of St. Peter Church and St. Timothy's Church
3. To all others.

PRESCHOOL PROGRAM

In the Preschool Program all Children must be fully toilet trained.

Age Requirements:

- Children must be **3 years of age by September 1st** of the year of enrollment for admission to our **3-Year Old Program.**
- Children must be **4 years of age by September 1st** of the year of enrollment for admission to our **4-Year Old Preschool Program.**
- Children must be **5 years of age by September 1st** of the year of enrollment for admission to **Kindergarten.**

All new students are required to provide the following documents:

1. Official Certificates of Birth, Baptism, and any other sacraments received. We are required to keep a copy of the birth certificate in the student files
2. Current health and Immunization records
3. Certificate of transfer from last school attended
4. Records from last school attended (report cards, I.E.P., standardized test scores and school health records)
5. Signed registration forms and fees, tuition contract and miscellaneous expense fees.

Returning students **must** re-register for the following year.

This includes:

1. Completing the re-enrollment packet through FACTS.
2. Paying the re-registration fee
3. Signing and dating the Tuition Contract (included in the re-enrollment packet)

Students who do not re-register by the announced deadline forfeit their seat/spot at ST. PETER SCHOOL.

Diocesan and parish tuition assistance is available to qualifying families. Any family interested in receiving financial assistance must first complete an online financial aid form (www.factsmgt.com) by the announced deadline. Questions regarding tuition assistance can be addressed through the Principal.

All financial obligations from the previous school years **must** be met before registering for the next school year. Students whose financial obligations are not met will be placed on a waiting list.

Diocesan policy prohibits Catholic elementary and secondary schools in the Diocese from registering students from other Catholic schools with delinquent accounts.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

Arrival begins at 8:30 AM and supervision of the students begins at this time. The starting bell is at 8:45 AM for students in grades K-8.

All students (K-8) should arrive at school between 8:30 and 8:45 AM. Our school day ends for grades K-8 at 2:50 PM. Preschool students should arrive between 8:30 and 8:45 AM at the back double doors where they will be met by our preschool staff. Dismissal time for preschool will be at 2:40 PM.

If the parent is more than 10 minutes late at dismissal, the child will be sent to Extended Day and the appropriate fee will be charged.

At no time is parking allowed in the front of the school. This area is reserved for school buses and emergency vehicles. Parents/guardians must park in the Church parking lot on Fair Street, cross with the crossing guard, and walk younger students to the schoolyard.

BUS TRANSPORTATION CHANGE OF ADDRESS AND TELEPHONE NUMBER

It is essential that we have your current address, email address and telephone number (including work telephone number and cell phone). Please notify the school office immediately of any changes or make the appropriate changes in your FACTS Family Portal.

The City of Warwick provides bus transportation. ST. PETER SCHOOL students are expected to follow school rules on all buses. The bus company will make school officials aware of inappropriate bus behavior and the principal will assist with appropriate disciplinary measures.

PUNCTUALITY

Children should be on time for school, as tardiness disrupts class time and procedure. Students should be at the school and ready to enter the classroom at 8:45 AM. Children who are late for school must go to the main entrance and sign in using the book in the lobby.

ABSENCE

If a student must be absent, we ask that the student's parent/guardian notify the school office manager (401.781.9242 or office@stpetersschoolri.net) by 8:30 AM on or before the day of absence.

The student is responsible for meeting with his/her teachers to schedule make-up work, assignments, and projects.

Representative Joseph McNamara and seven other lawmakers introduced a Bill to address chronic absences, which passed the House Education Committee. Chronic absence is defined as missing 18 or more days of school. After the school meets with a family, if truancy does not improve, the excessively absent student shall be reported to the truant officer for an investigation.

ABSENCE AND ATTENDANCE AT SCHOOL/SPORTS FUNCTIONS

Students who are absent due to illness may not attend a school-sponsored activity or participate in an athletic event that day or evening. Please refer to the CAL Student Participant Eligibility Policy.

SCHEDULED EARLY RELEASE

We ask that appointments during the school day be avoided. If an appointment must be scheduled during the school day, parents/guardians are asked to send in a note to the homeroom teacher. For the safety of our students, we ask that you identify the person who will be picking up your child. Under no circumstances will a student be released from school unless a properly delegated identified adult signs him/her out of the building. Frequent early dismissals result in a lack of learning and will impact your child's education. It is the students' responsibility to make up any work missed resulting from the early dismissal.

ILLNESS/ACCIDENT

If a child becomes ill or has an accident at school, a member of the school staff will contact the parent/guardian as soon as possible. In the case of a serious or life-threatening situation and a parent or designated adult listed as an emergency contact cannot be reached, 911 will be called. **Emergency contacts must be kept up to date throughout the school year.**

Students should be kept at home if they are not feeling well due to any illness or if they show evidence of a rash, fever, or experience vomiting or diarrhea in the last 24 hours. A physician should check any unexplained rash and a doctor's note must be sent to school upon the child's return to school. **If the child has a contagious disease, the office needs to be notified immediately so that parents and teachers may be alerted to watch for symptoms in other students.**

SPECIAL INSTRUCTIONS AND CHANGES TO ROUTINE TRANSPORTATION

If it becomes necessary for a child to deviate from his/her normal daily routine (i.e., staying after school, walking home, going over to a friend's house, being picked up by a friend or relative, etc.) it is imperative that the child's parent/guardian send a note to the child's homeroom teacher regarding the change. Students are not allowed to switch from his/her assigned bus to another child's bus for after school play dates. The same applies if a student is not assigned to a bus and wants to accompany another student on the bus for play dates or other after school activities. Parents must provide their own transportation.

LUNCH/SNACKS

Parents can purchase school lunch from our catering service or send lunch in from home. Parents are NOT TO PURCHASE OUTSIDE LUNCHES (Wendy's, McDonald's, Subway, etc.) and deliver them to school on a regular basis. These deliveries are reserved for emergencies only. Students are expected to use respectful behavior and good manners in the lunchroom or classroom while they are having lunch or snack. Only water bottles are allowed in the classroom. All other drinks (Dunkin Donuts Drinks, Sports Drinks, Soda etc.) are not allowed in the classroom.

BIRTHDAY CELEBRATIONS

Children are welcome to bring in NUT FREE INDIVIDUALLY WRAPPED finger food treats such as cupcakes, brownies, or cookies to share with their classmates AT THE DISCRETION OF THE HOMEROOM TEACHER. These treats cannot be homemade (purchased from a bakery or store is acceptable). Parents are advised to arrange IN ADVANCE for such treats with the child's homeroom teacher. Whole cakes, of any type, as well as balloons of any variety are not allowed.

