

GEORGE E. PETERS ADVENTIST SCHOOL

"The Christian School that Makes a Difference"



STUDENT HANDBOOK

2023 - 2024

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Hyattsville, MD 20783

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FOREWORD

The GEORGE E. PETERS ADVENTIST SCHOOL is named after George Edward Peters (1885-1965), pioneering Black Seventh-day Adventist, administrator, educator, writer, and editor across North America. Elder G. E. Peters was born on February 1, 1885, to Henry and Sarah Peters in the parish of St. Paul, Antigua in the British West Indies. During the 1880's, his father was a Moravian schoolteacher and became one of the early Adventists in the Caribbean.

G. E. Peters attended Oakwood College during its early days and began his Church ministry in Alabama in June 1908. He held pioneering evangelistic programs throughout North Carolina, Tennessee, Georgia, and Florida, and won hundreds of people to the Adventist Church. In the early 1920's, in Tampa, Florida, 245 were won in one evangelistic campaign; 145 were baptized in one day --an Adventist record which stood to the 1960's.

Peters was the author of numerous articles in the Review and Herald between 1909 and 1953. He was first appointed the Secretary of the "Negro Department" of the General Conference of Seventh Day Adventists (G.C.) in 1929. He pastored and acquired new prominent churches such as the Shiloh Seventh-day Adventist Church in Chicago (1926) and Ephesus S.D.A. Church in New York City. (1930). During the 45 years he served the Adventist Church, he was widely recognized as a "Pastor of Pastors".

Peters lived in Washington, D.C. for over 15 years, mostly from 1941 to 1953 when he served as the "Secretary of the Negro" and later "the Colored Department" of the General Conference (1941 to 1951), and Field Secretary of the G. C. (1951-1953). He courageously fought for racial equality within the Adventist Church, the expansion of educational opportunities for Black Americans, and the right of Black Adventists to have their own conferences. Between 1946 and 1954, he assisted in naming the Allegheny Conference, was co-founder of Riverside Hospital in Tennessee, and was the first editor of the "North American Informant".

In 1900, Peters attended the first Adventist school founded in Trinidad, West Indies, and lived in Panama with his family before migrating to the United States during the first decade of the 20th century. His effective evangelistic approach in North America resulted in over 2,600 people joining the Adventist Church, and he started dozens of churches and church schools. He is the author of the book *The Dead Shall Live* (1947).

Elder Peters died on June 30, 1965, in Philadelphia, leaving his wife and numerous sons and daughters by adoption. Many of them are now outstanding Adventist leaders serving around the world.

Glenn O. Phillips, Ph.D.

MISSION STATEMENT

George E. Peters School is committed to training students to emulate the character of the Master Teacher, Jesus Christ, by developing them spiritually, mentally, physically, and socially for this world and the world to come.

The staff of the George E. Peters Adventist School believes that all students should have an equal and equitable opportunity to learn at our school.

- **We believe** in the triangular approach to Christian education. This is the cooperation and the harmonious coexistence with the parent, teacher, and student.
- **We believe** that all students can achieve mastery of basic grade level skills, regardless of their background, socio-economic status, race, or previous academic performance.
- **We believe** our purpose is to educate all students and help them achieve high levels of academic performance.
- **We believe** our goal is to point students heavenward, and to foster positive growth in social attitudes and behavior, as well as academic growth.
- **We accept** the responsibility to teach all students so that they can achieve their utmost physical, mental, and spiritual potential, in a pleasant, safe, and caring environment.

PHILOSOPHY & OBJECTIVES

Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. God created in His image a perfect humanity; however, man lost his original state because of sin. The basic tenets of the Seventh-day Adventist Church, as well as the inspired writing of Ellen White, are directed toward God's restorative plan for fallen humanity.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Adventist education seeks to nurture thinkers, to provide loving service, to develop one's potential and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. It has a time dimension that spans eternity.

In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship on this earth and in the New Earth to come.

