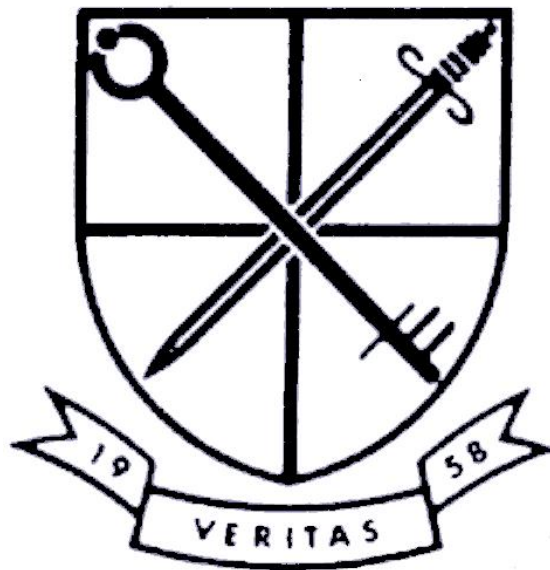


SAINTS PETER & PAUL HIGH SCHOOL



STUDENT & PARENT HANDBOOK 2011-2012

A School of Excellence in the Catholic Tradition Since 1958

A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents,

On behalf of our pastor, faculty, and staff, I am pleased to welcome you to a new school year at Saints Peter and Paul High School. For over fifty years, our tradition of forming young men and women in mind, body, and spirit has remained the foundation of our mission, and we are excited to have you as part of our ministry.

As the only Catholic high school on the Eastern Shore of Maryland, Saints Peter and Paul has a tradition of excellence in academics and athletics, firmly rooted in faith, and demanding of academic and personal achievement. The quality of our faculty and small class size make for a learning environment that challenges all of our students, encourages participation in student life, and promotes a faith-centered sense of service and leadership. Most importantly, however, it is the quality of the young men and women who make that spirit and excellence of Saints Peter and Paul come alive each day!

This *Student & Parent Handbook* is designed to provide you with basic information and guidelines about the policies and regulations that govern our school. Parents and students should review this handbook and its calendar carefully and keep it for reference throughout the year. All students and parents should sign and return the *Student & Parent Handbook Consent Form*, verifying that this handbook has been received.

The life of our school is rooted in the general expectation that all members of our community – students, parents, faculty, and friends share a common respect for themselves, for others, for life, and for faith. The policies that comprise our handbook are designed to maintain an atmosphere that builds upon those Gospel virtues.

As always, our staff is available and committed in assisting you with any questions about our rules and policies. Have a great school year and may the Grace of God shine upon, guide, and protect each of you.

In Christ,

James E. Nemeth

James E. Nemeth
Principal

~~~~~

**Saints Peter and Paul High School**  
900 High Street  
Easton, Maryland 21601  
410-822-2275 – School  
410-822-1767 - FAX  
410-822-0489 – Guidance FAX  
[www.ssppeaston.org/schools](http://www.ssppeaston.org/schools)

**High School Office Hours of Operation**  
7:30-3:30 M-F

# STUDENT & PARENT HANDBOOK

## Table of Contents

|                                            |    |                                                       |    |
|--------------------------------------------|----|-------------------------------------------------------|----|
| Message from the Principal                 | 2  | <b>SCHOOL POLICIES &amp; PROCEDURES</b> <i>(cont)</i> |    |
| Faculty & Staff Directory                  | 5  | Media Release                                         | 18 |
| Saints Peter and Paul Mission & Philosophy | 7  | Medication Dispensation Policy                        | 18 |
| Mission Statement for Diocesan Schools     | 7  | Non-Discriminatory Policy                             | 18 |
| History & Traditions                       | 8  | Pregnancy                                             | 18 |
|                                            |    | Right to Amend                                        | 18 |
| <b>ACADEMIC POLICIES</b>                   |    | Title IX Assurance                                    | 18 |
| Academic Assistance                        | 9  | Valuables                                             | 18 |
| Academic Eligibility                       | 9  | Visitors                                              | 18 |
| Academic Information                       | 9  |                                                       |    |
| Academic Honesty Policy                    | 9  | <b>CODE OF CONDUCT</b>                                |    |
| Academic Probation                         | 10 | Code of Conduct Mission                               | 19 |
| Academic Standing                          | 10 | <b>Disciplinary Policies</b>                          | 19 |
| Academic Work Policy                       | 10 | Absence                                               | 19 |
| Attendance for Credit Policy               | 11 | Academic Dishonesty                                   | 19 |
| Change of Course Procedure                 | 11 | Alcohol and Drugs                                     | 20 |
| Class Rank                                 | 11 | Bus Ridership                                         | 20 |
| Examinations                               | 11 | Cafeteria                                             | 20 |
| Failures                                   | 11 | Class Cutting                                         | 20 |
| Grade Point Average                        | 11 | Early Dismissals                                      | 20 |
| Grading Policies & Quality Point Scale     | 12 | Electronic & Communicative Devices                    | 20 |
| Graduation Requirements                    | 12 | Gum                                                   | 20 |
| Credit Requirements                        | 12 | Hall Passes                                           | 20 |
| Honor Roll                                 | 12 | Harassment                                            | 21 |
| Incomplete Grades                          | 12 | Lateness to Class                                     | 21 |
| Learning Differentiation                   | 13 | Lateness to School                                    | 21 |
| National Honor Society                     | 13 | Parking                                               | 21 |
| Parent-Teacher Conferences                 | 14 | Public Deportment                                     | 21 |
| Progress Reports & Deficiencies            | 14 | Respectful Behavior                                   | 21 |
|                                            |    | Smoking                                               | 21 |
| <b>SCHOOL POLICIES &amp; PROCEDURES</b>    |    | Student Life Activities                               | 22 |
| Admissions Policy and Procedure            | 15 | Truancy                                               | 22 |
| Attendance Policy                          | 15 | <b>Disciplinary Consequences</b>                      | 22 |
| Asbestos Policy                            | 15 | Private Detention                                     | 22 |
| Buckley Amendment                          | 15 | Demerits                                              | 22 |
| Care of School Property                    | 15 | General Detention                                     | 22 |
| Change of Address & Contact Information    | 15 | Three Hour Detention Hall                             | 22 |
| Calendar                                   | 15 | Disciplinary Ineligibility                            | 23 |
| College Visitations                        | 15 | Suspension & Expulsion                                | 23 |
| Communications                             | 16 | Discipline Review                                     | 23 |
| Community Meetings                         | 16 | Disciplinary Probation                                | 23 |
| Computers & Network Use                    | 16 |                                                       |    |
| Electronic & Communicative Devices         | 16 | <b>UNIFORM &amp; DRESS CODE</b>                       |    |
| Emergency School Closing                   | 16 | Uniform Code for Girls                                | 24 |
| Family Educational Rights and Privacy Act  | 16 | Uniform Code for Boys                                 | 25 |
| Field Trips                                | 16 | Field Trip Dress Code                                 | 25 |
| Fire and Emergency Drills                  | 17 | Out of Uniform Dress Code                             | 25 |
| Harassment                                 | 17 |                                                       |    |
| Hours of School Supervision                | 17 |                                                       |    |
| Lockers                                    | 18 |                                                       |    |

# STUDENT & PARENT HANDBOOK

## *Table of Contents*

### **STUDENT LIFE**

|                                 |    |
|---------------------------------|----|
| Campus Ministry                 | 26 |
| Retreats                        | 26 |
| Liturgy and Prayer              | 26 |
| Service Opportunities           | 26 |
| Athletics                       | 26 |
| <i>Student-Athlete Handbook</i> | 26 |
| Athletic Teams                  | 26 |
| Student Clubs & Activities      | 26 |
| Student Recognition & Awards    | 27 |

### **STUDENT SERVICES**

|                        |    |
|------------------------|----|
| Buses & Transportation | 28 |
| Cafeteria              | 28 |
| Guidance               | 28 |
| Library Media Center   | 28 |
| Lost and Found         | 28 |

### **SUPPORT OFFICES & ORGANIZATIONS**

|                                    |    |
|------------------------------------|----|
| Finance & Human Resources Office   | 29 |
| Financial Policies                 | 29 |
| Tuition & Fees                     | 29 |
| Financial Discounts                | 29 |
| Tuition Payment Plans              | 29 |
| Financial Assistance               | 29 |
| Office of Development              | 30 |
| Alumni Association                 | 30 |
| High School Parents Association    | 31 |
| Mission of the Parents Association | 31 |
| Purpose & Activities               | 31 |
| Sabres Athletic Association        | 31 |

|                                               |    |
|-----------------------------------------------|----|
| <b>COMPUTER NETWORK ACCEPTABLE USE POLICY</b> | 32 |
|-----------------------------------------------|----|

### **2011-2012 CALENDAR SUMMARY**

### **2011-2012 MASTER CALENDAR**

### **BELL SCHEDULE**

# SAINTS PETER AND PAUL HIGH SCHOOL



## ADMINISTRATION & SUPPORT STAFF

*Rev. Robert E. Coine*  
*Pastor*

*Rev. John E. Olson*  
*Associate Pastor*

To reach a staff member's voicemail, please dial 410-822-2275 and wait for the prompt to enter the extension number.