If a family plans a party outside of school, we ask that invitations be **mailed** if the entire class is not being invited. Please keep in mind that to be the only one or one of a very few in the class **not** invited to join a party can be a challenging experience for a child.

For safety reasons, children MAY NOT have gum or hard candy at school.

EXTENDED DAY PROGRAM

We are pleased to offer the **Extended Day Program** at **St. Peter School** for students in **Preschool through Grade 8**. This program provides a safe and structured environment where children can participate in after-school activities, enjoy a snack, and have time to complete their homework.

COST: \$7.00 PER HOUR (AM/PM SESSIONS).

You will be billed monthly for the Extended Day Program through your FACTS Tuition Account. If the balance is not paid within one billing cycle, your child/children will not be able to attend Extended Day until your balance is paid in full. If you arrive after 5:00 PM to pick up your child/children you will be charged \$5.00 for every 5 minutes you are late.

All students enrolled in the program are expected to follow the rules outlined in the **St. Peter School Student Handbook**.

If your child has any **food allergies**, please notify the Extended Day staff in advance. In some cases, families may be asked to provide their child's snack to ensure safety.

- **PROGRAM HOURS**
 - **Morning Session:** 7:30 AM – 8:30 AM
 - **Afternoon Session:** 2:45 PM – 5:00 PM
- **DROP-OFF & PICK-UP PROCEDURES**
 - **DROP-OFF (Morning Session):**
 - **Time:** 7:30 – 8:15 AM
 - **Location:** Cafeteria door on the side of the building
 - **Parking:** Street parking is available; families must walk students to the door.
 - **PICK-UP (Afternoon Session):**
 - **Time:** 3:00 – 5:00 PM
 - **Location:** Cafeteria door on the side of the building
 - **Parking:** Street parking is available; families must walk to the door for pick-up.

FAITH FORMATION

As a Catholic educational institution rooted in the Gospel of Jesus Christ, we begin and end every school day with prayer. Teachers and students are encouraged to meaningfully engage in prayer throughout the day.

All students receive religious instruction in compliance with approved Catholic Diocesan curriculum. A student who is not of the Catholic faith must follow the school's religious programs of studies; exceptions to this regulation are not permitted by the local pastor, by the principal or governing board.

School Masses are held monthly and on Holy Days of Obligation. These will be noted on each monthly calendar. Other rites (Stations of the Cross, confession, distribution of ashes) and prayer services are frequently scheduled. These faith experiences are central to our educational program.

It is especially important for families to value and support healthy faith development of our students. We strongly encourage parents to actively engage in family faith and spiritual practices that mirror the faith experience of our school community.

POLICY FOR FIRST HOLY COMMUNION

It is Diocesan policy that students are prepared for First Holy Communion in their own parish. If you prefer that your child receives preparation and First Holy Communion with his/her class, you must obtain written permission from the pastor of your home parish. The letter from your pastor is required by the St. Peter Church Office of Faith Formation and is held on file in that office.

ACADEMIC PROGRAM

The course of study at ST. PETER SCHOOL follows the curriculum guidelines of the Diocese of Providence and is based on Common Core national standards. Our academic curriculum, extracurricular activities, and service opportunities support students as they grow intellectually, spiritually, socially, and emotionally.

Core subjects, including language arts, math, science, social studies and religion, are taught daily and are enriched by weekly classes in art, music, Spanish, technology, and physical education. Students may also choose to participate in a variety of extracurricular activities before or after school such as visual art, theater, student council, music classes, and sports.

Students are encouraged to grow as independent thinkers and as collaborative team members. Through group projects and hands-on learning, they develop essential academic and interpersonal skills. Signature events like the annual music showcase, science projects, and living museum provide opportunities for students to showcase their learning and share their accomplishments with the broader Saint Peter community.

Religion class and spiritual development are held in the highest regard. Through age-appropriate lessons, students grow in their understanding of Catholic teachings and values. Prayer is an integral part of daily life, taking place both in the classroom and during monthly school mass. While rooted in Catholic tradition, Saint Peter's warmly welcomes families of all faiths, cultures, and ethnic backgrounds. Our inclusive community is built on Gospel values, with inclusion and respect for all at its core.

GRADE DEFINITIONS

Score Range	Grade	Score Range	Grade
97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
I	Incomplete	Below 60	F

ITINERANT GRADES (Art, Music, Physical Education, and Spanish)

- 5 Works at advanced level
- 4 Works at proficient level
- 3 Works at basic level
- 2 Works below basic level
- 1 Failing

PROGRESS REPORTS/DEFICIENCY REPORTS

Progress Reports/Deficiency Reports are issued to all students whose work is deficient at mid-point in the trimester. Progress reports are mandatory for all students in the first mid-trimester, and as needed for the following trimesters. Preschool students will also receive periodic reports at the discretion of the preschool teachers.

REPORT CARDS

Report cards are distributed on a trimester basis in grades K-8. Teachers derive marks for a trimester from criteria which may include:

- Class Participation
- Oral and Written Quiz Grades
- Homework and Independent Work
- Test Grades
- Special Projects

PARENT/TEACHER CONFERENCES

At ST. PETER SCHOOL, we believe that strong communication between school and home is key to student success. Report card conferences are held formally once per year. However, any parent who wishes to make an appointment to see his/her child's teacher may do so by e-mailing the teacher. Visits to the teachers are **not** permitted during class time.

If you would like to meet with the principal, please feel free to call the school office or send an e-mail to set up an appointment. We will do our best to accommodate your schedule and ensure we have the time needed for a meaningful conversation.

MIDDLE SCHOOL HONOR ROLL

The purpose of an Honor Roll is to provide student recognition for academic achievement. Honor roll recognition will be given at the end of each marking period for students in grades six through eight.

- **HONORS WITH DISTINCTION:** Students must earn a grade of A or higher on all their classes to achieve Honors with Distinction. Itinerant grades should be 3 or higher.
- **HIGH HONORS:** Students must earn a grade of A- or higher on all their classes to achieve High Honors. Itinerant grades should be 3 or higher.
- **HONORS:** Students must earn a grade of B or higher on all their classes to achieve Honors. Itinerant grades should be 3 or higher.