Objectives

In harmony with our philosophy, the objectives of our school are as follows:

1. To lead our students to an awareness of God and the constant nearness of Him--the Creator and Source of all life.
2. To promote the Seventh-day Adventist standards of living.
3. To assist in the formation of a Christian character by emphasizing self-discipline and responsibility.
4. To develop mastery of the primary tools of knowledge -- reading, writing, language skills, and number concepts.
5. To foster in each student a positive self-image.
6. To instill in the heart and mind of each student respect for himself and others.

7. To help each student learn the importance of good health and physical fitness.
8. To provide opportunities to develop an appreciation for the fine arts and to encourage the development of creative abilities.
9. To encourage students to develop a sense of responsibility, the feeling of dignity and the acceptance of honest labor.
10. To develop attitudes of discrimination of values and sound judgments.
11. To develop well rounded personalities.

SCHOOL CREED

Higher than the highest human thought can reach is God's ideal for His children. Godliness-godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain, that includes everything good, and pure, and noble.

I am created in the image of God, and I am endowed with power akin to that of the Creator - individuality, power to think and to do. I will develop my power to think, and not be a mere reflector of other men's thoughts.

I must face the practical realities of life, its opportunities, its responsibilities, its defeats, and its successes. How I meet these experiences, whether I become a master or victim of circumstance depends largely upon my preparation to cope - my education.

I will use my time wisely today! I will learn something new today! I will be successful today! I will have other gods before Thee. I will not make unto Thee any graven images nor bow down myself to serve them. I will not take the name of the Lord in vain. I will remember the Sabbath Day to keep it holy. I will honor my father and my mother. I will not kill. I will not commit adultery. I will not steal. I will not bear false witness against my neighbor. I will not covet anything that is my neighbors.

The greatest want of the world is the want of men; men who do not fear to call sin by its right name; men whose conscience is as true to duty as the needle to the pole; men who will stand for the right though the heavens fall. But such a character is not the result of accident; it is not due to special favors of endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and man.

Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders.

My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or a loose memory. I will seek higher attainments.

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place, and my opportunity. I accept the challenge to be all I can be.

STATEMENT OF ACCREDITATION

The George E. Peters Adventist School (GEP) is fully accredited by the Middle States Association of Colleges and Schools, the National Council for Private School Accreditation, approved by the North American Division of the Seventh-day Adventists and certified by the Columbia Union and Allegheny East Conference of Seventh-day Adventists.

DISCLAIMER

Changing circumstances sometimes necessitate amending policies and/or procedures during the school year. Actions voted at any time by the Education Department of the Allegheny East Conference, George E. Peters School Board, and faculty shall have equal weight to, or at times, supersede statements previously published in this handbook. These changes will be communicated with students and parents in the form of verbal announcements, emails, text, weekly notes, newsletters.

ADMISSION POLICY & REGISTRATION

The George E. Peters Adventist School is established to provide Christian education that promotes Seventh-day Adventist values and beliefs. Admission priority is given to students of the constituent churches. The prospective student must complete an application, upload required admission forms, and schedule an in-person interview. .George E. Peters Adventist School makes no discrimination based on race, color, ethnic origin or religion in admission or educational policies, application for admission, extracurricular programs, or any other benefit of the school.

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Admission Procedure

1. Complete application form online.
2. Complete and return the application with the non-refundable fee.
3. Schedule a visit and tour school facilities (if desired).
4. Set up an appointment for student(s) to be interviewed.
5. Provide additional documents and supporting information:
 - Two recommendations (teachers and /or principal)

- Copy of last official report card
 - Signed Transfer of Record Request
 - Birth Certificate
 - Medical Records
 - Immunization Records (PreK – Grade 1 & All New Students)
 - Signed Financial Agreement
 - Physical Examination by October 31st. (Students entering Grade 1, Grades 4 & 7)
6. Child's records and/or pertinent information will be reviewed by the Principal or Admissions Committee. All new students will start on a probationary period for the first quarter upon acceptance.
 7. A letter will be sent regarding the acceptance decision.

Transferring students from another school will need to submit an official cumulative academic record from the previous school along with the information listed above.