|                                         |                            | Phone Ext |                                                                        |
|-----------------------------------------|----------------------------|-----------|------------------------------------------------------------------------|
| Principal                               | <i>Mr. James Nemeth</i>    | 152       | <a href="mailto:jnemeth@sspeaston.org">jnemeth@sspeaston.org</a>       |
| Director of Guidance                    | <i>Mrs. Debra McQuaid</i>  | 153       | <a href="mailto:dmcquaid@sspeaston.org">dmcquaid@sspeaston.org</a>     |
| Director of Athletics                   | <i>Mr. Michael Morse</i>   | 156       | <a href="mailto:mmorse@sspeaston.org">mmorse@sspeaston.org</a>         |
| Campus Minister                         | <i>Mrs. Vicki Cappa</i>    | 158       | <a href="mailto:vcappa@sspeaston.org">vcappa@sspeaston.org</a>         |
| Library Media Specialist                | <i>Ms. Beth Thompson</i>   | 157       | <a href="mailto:bhthompson@sspeaston.org">bhthompson@sspeaston.org</a> |
| Administrative Assistant                | <i>Mrs. Carolyn Hayman</i> | 150       | <a href="mailto:chayman@sspeaston.org">chayman@sspeaston.org</a>       |
| Director of Finance/HR (Parish/Schools) | <i>Ms. Laurie Haas</i>     | 108       | <a href="mailto:lhaas@sspeaston.org">lhaas@sspeaston.org</a>           |
| Facilities Manager (Parish/Schools)     | <i>Mr. Brent Outten</i>    | 110       | <a href="mailto:boutten@sspeaston.org">boutten@sspeaston.org</a>       |
| Technology Coordinator (Parish/Schools) | <i>Mr. Gary Caffrey</i>    | 159       | <a href="mailto:gcaffrey@sspeaston.org">gcaffrey@sspeaston.org</a>     |

## FACULTY

|                  |                                  |     |                                                                            |
|------------------|----------------------------------|-----|----------------------------------------------------------------------------|
| Computer Science | <i>Mr. Paul Dahlen*</i>          | 303 | <a href="mailto:pdahlen@sspeaston.org">pdahlen@sspeaston.org</a>           |
|                  | <i>Mrs. Linda Smith</i>          | 317 | <a href="mailto:lsmith@sspeaston.org">lsmith@sspeaston.org</a>             |
| English          | <i>Mr. Timothy Linck*</i>        | 309 | <a href="mailto:tlinck@sspeaston.org">tlinck@sspeaston.org</a>             |
|                  | <i>Mr. Edward Bergman</i>        | 315 | <a href="mailto:ebergman@sspeaston.org">ebergman@sspeaston.org</a>         |
|                  | <i>Mrs. Barbara Biddle</i>       | 310 | <a href="mailto:bbiddle@sspeaston.org">bbiddle@sspeaston.org</a>           |
|                  | <i>Mrs. Connie Connolly</i>      | 318 | <a href="mailto:cconnolly@sspeaston.org">cconnolly@sspeaston.org</a>       |
| Fine Arts        | <i>Mrs. Christianna Messick*</i> | 306 | <a href="mailto:cmessick@sspeaston.org">cmessick@sspeaston.org</a>         |
|                  | <i>Mrs. Marian Windsor</i>       | -   | <a href="mailto:mwindsor@sspeaston.org">mwindsor@sspeaston.org</a>         |
| Mathematics      | <i>Mrs. Edna Patchett*</i>       | 312 | <a href="mailto:epatchett@sspeaston.org">epatchett@sspeaston.org</a>       |
|                  | <i>Mr. James Samiec</i>          | 316 | <a href="mailto:jsamiec@sspeaston.org">jsamiec@sspeaston.org</a>           |
|                  | <i>Mrs. Laurin Westerfield</i>   | 314 | <a href="mailto:lwesterfield@sspeaston.org">lwesterfield@sspeaston.org</a> |

## FACULTY

|                    |                                 | Phone Ext |                                                                            |
|--------------------|---------------------------------|-----------|----------------------------------------------------------------------------|
| Physical Education | <i>Mr. Michael Morse*</i>       | 156       | <a href="mailto:mmorse@sspeaston.org">mmorse@sspeaston.org</a>             |
| Science            | <i>Mr. Douglas Becker*</i>      | 319       | <a href="mailto:dbecker@sspeaston.org">dbecker@sspeaston.org</a>           |
|                    | <i>Mr. Paul Dahlen</i>          | 303       | <a href="mailto:pdahlen@sspeaston.org">pdahlen@sspeaston.org</a>           |
|                    | <i>Mrs. Paula Grimes</i>        | 304       | <a href="mailto:pgrimes@sspeaston.org">pgrimes@sspeaston.org</a>           |
|                    | <i>Mr. Dan Leve</i>             | 308       | <a href="mailto:dleve@sspeaston.org">dleve@sspeaston.org</a>               |
| Social Studies     | <i>Mr. Steven Kinlock</i>       | 311       | <a href="mailto:skinlock@sspeaston.org">skinlock@sspeaston.org</a>         |
|                    | <i>Mr. Edward Bergman</i>       | 315       | <a href="mailto:ebergman@sspeaston.org">ebergman@sspeaston.org</a>         |
|                    | <i>Mr. Patrick Johnson</i>      | 300       | <a href="mailto:pjohnson@sspeaston.org">pjohnson@sspeaston.org</a>         |
| Theology           | <i>Mr. Alex Pool*</i>           | 313       | <a href="mailto:apool@sspeaston.org">apool@sspeaston.org</a>               |
|                    | <i>Mrs. Vicki Cappa</i>         | 158       | <a href="mailto:vcappa@sspeaston.org">vcappa@sspeaston.org</a>             |
|                    | <i>Mrs. Gina Hovland</i>        | 305       | <a href="mailto:vhovland@sspeaston.org">vhovland@sspeaston.org</a>         |
| World Language     | <i>Mrs. Sharon Christopher*</i> | 302       | <a href="mailto:schristopher@sspeaston.org">schristopher@sspeaston.org</a> |
|                    | <i>Mr. Matthew Duran</i>        | 301       | <a href="mailto:mduran@sspeaston.org">mduran@sspeaston.org</a>             |

*\*Denotes Department Chair*

# SAINTS PETER AND PAUL HIGH SCHOOL

## *Mission & Philosophy*

### ***Mission Statement***

Saints Peter and Paul High School endeavors to graduate students who are strong in mind, body, and spirit and who can think critically, creatively, and globally in a faith-based environment where they join with faculty in a quest for wisdom, knowledge, and grace before God and their fellow human beings.

### ***Belief Statement***

- We believe that God has created each of us in His image and likeness.
- We believe that the recognition, understanding, and acceptance of the differences in others are rooted in the teachings of Jesus Christ.
- We believe that children are our world's most valuable asset.
- We believe that children learn best in an environment characterized by love, learning, and compassion.
- We believe that parents are the ultimate guardians of their child's education.
- We believe that the relationship among parents, their children, and the school is based on trust.
- And lastly, we believe that only through the integrated development of mind, body, and spirit can one fulfill his or her inherent potential.

### ***Philosophy Statement***

Saints Peter and Paul High School is a co-educational college preparatory parish school under the auspices of the Diocese of Wilmington. As a Roman Catholic institution of learning, we strive to empower our students with the strength of character, ethics, conviction, and knowledge necessary to cope with and exert influence upon our dynamic world. As we increasingly challenge our students from year to year, we foster their roles as independent thinkers, active participants in life, and responsible citizens of a global community. By creating a diverse and demanding program of academics, student life opportunities, and spiritual formation, we encourage our students to take an active ownership in learning, to accept the challenge of intellectual and personal responsibility, and to strive for excellence in all things.

Since our school is an integral part of the Church's mission, we strive to create an environment of Christian community by imparting to our students the mandate of Christ to work for justice and peace in the world, to actively engage in service to others, and to maintain a moral and spiritual code of conduct that is rooted in Gospel values and in the teachings of Christ.

Saints Peter and Paul High School recognizes that education is a cooperative and communicative venture; we therefore work closely with our students, their parents, and the community in providing a challenging and safe environment for the academic, physical, and spiritual development of our students. While stressing discipline, order, and respect for self and others, we encourage freedom of expression and are committed to graduating students who are life-long learners and pursuers of the truth, who recognize and appreciate the diversity that is present in our world, and who can, with the grace of God, successfully meet the challenges of the 21<sup>st</sup> Century.

Adopted January 2005

## **Mission Statement for the Catholic Schools of the Diocese of Wilmington**

The Roman Catholic Diocese of Wilmington, encompassing the state of Delaware and the nine counties of the Eastern Shore of Maryland, is a believing community, professing its faith in God who is Father, Son and Holy Spirit. Through Baptism and the gift of the Holy Spirit, we are joined not only to Christ, the Head of the Body which His Church, but to all who believe in Him as Lord and Savior. In communion with the Pope, who is the Bishop of Rome, and guided by the pastoral care of the Roman Catholic Bishop of Wilmington, we are called and commissioned to:

- 1) Be a community of faith living the love poured into our hearts by the Holy Spirit;
- 2) Proclaim the Good News of salvation announced through Jesus Christ and confided to the Church;
- 3) Celebrate in liturgy, especially in Eucharist, the saving act of God in Christ;
- 4) Strengthen our allegiance to the Gospel and deepen our understanding of it; and finally,
- 5) Serve all our brothers and sister as Jesus taught us.

United by faith, worship, prayer and service, and grateful for God's many gifts, we seek the constant guidance of the Holy Spirit. Continually, we reaffirm the mission we have received to announce and promote the presence of God's Kingdom, which is already at work in our midst.

# SAINTS PETER AND PAUL HIGH SCHOOL

## *History & Traditions*

### History of the School

In 1955, the first pastor, Rt. Rev. Joseph H. Irwin, established Saints Peter and Paul School to satisfy the needs of a growing Catholic community on the Eastern Shore. The Dominican Sisters from Sparkill, New York originally staffed the school. In 1958, the commitment was made to establish the high school to provide a continuing opportunity for Catholic education for the graduating students. Over the years the facility has grown, including the Saints Peter and Paul Gymnasium built in 1963 and the Father John Farrington academic wing which was built in 1970 and houses the high school library and classrooms for the middle school.

Under the leadership of Father Howard T. Clark, later Superintendent of Schools for the Wilmington Diocese, extensive renovations were made to both the interior and exterior facility, including the Father Farrington Plaza adjoining the gymnasium, and to the restructuring of the curriculum to create a comprehensive college preparatory Catholic high school. During the 1990's, Father Paul Jennings guided the creation of a separate high school facility and supervised the growth of the school community.

Father Robert Coine became Pastor in 1999 with the mission to build a new church and parish facility and to foster a spiritual and academic community rooted in faith that will continue to provide for the Catholic community of the Eastern Shore.



### Explanation of the School Seal

The School Seal contains a number of symbols that represent the history of our school. The school is named after Saint Peter and Saint Paul and just as they were challenged with the mission of preaching the Good News of the early Church, our school is called to educate and lead the spiritual and intellectual development of the Catholic community of the Eastern Shore. The symbol of the **Key** represents Saint Peter and symbolizes the key to *Knowledge* and *Heaven*. The **Sword** stands for Saint Paul and demonstrates *Strength* and *Courage*. Finally, **Veritas**, or **Truth**, links us to the Dominican sisters whose charism guided the school for so many years and continues to guide our pursuit of knowledge in all things.

**School Colors:** *Navy Blue and White*

**School Mascot:** *Sabres*

**School Prayer:** *Saints Peter and Paul, Pray for Us. Jesus, Live in Our Hearts, Forever.*

**Alma Mater:** *"Blue and White"*

Blue and White will always linger  
With each new and passing year.  
As an emblem of true honor  
We will hold you dear.  
We will ever honor thee  
And true we'll ever be.  
For we are your sons and daughters  
Marching on for thee.

Alma Mater, Alma Mater  
When we leave your sheltering walls  
We shall leave an echo ringing  
Through your treasured halls.  
We will leave an echo ringing in the silent night  
While our memories are singing  
Of the Blue and White.

# ACADEMIC POLICIES

## ACADEMIC ASSISTANCE

Saints Peter and Paul High School is committed to assisting students in achieving their academic potential. As a college preparatory institution, it is imperative that students advocate for themselves in developing professional working relationships with faculty and peers. Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult or if they have an excused absence and have missed assignments and class discussion. Students should arrange conferences with their teachers before or after school, at a convenient time for both the student and the teacher. Students and parents may also request tutoring assistance through the Peer Tutoring program by contacting the Director of Guidance.

## ACADEMIC ELIGIBILITY

Eligibility is the privilege to participate in the extracurricular activities of the school. The student loses this privilege, on a temporary basis, when he or she earns poor grades or becomes disciplinarily ineligible. Students who are academically ineligible may not participate in any *frequent* extracurricular activity such as clubs, team practices or games. However, ineligible students *may* still participate in events of a *singular* nature (dances, retreats, service, recognition ceremonies, etc.). The administration has final authority in determining eligibility status and applicable activities.

Students will become academically ineligible if they receive one or more grades below 65% at **Report Card** time. A student will also become academically ineligible if they pass 2<sup>nd</sup> Quarter but fail 1<sup>st</sup> Semester in any given class. The period of academic ineligibility is a minimum of fifteen (15) school days. Ineligible students are required to attend six (6) hours of mandatory study hall during the initial fifteen (15) school day ineligibility period and for at least two (2) hours per week for any weeks thereafter until such time as he or she becomes eligible. Eligibility is reinstated only after the fifteen (15) day ineligibility period expires, all study hall times have been completed, and when the student submits a completed *Academic Reinstatement Form* with **all** grades of at least 65% or higher at the time of reinstatement.

## ACADEMIC INFORMATION

Please consult the *Saints Peter and Paul High School Academic Catalog* for detailed information on academic requirements, course descriptions, and college credit opportunities. The *Academic Catalog* is given to each student annually prior to course registration in the spring and is available through the school website.

## ACADEMIC HONESTY POLICY

Academic honesty is the conscientious adherence to principles that insure all work submitted by a student is entirely their own and that all resources used are properly acknowledged. Examples of academic dishonesty include:

### ***Cheating***

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise.  
*Examples:*

1. Copying from another student's work
2. Allowing another student to copy work
3. Collaborating with any other person by receiving information without authority
4. Having unauthorized material or information during a test or assignment (e.g. notebooks, formula lists, calculators, etc.)
5. Inventing date or source information for research or other academic exercise
6. Submitting as your own any academic exercise (e.g. written work, print, artwork, etc.) prepared totally or in part by another
7. Taking a test for someone else or permitting someone else to take a test for you

### ***Plagiarism***

Plagiarism is a form of cheating that involves including or using someone else's words, ideas or data as one's own work without acknowledging the proper source. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

1. Citation of information not taken from the source indicated
2. Listing sources in a bibliography not used in the academic exercise

Students involved in academic dishonesty of any type may face appropriate disciplinary consequences (refer to *Code of Conduct – Academic Dishonesty*).