STAR TESTING

STAR Testing (by Renaissance Learning) is a set of computer-adaptive assessments used primarily in K–12 education to measure students' reading and math skills. STAR stands for Standardized Test for the Assessment of Reading (though it now covers more than just reading). It is commonly used to:

- **Assess student performance** in reading and math
- **Track academic growth** over time
- **Help guide instruction** based on students' skill levels
- **Predict performance** on state standardized tests

ARK TESTING

The ARK test is not just about academics — it's a tool that supports the mission of Catholic education: to nurture the whole person — mind, body, and soul. By participating in the ARK test, students engage more deeply with their faith and take an active role in their spiritual development. It is usually tailored to grade levels, so the questions are age-appropriate and aligned with what students are learning in their religion classes. The ARK test evaluates a student's knowledge and comprehension of core Catholic teachings, including:

- **Scripture and Biblical stories**
- **The Sacraments**
- **Catholic prayers and practices**
- **Moral teachings and values**
- **Church history and tradition**
- **The life and teachings of Jesus Christ**
- **Key figures and saints in Catholicism**

HOMEWORK

Homework, reading, and study assignments are an integral part of the academic program at ST. PETER SCHOOL. Homework is given for reinforcement of a concept, for drill, for enrichment, but never for punishment. On occasion, a child may bring home incomplete class work to be completed at home. It is essential that all homework assignments be completed and handed in on time.

PROMOTION

Promotion will be determined by the academic progress the student achieves. A student who has passed each major subject is to be promoted.

A student who fails a major subject must make up for the failed course work before he/she is promoted. Course work can be made up in either a **certified summer school program** or through private tutoring by a **certified instructor**. Written proof of successful course completion and documentation of certified instructor's credentials must be presented before promotion is allowed. Parents/Guardians are responsible for making arrangements for summer course work.

GRADUATION

To graduate from ST. PETER SCHOOL, an eighth-grade student must have a satisfactory record of scholarship. Should a student fail to meet the basic academic requirements, he/she may NOT participate in the graduation ceremony. Actual receipt of the diploma will depend upon successful completion of all deficient course work in a recognized summer school or under the direction of a certified teacher.

RESOURCE

Our school has two resource teachers who assist in determining appropriate instructional support to aid students. While ST. PETER SCHOOL does not formally recognize IEP's and 504's, we make the best effort to provide substantially equivalent accommodations and learner support, as we are able by financial and staff constraints.

The Administration will aid families in accessing available state and city/town aid when requested and available. The Administration will assist any concerned parents in coordinating resources or testing with appropriate city/town coordinators.

Parents are responsible for bringing IEPs and 504's to the principal. Service providers, such as special educators and speech pathologists from public school programs are responsible for providing specialized instruction as written in a student's IEP. Teacher and classroom accommodations that are written into IEPs will be reviewed by the administration. It is possible, due to staff training and financial constraints, that some accommodations will not be met. In this case, families will be notified.

ACADEMIC PROBATION

The purpose of this policy is to ensure that all students prioritize academic success and maintain satisfactory academic standing while participating in sports and other extracurricular activities. This policy outlines the conditions under which a student may be placed on academic probation and the consequences associated with that status.

A student is placed on **Academic Probation** when they receive two or more failing grades in any core academic subject on a progress report or report card.

While on academic probation, students are **not permitted to participate** in:

- Any school-sponsored sports teams or athletic events
- School clubs or organizations
- After-school programs or activities not directly related to academic intervention

Academic probation is in effect until their teacher verifies and confirms that the student is in good academic standing, typically at the next progress report or report card.

CODE OF CONDUCT

At ST. PETER SCHOOL, students are expected to be **faith-filled, respectful, responsible, and community-oriented**, striving to grow not just academically but also **spiritually** and **morally**, in the image of God. Our discipline policies are established to hold students accountable for being their best selves, uphold the expectations of our school community, and promote growth and learning as people of character and faith. When a student chooses to display behavior that is contrary to the established rules, good judgement and/or Christian values, faculty, staff, or administration will intervene. Consequences have been established and will be utilized to reinforce expectations for community membership while creating an environment that is safe, respectful, and conducive to learning and emotional well-being.

Behavioral Expectations & Community Conduct

1. Treat classmates, teachers, staff, and visitors with kindness and dignity.
2. Listen attentively when others are speaking.
3. Refrain from vulgar speech, name-calling, teasing, throwing, pushing, shoving, or any other behavior deemed inappropriate or offensive.
4. Refrain from bullying
5. Promote a school culture where everyone feels welcome and supported.
6. Follow directions from all school staff promptly and respectfully.
7. Take responsibility for actions and choices, accepting correction with humility and a willingness to improve.
8. Remain in the presence of your teacher at all times
9. Be on time and prepared for class.
10. Complete all assignments to the best of your ability.
11. Refrain from gum chewing, eating, and/or drinking (with the exception of water) in the classroom and halls unless permission is given.
12. Refrain from using mobile devices and other electronics without the express permission of the principal or teacher. At no time should students take pictures or videos of other students or employees of SAINT PETER SCHOOL.
13. Behave in a respectful manner while on the bus and at school events.
14. Play in the assigned areas during recess (indoor and outdoor) and follow all directions of the adults on duty. Refrain, from rough, contact sports at recess. This includes play before and after school in the play yard.
15. Dress in accordance with the school's dress code policy, including dress down days
16. Show respect for the school facility by taking part in keeping it clean and organized.

Academic Expectations

Academic dishonesty is inconsistent with the values of SAINT PETER SCHOOL. Such behavior is not appropriate and will result in a lowering of a grade or automatic zero (0). Please make note of the following:

1. Students may not lend or borrow homework, including projects or work that is expected to be an individual effort.
2. Students may not plagiarize in any form.
3. Unless explicitly permitted or guided by the teacher, all student work is expected to be original

student work unaided by the use of AI platforms.

4. If students are working in a group, all members of the group are expected to contribute equally to the project.
5. Parents **will not** complete projects for their children. Students will ultimately gain knowledge, skills, and resilience by working through academic challenges, striving to solve problems, and overcoming obstacles. If your child is struggling with a project, contact his/her classroom teacher to discuss the situation. Our ultimate goal is for your child to develop responsibility and reinforce his/her learning.

DISCIPLINARY PRODECURES

As students grow, they are taught both at home and in school to take greater responsibility for their actions. As a result, discipline is handled differently in early childhood, primary, intermediate and middle school grades. Any serious infraction of the Code of Conduct, at any level, will be handled within the scope of the appropriate grade's discipline policy, which may include detention, suspension and expulsion. Disciplinary actions are not primarily punitive in nature. SAINT PETER SCHOOL views discipline as a means for formation in virtue and right conduct. As such, disciplinary actions are not a means of retribution, but a way of encouraging the growth of the student.