Home school students applying for admission must complete the above information. Home school students must also submit a recent transcript of all courses taken, course descriptions, and/or a letter on school letterhead from the administrator verifying that the student has completed his/her grade level.

ENTRANCE REQUIREMENTS

The following entrance requirement must be met before students are admitted to George E. Peters:

1. Complete online registration forms (in-person support is available).
2. Health records are to be turned in or updated before school starts.
3. Pay registration & technology fees (Business Manager).
4. New students' applications including students with severe behavior history are subject to review.

Pre-Kindergarten: The student must be 3 or 4 years old by September 1st. and potty-trained. The parent or guardian must provide the student's birth certificate, immunization records, a completed emergency form, and signed financial agreement at registration. The Health Inventory Part I and II signed by the doctor is due by October 1st.

Kindergarten: The student must be 5 years old by September 1st. The parent/guardian must provide the student's birth certificate, immunization records, and signed financial agreement record at registration. The medical and dental certificate forms are due by October 1st.

Grades 1 through 8: The student entering the first grade must be 6 years old by September 1st. At registration, the parent or guardian must provide the student's birth certificate, a cumulative transcript, a report card from the last grade completed, a signed financial agreement, and an immunization record. The medical and dental certificate forms are due by October 1st.

FINANCIAL INFORMATION & POLICIES

George E. Peters Adventist School receives funds from three (3) constituent churches: Emmanuel-Brinklow, Glenridge and Metropolitan. Therefore, tuition rates are higher for non-constituent members and those who are not Seventh-day Adventist.

REGISTRATION FEE

A non-refundable registration fee is required of all students once a year. The registration fee covers the cost of insurance, library books/materials, e-books, classroom supplies, online curricula, textbooks, yearbook, and testing materials.

TECHNOLOGY FEE

A non-refundable technology fee is required of all students once a year. The technology fee covers IT licensing & support systems, student computer rentals & limited warranted, Google suite, educational online platforms, Renweb/FACTS student & parent management system. **Computer damage, lost chargers, and lost computers by students will be billed to parents at an additional cost.**

PRE-REGISTRATION

All current students who plan to attend the school during the next year must pre-register by April 30th. Pre-Registration guarantees a position in the next grade until registration officially begins. Students who do not register at this time, may lose their place to new or prospective students. ***Students whose accounts are not current may not be allowed to register.***

TUITION (see Schedule of Fees)

Payments will be made using the **SMART/Blackbaud Tuition** platform for monthly payments from August through May. If SMART does not receive your enrollment form in time to arrange for the first payment, your first payment date will be moved forward. A payment plan for 11 months is available through SMART to help reduce monthly payments. Please see Business Manager for details.

TUITION DISCOUNTS

- **Payment in Full** - 7% off Yearly Tuition Rate (does not apply to registration or other fees).
- **Family Discount** (to qualify for the family discount, all children must be siblings and live in the same household). Account will be credited if the following applies:
 - 5% discount off highest tuition - Second child
 - 10% discount off highest tuition - Third child
 - Free Tuition - Fourth child

STUDENT SCHOLARSHIPS

Student scholarships are available under the following programs: (see Business Manager for details)

- Worthy Student Scholarship (based on financial need)
- i-SMART Scholarship
- BOOST Scholarship
- Partnering for Eternity (PFE) Scholarship

RETURNED CHECK POLICY

A \$25.00 service charge will be applied to the student's account for any returned checks. All returned checks will be re-deposited immediately. **After two returned checks, personal**

checks will no longer be accepted and future payments must be in the form of cash, money order or cashier's check.

DELINQUENT ACCOUNTS

Payments are due on the 20th of each month, August through May. Accounts are considered delinquent if they are not paid within 10 days of the due date. When the account becomes **two (2) months in arrears**, the student is subject to suspension from every class and school event until the parent makes acceptable arrangements.