# ACADEMIC POLICIES

## ACADEMIC PROBATION

When students experience severe academic difficulty, they may be placed on Academic Probation. The conditions of Academic Probation may include:

1. Student being placed in the Mentoring Program;
2. Periodic meetings with Director of Guidance, Mentor Program Director or assigned Mentor Teacher;
3. Development of an action plan for academic improvement and achievement;
4. Review of student continuance at Saints Peter and Paul High School based on action plan results.

## ACADEMIC STANDING

In order to be considered a student at Saints Peter and Paul High School, an individual must be enrolled in a minimum of four classes per semester. Since Saints Peter and Paul High School is an academic high school, it is imperative that each student makes every effort to maintain a solid academic standing. This includes, but is not limited to, maintaining a strong cumulative grade average throughout the school year. ***At the end of the school year, a student who has failed two or more credits may not be eligible to return to Saints Peter and Paul High School.***

## ACADEMIC WORK POLICY

As an intensive academic institution, Saints Peter and Paul High School seeks to challenge its students with assignments that assist in the mastery of academic material. Students should anticipate work on a daily basis, manage their time effectively, and seek to produce a high level of quality in all assignments. The Academic Council of Saints Peter and Paul High School has issued the following guidelines for academic work:

### ***Daily (Routine) Homework:***

- Will not be accepted late unless verified by excused absence, medical documentation, or other approved extenuating circumstance.

### ***Major Projects/Assignments:***

- Grade will be reduced by one letter grade (10%) for each late day up to three days. After three days, the grade will become a zero.

### ***Make-up Work:***

- The student may not be allowed to make up any work for an unexcused absence and work to be handed in on the day of the absence will be considered late the next day.
- In cases of truancy, all work missed may receive a zero and work to be handed in will be considered late the next day.
- When a student has been or will be absent for two or more days, parents need to contact the school to make arrangements to pick up assignments/work missed. The teacher will give deadlines, appropriate to the length of absence, for the work to be made up. If a student fails to meet deadlines, or to make up a test at the agreed upon time, a zero will be given.
- If a test has been announced two or more days in advance and a student is absent only one day before the test, the student may be required to make up the test on the day of return to school.
- If a student is absent more than one day before a test, the student has that many days (equal to the number of days absent) to make up the test with the maximum being five days.
- If a student has early dismissal for any reason and knows beforehand (athletic contest, doctor's appointment, etc.) the student needs to discuss the absence with the affected teacher(s) **BEFORE** the absence and arrange to make up work (or take tests) as the teacher directs. All previously assigned work needs to be handed in to the teacher before leaving.
- Students on school trips must see the teachers of the classes missed for assignments **BEFORE** departing on the trip. Being away on a field trip does not necessarily mean that they are excused from doing homework.
- Students who know they will be absent for an extended time should get their assignments from teachers in advance. Extended absences can have serious academic results (see Attendance Policy).
- Cases involving long-term illnesses will be handled individually by the administration.

# ACADEMIC POLICIES

## ATTENDANCE FOR CREDIT POLICY

Regular attendance at school is necessary for sound academic development. **Any student with more than 12 accumulated class absences per semester may be denied credit for that semester course. A student with more than 24 class absences during the school year may be denied credit for that year course.** Absences are defined as both *excused* and *unexcused*. Absences **do not** include those for co-curricular field trips, athletic contests, or other school sponsored activities. Parents and students will be notified in writing about any loss of credit status. Students may appeal the loss of credit to the Attendance Review Committee, which consists of the Principal, Director of Guidance and one faculty member. It is the family's responsibility to present all pertinent information in regard to absences. Students who require extended absences for reasons of health will meet with the Director of Guidance to determine a plan to make up missed work.

## CHANGE OF COURSE PROCEDURE

A student can request consideration of course change(s) during the first two weeks of the semester through the Guidance Office. All students and their parents need to consider the full year schedules because courses may not be dropped at the end of the first semester. All change of course requests will be processed on a space available basis and require the approval of all teachers affected by the change.

Once the time limit has passed, schedule changes will occur only at the request of the faculty or from a parent in writing to the Director of Guidance. **Poor performance will not be considered as a reason for dropping a course.** The faculty will also periodically review student placement and make recommendations for changes. Students in **Honors** and **Advanced Placement** courses who fail to maintain at least a 70% in the respective course at the end of first semester may be reviewed for course level change.

## CLASS RANK

Only courses completed at Saints Peter and Paul High School, or approved by the administration, will be calculated into the Saints Peter and Paul High School GPA. To be considered for class rank awards (Valedictorian, Salutatorian, and Baccalaurean) a student must have been enrolled at Saints Peter and Paul High School for at least four completed semesters.

## EXAMINATIONS

Examinations are conducted at the end of each semester and are designed to assess student acquisition and application of the skills, concepts, and habits of mind as defined by the learning objectives of the course. Semester and final examinations count as one-fifth of the semester grade. Students who do not take required examinations will receive an automatic zero for the exam, which may result in course failure. Make up exams will only be given with a doctor's certificate or special permission of the Principal or Director of Guidance. Some courses utilize alternative assessments, projects, portfolios, etc. in lieu of traditional examinations. Teachers are to provide students with examination review sheets, assessment guidelines, and scoring rubrics as applicable. All students registered in Advanced Placement courses are required to take the AP Test **and** a course final.

## FAILURES

Underclassmen must make up all academic course failures in a school-approved program. If a student fails a year-long course, even though passing one semester, he or she will receive **no** credit for the entire course. The student must remediate any failed courses in the time prescribed by the administration prior to returning for the next academic year. Students who neglect to do so may not return to Saints Peter and Paul High School. **At the end of the school year, a student who has failed two or more credits may not be eligible to return to Saints Peter and Paul High School.**

Seniors who fail more than three courses may not graduate from Saints Peter and Paul High School. Seniors who fail less than three courses and have not accumulated the number of credits required by the State of Maryland and Saints Peter and Paul High School may make up the required credits in an approved program. The diploma will be withheld until the required credits are made up. Please refer to the *Academic Catalog* for questions on credit requirements.

## GRADE POINT AVERAGE

Grade Point Average (GPA) is determined only by those courses taken at Saints Peter and Paul High School. In limited circumstances, administratively approved original credit courses taken through accredited distance learning/dual enrollment programs may be counted towards the student's GPA. Those courses transferred from other institutions or remediated failures will be listed on the transcript with the grade and the source of the course but will not count toward the Saints Peter and Paul High School GPA.

# ACADEMIC POLICIES

## GRADING POLICIES & QUALITY POINT SCALE

Saints Peter and Paul High School offers college preparatory courses at three distinct academic levels: **Academic, Honors, and Advanced Placement**. Each course level is designed to challenge the student appropriate to his or her academic strengths and learning styles. Also, each course level attempts to maximize the student's ability at any level, assessing them through an array of learning experiences.

The academic year is divided into four marking periods. Grades are reported on quarterly, semester and final reports and transcripts as the *unweighted*, numerical average. Grade point averages (GPA) may be either *unweighted* or *weighted* according to the level of course difficulty. The baseline for an *unweighted* GPA is a 4.0 (Academic courses). Honors and Advanced Placement courses are given additional weight toward GPA.

Quality points are assigned to each final grade in a course for the purpose of calculating a GPA. For the purpose of weighted GPAs, Honors and Advanced Placement courses are assigned additional quality points, befitting the increasing academic difficulty of the course. Saints Peter and Paul High School uses a multiplier of quality points depending on the course level. Honors courses are weighted with a multiplier of 1.25 and Advanced Placement courses with a multiplier of 1.50. The current Saints Peter and Paul's baseline Quality Point Scale is as follows:

| Numerical Range | Letter Grade Equivalent | Quality Point Scale |
|-----------------|-------------------------|---------------------|
| 93-100          | A                       | 4.00                |
| 90-92           | A-                      | 3.75                |
| 87-89           | B+                      | 3.50                |
| 83-86           | B                       | 3.00                |
| 80-82           | B-                      | 2.75                |
| 77-79           | C+                      | 2.50                |
| 73-76           | C                       | 2.00                |
| 70-72           | C-                      | 1.75                |
| 68-69           | D+                      | 1.50                |
| 65-67           | D                       | 1.00                |
| 0-64            | F                       | 0.00                |

## GRADUATION REQUIREMENTS

1. Students will meet all course credit requirements necessary for graduation as set forth by Saints Peter and Paul High School and the State of Maryland.
2. Students must complete all service requirements as outlined within the Christian Service Program of Saints Peter and Paul High School.
3. The school reserves the right to withhold the student's participation in student life activities and official school records if all financial responsibilities have not been met.

## CREDIT REQUIREMENTS

Students must complete the following credit requirements in order to graduate from Saints Peter and Paul High School.

|                    |   |                |           |
|--------------------|---|----------------|-----------|
| Theology           | 4 | English        | 4         |
| Mathematics        | 4 | Science        | 4         |
| Social Studies     | 3 | World Language | 2         |
| Physical Education | 1 | Fine Arts      | 1         |
| Computer Science   | 1 | Electives      | 2         |
|                    |   | <b>TOTAL</b>   | <b>26</b> |

## HONOR ROLL

The Honor Roll at Saints Peter and Paul High School recognizes those students who have demonstrated academic excellence. The Honor Roll consists of three categories: **Principal's Honors, First Honors, and Second Honors**. Students with **Principal's Honors** must maintain a 93% average with no grade below 90% in **any** subject. Students with **First Honors** must maintain an average of 90% or above with no grade below an 85% in **any** academic subject. Students with **Second Honors** must maintain an average of 85% or above with no grade below an 80% in **any** academic subject. *Non-weighted grades are used in determination of Honor Roll status.*

## INCOMPLETE GRADES

All incomplete grades must be approved by the Director of Guidance and made up within two weeks after the close of quarterly grades. It is the responsibility of the student to work with his or her teachers to make up all incomplete assignments.

# ACADEMIC POLICIES

## LEARNING DIFFERENTIATION

In respecting the dignity of each student, Saints Peter and Paul High School fosters an environment of learning differentiation that challenges each student's talents and abilities while presenting a college preparatory curriculum. Students with documented learning differences must present professional evaluations and recommendations to the Director of Guidance. If it is determined that the nature of the student's learning differences are such that they can be accommodated at Saints Peter and Paul, the Director of Guidance will facilitate and coordinate the services which can be provided. If the differences are beyond the scope of the Saints Peter and Paul program, other professional services and school options may be considered.

## NATIONAL HONOR SOCIETY

As a college preparatory institution, Saints Peter and Paul High School seeks to challenge its students to academic excellence. To that end, Saints Peter and Paul High School proudly sponsors student membership in the Dominican Chapter of the National Honor Society. Prospective members must satisfy the National Honor Society criteria of **Scholarship, Leadership, Service, and Character**. Members of the National Honor Society are chosen from those Juniors and Seniors who have a weighted 3.7 GPA or higher.

### CRITERIA FOR SELECTION:

**Leadership** – Active leadership roles in both the school and community may be considered, provided they can be verified. The student who exercises *leadership*:

1. Is resourceful in proposing new problems, applying principles, and making suggestions
2. Demonstrates initiative
3. Exercises positive influence on peers in upholding school ideals
4. Contributes ideas that improve the civic life of the school
5. Is able to delegate responsibilities
6. Exemplifies positive attitudes
7. Inspires positive behavior in others
8. Successfully holds school offices or positions of responsibility
9. Demonstrates reliability and dependability
10. Is a leader in the classroom, at work, and in other school or community activities
11. Is thoroughly dependable in any responsibility accepted
12. Is willing to uphold scholarship and maintain a loyal school attitude

**Service** – Generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed. The student who *serves*:

1. Volunteers and provides dependable assistance, is available, and is willing to sacrifice to offer assistance
2. Works well with others and is willing to take on difficult or inconspicuous responsibilities
3. Cheerfully and enthusiastically renders any requested service to the school
4. Is willing to represent the class or school in inter-class and inter-scholastic competition
5. Does committee and staff work without complaint
6. Participates in some activities outside of school
7. Mentors persons in the community or students at other schools
8. Shows courtesy by assisting visitors, teachers and students

**Character** – The Faculty Council will consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following *Six Pillars of Character*: *Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship*. In addition, it can also be said that the student of *character*,

1. Takes criticism willingly and accepts recommendations graciously
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

# ACADEMIC POLICIES

## CRITERIA FOR SELECTION – Character (cont.):

5. Demonstrates the highest standards of honesty and reliability
6. Regularly shows courtesy, concern, and respect for others
7. Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
8. Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application of studies
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in academic work, and showing unwillingness to profit by the mistakes of others
10. Actively helps rid the school of bad influences or environment

## PROCEDURE FOR SELECTION:

The procedure followed by Saints Peter and Paul High School for the selection of students for membership into the National Honor Society follows the guidelines as set forth in the *National Honor Society Handbook* by the National Council.