The Principal and Pastor of SAINT PETER SCHOOL reserve the right, as they deem necessary, to take disciplinary action for any behavior, in accordance to the nature and degree of the offense, which violates the mission and philosophy of our school and the teachings of the Catholic Church, even if not specified below.

Pre-Kindergarten through Grade 2 Infractions

At this age level, we help our students find acceptable ways to express their feelings, communicate and behave appropriately, and develop strong, healthy relationships with their peers in accordance with our Code of Conduct. Positive redirection is our main source of discipline. If a particular student is having either academic or disciplinary difficulty, communication between the parents and teacher will occur in order to ensure a positive behavior change. Students may lose privileges (recess/free time) or be placed on a behavioral plan at the discretion of the teacher and/or the administration.

Grades 3-5 Infractions

Discipline will be monitored and tracked by the classroom teacher in accordance with school administration. Consequences implemented by teachers to promote student growth and improved conduct will generally align with the potential consequences provided below. Students and staff will follow the procedures outlined in the Discipline Policy. All consequences will take into consideration the age and development of the child.

Middle School Infractions

Discipline will be monitored and tracked by the classroom teacher in accordance with school administration. Consequences implemented by teachers to promote student growth and improved conduct will generally align with the potential consequences provided below. Students and staff will follow the procedures outlined

in the Discipline Policy. Behavioral misconduct is defined as behaviors exhibited by a student which disrupt orderly classroom procedures, instructional activities, and/or school operations. Students who repeatedly engage in undesirable behaviors are subject to disciplinary action, including the possibility of being exited from SAINT PETER SCHOOL. The provisions of this regulation apply to within-school activities, bus transportation, and all school sponsored activities and events.

Behaviors and Consequences

Teachers and staff will use the following guidelines when assigning appropriate consequences for student behavior:

Tier	Sample Behaviors	Potential Consequences*
I <i>Tier I offenses are typically handled at the classroom level and may merit one or more of the listed consequences at the teacher's discretion.</i>	● Inattention to classwork/violation of classroom procedures ● Unprepared for class ● Disrupting class (i.e., calling out, refusal to complete assignments, etc.) ● Failure to meet expectations in the hallways/during passing	● Verbal warning/redirection, private conversation, and/or review of expectations
II <i>Tier II offenses are typically handled by the classroom teacher in consultation with the principal and may merit one or more of the consequences listed by the teacher/administrator.</i>	● Repeated Tier I behaviors ● Inappropriate language, gestures, or defiant behavior ● Disrespectful behavior towards other students ● Removal from class due to disruptive behavior ● Roughhousing/ physical behavior ● Cheating/plagiarism	● Logical consequences are at the discretion of the teacher ● Written or verbal parent notification ● For grades K-3, lunch may be held in a separate location ● For grades 4-8, after-school detention and/or lunch/recess detention ● Limited participation in school programming and/or events ● Conference with the parent, teacher, and administrator

III <i>Tier III offenses are typically handled by the principal and may merit one or more of the listed consequences at the administration's discretion.</i>	● Repeated Tier II behaviors ● Vandalism ● Theft ● Violation of the alcohol, tobacco, drug, or weapons policies ● Threatening communications towards students and/or staff ● Physical aggression towards a student/staff member	● Multiple Tier II consequences and/or: ● Loss of extracurricular privileges ● Drafting and implementation of a behavior contract, including disciplinary probation ● In-school suspension ● Out-of-school suspension ● Dismissal
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*All consequences will take into consideration the age and development of the child.

Detention takes precedence over appointments, practices, lessons, sports activities, etc. Students serving an in-school suspension will not attend classes and will complete assignments in an administrator's office or other suitable location. Students serving an out-of-school suspension are responsible for all missed assignments and classwork.

All consequences are subject to the administration's discretion and may vary depending on the individual situation. Teachers and administrators will not share or discuss the disciplinary actions of other students with parents at any time.

Under no circumstances may a parent excuse a student from complying with the school's rules and policies.

STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT~ STATEWIDE BULLYING POLICY

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a). The creation of a web page or blog in which the creator assumes the identity of another person;
- b). The knowing impersonation of another person as the author of posted content or messages; or
- c). The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation,

impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a). On school premises,
- b). At any school-sponsored activity or event whether or not it is held on, school premises,
- c). On a school-transportation vehicle,
- d). At an official school bus stop,
- e). Using property or equipment provided by the school, or
- f). Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2}. School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this “bullying policy”. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- Distributed annually to students, staff, volunteers, and parents/legal guardians.
- Included in student codes of conduct, disciplinary policies, and student handbooks.
- A prominently posted link on the home page of the school /district website.

REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff,

volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director, or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.
- The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school provided transportation.
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities.
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities.
- i. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.
- j. Police contact.

SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

DIOCESAN POLICIES AND PROCEDURES

The Diocese of Providence, the Catholic School Office, and all Catholic schools located in the State of Rhode Island are firmly committed to maintaining a school environment which is drug, alcohol and tobacco free. All members of the SAINT PETER SCHOOL community are accountable for their behavior and are expected to abide by the policy set forth below. All alike will be held accountable for the enforcement of and compliance with this policy. Violations of this policy will not be tolerated and may result in discipline up to and including expulsion for students.

1. Students may not possess, sell, or buy, or use unauthorized drugs, alcohol or controlled substances, tobacco products, or e-cigarettes while under the jurisdiction of ST. PETER SCHOOL, in the vicinity of the campus, or at any school function on or off campus.

OFF-CAMPUS CONDUCT

The administration of ST. PETER SCHOOL reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of the students during the course of the school day. Please note that when the student is in uniform on or off campus, the uniform is a representation of St. Peter School; therefore, students are expected to conduct themselves in a manner consistent with our school policies.

CELL PHONE & SMART WATCH POLICY

GRADES 1-5

Students are discouraged from bringing their cell phone and smart watch to school. ST. PETER SCHOOL is not responsible for lost or damaged devices. If a phone or smart watch is brought to school it must remain in the student's backpack, not on a student's person, and not visibly displayed or heard at any time while on the grounds of ST. PETER SCHOOL or St. Peter Parish. This includes, but is not limited to, the following areas: bathrooms, schoolyard, church parking lot, cafeteria, bus room, classrooms, and hallways. The same conditions apply to recess time and during all after school activities.