- **Graduating (8th grade and Kindergarten) students must have their accounts paid in full by May 20th.** An unpaid account will prevent the student from taking part in graduation exercises.
- No family will be able to register for the new school year if any of their children have outstanding balances. The previous balance on the account must be paid in full.
- An appointment to meet with the Business Manager to review family budgets and financial planning can be scheduled if the family desires.

TRANSFER STUDENTS

Tuition will be billed in equal installments, regardless of the date a student registers during any given month.

WITHDRAWAL FROM SCHOOL

If a student withdraws during his/her first week of the first month, a refund of 50% on the tuition (excluding fees) will be given. After the first week of any month, there will be no refund of any charges. **Accounts must be cleared prior to transcripts being sent to another school. No student's information and/or transcript will be released until his/her account is paid in full.**

ATTENDANCE & PUNCTUALITY

GENERAL GUIDELINES

It is necessary that all students arrive at school **before** 8:30 AM. Regular school attendance is vital to academic success. Being on time reflects on the student, the family, and the school as a whole. When students are absent, they miss valuable information and lessons necessary to meet world class standards. Therefore, parents and students are expected and encouraged to maintain regular attendance and punctuality, unless unusual circumstances occur.

The school discourages the taking of extra days before or after a scheduled vacation and during anytime while school is in session. This includes before and during examination periods. Make-up tests will be done at the discretion of the teacher.

Parents must complete and submit the online attendance form for daily absences, extended absences, early releases, or late arrivals. The online form is accessible at <https://www.gepeters.org/attendance/>

SCHOOL HOURS

The school day begins at 8:30 AM and ends at 3:30 PM. Any student not picked up by 3:45 will be signed into extended care. Students are dismissed at 1:00 PM on Fridays and 12:30 PM on half days (see school calendar).

Students may report to school as early as 7:00 AM. Supervision will be provided at this time. Students that enter the building and are not in their seats at 8:30 AM are considered tardy. Students are expected to remain in school until dismissal time.

ARRIVAL PROCEDURES

All students are to enter the school through the Multi-Purpose Door only. Students are not to enter the building through the main entrance during arrival. **Students may not report to school before 7:00 AM. No student should be dropped off on the school campus to wait outside at any time.**

7:00 AM –8:15 AM Before Care – All students must enter and check in to “Before Care” in the Multi-Purpose Room

8:15 AM All students report to class to start their academic day.

8:30 AM **Students not in their seats and/or who arrive after this time will be considered tardy.**

DISMISSAL PROCEDURES

All students will be dismissed from **the multipurpose room door** each day of the week. **Parents will pick up from the parking lot and avoid entering the building** unless an appointment has been arranged with the business manager, principal, teacher, or other staff. Students should not re-enter the building once they leave for dismissal. **Any student in grades K-8 who has not been picked up 15 minutes after dismissal will be placed in Extended Care and parents will be billed accordingly.**

MONDAY - THURSDAY DISMISSAL: 3:30 PM - 3:45 PM

FRIDAY DISMISSAL: 1:00 PM - 1:15 PM

HALF-DAY DISMISSAL: 12:30 PM - 12:45 PM

No student will be permitted in the building and/or on the school campus unsupervised after dismissal. Every parent must complete and sign the Extended Care Accountability Form at Registration.

Parents are to refrain from coming into their child's classroom during arrival or dismissal times so as not to disrupt the procedures of the class. Parents may schedule a conference, a zoom meeting, or a classroom visit with their child's teacher if they wish to speak to him/her. Teachers will not be able to hold conversations with parents during active student supervision. There is absolutely no loitering in or around the school unless asked by the administrator to stay. Parents are encouraged to go to the nearest library if they need to accomplish work or other personal tasks.

EXTENDED SCHOOL CARE

Extended Care Programs are provided to accommodate parents, whose work schedules do not permit drop-off and pick-up at the scheduled times for arrival and dismissal. Extended Care hours are 7:00 AM – 8:15 AM and from 3:45 PM – 6:00 PM, Monday – Thursday. On Fridays, 7:00 AM - 8:15 AM and from 1:15 PM – 3:00 PM. Half Day Extended Care hours are from 12:45 PM - 3:00

PM. Pickup after 6:00 PM or 3:00 PM on Half Days or Fridays will result in a late fee of \$1.00 per minute.