1. All Juniors and Seniors who have a weighted GPA of 3.7 or higher are eligible for membership.
2. Candidates must submit a typed *Student Activity Information Form*, and two recommendation letters, one from a faculty member, and one from a personal reference (pastor, service project coordinator, etc.) to be submitted to the National Honor Society Chapter advisor by the designated due date.
3. Additional faculty information is considered beneficial in helping the Faculty Council reach their decision. A list of the candidates is distributed to the faculty soliciting their comments.
4. The National Honor Society Chapter advisor will submit all candidate applications to the Faculty Council. The Faculty Council is comprised of five faculty members. The National Honor Society Chapter advisor sits with the Council as a non-voting member.
5. The Faculty Council reviews all *Student Activity Information Forms* and faculty recommendations and makes decisions on new membership. The Principal may serve as a mediator in cases of appeal or dismissal in membership of the National Honor Society.
6. Formal National Honor Society acceptance and induction is conducted in the fall of each year.

## NHS MEMBER STATUS:

Any student member who falls below the academic standards set forth by the Chapter will be warned in writing and placed on a probationary status for one semester. If, at the end of the next semester, the student fails to meet the stated standard, the Faculty Council will review the case for the removal of the student from the National Honor Society. Once removed, the student is not eligible for future membership. Students who also exhibit disciplinary problems, violate the Academic Dishonesty Code of the school, or who have been suspended for any reason, may be removed from the National Honor Society.

## PARENT-TEACHER CONFERENCES

These conferences are scheduled after the first marking period and may also be arranged through the Guidance Office or directly with the teacher.

## PROGRESS REPORTS & DEFICIENCIES

It is important that students, parents and teachers maintain close contact concerning the status of student progress in all courses. At Saints Peter and Paul High School, the following may be used to share student progress information:

### Student Progress Reports

Student progress reports are posted to EDLINE on a weekly basis. EDLINE is a web-based communications link that provides grade updates and course information to parents and students. Parents or students are also welcome to request student updates at any time by contacting the teachers directly or through the Guidance Office.

### Interim Progress Reports

*Interim Progress Reports* are issued by teachers to provide students and parents an update of grades and performance. At mid-quarter, all students receive an *Interim Progress Reports* posted to their EDLINE account for **each** of their subjects.

### Deficiency Notification

Any student in danger of failing a course (below 73%) will be issued a *Deficiency Interim* at the midpoint of the marking period or at anytime the student's grade has fallen below 73%. The *Deficiency* notice will be included on the student interim report with the comment "Student is in danger of failing for the quarter. This is a deficiency notice." No student shall fail an academic course without prior documented notification and parent-teacher communication.

# SCHOOL POLICIES & PROCEDURES

## ADMISSIONS POLICY AND PROCEDURE

Prospective students are eligible for admission if they have satisfactorily completed eighth grade (or higher for transfer students), have demonstrated the ability to successfully complete the high school curriculum through testing and academic records, and have no serious record of disciplinary problems. The administration of the school will review all applications, test scores, transcripts, and recommendations for prospective students. An administrator will interview the student and his/her parents upon receipt of all necessary applications and records. Incoming freshmen are informed of the school's decision in writing. Admission preference criteria are given to 1) siblings of Saints Peter and Paul students/alumni or children of alumni, 2) Catholic parishioners of Saints Peter and Paul Parish, 3) other Catholics, and then, 4) all others.

Prospective students may obtain an Admissions Packet from the High School Office. Saints Peter and Paul High School participates in the Diocesan Admissions Placement Testing Program that is administered in early December. Saints Peter and Paul High School also utilizes its own *Math Assessment Test*.

## ATTENDANCE POLICY

Consistent and punctual attendance is essential for academic success. An absence is defined as missing four or more class periods in a day. Only those absences that are legitimate and documented will be considered **excused**. Student illness, medically documented physical or emotional incapacity, death in immediate family, court summons, approved college visitations, severe weather, state of emergency, or other administratively approved reasons would be considered as **excused** absences. Any absence or lateness that is not caused by a legitimate, documented reason will be considered **unexcused**, including but not limited to, family trips/vacations, non-school activities, and events not previously approved by the administration. Both excused **and** unexcused absences count towards the attendance for credit policy. A student must be present for every scheduled school day in order to qualify for **perfect attendance** recognition. Upon administrative review, students who demonstrate excessive absences may also lose the opportunity to participate in extracurricular activities, including athletics and clubs.

## ASBESTOS INSPECTION

Saints Peter and Paul School performs an annual asbestos inspection. All materials at Saints Peter and Paul School are maintained according to federal guidelines. The High School does not have any materials containing asbestos in its buildings.

## BUCKLEY ADMENDMENT

Saints Peter and Paul High School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## CARE OF SCHOOL PROPERTY

As stewards of their school, students are expected to assist in the care and protection of school property. Damages resulting from the destruction or defacement of school property, whether willful, accidental, or through abetting, are to be compensated for by the responsible student. In addition, the student(s) responsible for intentional damage will be subject to school disciplinary action and possible criminal charges.

## CHANGE OF ADDRESS & CONTACT INFORMATION

The High School Office must be notified of any change in address or changes in home, work and emergency contact phone numbers and email addresses. For the convenience and use of its student families, Saints Peter and Paul School publishes a *Student & Parent Directory* containing the names, addresses, phone numbers, and email addresses of its students and their parents. All information will be published unless otherwise requested.

## CALENDAR

For parent and student use, a **Master School Calendar** and **Calendar Summary** are in this handbook. Parents and students should also review the **Master School Calendar** posted on the website for any changes or additions that arise over the course of the year.

## COLLEGE VISITATIONS

Seniors and juniors wishing to visit a prospective college during a school day must bring a note to the High School Office from their parent the day before the visit is to take place. Teachers should be notified in advance by the student, who is also responsible for all missed work. Juniors and seniors are allowed up to three college visitation days per year as excused absences with official notification from the respective college or university.

# **SCHOOL POLICIES & PROCEDURES**

## **COMMUNICATIONS**

Effective and timely communication between parents, students, and the school is essential for the successful school experience. Saints Peter and Paul High School uses email, school-wide mailings, and EDLINE to communicate important information to parents and students. Students are encouraged to develop communication and working relationships with their instructors. Parents are welcome to contact the school through telephone, voice mail, written notes, and email. If a parent or student has a concern about a teacher or class, they must go to the teacher first before approaching the principal or pastor. Faculty and staff are required to respond to parent and student contacts within 24 hours. A list of teacher emails and phone extensions has been provided in this handbook.

## **COMMUNITY MEETINGS**

The Saints Peter and Paul High School community gathers together every morning and at other times for daily prayer, The Pledge of Allegiance, and school announcements. Students should enter into those experiences with a reverence and respect for the occasion.

## **COMPUTERS & NETWORK USE**

Students have access to the Saints Peter and Paul School computer network through the High School Computer Lab, portable-wireless lab, and the Library Media Center. The equipment is to be used in a respectful manner at all times. Failure to do so will result in appropriate disciplinary consequences. All students should be familiar with the *Computer Network Acceptable Use Policy*.

## **ELECTRONIC & COMMUNICATIVE DEVICES**

Personal technology devices are potential disruptions to the academic integrity, learning environment, and privacy of the school environment. Students may not use personal cell phones or other communicative devices during the school day. All cell phones or communicative devices must be turned off. Parents are requested **not** to call the school to leave messages for students except in cases of real emergency. Students will be called out of class **only** in emergency situations. If a student has an emergency, they should report to the High School Office. The High School Office phone may be used only with the permission of an administrator.

Cameras, audio/visual recorders and camera phones present privacy issues in a school setting. Photography is permitted in classrooms only as a part of a school-sanctioned activity and requires the consent of the teacher and those individuals who may be photographed or filmed. Images of the school or its employees may not be publicly posted, including on the Internet or any social networking site without the expressed permission of the school.

Portable personal computers may be used for academic purposes during school with the permission of the administration or classroom teacher. Any use on school property must be in keeping with school values and the computer usage policy.

Failure to abide by this policy will result in confiscation of cell phone, camera, iPod, or other device and disciplinary action.

## **EMERGENCY SCHOOL CLOSING**

When weather conditions or other unforeseen circumstances warrant the delayed opening or closing of school, parents and students are asked to listen to the local stations. Saints Peter and Paul School will be stated explicitly and may not necessarily follow the Talbot County schedule. Special announcements will be made on TV Stations-Channels 16 and 47 (Salisbury), Radio Stations-WAAI(100.9)-Hurlock, WCEM(106.3)-Cambridge, and WCEI(96.7)-Easton, and posted on the school website at [www.sspeaston.org/schools](http://www.sspeaston.org/schools).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Saints Peter and Paul High School models its student record policy on the *Family Educational Rights and Privacy Act* of 1974. This act provides for parental access to student records and the confidentiality of those records.

## **FIELD TRIPS**

All field trips should be of significant educational and personal value to enhance the Saints Peter and Paul experience. However, no student has an absolute right to participate in a field trip. Permission slips for field trips must be signed by the parent/legal guardian and submitted by the appropriate time. No student will be permitted to leave school for a field trip without the appropriate *Field Trip Permission and Release Form*. The trip moderator and the principal will determine the appropriate attire. Any student inappropriately dressed will forfeit their opportunity to participate in the field trip. Please note that for certain types of trips, deposit or payments may not be refunded. Students should follow all specific rules and guidelines as provided by the trip moderators.

# **SCHOOL POLICIES & PROCEDURES**

## **FIRE AND EMERGENCY DRILLS**

Saints Peter and Paul will conduct monthly fire and emergency drills. When the alarm sounds, all students, faculty, and staff must move silently and promptly to the nearest fire exit. Fire and emergency exit maps are posted in each classroom. Failure to adhere to safety directives given may result in disciplinary action.

## **HARASSMENT**

The community of Saints Peter and Paul High School is committed to providing and maintaining an environment of achievement and safety for all students. Respect and dignity of the individual, a fundamental Gospel value in our school and in our faith, is essential to meeting this goal. The Catholic schools in the Diocese of Wilmington, in accordance with Title VII of the Civil Rights Act of 1964 and the diocesan "For the Sake of God's Children" standards of ethical behavior, will not tolerate acts of harassment (serious or in jest) of its employees or students on the basis of age, ethnicity, color, religion, or disability. All employees and students are responsible for ensuring that our school is free from all forms of harassment. This policy applies to all students, employees, coaches, volunteers, and administrators.

### ***Definition of Harassment or Bullying***

Harassment and or bullying is the unwelcome verbal or physical conduct directed at an individual because of age, ethnicity, color, national origin, sex, religion, or disability, which unreasonably disrupts or interferes with that individual's work or school activities, or which creates an intimidating, offensive, or hostile environment.

### ***Sexual Harassment***

Sexual harassment is a type of harassment which refers to unwelcome conduct based on an individual's gender or which is of a sexual nature. This includes, but is not limited to, unwelcome sexual attention, sexual advances, and requests for sexual favors. It also includes unwelcome verbal, visual, or physical conduct directed at an individual because of gender.

Examples of sexual harassment include, but is not limited to, conditioning employment actions or student grades upon the grants of sexual favors or submission to sexual conduct; unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; and the display of sexually suggestive pictures or objects.

### ***Procedure for Complaint and Investigation***

1. Complaint: Any employee, volunteer, or student, who believes that he or she has been subjected to harassment, as described above, has a responsibility to report the harassment as soon as possible to the Principal. All employees, volunteers, and students are responsible for ensuring that the school is free from all forms of harassment.