GRADES 6-8

1. Students always have access to use of a phone in the main office and do not need a cell phone during the school day or extended care.
2. If a student brings a phone and/or smart watch into the school, it must be kept in the child's classroom pocket holder from the time of entering the school building in the morning until exiting the building at dismissal or after the Extended Care program.
3. The student may NOT carry a phone or smart watch on his/her person or in a book bag.
4. Students may not use their phones at any point during the school day or extended care unless it is an emergency, and the call is made in the main office with permission of a faculty and/or staff member.
5. All phones and/or smart watches not stored in the classroom pocket holder from the start of school until the end of school will be confiscated by an employee and given to the principal.
6. Every offense will result in the phone and/or smart watch being held with the principal until the of the

school day. Repeated offenses will result in disciplinary action which may include loss of privileges and/or detention.

7. Cell phones, smart watches, and other tech devices are not allowed on field trips without the explicit permission of the principal.

It is the right and responsibility of the administration at any time to conduct a search of a student's desk or personal belongings if there is reasonable cause for such a search.

ACCOUNTABILITY

Students are responsible for the care of all school property including books, supplies and furniture. All hardcover books that are kept by the student **MUST** be covered. Destruction or loss of any property will require restitution.

DRESS CODE

ST. PETER SCHOOL UNIFORM GUIDE

ST. PETER SCHOOL is committed to fostering an environment that reflects the values of our Catholic faith—discipline, respect, unity, and humility. One important way we uphold these values is through our school uniform policy.

The school uniform is more than just a dress code—it is a symbol of belonging and equality. It reinforces a sense of identity within our Catholic school community, reminding students that they are part of something greater than themselves. Uniforms help eliminate distractions caused by varying styles and trends, allowing our students to focus more fully on their academic and spiritual growth.

Wearing the uniform also encourages a culture of discipline and self-respect. It sets a tone of seriousness about schoolwork and personal conduct, both of which are essential to the formation of character in line with our Catholic teachings.

Moreover, uniforms promote fairness and reduce peer pressure. When students dress alike, there is less emphasis on materialism and more on the values that truly matter—compassion, integrity, and service to others.

We ask for your continued support in ensuring that your child adheres to the uniform guidelines every day. By doing so, you are helping us maintain a respectful, focused, and faith-centered school environment.

In order to maintain consistency, school identity, and respect for our contractual obligations, please carefully review the following guidelines:

- **Uniform Purchases:** All official school uniforms may be purchased **from Donnelley's**. We have a relationship with Donnelly's that allows for purchase of all uniform-based apparel.
- **Spirit Wear:** Items from **Elite Screen Printing in Warwick** are **for spirit wear and some school uniform apparel**.
- **Mass Days (Church Days):** Middle School Students are required to wear the **Oxford button-down shirt with the school logo and dress shoes, no sneakers**.
- **Regular School Days (Non-Mass Days):** The **polo shirt with the school logo** may be worn.
- **Gym Uniform:** Gym attire must include **navy shorts. No other colors are permitted. Shorts must be at the same length as the longest finger of the student's hand.**
- **Nail Polish:** Only **clear or natural colors nail polish** is allowed.
- **Makeup:** No blush, glitter, eye shadow, or eyeliner is allowed. Only light face cover up makeup may be worn.
- **Hoodies:** Only **school-logo hoodies and SPS spirit wear hoodies** are allowed on swag days or spirit days. **Non-uniform hoodies may only be worn for a full dress down day or use of a dress down pass. Hoodies are not permitted on gym days or when we have school mass.**

Preschool Boys and Girls

Warm-Weather Uniform (5/10-10/31)

- Navy polo, short sleeves, *with logo*
- Plain navy bermuda shorts with elastic waist; girls may also wear: navy skort with elastic waist, or navy jumper dress
- Navy socks
- Shoes: sneakers or rubber sole shoes

Winter Uniform

- Navy polo (long or short sleeve) *with logo*
- Plain navy cotton chinos with elastic waist or leggings.
 - Zippers, snaps, or buttons should only be worn if your child can independently navigate them
- Navy blue socks
- Shoes: sneakers or rubber sole shoes
 - No open-toe/open-back shoes; no slides, flip-flops, or crocs

PE Uniform

- Warm Weather (5/1-10/31)
 - Navy T-shirt *with logo*
 - Plain navy jersey shorts
 - Navy socks
 - Sneakers
- Winter Uniform
 - Navy T-shirt *with logo*
 - Navy Sweatshirt *with logo*
 - Navy sweatpants
 - Navy socks
 - Sneakers
- ***St. Peter School Spiritwear or St. Peter School Sports sweatshirt can only be worn on PE days and dress down days.***

Elementary School Girls (K-5)

Warm-Weather Uniform (5/10-10/31)

- Light blue short sleeve polo *with logo*
- Plain navy bermuda shorts or navy skort (at least the same length as the longest finger of the student's hand, no spandex or spandex like skorts/skirts)
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable), neutral color sneakers

Winter Uniform

- Light blue short or long sleeve polo *with logo*
- Navy blue slacks (No leggings) or navy skort (with winter tights)
- Navy socks or navy blue tights
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - NO sweatshirts

PE Uniform

- Warm Weather (5/1-10/31)
 - Navy T-shirt *with logo*
 - Navy jersey shorts (no running shorts, no yoga shorts)
 - Navy/white Socks
 - Sneakers
- Winter Uniform
 - Navy T-shirt *with logo*
 - Navy sweatshirt *with logo*
 - Plain navy sweatpants or plain navy athletic pants (no yoga pants)
 - Navy/white socks
 - Sneakers
- ***St. Peter School Spiritwear or St. Peter School Sports sweatshirt are acceptable***

Dress Uniform: required for all mass days (even if student is scheduled for gym that day)

- Light blue button blouse, long or short sleeve
- Plaid pleated jumper - knee length
- Navy knee socks or tights
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable but no heels)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - NO sweatshirts

Elementary School Boys (K-5)

Warm-Weather Uniform (5/10-10/31)

- Light blue short sleeve polo *with logo*
- Plain navy bermuda shorts (knee length)
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry, moccasins, doc martins, loafers shoes are acceptable), neutral color sneakers

Winter Uniform

- Light blue short or long sleeve polo *with logo*
- Navy blue twill slacks (No sweatpants)
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry, moccasins, doc martins, loafers shoes are acceptable)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