Special programs are offered during Extended Care time. Please visit <https://www.gepeters.org/after-school-programs/> for more information or request information from the school office. Parents are expected to pick up their children directly from the program, not Extended Care.

If George E. Peters closes during the school day for inclement weather or emergencies and students remain after dismissal, parents will be charged \$10.00 per half hour for Extended Care.

ABSENCES

All parents must notify the school if your child will not be attending school by completing the online attendance form at www.gepeters.org/attendance before 9:00 am on the morning of the absence.

- If your child has been absent from school for a day or more, he/she should return with a signed note from the parent citing the reason for absence. The note must be given to or emailed to the classroom teacher. *Students who are not well enough and experiencing fever, chills, shortness of breath, difficulty breathing, sore throat and worsening cough should be kept home until they are completely well unless they have a physician's note.*
- If a student becomes ill with the symptom above during the school day, the student will be kept in a CARE Room until picked up by his/her parents. The student must be picked up by a parent or responsible adult no later than **one hour after the school calls** and informs the parent or guardian that the student should be picked up.
- A student who has a dentist or doctor's appointment during the day must bring or email a note to the school office. The student will be responsible for any class work missed and for turning in all homework assignments.
- **Students must be at school a minimum of 4 hours of classroom time to be counted as present for the day.**
- Students are expected to complete all work missed during an absence. **It is the student's responsibility to get his/her assignments and complete the work missed during an excused absence. The number of days allowed to make up missed assignments is equal to the number of days the student received an excused absence.**

EXCUSED ABSENCES

When a student returns to school after an absence, a note should be given to the school office. This note should include the date(s) of the absence and the reason.

Excused absences include:

- Illness or injury of the student (written verification is needed from doctor, dentist, or parent)
- Medical reasons such as a doctor/dentist appointment (a doctor/dentist appointment should be provided for appointments scheduled during the school day)
- Death in the student's immediate family
- Severe weather conditions
- **A formal request for an absence to be considered excused must be submitted to the Principal. Parents are to complete and submit the Excused Absences Request Form.**

UNEXCUSED ABSENCES

An unexcused absence is being absent from school for reasons other than those listed above (this includes skipping classes). Other excuses not determined acceptable by the administration shall be considered unexcused.

EXCESSIVE ABSENCES

If a student has missed at least 10% of school days in a quarter, the parent(s)/guardian(s) must be called or emailed by the teacher.

If there is no change in the student's attendance, the principal will communicate with the parent(s)/guardian(s).

A student missing 18 days or more per year will be in jeopardy of non promotion to the next grade unless unusual circumstances warrant permission. The number allowed includes all absences from school.

TARDINESS

Students are expected to arrive on time for school. After 8:30 AM, students are considered tardy. Students arriving after this time must enter the building through the main entrance, stop by the office, and be recorded as tardy.

EXCUSED TARDINESS

Tardiness is excused for medical appointments with doctor verification. Other emergencies will be considered case by case.

UNEXCUSED TARDINESS

Traffic, oversleeping and other excuses not determined acceptable by the administration are considered unexcused tardies. The office shall notify all parents when a student receives four unexcused tardies. Consequences will include a meeting with administration and other possible disciplinary actions. Students are tardy if they are not in their seats by 8:30 AM at the start of each class.

LEAVING CAMPUS/EARLY RELEASE

A student is not to leave campus with an unauthorized person. The authorized person coming for the student must report to the office to sign out the student. www.gepeters.org/attendance

EMERGENCY CLOSINGS/SNOW DAYS

In the event of snow emergencies, George E. Peters Adventist School will follow the Prince George's County Public School policy for delayed openings, early closings, and school closings. Listen to your radio (WTOP, 1500 AM) and check Channel 5 television station for details. **When Prince George's County Public Schools are closed or delayed for inclement weather, George E. Peters Adventist School will be closed or delayed.** If the school must be closed due to any type of emergency, we will contact parents through the RenWeb/Parent Alert and/or the school's website to announce the closing.