2. Investigation: The administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a "need to know" basis only. As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer, or student who brought the harassment complaint of the findings and conclusions of the investigation.
3. Action: Any employee, volunteer, or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of the above will be subject to appropriate disciplinary and legal action, up to and including termination of employment in the case of the employee, or suspension or dismissal in the case of the volunteer or student. In cases requiring disciplinary action, the administrator will consult with the pastor and superintendent of schools before any disciplinary action is taken in the matter.
4. Retaliation Prohibited: Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment is strictly prohibited. Any employee, volunteer, or student who retaliates against another employee, volunteer, or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment in the case of the employee, or suspension or dismissal from school in the case of the volunteer or student.

## **HOURS OF SCHOOL SUPERVISION**

The school is responsible for the supervision of students from 8:00 a.m. until 3:30 p.m. Parents are responsible to make arrangements to have their student picked up after dismissal from school or extracurricular activity. Students are not permitted to 'hang out' on or in any part of the school campus after dismissal.

# SCHOOL POLICIES & PROCEDURES

## LOCKERS

Students are assigned lockers at Student Orientation. Student-athletes may also request a locker in the Gymnasium locker rooms. Lockers should be locked at all times. The school is not responsible for articles missing from lockers. As lockers are the property of the school, the administration reserves the right to inspect lockers at any time.

## MEDIA RELEASE

For the purpose of publicizing the school and its activities, student and school related activity pictures are used in admissions packets, yearbooks and other official school correspondence. If you do not wish to have your student's likeness used in any format, please contact the High School Office.

## MEDICATION DISPENSATION POLICY

Saints Peter and Paul High School will not dispense prescription or non-prescription medications to students. Students may possess and use non-prescription medications on school premises only with the expressed, written consent of their parents through the **Medical Release Form**. Students may not distribute any prescription or non-prescription medication on school premises. Violations of such policy may result in disciplinary action, through and including expulsion.

If a student has a necessary prescription that must be self-dispensed during the school day, a parent or guardian must fill out a **Medical Release Form** approved and signed by a doctor, dentist, or other medical professional and submit with the medicine in its original container. While the prescription medication is to be stored in the school office, the student is responsible for self-administration according to the directions of the **Medical Release Form**. All medical items will be stored in a locked cabinet in the school office.

Students who use prescription or non-prescription inhalers or epipens *may* keep them on their person or in their locker and use as necessary per the instructions of the **Medical Release Form** or parental note. Please inform the High School Office of any medical issues about which the school should be concerned.

## NON-DISCRIMINATORY POLICY

Saints Peter and Paul High School does not discriminate in its admissions or hiring practices on the basis of sex, race, color and/or national origin.

## PREGNANCY

When a student becomes involved in a pregnancy, whether boy or girl, the student is entitled to be treated in a Christian manner, with understanding and consideration for their well-being and the good of the child. The school will endeavor to help in making appropriate referrals for counseling whether medical, pastoral, or psychological.

## RIGHT TO AMEND

Saints Peter and Paul High School reserves the right to amend the *Student & Parent Handbook* **at any time** and any amendments shall be binding upon all students and families.

## TITLE IX ASSURANCE

Saints Peter and Paul High School shall comply, where able, with Title IX of the Educational Amendments of 1972 of Public Law 92-318, to the end that no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, be denied employment in, or be subjected to discrimination of any educational programs or activity receiving federal funds.

## VALUABLES

Students are cautioned not to bring large sums of money or items of value to school. **Students, not the school, are responsible for their personal property.** Money and valuables should not be left in lockers or book bags. Do not leave exposed valuables and personal items unattended (hallways, locker rooms, deck, or gymnasium, etc.).

## VISITORS

All guests and visitors must report to the High School Office. Students who wish to bring a guest must first obtain permission from the Principal no later than two days before the visit. **Students are responsible for informing their guest/visitor of the dress code and behavioral expectations at Saints Peter and Paul High School.**

# CODE OF CONDUCT

## CODE OF CONDUCT MISSION

One of the goals of Catholic education is the formation of the whole person, spiritually, morally, intellectually, physically, and socially. The Saints Peter and Paul High School Code of Conduct is designed to serve the individual student and the entire school community by promoting the following goals:

- ✓ **Respect for the dignity of the human person**
- ✓ **Ensure a safe environment for educational and personal excellence**
- ✓ **Build a Christian community of mutual respect and tolerance**
- ✓ **Develop moral character and foster self-discipline and responsibility**

In choosing to attend Saints Peter and Paul High School, the student and his or her parents make a choice for the values espoused by the school's mission and philosophy. As a school rooted in Catholic tradition and values, the entire school community is bound by a code of conduct and honor to act in a manner that fosters respect for self and others, responsibility for one's actions, and service to the greater community. Dishonesty, disrespect, and other un-Christian conduct have no place at Saints Peter and Paul High School and will be dealt with in an appropriate manner. This may involve pastoral, disciplinary, and or guidance measures.

As a young adult, the student is encouraged to take ownership and responsibility for his or her own conduct and to seek resolution of issues in a mature manner. It is the parents' responsibility to support their student's efforts and the school's policies in this regard.

Parents and students in the Saints Peter and Paul High School community agree to adhere to the Saints Peter and Paul High School Code of Conduct and to abide by the rules and regulations contained in this handbook. Saints Peter and Paul High School reserves the right, at any time, to withhold the privilege of attendance, or to dismiss any student, for serious or habitual violations of these expectations.

## DISCIPLINARY POLICIES

### ABSENCE

Parents must call the school office by 9:00 a.m. on the day of any absence. State of Maryland and Diocesan policy require that students must present a written note to the High School Office on the day of return explaining the reason for and date(s) of absence, and signed by the parent or guardian. Signed absence notes may also be faxed to the High School Office at 410-822-1767. **A phone call or email may not be substituted for a written parental note.**

**A General Detention will be issued for the failure to provide an appropriate note stating date and reason for student absence.**

A doctor's certificate is required for prolonged absence in excess of three (3) days. If a student is absent from class because of an athletic activity, field trip or any out of school event, it is the student's responsibility to see the teacher(s) **ahead of time** to reschedule a test or pick up any missed assignments. Absent students may not participate in any after school function. **Missing four or more academic periods a day due to lateness or early dismissal will count as a full day absence.**

The school does not approve of absences for convenience or trips/vacations etc, during school time. Therefore, teachers are not required to give students makeup work or tests for these kinds of personal absences.

### ACADEMIC DISHONESTY

Academic dishonesty is considered a serious ethical offense of the Saints Peter and Paul High School Code of Conduct that violates both institutional and personal integrity. The following activities are considered to be forms of Academic Dishonesty:

1. Giving or receiving answers during a test
2. Using unauthorized sources of information during a test
3. Giving or receiving information about a test not yet taken
4. Giving, copying, or receiving information or inappropriate help on an assignment specified as an individual assignment
5. Fabricating or falsification of research or other findings with the intent to deceive
6. Unauthorized use of a calculator, computer program, or communicative device during a test or exam
7. Plagiarism, or the presenting of someone else's ideas or work as one's own

The following disciplinary actions will be taken for violations of the Academic Dishonesty Code of Saints Peter and Paul High School:

- First Offense:** "0" Grade/Parent Notification/Three Hour Detention Hall
- Second Offense:** "0" Grade/Parent Notification/Out of School Suspension
- Third Offense:** Expulsion

# CODE OF CONDUCT

## ALCOHOL AND DRUGS

Illegal use of alcohol/drugs is a dangerous and destructive element in our society causing serious and potentially fatal harm to individuals, families, and entire communities. Students with an alcohol or drug problem sincerely seeking assistance will find the school supportive in the search for a drug and alcohol free life.

While the school remains ready to help a student in need, **possession, distribution, use, or being under the influence of alcohol or drugs, or the possession and/or sale of drug paraphernalia, on or about the school property, or at any home or away school sponsored event will not be tolerated and subject to disciplinary action.** The school reserves the right to conduct a reasonable search of any suspected student's belongings, including backpacks, lockers, communicative devices, and/or cars. This search may obligate the school to turn over any suspected materials to local authorities. The school also reserves the right to require drug/alcohol testing at a facility designated by the school. Refusal on the part of the student, or their parents, for such a search or test will forfeit their right to continued attendance at Saints Peter and Paul High School. The school reserves the right to defer to local law enforcement agencies in preventive and reactive responses in the handling of such matters.

## BUS RIDERSHIP

Although bus transportation is privatized through local companies, all school behavior expectations and student regulations apply to the bus ride to and from school and for all school-related activities, including field trips, athletic events, etc. Failure to comply will result in suspension from the bus service, activity, and/or disciplinary consequences.

## CAFETERIA

All food is restricted to the cafeteria. Students are expected to cooperate in keeping this area neat and clean. Students may utilize the Library Media Center during lunch following the designated guidelines. Students may not leave the cafeteria without permission of the lunch proctor. Seniors may use the St. Francis Senior Garden during lunch time.

## CLASS CUTTING

The deliberate missing of class will result in two detentions. Cutting a class in which a test or quiz has been given may result in a zero for that assignment and an absence for that class period. Habitual class cutting will result in more serious disciplinary consequences, including, but not limited to, suspension or expulsion.

## EARLY DISMISSALS

Parents are requested to make business and medical appointments after school hours or on days when school is not in session. If a student must leave school early, a written parental request stating the reason for the early dismissal must be submitted to the High School Office before the student will be allowed to depart. **The student must report to the High School Office to sign out when leaving and must sign back in when returning to school.** Students going to medical appointments must present verification from a medical professional upon their return to school. Students sent home early anytime by the administration may not participate in any after school activity for that day.

## ELECTRONIC & COMMUNICATIVE DEVICES

Cameras, radios, CD and/or digital players may not be used in any classes during the school day unless with the teacher's permission. Cell phones, pagers, and other communicative devices may not be used during the school day and must be turned off. If in violation, the items will be confiscated and disciplinary action issued.

## GUM

The chewing of gum is not permitted in school. Failure to comply will incur disciplinary action.

## HALL PASSES

Students must have an official school pass to be out of class anytime during the school day. Students may not loiter in the halls or bathrooms. Violation of this policy will result in disciplinary action.

# CODE OF CONDUCT

## HARASSMENT

The community of Saints Peter and Paul High School is committed to providing and maintaining a safe and welcoming environment. Respect for the individual, a fundamental Gospel value for our school, is essential to meeting this goal. Threats, intimidation, defamation, bullying, or harassment (serious or in jest) will not be tolerated, especially those negative comments and actions based on race, religion, national origin, or gender. This includes sexual harassment, which is any sexually oriented behavior that is unwelcome, unwanted, and/or uninvited by the recipient that can be in a verbal, non-verbal, and/or physical manner. These types of behavior will not be tolerated at Saints Peter and Paul High School. Incidents of this nature must be reported immediately to the Principal or Director of Guidance. Consequences for conduct violating these expectations shall include, but are not limited to, the following:

- First Offense:** Double Detention/Parental Notification
- Second Offense:** Suspension/Required Parental Conference/Mandatory Counseling
- Third Offense:** Expulsion from Saints Peter and Paul High School

## LATENESS TO CLASS

Students coming late to class without a pass will receive a **Demerit**.

## LATENESS TO SCHOOL

Punctuality and consistent attendance are essential at school or the work place. Students arriving late to school must report to the High School Office and present a written parental or doctor's note with a legitimate excuse for lateness. Students will receive a **General Detention** for every **fifth** lateness (*excused* or *unexcused*) accumulated each semester, excluding those lates accompanied by a medically documented note presented at the time of signing in at the office. Students who report late to school after 9:30am without appropriate medical documentation or administrative approval will be ineligible for extracurricular activities on that day. Habitual lateness may result in more serious disciplinary actions, including the loss of eligibility to participate in student life activities.

## PARKING

Due to limited parking spaces, students may not park on the Saints Peter and Paul School faculty parking lots. Student parking is available on a limited basis along the school side of Choptank Avenue and in the Saints Peter and Paul student parking lot adjacent to the athletic fields and Route 50. In accordance with the local municipal and law enforcement authorities, the following parking provisions have been instituted:

1. Students must register their vehicle with the High School Office.
2. *Parking Permit* hangers must be displayed at all times. Failure to do so will result in the loss of the *Parking Permit*.