PE Uniform

- Warm Weather (5/1-10/31)
 - Navy T-shirt *with logo*
 - Navy jersey shorts (no running shorts, no yoga shorts)
 - Navy/white Socks
 - Sneakers
- Winter Uniform
 - Navy T-shirt *with logo*
 - Navy sweatshirt *with logo*
 - Plain navy sweatpants or plain navy athletic pants
 - Navy/white sock
- ***St. Peter School Spiritwear or St. Peter School Sports sweatshirt is acceptable***

Dress Uniform: required for all mass days (even if student is scheduled for gym that day)

- Light blue short or long sleeve polo *with logo*
- Navy blue twill slacks
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

Middle School Girls (6-8)

Warm-Weather Uniform (5/10-10/31)

- grey short sleeve polo *with logo*
- Plain navy bermuda shorts or navy skort (at least the same length as the longest finger of the student's hand)
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable but no heels), neutral color sneakers

Winter Uniform

- Grey short or long sleeve polo OR light blue oxford blouse *with logo*
- Navy blue slacks (No leggings) or plaid skirt
- Navy socks or navy winter tights to with with plaid skirt
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable, moccasins, doc martins, loafers)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

PE Uniform

- Warm Weather (5/1-10/31)
 - Navy T-shirt *with logo*
 - Navy jersey shorts (no running shorts, no yoga shorts)
 - Navy/white Socks
 - Sneakers
- Winter Uniform
 - Navy T-shirt *with logo*
 - Navy sweatshirt *with logo*
 - Plain navy sweatpants or plain navy athletic pants (no yoga pants)
 - Navy/white socks
 - Sneakers
- ***St. Peter School Spiritwear or St. Peter School Sports sweatshirt is acceptable***

Dress Uniform: required for all mass days (even if student is scheduled for gym that day)

- Light blue button oxford blouse, long or short sleeve
- Plaid pleated skirt - knee length or navy blue dress slacks
- Navy knee socks or tights
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable but no heels)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

Middle School Boys (6-8)

Warm-Weather Uniform (5/10-10/31)

- Light grey short sleeve polo *with logo*
- Plain navy bermuda shorts (knee length)
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes, moccasins, doc martins, loafers are acceptable), neutral color sneakers

Winter Uniform

- grey short or long sleeve polo **or** light blue button down oxford shirt *with logo*
- Navy blue twill slacks (No sweatpants)
- Navy tights or socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes, moccasins, doc martins, loafers, are acceptable)
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

PE Uniform

- Warm Weather (5/1-10/31)
 - Navy T-shirt *with logo*
 - Navy jersey shorts (no running shorts, no yoga shorts)
 - Navy/white Socks
 - Sneakers
- Winter Uniform
 - Navy T-shirt *with logo*
 - Navy sweatshirt *with logo*
 - Plain navy sweatpants or plain navy athletic pants
 - Navy/white sock
- ***St. Peter School Spiritwear or St. Peter School Sports sweatshirt are acceptable***

Dress Uniform: required for all mass days (even if student is scheduled for gym that day)

- Light blue button down oxford shirt *with logo*
- Navy blue dress slacks
- Navy socks
- Shoes: Black, Brown, or Navy Blue dress shoes (sperry shoes are acceptable)
- Uniform tie
- Black or brown belt
- Optional: Navy blue V-neck cardigan, pullover sweater, fleece zip up, or ¼ zip *with logo*
 - ***NO sweatshirts***

UNIFORM REGULATIONS

In order to maintain consistency, school identity, and respect for our contractual obligations, please carefully review the following additional guidelines:

GIRLS: Jumpers, skirts and skorts must be mid-thigh or longer. Girls should not wear make-up, nail polish or jewelry, except for simple post earrings, a small cross on a chain and a watch. No hoop or dangling earrings are permitted for safety reasons. Only simple headbands or bows are permitted (no headbands that have objects extending from them). Shoes must be black, brown, or navy; no combat boots, clogs, flip flops, or heels. Sneakers may be worn with PE uniform or warm weather uniform (but must be solid neutral color). Hair color must be a natural color (i.e. not blue, green, pink, etc.) Hair should be clean and neatly combed or brushed. Hair should never cover the eyes. Bangs must be cut.

BOYS: Boys may not wear any jewelry except a chain with a cross. Shoes must be black, brown, or navy dress shoes. Sneakers may be worn with PE uniform or warm weather uniform (but must be solid neutral color). Haircuts are to be neat, and the length may not be longer than the top of the uniform shirt collar. Hair color must be a natural color (ie. not blue, green, pink, etc.), and bangs must not cover the eyes.

The following procedure will be followed when a student is found to be in violation of the school's dress code:

- 1. Immediate Change of Attire:**

If a student is in violation of the dress code, they will be asked to change into appropriate clothing from our **donation supply of uniforms**. This allows the student to return to class promptly and avoid further disruption to their learning.

- 2. Uniform Violation Notice:**

Each time a student violates the dress code, they will receive a **Uniform Violation Notice**, which will be sent home to inform you of the infraction.

- 3. Consequences for Repeated Violations:**

After **three uniform violation notices**, a middle school student will be assigned **detention** as a disciplinary measure and an elementary school student will receive a phone call to discuss the situation. Additional or repeated violations may result in further consequences, in line with our school's discipline policy.

If there are any questions or concerns regarding the uniform policy or if your family is in need of assistance obtaining uniforms, please contact the school office—we are here to help.

DRESS DOWN DAYS:

Middle School Girls may wear light face cover ups, clear fingernail polish, and clear lip-gloss. No eyeshadow make-up is allowed but light mascara is acceptable. If the principal and/or teacher feels that a student is wearing too much makeup, the student will be told to wash it off. If this happens repeatedly, the student will receive detention and lose the makeup privilege. **Girls in grades Preschool to Grade 5** may wear clear fingernail polish. No makeup is allowed. Glitter (hair, face or body) is not allowed for any students.

Students are expected to dress in appropriate clothing.