UNEXPECTED EMERGENCY EARLY CLOSINGS

Parents should discuss with their children what is expected of them if they are unexpectedly dismissed early. If a student must wait for his/her parent(s), charges will not begin until 30

minutes after the time for closing school has been announced. For example, if school were to close early at 12:00 PM, the parent would not be charged until 12:30 PM.

LATE OPENINGS

When opening late, George E. Peters Adventist School will provide care at no cost to the parent ONE HALF (1/2) HOUR before opening time. Parents should plan accordingly, so that their children are not left unsupervised.

Professional Development Days

On scheduled professional development days, school will be dismissed at 12:30 PM. Please refer to the school calendar for these dates.

DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we must also, in the external attire, desire neat, clean, and healthful clothing that is appropriate and becoming. Therefore, George E. Peters Adventist School employs a standard of dress through a uniform policy.

There will be times when the students will be out of uniform, in which case, the students are still required to be modest in dress. By modest means, clothing that is neither too short, too tight, too large, too revealing, ripped, nor advertising inappropriate pictures or words. Only with the parent's cooperation and understanding can we continue to maintain our high standards, and trust that they will see that their student(s) wear clean, appropriate, and modest clothing at school and at all school functions. Parents will be notified by the homeroom teacher for infractions of uniform policies.

UNIFORMS

ALL students are required to wear their respective uniforms. Visit our school website for information for our school uniform vendor:

<https://rissebrothers.com/shop.cfm>

Uniforms for the various grades are as follows:

Traditional Uniforms are required to be worn during school hours – Monday through Thursday, except on PE day(s). Traditional Uniform is worn on all field trips unless otherwise designated by the teacher. **Traditional, optional, and physical education uniforms are not to be mixed.**

Casual Uniform (optional) may be worn on Fridays only (polo shirts with jumper or uniform bottom). PreK 3 to 2nd grade students may wear the optional uniform daily except for field trips, and when the traditional uniform is required.

Physical Education Uniform is required to be worn on assigned physical education day(s).

Note:

- ❖ Jackets, sweaters, and sweatshirts that are not part of the GEP uniform, must be removed and stored in cubbies or lockers during school hours.

- ❖ Hats, scarves, bandanas, etc. cannot be worn with the school uniform.
- ❖ Acceptable footwear includes solid black shoes and boots preferably with rubber soles.
- ❖ The following footwear is not permissible: open toe shoes, flip flops, crocs, slides, and any other shoes not solid black.
- ❖ Students may wear any color sneaker for physical education only.

PREKINDERGARTEN – GRADE 2:

Girls Traditional	Boys Traditional
Maroon Cardigan Sweater w/logo or sweater vest	Maroon Cardigan Sweater w/ logo or sweater vest
White Peter Pan Blouse w/ Maroon Cross Tie	White Oxford Shirt (buttoned collar) w/ Maroon Tie
White or Maroon Golf Shirts w/ School logo (not part of traditional uniform)	White or Maroon Golf Shirts w/ School logo (not part of traditional uniform)
Gray Uniform Slacks (Nov. - March)	Gray Uniform Slacks
Gray Uniform Shorts (April – Oct.) - optional	Gray Uniform Shorts (April – Oct.) - optional
Plaid Jumper w/ Knife Pleats or Plaid Skort (bike shorts are encouraged under skirts)	
Maroon Opaque/Tights/Socks	Black Socks
All Solid Black Shoes	All Solid Black Shoes

GRADE 3 – GRADE 5:

Girls Traditional	Boys Traditional
Maroon Cardigan Sweater or Vest w/ logo	Maroon Cardigan Sweater or Vest w/ logo
White Peter Pan Blouse w/ Maroon Cross Tie	White Oxford Shirt w/ Maroon Tie
Gray Uniform Slacks w/ Black Belt (Nov. – March) - optional	Gray Uniform Slacks w/ Black Belt
Plaid Knife – Pleated Skirt	
Maroon Opaque/Tights/Socks	Black Socks
Solid Black Shoes	Solid Black Shoes