3. Only students with valid *Parking Permit* hangers are allowed to park in the designated areas. All others are subject to towing provisions at their own expense.
4. Students and parents agree to abide by the parking policies as agreed to by the school, the Town of Easton, and local law enforcement officials.
5. Student drivers may not park in front of residential driveways or mail boxes.
6. At all times, students should respect and demonstrate courtesy to our neighbors.
7. Violations will result in disciplinary action under the Public Department clause of the Student Code of Conduct and are subject to all local ordinances.

## PUBLIC DEPARTMENT

Students are responsible for the manner in which they represent themselves and Saints Peter and Paul High School at all times. This includes public activity or telecommunications conduct (newspapers, social networking sites, emails, Internet, voice mails, etc.). If the administration becomes aware of any student who brings discredit to him or herself, or to the good name of the school, through documented public misconduct, it reserves the right to initiate disciplinary action against the student.

## RESPECTFUL BEHAVIOR

All members of the Saints Peter and Paul High School community will display civility and courtesy at all times. Students are expected to behave respectfully towards pastors, teachers, guests and each other at all times. Disrespectful behavior, including inappropriate language and public displays of affection (PDA), will result in disciplinary action.

## SMOKING

Saints Peter and Paul School is a smoke-free campus. Smoking or chewing of tobacco of any kind is not permitted on campus at any time. This restriction applies to the school parking lots and at school sponsored events at or away from school. Violation of this policy may result in suspension from school and disciplinary ineligibility.

# CODE OF CONDUCT

## STUDENT LIFE ACTIVITIES

Saints Peter and Paul High School will sponsor a number of student life activities over the course of the year. Students are required to abide by the following rules of behavior at school-sponsored functions:

1. Students must arrive at the school-sponsored function within the first thirty (30) minutes.
2. When students leave the activity they must leave the building and school property. Students may not re-enter the school-sponsored activity once they have left.
3. Students should be aware of the local ordinances that govern behavior in the community.
4. Saints Peter and Paul High School is not responsible for students after they have left the school-sponsored activity.
5. For activities requiring tickets, all tickets must be purchased by Saints Peter and Paul High School students. Tickets may be sold at the door only at the discretion of the administration.
6. A student may bring no more than one guest to the activity. Students must sign in their guest at the door and are responsible for their guest's behavior.
7. Appropriate and respectful behavior is expected at all times by students and guests alike.

## TRUANCY

Truancy is absence from school without the knowledge or permission of parents or guardians. Truancy is a violation of state and school regulations and is a suspendable offense. A student who is truant will meet with the Principal before continuing classes and parents/guardians will be immediately notified. Continued truancy may lead to dismissal.

## DISCIPLINARY CONSEQUENCES

The Saints Peter and Paul High School Code of Conduct is a hierarchical system of responsibilities and consequences. Students may earn disciplinary consequences for a singular action or through the accrual of disciplinary actions over the course of the semester. It is the student's responsibility to be accountable for his or her own actions **and** their consequences. Students who accrue a **Private** or **General Detention** will serve a mandatory study hall or provide service to the school community.

### PRIVATE DETENTION

**Private Detention** may be given to students for minor infractions at the discretion of the classroom teacher or administration. They are not cumulative on the student's Disciplinary Record. Students who are issued a Private Detention will be assigned to serve with the issuing teacher or in the weekly detention study hall. Students assigned Private Detention must be given a 24 hour notice. ***Failure to serve a Private Detention will result in an automatic General Detention.***

### DEMERITS

Demerits may be given for minor infractions of the Saints Peter and Paul Code of Conduct and are cumulative by the semester. The accumulation of three **Demerits** results in a **General Detention**.

### GENERAL DETENTION

**General Detentions** are given for more serious offenses of the Saints Peter and Paul High School Code of Conduct or after the accumulation of three **Demerits**. **General Detentions** are cumulative by semester. Detention Study Hall is held on Tuesday and Thursday from 3:10 - 4:00 p.m. during which time students may do homework, study, read, etc. Students receiving **General Detention** will serve it on the next available day providing a 24 hour notice has been given. There are no excuses for missing detention. Students participating in extracurricular activities or who have other scheduling conflicts may request to serve Wednesday Detention Study Hall from 7:30 - 8:20 a.m. **Cutting General Detention will result in an additional General Detention.** Students are to be in proper uniform compliance while serving **General Detention**.

### THREE HOUR DETENTION HALL

Students may be required to serve a **Three Hour Detention Hall** for serious or repeated violations of the Student Code of Conduct. Under teacher supervision, **Three Hour Detention Hall** is a combination study hall/work session as determined by the administration. **Three Hour Detention Hall** is also given after a student receives a fourth **General Detention** in a semester, or for other violations as deemed appropriate by the administration.

# CODE OF CONDUCT

## DISCIPLINARY CONSEQUENCES (cont.)

### DISCIPLINARY INELIGIBILITY

Proper conduct and good citizenship are requirements for participation in school activities. **Disciplinary Ineligibility is the total loss of all privileges connected with the school, including participation in school events and meetings, team practices and games, school trips and social events such as dances.** Students may become disciplinarily ineligible for serious violations of the Saints Peter and Paul High School Code of Conduct, or after receiving a third, fourth or fifth **General Detention** in a semester. The length of time is 5 *school* days for the third detention ineligibility offense, 10 *school* days for the fourth detention offense, or a length of time to be determined by the administration for any ineligibility thereafter.

### SUSPENSION & EXPULSION

**Suspensions** are given for extreme or repeated violation of the Saints Peter and Paul High School Code of Conduct. The length of a **suspension** and is subject to discretion of the administration dependent upon the offense. Students suspended from school may not attend on **or** off campus school events for the duration of their **suspension**. Students will also be disciplinarily ineligible for a time period determined by the administration. A parent conference is necessary before the student can return to school. **Students suspended for a second time within an academic semester may be asked to withdraw from Saints Peter and Paul High School.**

**Expulsion** is the removal of a student from the school for gross, extreme, and/or repeated violations of the Saints Peter and Paul High School Code of Conduct. Students, with their parents, may appeal an expulsion in writing within five (5) school days of parental notification. Appeals are made directly to the Pastor of Saints Peter and Paul Parish. The following major violations of the Saints Peter and Paul High School Code of Conduct may result in suspension or expulsion from school:

1. Accumulation of five (5) General Detentions in one semester
2. Unbecoming, disrespectful, or insubordinate behavior toward a teacher, employee, or another student
3. Being under the influence of, use, possession, sale and/or distribution of alcohol, drugs or drug paraphernalia on or about school property, or at any home or away school sponsored event
4. Second offense of academic dishonesty policy within an academic year
5. Forgery of official papers
6. Endangering the safety of others, including possession of dangerous objects
7. Truancy or leaving campus without permission
8. Willful damage or destruction of school property
9. Theft
10. Fighting
11. Continual disregard for the Saints Peter and Paul High School Code of Conduct
12. Public conduct detrimental to the good name of the school

Students asked to withdraw or who are expelled from the school must have written permission from the administration to return to the campus for any school event.

### DISCIPLINE REVIEW

At the conclusion of each semester, the administration will review the discipline records of those students with a history of poor conduct. Based on that review, students may be asked to withdraw from Saints Peter and Paul High School or may be allowed to return only under disciplinary probation conditions.

### DISCIPLINARY PROBATION

A student placed on Disciplinary Probation may return to Saints Peter and Paul High School under a probationary status. While on probationary status, if the student were to accrue **General Detentions**, the following measures would be taken:

- First Offense:** Three-Hour Detention Hall/Disciplinary Ineligibility
- Second Offense:** Out of School Suspension/Disciplinary Ineligibility
- Third Offense:** Immediate Withdrawal from Saints Peter and Paul High School

Disciplinary offenses greater than a **General Detention** are grounds for immediate suspension and or expulsion from Saints Peter and Paul High School.

## UNIFORM & DRESS CODE

The school uniform is the mark of the Saints Peter and Paul High School student. It is a sign of the collective tradition that is shared by Saints Peter and Paul students and should be worn with pride and respect. Students should be in proper uniform attire at all times in the building, before, during, and after school. Uniform items must be in good repair. Extreme hairstyles, visible tattoos, and excessive jewelry are inappropriate and unacceptable. Hats may not be worn in the building. Violation of the Saints Peter and Paul High School Uniform Code will result in disciplinary action.

All items marked with an asterisk (\*) must be purchased from Flynn & O'Hara Uniform Company at 1-800-441-4122 or online at [www.flynnohara.com](http://www.flynnohara.com). **All students are required to wear designated Flynn & O'Hara Uniform items\***.

### UNIFORM CODE FOR GIRLS

- ✓ *Shirts must be tucked in at all times and properly buttoned (only the top button may be unbuttoned).*
- ✓ *Skirt length must be no more than two inches above the knee (from the back and front) and not rolled.*
- ✓ *Excessive and or inappropriate makeup, nose jewelry, tongue studs, etc. are not allowed.*

**SUMMER UNIFORM:** Worn from the first day of classes through November 11<sup>th</sup> and **beginning** April 2<sup>nd</sup>. The Winter Uniform may also be worn during this time.

1. **Skirt\***: Flynn & O'Hara uniform skirt, skort, or pants with dark solid-color belt worn at the waistline (no skorts or pants should be tight fitting).
2. **Shirt**: White, button-down oxford (no logo) or white or navy blue school logo polo shirt. **Only a plain white T-shirt free of writing or imprints may be worn underneath the white polo shirt (a navy blue T-shirt may be worn with the navy blue polo shirt)**. Long sleeve T-shirts or turtlenecks may not be worn with the Summer Uniform.
3. **Socks**: Must be worn at all times. Navy blue or white, solid color socks (nonlogo).
4. **Tights**: Navy blue/white tights or plain, non-colored/non-patterned nylons may be worn with the Summer Uniform.
5. **Dress Shoes**: Flat black/brown dress shoes such as Dirty Bucs, Exeter, Docksiders, or Doc Martens. No skate shoes, boat shoes, boots, backless, or high heeled shoes (over 1"). Shoes must be properly tied at all times.
6. **Sweater (optional)\***: School logo sweater or vest. No other jackets or sweaters may be worn.
7. **Sweatshirt (optional)**: School logo sweatshirt may be worn. Athletic or other non-school sweaters may **NOT** be worn.

**WINTER UNIFORM:** Must be worn **between** November 14<sup>th</sup> and March 30<sup>th</sup>.

1. **Skirt\***: Flynn & O'Hara uniform skirt, skort, or pants with dark solid-color belt worn at the waistline (no skorts or pants should be tight fitting).
2. **Dress Shirt**: White, long-sleeve button-down oxford (no logo) or white turtleneck. **Only plain white undergarments/T-shirt/turtleneck free of writing or imprint may be worn underneath the dress oxford shirt.**
3. **Socks**: Must be worn at all times. Navy blue or white, solid color socks (nonlogo).
4. **Tights**: Navy blue/white tights or plain, non-colored/non-patterned nylons may be worn with the Winter Uniform.
5. **Dress Shoes**: Flat black/brown dress shoes such as Dirty Bucs, Exeter, Docksiders, or Doc Martens. No skate shoes, boat shoes, boots, backless, or high heeled shoes (over 1"). Shoes must be tied properly at all times.
6. **Sweater (optional)\***: School logo sweater/vest or navy blue uniform blazer. No other jackets or sweaters may be worn.
7. **Sweatshirt (optional)**: School logo sweatshirt may be worn. Athletic or other non-school sweaters may **NOT** be worn.

# UNIFORM & DRESS CODE

## UNIFORM CODE FOR BOYS

- ✓ *Hair length must be above the collar, above the ears, and be neat and moderately styled.*
- ✓ *Facial hair, ponytails and/or inappropriate hair designs are not permitted. Sideburns must be cut to the middle of the ear.*
- ✓ *Shirts must be tucked in neatly at all times.*
- ✓ *Pants are to be worn at the waist and properly sized.*
- ✓ *Wallet chains, nose jewelry, tongue studs, or earrings of any type, etc. are not permitted*

**SUMMER UNIFORM:** Worn from the first day of classes through November 11<sup>th</sup> and **beginning** April 2<sup>nd</sup>. The Winter Uniform may also be worn during this time.