The following clothing is never allowed:

- short shorts, cut off shorts, running shorts, yoga/spandex shorts
- ripped pants or jeans, low rise pants/jeans, leggings (unless backside is completely covered by shirt or blouse), yoga pants
- belly shirts, spaghetti strap tanks or blouses, halter tops, strapless tops, muscle shirts
- pajama bottoms or tops (*unless specified by the school for a pajama day event*)
- flip flops, crocs, clogs, sandals, work boots.
- shirts with vulgar or inappropriate slogans, language, pictures, symbols, or messages

TATTOOS: Tattoos are not allowed in school at any time. This includes henna tattoos, wash off and press on tattoos

OUTERWEAR POLICY

Outerwear (jackets, sweaters, hats, gloves) must be worn in accordance with weather conditions and outside temperature. Children go outside for recess daily and must be dressed for the weather. Accommodations can be made during the school day for children without the proper attire to sit outside of the office until their class comes back into the building from outside.

HEALTH CONCERNS

ST. PETER SCHOOL is dedicated to keeping each child healthy and safe in our school environment. Accident insurance is provided for each registered student. We go to great lengths to provide an accommodating environment for those students with food allergies so that all are treated as fairly as possible. We all work together to ensure the following policies are enforced:

1. Any school or School Guild sponsored events where food is eaten will appropriately accommodate students with allergies so that all students can participate.
2. **ST. PETER SCHOOL is designated as a Peanut/Tree Nut Free School.** Please be sure that your child's lunch is peanut/tree nut free to protect others in the classroom who suffer from allergies. Exposure to nuts/tree nuts is life threatening to some students.
3. Each teacher is informed of all allergies and trained to respond to specific health plans in place to protect students.
4. The school nurse, provided by the Warwick School Department for just 2 hours per week, coordinates the completion and implementation of all individualized Health and Emergency Health Plans that document specific health intervention responses needed to ensure a child's well-being while enrolled in our school. The school can only work with parents and respond to student health concerns that are documented with an official Individualized or Emergency Health Plan. Parents are welcome to call the school nurse to address the creation and implementation of this important documentation.
5. Parents work with the administration and school nurse to develop specific response plans to address concerns of those students with allergies to food.

MEDICATION POLICY

NO CHILD WILL BE PERMITTED TO CARRY PRESCRIPTION MEDICATION UNLESS DEEMED NECESSARY BY THE CHILD'S PEDIATRICIAN.

Students requiring an Epi-pen, inhalers or diabetic supplies may carry these medications with them only with written authorization from the child's physician and the parents. All ST. PETER SCHOOL faculty and staff are trained to administer an Epi-pen. **Over the counter medications and cough drops are not allowed in school.**

We are not permitted to dispense medication to the students, neither prescription nor over the counter medications. We can only supervise the taking of medication as long as we have a **written order from your physician and written permission from the parent/guardian.**

All medications must be in a pharmacy labeled bottle or box with the child's name, medication name and dosage, times to be administered, duration and prescribing physician's name. You are welcome to come to school to dispense the medication. The school nurse does not dispense medications.

All students need to have up-to-date completed emergency information on file through FACTS, which will also be available in the office and at the extended day program.

HEALTH RECORDS

All immunizations and medical forms must be up-to-date and on file with the school Nurse prior to the start of school. Without current health records, the school cannot allow students to be in attendance. RI State Law requires the immunization record portion of the Health Form. It is therefore necessary that parents keep this record current.

SAFETY

VISITORS

For the safety and security of our students and staff, our school building remains locked at all times.

All visitors must enter through the front entrance located on Mayfair Road.

Any guest speakers or visitors working directly with students are required to have a valid BCI (Bureau of Criminal Identification) clearance on file.

FIRE ALARM

Any student found pulling a false alarm is subject to legal action.

EMERGENCY DRILLS

At ST. PETER SCHOOL the safety and well-being of our students and staff is our top priority. As part of our ongoing efforts to maintain a secure learning environment, we conduct regular safety drills throughout

the school year. These include **fire/evacuation drills and lockdown drills**, all designed to prepare our students and staff for a variety of emergency situations.

In the unlikely event of an evacuation, **students, faculty, and staff will be relocated to Wyman Elementary School**. This designated relocation site ensures we have a safe and organized location to reunite students with their families.

RECORDS AND RELEASE OF INFORMATION

Diocesan Policies and Procedures 4.14: Federal regulations require that an educational agency or institution shall give full rights under the FAMILY RIGHTS AND PRIVACY ACT to either parent, unless the agency or institution has been provided with evidence that there is a Court Order, State Statute, or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (20 U.S.C. 1240, 1232g) **If parents are divorced or separated, ST. PETER SCHOOL presumes both parents have access to the children and their records unless we are otherwise notified. It is the responsibility of the custodial parent to provide the school with an Official Copy of the Court Order stating otherwise. If duplicate school notices, report cards, etc. are needed, the Principal MUST BE notified IN WRITING.**

Parents/Guardians, teachers, Pastor, Principal, representatives of the Superintendent's office, may review student records. Parental authorization is required for the transfer of records to another school. The transfer of records will be made only between the schools.

It is assumed when families enroll their children at ST. PETER SCHOOL, they do so with the intent of the children graduating from the Eighth Grade. For this reason, ST. PETER SCHOOL faculty and staff only complete transfer recommendations for graduating students. Transfer recommendations will not be completed for students who intend to exit prior to Grade Eight. The only exception is when a family moves outside of our service area.

Notice of Limited Diocesan Access to Data Within the FACTS Student Information System

Many Catholic schools in the Diocese of Providence, including [School Name], use the FACTS Student Information System (SIS) under a Diocesan umbrella to improve coordination, communication, and support among school communities. Under this umbrella, limited student and family information such as names, contact details, and basic demographic data is accessible to Diocesan personnel within the Catholic Schools Office. This access is intended solely to support school operations.

All shared information is protected under strict data privacy and security standards. The Diocese and its service providers are required to safeguard personal information, use it only for legitimate educational and administrative purposes, and comply with applicable laws. No personal information will be sold or used for unrelated purposes, and appropriate safeguards are in place to prevent unauthorized access or disclosure.

For additional information, including FACTS' Direct Notice of its collection, use, and disclosure practice and FACTS' Privacy Policy, contact the Catholic School Office at 401-278-4550.

SCHOOL CANCELLATION & SCHOOL DELAYS

St. Peter School is registered with the Rhode Island Broadcasters Association (RIBA) to communicate school delays and closures. **This system no longer offers text alerts**, however announcements are made on major television and radio stations. **Families will also be notified of delays/cancellations/early dismissals through Class Dojo and on the school's social media.**

Please be advised that **the Warwick Public School Department does not determine closures for our school**. Therefore, **if Warwick Public Schools are closed, it should not be assumed that our school is also closed**. We will communicate any closures or delays directly through our usual channels.