GRADE 6 – GRADE 8:

Girls Traditional

Boys Traditional

Maroon Blazer w/ Logo	Maroon Blazer w/ Logo
White Oxford Shirt w/ Striped Bow Tie	White Oxford Shirt (buttoned collar) w/ Striped Bow Tie
Gray Uniform Slacks w/ Black Belt (Nov. – March) - optional	Gray Uniform Slacks w/ Black Belt
Solid Gray Kick-Pleated Skirt	
Maroon Opaque/Tights/Socks	Black Socks
Solid Black Shoes	Solid Black Shoes

All Grades: FOR FRIDAYS ONLY (OPTIONAL)

Girls & Boys Casual

White or Maroon Golf Shirts with school name
Gray Uniform Slacks with black belt (for girls Nov. - March)
Boys Black Socks, Girls Maroon Socks
Solid Black Shoes

All Grades: PHYSICAL EDUCATION (Required)

Girls & Boys

Gray Sweatshirt or T-Shirt with school name/logo
Gray Sweatpants or Mesh Shorts with school name/logo
White Crew Socks
Sneakers (any color)

JEWELRY & MAKE UP

Ornamental jewelry is not to be worn on school grounds or at school sponsored functions. **These include rings, earrings, necklaces, chains, bracelets, advertising hand bands, or any type of jewelry that has as its main function, display. Wearing makeup, colored or decorated nails are not allowed.** *These guidelines are to be used when students attend any school-related activities.*

HEALTH & SAFETY

ILLNESS AT SCHOOL

If your child shows signs of illness including the following: temperature of more than 100 degrees, nausea or vomiting, stomachache, diarrhea, pale or flushed face, headache, coughing, earache, thick discharge from nose, sore throat, rash, or infection of the skin, red or pink eyes, loss of appetite, and loss of energy or decrease in activity, **they must be kept home from**

school. Your child may only return to school with a doctor's note when he/she has been symptom free for at least 24 hours.

MEDICATIONS

Students are not allowed to have any medications on their person or in their belongings.

George E. Peters Adventist School will not assume responsibility for the administration of medication to students unless the Maryland State Medical Administration Authorization Form is filled out by the prescriber and parent(s).

Non Medical staff are not allowed to diagnose a health condition or give any medications except as indicated below:

Any student who is required to take medications prescribed by a physician during the regular school day may be assisted by the Medical Administration Personnel or other designated school personnel if the school receives the following:

- A written statement from a physician detailing the time schedules, amount, and method by which the medications are to be taken.
- A written statement from the parent or guardian of the student requesting the school to assist the student in matters outlined in the physician's statement.

The medication will be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and the place of business of the seller, the serial number and date of the prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drugs and the directions for use as prescribed by a member of the medical professions.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Physical education is an integral part of the school curriculum. We are concerned with our students' physical well-being as well as their mental, emotional, social, and academic development. Excuses from participation in physical education for medical reasons will be granted upon a physician's request. Be sure the physician lists the types of activities the student can/cannot take part in, and how long the restrictions will be in place and the period for which the medication is to be administered.

EMERGENCIES

It is very important that we have **current information on all students**, especially emergency contact persons and their current telephone numbers. If there is an accident or illness, parents and/or guardians will be notified immediately. Parents can make emergency notifications easy by correctly completing all forms sent home and returning them promptly. Please notify the office of all changes during the school year. Parents are responsible for informing the principal or teacher of any special medical problem that the child may have.

SAFETY DRILLS

All schools practice safety drills to prepare for possible emergencies such as fires, intruders, tornadoes, etc. These drills are important for the preservation of health and safety of our school family. Parents should talk to their children about the importance of these drills. Fire alarms are not to be tampered with. Anyone who tampers with a fire alarm will be held responsible for the cost associated with a false alarm.

SAFETY PATROL

Selected students **from grades 5-8** will serve as the school's Safety Patrol Team to help direct students in an orderly arrival and dismissal process. To be eligible for safety patrol, students must meet certain criteria. Selections are made shortly after the start of the school year. Implementation to start the third week after school starts.