1. **Dress Pants**\*: Flynn & O'Hara khaki uniform trousers or uniform shorts.
2. **Shirt**: White, button-down oxford (no logo) or white or navy blue school logo polo shirt. **Only a plain white T-shirt free of writing or imprints may be worn underneath the white golf shirt (a navy blue T-shirt may be worn with the navy blue polo shirt).** Long sleeve T-shirts or turtlenecks may not be worn with the Summer Uniform. Uniform appropriate ties are to be worn with the button-down dress oxford shirt at all times.
3. **Belt**: Black or brown leather.
4. **Socks**: Must be worn at all times. Dark navy blue, black, or plain white (non-logo).
5. **Dress Shoes**: Flat black/brown dress shoes such as Dirty Bucs, Exeter, Docksidiers, or Doc Martens. No skate shoes, boat shoes, boots, or backless shoes. Shoes must be tied properly at all times.
6. **Sweater (optional)**\*: School logo sweater/vest. No other jackets or sweaters may be worn.
7. **Sweatshirt (optional)**: School logo sweatshirt may be worn. Athletic or other non-school sweaters may **NOT** be worn.

**WINTER UNIFORM:** Must be worn **between** November 14<sup>th</sup> and March 30<sup>th</sup>.

1. **Dress Pants**\*: Flynn & O'Hara khaki uniform trousers.
2. **Dress Shirt**: White, button-down oxford (no logo) or white turtleneck. **Only a plain white T-shirt free of writing or imprints may be worn underneath the shirt.** Uniform ties are to be worn with a button-down dress oxford shirt at all times.
3. **Belt**: Black or brown leather.
4. **Socks**: Must be worn at all times. Dark navy blue, black, or plain white (non-logo).
5. **Dress Shoes**: Flat black/brown dress shoes such as Dirty Bucs, Exeter, Docksidiers, or Doc Martens. No skate shoes, boat shoes, boots, backless, or backless shoes. Shoes must be tied properly at all times.
6. **Sweater (optional)**\*: School logo sweater/vest or navy blue uniform blazer. No other jackets or sweaters may be worn.
7. **Sweatshirt (optional)**: School logo sweatshirt may be worn. Athletic or other non-school sweaters may **NOT** be worn.
8. **Necktie**\*: Grades 9-11 must wear the official school tie. Grade 12 may wear an appropriate tie of their own choosing.

## FIELD TRIP DRESS CODE

When Saints Peter and Paul High School students travel for athletic, extracurricular, or co-curricular activities, they represent their school. The dress code for field trips is left to the discretion of the trip moderator and the Principal. Students should know the dress expectation before the trip and failure to meet the expectation will result in removal from the trip and disciplinary action.

## OUT OF UNIFORM DRESS CODE

At various times, students will be allowed to be out of uniform during the school day, also known as a **TAG** day. Students are expected to be well groomed, neat and dressed in an appropriate manner. Students may be out of uniform in attire of their own choosing. However, the following items are **NOT** permitted: T-shirts with inappropriate writing or graphics, tank tops, spaghetti straps, halter tops, bare midriffs, spandex, stretch pants, hats, cut-offs, shorts above mid-thigh, torn or baggy pants/jeans or any other revealing or inappropriate clothing items. Students must comply with all other Uniform Code provisions.

# STUDENT LIFE

## CAMPUS MINISTRY

Saints Peter and Paul High School is called to be a faith community. It is the mission of the Campus Ministry and Theology Departments to respond to this call by creating opportunities for the students, parents, faculty and staff to build and experience a faith community. As we enter into this endeavor we are guided by two principles:

† **God is central in every aspect of building a faith community.**

† **All members of the school have essential roles in the process of building a faith community.**

Teaching theology, nurturing spirituality, and promoting service are the three dimensions that will be integrated into life at Saints Peter and Paul High School to create and foster this community. The following opportunities are provided through the Campus Ministry and Theology Departments:

### RETREATS

The students, faculty, and staff of Saints Peter and Paul High School will be afforded the opportunity for reflective spiritual growth through planned retreats and days of recollection. Through a four year retreat program, freshmen and sophomores attend required day retreats, while juniors and seniors are offered the opportunity for overnight retreat experiences.

### LITURGY AND PRAYER

The celebration of the Holy Mass and daily prayer are a central focus of the Saints Peter and Paul High School faith community. Through the DeSpiritus Team, liturgical planning, Choir/Music, Eucharistic Ministry, and Ministry of the Reader, students are provided a broad avenue for involvement in the spiritual life of the school.

### SERVICE OPPORTUNITIES & CHRISTIAN SERVICE PROGRAM

As all members of the Saints Peter and Paul community seek to emulate the life of Christ, a diverse array of service opportunities are provided to students to become more involved with their school, parishes, and community. Through Special Olympics, Habitat for Humanity, Race for the Cure and others, students can share their talents and time as they experience their faith first hand. Saints Peter and Paul High School engages in a monthly service activity with the Benedictine School and its associated ministries to the poor, disadvantaged, and children of the Eastern Shore.

The Christian Service Program is an integrated learning and faith sharing experience through which students participate in service opportunities through each semester of Theology over four years. As a part of their total faith experience at Saints Peter and Paul High School, all students are required to complete at least ten (10) hours of community service per semester and have at least eighty (80) total hours in order to graduate.

## ATHLETICS

It is the mission of the Athletic Department to provide the young men and women of Saints Peter and Paul High School an opportunity to compete athletically at the highest level possible while maintaining academic excellence. Athletic goals and initiatives do not center around wins and losses, but in being thankful for God given talent, sportsmanship and preparation for life. Athletics is a primary component in the development of the whole person in mind, body and spirit.

### Student-Athlete Handbook

Student-athletes who participate in the Saints Peter and Paul High School Athletic Program and their parents will receive a *Student-Athlete Handbook* at the beginning of the season. The *Student-Athlete Handbook* outlines the philosophy, guidelines and rules of sportsmanship that govern the Saints Peter and Paul High School athletic community.

### Athletic Teams

**Fall**  
*Field Hockey*  
*Women's Soccer*  
*Men's Soccer*  
*Cross Country*

**Winter**  
*Women's Basketball*  
*Men's Basketball*  
*Ice Hockey*  
*Swimming*

**Spring**  
*Women's Lacrosse*  
*Men's Lacrosse*  
*Softball*  
*Baseball*  
*Golf*  
*Tennis*

## STUDENT CLUBS & ACTIVITIES

Students at Saints Peter and Paul High School are encouraged to become involved in a variety of extracurricular activities, including Mock Trial, Key Club, International Club, Drama, Student Government, etc. A *Student Activities Directory* is published annually for students.

# **STUDENT LIFE**

## **STUDENT RECOGNITION & AWARDS**

Students at Saints Peter and Paul High School are recognized in a variety of ways for their academic, athletic, extracurricular achievement, and service to their school and community. Students are recognized through the annual **Academic & Service Awards Banquet** and **Commencement** with some of the following awards:

### **SCHOLARSHIPS AND AWARDS**

A number of awards and scholarships are available to seniors who demonstrate academic achievement, service and character, including:

#### **Academic Achievement Awards**

The seniors who rank as the top three GPA students of their class, including the Valedictorian, Baccalaurean, and Salutatorian are recognized.

#### **Academic Department Awards**

Given by the respective academic departments for excellence within the departmental discipline over the high school career.

#### **Adrianna Lee Pride and Perseverance Award**

Given to the senior who has exhibited exemplary dedication and effort at Saints Peter and Paul High School.

#### **Chris Maxwell Literary Award**

Recognizes the senior who excels in the art of writing.

#### **Eileen Siemer Schaubert Memorial Scholarship**

Awarded to the senior pursuing the study and career in the field of health services.

#### **Father Adrian Fuerst Award**

Awarded to the senior who has demonstrated consistent academic effort and progress over four years of high school.

#### **Lilli Rossi Service Above Self Award**

Awarded to the senior who has given selflessly and without regard for personal recognition.

#### **Lucille O'Reilly Memorial Award**

Awarded to the senior who has demonstrated significant academic progress over four years of high school.

#### **Msgr. Irwin and Sr. Padraic Theology Awards**

Given to the male and female graduate who has demonstrated academic achievement in religious studies and school service.

#### **Principal's Award**

Awarded to the senior who has contributed time, effort and talent without regard for personal recognition or reward.

#### **Saints Peter and Paul Alumni Association Spirit Award**

Awarded to the senior who best exemplifies the "spirit" of the Saints Peter and Paul High School.

### **ATHLETIC AWARDS**

The Athletic Department recognizes our student-athletes for their commitment on and off the athletic field through the following awards:

#### **Athletic Team Awards**

Teams recognize individual team members for their athletic excellence, sportsmanship, and leadership at seasonal athletic awards events.

#### **Ensign C. Markland Kelly Award**

Awarded to a senior male and female student-athlete who has contributed leadership, teamwork, and sportsmanship to the athletic program.

#### **John P. Herrity Memorial Award**

Given in recognition of a senior student's continued effort and dedication to the Saints Peter and Paul High School athletic program.

#### **Mens Sana In Corporae Sano Award**

The "Sound Mind and Body" awards that are given to those students who achieve Principal's or First Honors during an athletic season.

#### **Robert W. Orme Jr. Award**

Recognizes the female student-athlete who demonstrates a genuine love for the game, high standards of scholastic achievement, team spirit and exemplary sportsmanship.

#### **Sabre Pride Awards**

Recognizes a senior male and female student-athlete's dedication to the athletic department, its teams and the spirit of the school.

# STUDENT SERVICES

## BUSES & TRANSPORTATION

Saints Peter and Paul High School does not provide its own bus transportation. Bus service is available through private companies. Please contact the High School Office for a list of transportation providers. For potential ride share and car pool information, refer to the *Student & Parent Directory*.

## CAFETERIA

The school maintains a cafeteria for student use. Students may either purchase lunch or bring it from home. Students who wish to purchase food items through the MMM Dining Service must order during their first class period of the day through the *Daily Lunch Order Form*. Students are required to pay for all items in the cafeteria the day of each order. Saints Peter and Paul is a participating school in the United States Department of Agriculture Team Nutrition Program, and offer an extensive low-carb menu.

## GUIDANCE

The Guidance Department at Saints Peter and Paul High School is a full service department that assists students and parents with academic and personal matters. The Guidance Department is a valuable resource and advocate in working with students, teachers, and parents. The Guidance Counselor helps students with course selection, scheduling, and academic progress. Another important area addressed by the Guidance Department is the college exploration and planning process. Using parent/student meetings, college fair opportunities, college representative sessions, newsletters and individual appointments, the Guidance Department supports students and families in the college selection, application, financial aid and scholarship process.

Students and parents often want to discuss personal, developmental, or social matters with a concerned adult. The Director of Guidance performs this role by providing a forum for brainstorming, exploring options, mediation, or sympathetic listening. When appropriate or requested, the counselor will identify appropriate community resources for further assistance.

Except for emergencies, students are expected to make an appointment to meet with the Director of Guidance. Students are responsible for notifying their teachers in advance of guidance appointments.

High school transcripts and official records are provided through the Guidance Office upon completion of the *Transcript Request Form*. The **High School CEEB # is 210496**.

## LIBRARY MEDIA CENTER

The Library Media Center (LMC) is located in the Father John J. Farrington Building across the parking lot from the high school. The Library Media Center is fully automated with computer stations and a diverse collection of materials for student research needs and personal interest. It is open Monday-Friday from 8:00 a.m. to 3:30 p.m. The following rules of library usage apply to all students:

1. Students may use the LMC independently before school, during their lunch period, and after school.
2. Students will need a pass to visit the library if not accompanying a class.
3. Students must sign in at the Library Media Center when they enter.
4. The student ID card serves as the library card and must be presented in order to check out materials.
5. No food, candy, or drinks are allowed in the LMC.
6. Internet use is allowed following the guidelines of the *Computer Network Acceptable Use Policy*.
7. Books and periodicals may be checked out for two weeks.
8. Students must pay for lost or damaged library materials or equipment.
9. A copier is available for student use for 10 cents per copy.
10. Students are not permitted to use the phone in the library.
11. The LMC is to be used for educational purposes only and respect for others is to be adhered to.

## LOST AND FOUND

Any articles found on school property should be taken to the High School Office. Lost items may be claimed from the Office or Gymnasium lobby. Any item not claimed by the end of the semester will become the property of the school.