Additionally, **all after-school programs, including the Extended Day Program, will be canceled in the event of a school closure or early dismissal.**

GENERAL POLICIES, PROGRAMS AND INFORMATION

LOCKER RULES

Middle School students will follow the "locker rules" set forth by their teachers at the start of the school year. Failure to follow the rules will result in having use of the locker taken away from the student.

COMPUTER USAGE AND CODE OF CONDUCT

To ensure a safe and productive digital learning environment, all students are required to have a completed and signed **Technology Agreement Form & BYOD Form** (for students using their own device) on file. This form outlines the proper use of the internet and Chromebooks, and helps reinforce our commitment to teaching digital citizenship.

In addition, **ST. PETER SCHOOL has implemented GoGuardian**, a web-based monitoring and filtering system that allows us to help protect our students online. GoGuardian enables teachers and administrators to supervise student activity on school-issued devices, ensuring they remain focused, safe, and on-task during the school day.

FIELD TRIPS

Field Trips are considered a privilege and are taken to enhance the educational/social experience of the students. The school reserves the right to deny a student's participation in a field trip for failure to meet academic and/or behavioral requirements.

1. A permission slip must be completed by the parent/guardian before the student is allowed to go on a field trip. Phone calls and notes from parents will not be accepted.
2. All school rules and regulations are in effect while participating in a field trip.
3. Though students are expected to take part in this educational activity, parents have the right to refuse their child's participation.
4. Cell phone forms must be completed/and returned (Grades 6-8).
5. Parents may be called upon to be chaperones. All parents who chaperone a trip **are required to participate in the Safe Environment training and have a BCI completed**. The classroom teacher will determine the number of chaperones needed and the process for selection. For insurance purposes, siblings are not allowed to participate.

FAMILY INVOLVEMENT

Mutual Respect Among Families, Faculty, and Staff

Families are held to the same standards as students with regard to respect for teachers, assistants, staff and administration. Enrollment of the child at ST. PETER SCHOOL is a partnership between the school and the family. **If the partnership breaks down, families may be required to withdraw the child from school.** Verbal abuse towards the administration, faculty or any staff member of ST. PETER SCHOOL (in any form) will not be tolerated. **This will be strictly enforced.** It is also expected that all members of ST. PETER SCHOOL administration, faculty and staff will act in a respectful manner toward students and their families. Adults are expected to model respectful interactions in all circumstances.

Communication Protocols

Communication between families and the faculty, staff and administration at ST. PETER SCHOOL is vital for the success of our students and our community. As our teachers, staff, and administration have a duty to maintain proper communication with you as a family, it is critical that families also adhere to expectations for communication.

If there is an issue with your child in the classroom, the teacher is always the first point of contact. The principal may be contacted **only** when the parent and student have already worked together with the teacher to address the concerns, but the issue was unable to be resolved. Severe circumstances may warrant input and intervention from the Pastor.

Families are asked to utilize this sequence of communication to ensure that issues are handled appropriately. Issues in the classroom or with other students, teachers or families should not be disseminated to other families in the school or on social media in any form. Deviating from these proper channels of communication is counterproductive and will make it substantially more difficult to address school issues in a way that focuses on the wellbeing of all involved.

Please note that teachers and administrators have up to 24 hours to reply back to a phone call or email during the school week. Teachers are not required to communicate with students or parents after 4pm or prior to 8am on a school day, on weekends, on holidays, or on vacations.

Social Media

ST. PETER SCHOOL has the right to withdraw any student whose family member, or any other person known to the student, posts hurtful, damaging and untruthful statements that reflect on ST. PETER SCHOOL or any individuals affiliated with ST. PETER SCHOOL in a negative way or that are deemed not appropriate. This also applies to the students themselves. It is up to administration to determine if it is detrimental to the school. This is the last thing that the school wants, but the school cannot and will not accept comments that are not true and/or may damage a person's or ST. PETER SCHOOL'S reputation.

Parent Guild/Fundraising

The ST. PETER SCHOOL Guild is a parent organization whose goals are to coordinate fundraising and social activities. These efforts not only assist to expand funding that tuition does not cover to enhance the learning environment and overall experience for our students, but also help to cultivate a stronger sense of community through specialized events. The Guild does not function as a governing or advisory board and is separate from the School Board which, in accordance with Diocesan policy, functions as an advisory board to the principal and Pastor. **ALL families are members of the Guild and are strongly encouraged to attend monthly meetings.**

The Guild is led by a group of parents who have been chosen to serve as officers. Fundraising and/or social subcommittees are also set up to assist with our fundraising efforts. All fundraisers and events that are proposed must be brought to the principal for final approval. Individuals are not allowed to sell any items in the name of ST. PETER SCHOOL or on school property without the express permission of the principal.

All fundraisers conducted by the Guild are in addition to the Mandatory Fundraising Fee. We encourage all families to make every effort to support these fundraisers in an effort to maintain reasonable tuition costs.

Volunteers

The Diocese of Providence mandates that all school volunteers must view the Safe Environment Video and complete a BCI (Criminal Background Check) waiver form (accompanied by a copy of your current driver's license) every three years. The Safe Environment Video can be found on the homepage of our website: stpeterschoolri.com.

Confidentiality

Parents are asked to respect students' privacy and the confidentiality that student records, health issues, and discipline actions call for. Observations made while at the school and while with students must be kept confidential. Any questions, comments or concerns should be brought only to the student's teacher or principal.

Thoughts regarding any student's progress, skills or behaviors remain at school. Other parents see snapshots while the individual student's parents and teacher have the benefit of seeing the whole child and understanding the child's history and overall experience.

Addresses and telephone numbers of students, parents, faculty, staff and alumni are confidential and shall not be released to any third party without authorization from the principal.

Recommendations to transferring schools, medical surveys and other parent approved requests for information to outside organizations are considered confidential communications. All such communications are sent directly to the organization and not considered part of the student's permanent file.

ST. PETER SCHOOL BOARD

The purpose of the ST. PETER SCHOOL Board is to advise and assist the Pastor of St. Peter Church and the Principal of the school in all matters pertaining to the Catholicity of the school, its excellence, long range planning, development and financial development in conjunction with established diocesan policies. Membership consists of the Pastors of St. Peter and St. Timothy Parishes, the Principal of ST. PETER SCHOOL, the current ST. PETER SCHOOL Guild President and at least six additional members appointed by the two Pastors, one of which is a member of the St. Peter Parish Finance Council.