# SUPPORT OFFICES & ORGANIZATIONS

## FINANCE & HUMAN RESOURCES OFFICE

The Finance & Human Resources Office of Saints Peter and Paul Church and Schools is responsible for the financial and human resource affairs of the parish and its schools. Questions pertaining to tuition, payment plans, and financial assistance may be addressed to the Director of Finance at 410-822-2275, x108.

### FINANCIAL POLICIES

The following financial policies apply to any family enrolled at Saints Peter and Paul High School.

1. Families will sign an *Enrollment and Financial Contract* with the school on a yearly basis. This contract signifies the relationship between the school and family. A tuition deposit is required to secure enrollment for the next school year.
2. Early withdrawal or dismissal of the student for any reason after June 1<sup>st</sup> will result in damages that are difficult to ascertain. Therefore, the responsible party understands that unless the student is withdrawn by June 1<sup>st</sup>, the responsible party agrees to pay, as liquidated damages, the tuition and fees for the entire year covered by the contract.
3. The school may refuse to provide educational and student services, including, but not limited to, attendance at school, class instruction, examinations, transcripts, diplomas, etc., if the student's account is in arrears in excess of 45 days. The responsible party will remain liable for the entire amount of tuition and fees.
4. Saints Peter and Paul High School reserves the right to deny re-admission for the following year if a financial loss to the School has been caused by breach of the tuition contract.

### TUITION & FEES

Tuition and fees for school year 2011-2012 school year is \$9900 for active Catholics in parish and \$10,600 for Catholics from other parishes and families of other faith denomination for each student for the High School. Student fees pay for a student copy of the yearbook, literary magazine, and student planner; Parents Association dues, class dues, school-wide testing costs, EDLINE service, technology, and support for the student life, campus ministry and athletic programs of the school.

### FINANCIAL DISCOUNTS

The *multiple student discount* is \$750.00 for the second and each subsequent High School student's tuition. High School and Elementary School students may not be combined for the multiple student discount.

To qualify for the reduced tuition rate for registered members of Saints Peter and Paul Parish, the following criteria must be met:

1. You live within the boundaries of Talbot County.
2. Your **Parish Census Form** is on file at the parish office and is completed with current information.
3. The parish offertory envelopes must be used on a **weekly basis and reflect donations throughout the year**. You may also utilize the e-Giving option through PledgeConnect.

The Parish Finance Office will review offertory contribution reports at least two times during the school year. A notice will be issued by the finance office to any parish family in jeopardy of losing the reduced tuition rate. As long as the parish criteria are met, the parish will offer the reduced tuition rate on an annual basis.

### TUITION PAYMENT OPTIONS

Families may pay tuition under the following options:

1. **Payment in Full due on or before July 1<sup>st</sup>**. This option entitles the responsible party to a 5% discount for cash payment or 2% for credit card payments on yearly net tuition and fees after all other applicable discounts. Payment may be made either through credit card, cash, personal check, cashier's check, or money order directly to the school.
2. **Extended Payment Plan through FACTS**, an independent tuition management service. For budgeting and convenience purposes, the responsible party may elect to spread payments over a period of 10 or 12 months.

When utilizing FACTS, tuition payments are collectible on the agreed upon dates. If FACTS has difficulty collecting tuition payments, Saints Peter and Paul High School reserves the right to terminate said FACTS agreement and demand payment in full.

### FINANCIAL ASSISTANCE

Both the Diocese of Wilmington and Saints Peter and Paul Schools have limited amounts of financial assistance available for families who meet financial criteria. Saints Peter and Paul Schools utilizes the diocesan application process for consideration of any financial assistance. Any family interested in financial assistance must complete the Diocesan/PSAS application. This application will provide your family the opportunity to be considered for **both** parish/school and diocesan financial assistance. There is an application processing fee that is the responsibility of the applicant. For more information or an application, contact the Finance Office.

# **SUPPORT OFFICES & ORGANIZATIONS**

## **OFFICE OF DEVELOPMENT**

As a community rooted in faith and service, the function of the Office of Development is to support Saints Peter and Paul High School and its mission of providing the finest Catholic education possible by promoting the principles of **Stewardship** and **Philanthropy**.

† **STEWARDSHIP** embraces the truth that all we have received belongs first to God and is given to us to be used in the care of God's people. Stewardship entails a sense of belonging both as individuals and as part of the Saints Peter and Paul High School family. It encompasses participation in events, support for the educational policies and goals of the school and the promotion of school spirit and spirituality. Stewardship is an ongoing process that fosters the Saints Peter and Paul community in the school and in the greater community.

† **PHILANTHROPY** answers the call to contribute time, talent and financial resources according to our individual capabilities. As responsible stewards of what is given into our care, we strive to be contributors to the spiritual and material well being of the Saints Peter and Paul High School community.

The Development Office is responsible for the following:

1. All fundraising activities, including the Sabre Fund, Parents' Association events, etc.
2. Research and coordination of grants and foundation proposals
3. Overseeing the benefaction of major gifts, securities, bequests, life insurance, gifts in kind, and other planned gifts given in support of our mission
4. Coordinate the public relations and marketing efforts of the school with the community at large
5. Communication of information regarding school programs and activities to parents, alumni, friends, and the community at large
6. Serve as the liaison in support of the Alumni Association and individual alumni of the school

## **ALUMNI ASSOCIATION**

The Alumni Association exists to foster feelings of friendship and loyalty between the alumni and the school. Membership in the association is automatic to all graduates of Saints Peter and Paul High School. There is no membership fee and all alumni are encouraged to attend class meetings and to help plan and implement activities designed to benefit students and alumni. The Alumni Association sponsors:

***Alumni Homecoming Weekend  
Class Reunions  
Senior Class-Alumni Association Mass & Brunch***

For more information on Alumni activities, please contact the Development Office for Saints Peter and Paul High School.

# **SUPPORT OFFICES & ORGANIZATIONS**

## **HIGH SCHOOL PARENTS ASSOCIATION**

### ***MISSION OF THE PARENTS ASSOCIATION***

The Parents Association is a vibrant part of the Saints Peter and Paul High School community that encourages and involves all Saints Peter and Paul High School parents as we work to raise and educate our sons and daughters. Parental involvement and guidance is integral for the ultimate success of our children in their high school experience. The Association fosters a working partnership between parents, faculty, staff and administration to provide a seamless, disciplined, faith-driven network of support to our children.

### ***PURPOSE & ACTIVITIES OF THE PARENTS ASSOCIATION***

The purpose of The Association is to promote the partnership between the parents and Saints Peter and Paul High School, acting as a forum for communication, school spirit, and community awareness. The High School Parents Association Executive Board is comprised of a President, Vice-President, Secretary, Treasurer, and the chairs of the following activities and organizations:

- ***Prom/Post Prom Committee***
- ***Sabres Athletic Association***
- ***Marketing & Public Relations Committee***
- ***Annual Gala & Auction – Major Fundraiser for Schools***
- ***Parents Volunteer Program***
- ***Social and Special Events Committee***

The High School Parents Association sponsors the following events:

|                                    |                                     |                                      |
|------------------------------------|-------------------------------------|--------------------------------------|
| <b><i>Gala &amp; Auction</i></b>   | <b><i>Catholic Schools Week</i></b> | <b><i>New Parent Welcome</i></b>     |
| <b><i>Teacher Appreciation</i></b> | <b><i>Post Prom</i></b>             | <b><i>Commencement Reception</i></b> |
| <b><i>Information Nights</i></b>   | <b><i>Open House</i></b>            | <b><i>Parent Socials</i></b>         |

The High School Parents Association Executive Board meets monthly. The Parents Association sponsors State of the School Meetings with the Principal to share information about the school, its programs, and strategic plans. In addition, the Parents Association also sponsors social activities during the course of the year. Parents Association activities will be published through a variety of communications. As vested partners in the total development of their children, all parents are invited to participate in the High School Parents Association and its activities.

## **SABRES ATHLETIC ASSOCIATION**

The Sabres Athletic Association is comprised of dedicated parents who voluntarily assist in the furtherance of interscholastic athletics as an integral part of the educational mission of Saints Peter and Paul High School. It is the mission of the Sabres Athletic Association to support the goals and programs of the Saints Peter and Paul Athletic Department in spirit and financially for the greater good of the entire school community. Sabres Athletic Association meeting dates and activities are published in the high school calendar, emails, and website.

The Sabres Athletic Association sponsors the following activities:

- Seasonal Athletic Awards Banquets***
- Homecoming Activities***
- Sabres Athletic Association Golf Tournament***
- Athletic Game Concessions***
- Seasonal Athletes Blessing***

Interested parents should contact the Director of Athletics for more information about the athletic activities and Sabres Athletic Association of Saints Peter and Paul High School.

# **SAINTS PETER AND PAUL HIGH SCHOOL COMPUTER NETWORK ACCEPTABLE USE POLICY**

**(to be revised during school year 2011-2012)**

Saints Peter and Paul High School is committed to cultivating in each student an active pursuit of academic excellence and intellectual development. Recognizing that educational excellence depends on keeping abreast of the latest technology, Saints Peter and Paul High School has endeavored to expand its technological resources to serve the entire school community. The ability to access information through the computer network will be used by students, faculty and staff to further educational goals and objectives. Learning how to access this information is now a fundamental skill and an important goal as we prepare students for the future.

It is understood that the use of technology should be consistent with both the educational and moral objectives of Saints Peter and Paul High School. This policy serves to outline the expected standards of behavior by all users of the network and equipment within the school. In accordance with the school's philosophy and mission, by using the technology at Saints Peter and Paul High School you are consenting to be bound by the principles and acceptable behavior specifically outlined in this policy and with the broader concepts of ethical, legal and responsible use. All students and their parents must agree to and abide by the following **Acceptable Use Policy**.

## **ACCEPTABLE USE POLICY GUIDELINES**

1. Computer network resources will be used in accordance with the school's mission and philosophy.
2. Student users will be provided an individual account Login ID and password. Users agree to maintain adequate security for their accounts and are responsible for all activity generated on their account. Under no circumstances should students share their passwords and Login IDs, and they may not authorize others to use their account.
3. Computer network resources are to be used only for school-related work.
4. All computer network equipment is to be treated with respect. Users are responsible for the proper use and care of the computer network equipment at their disposal.
5. Students are not permitted to create or use any personal or unauthorized communication, including, but not limited to, e-mail, instant messaging, chat rooms, on-line communities and bulletin boards.
6. Internet use will be monitored for appropriate content. Using or importing offensive, obscene, libelous, disruptive, or inappropriate language, pictures or other materials is strictly prohibited.
7. Individuals may only access information for which they have specific authorization.
8. Network storage areas including Edline web lockers will be treated like school lockers. The school may, at any time, electronically monitor content and use of these storage areas.
9. Use of anything designed to disrupt the performance of the network or to breach security is prohibited. The school may, at any time, electronically monitor use of the computer network to keep it working properly and to ensure that users are using the system responsibly.
10. Student users will not intentionally write, produce, copy, propagate, or attempt to introduce any computer code, program, and/or virus designed to self-replicate, damage or hinder the performance of any computer system.
11. Members of the school community will respect all copyright laws and software licensing agreements.
12. Transmission of any material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted, threatening, obscene, or pornographic material. Illegal activities are strictly prohibited.
13. Computer network resources at Saints Peter and Paul High School may not be used for commercial activity.
14. Confidentiality will be respected and the rights of others will not be infringed upon.

## **CONSEQUENCES**

The use of the Saints Peter and Paul Computer Network and equipment is a privilege, not a right. Violations of the **Computer Network Acceptable Use Policy** may result in suspension of privileges and further disciplinary action as determined by the administration. In addition, should any damage be incurred to computer equipment due to gross negligence or intentional abuse, the person(s) involved will be held financially liable. The administration reserves the right to make the final decision as to the appropriateness of use.