CAR TRAVELERS

Arrive on time and require the use of seat belts for all students. The maximum safe speed in the school parking lot is 10 mph. When you arrive for after school pick-up, proceed to an open parking space and wait for your child to be escorted to your car. Once your child is in the car please leave to avoid traffic congestion. **Please cooperate with our Safety Patrol Team.**

If your child is not able to leave on time for any reason (such as Safety Patrol Team Duty), please park your car in a parking space and wait for the student. **Please do not block the flow of traffic.**

PARKING

NO PARKING is allowed in the fire lane or non-designated parking areas. During school hours parking is prohibited along the yellow curb in front of the school, or next to a fire hydrant. Illegal parking impedes traffic and reduces the safety of students coming and going to and/or from school. Please use legal parking spaces when making a short stop at the building.

Kindly be considerate and refrain from parking in areas designated for school personnel—the two lots closest to the rear (upper grades) exit. During dismissal, there is no parking along the yellow curb since this disrupts the dismissal procedure. Remember courtesy is contagious!

TRANSPORTATION

Parents/Guardians are responsible for transporting their children to and from school.

CURRICULUM

GOALS OF CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS

(Adopted from: Focus on Adventist curriculum for the 21st Century)

- 1. Acceptance of God and His Word** - Surrender one's whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.
- 2. Commitment to the Church** - Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
- 3. Family and Interpersonal Relationships** - Develop a sense of self-worth along with skills in interpersonal relationships needed to meet the responsibilities of family membership and respond with sensitivity to the needs of others.
- 4. Responsible Citizenship** - Develop an understanding of multicultural diversity and historical heritage, and a working knowledge of government processes, while affirming a belief in the

dignity and worth of others and a responsibility for one's local, national, and global environment.

- 5. Healthy Balanced Living** - Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- 6. Intellectual Development** - Adopt a systematic logical approach to decision-making and problem solving based on scientific, mathematical, and historical knowledge within the context of a biblical perspective.
- 7. Communication Skills** - Acquire optimum competency in verbal and nonverbal communication, the use of information, technology, and an effective communication of one's faith.
- 8. Life Skills** - Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
- 9. Aesthetic Appreciation** - Develop an appreciation of the beauty in God's creation and in human expression, while nurturing individual ability in the fine arts.
- 10. Career and Service** - Develop a strong work ethic and an appreciation for the dignity of service along with an awareness of career options and opportunities as they relate to one's personal involvement in the mission of the church.

CURRICULUM GUIDELINES

The primary grades constitute the foundation of learning for every child. The George E. Peters Adventist School offers a curriculum which encourages the student to adopt correct study habits, learning skills, and positive attitudes toward education. The school provides a balanced curriculum with basic studies in all scholastic areas outlined by the Columbia Union Conference of Seventh Day Adventists and approved by the Maryland State Department of Education.

The **Elementary School Level** curriculum consists of the following:

- **Pre-Kindergarten:** Art, Bible, Phonics, Reading, Listening, Speaking, Handwriting, Computer, Math, Music, Physical Education, Science, Social Studies, and Spanish
- **Grades K - 5:** Art, Bible, Phonics, Language Arts, Computer/Keyboarding, Handwriting, Spelling, Math, Science, Social Studies, Music, Physical Education, and Spanish

The **Middle School Level** curriculum consists of the following:

- **Grades 6 - 8:** Art, Bible, Language Arts, Computer/Keyboarding, Math, Science/Health, Social Studies, Music, Physical Education, and Spanish

ASSESSMENT & TESTING

REPORT CARDS

The school year is divided into four grading periods of approximately nine weeks each. Report cards are issued approximately one to two weeks after the close of each nine-week period. The final report will be distributed to the parents. It is important to recognize that grades are an indication of present achievement and not an indication of a student's overall ability to learn. Please make certain that you carefully review the report card and if necessary, schedule an appointment with the classroom teacher for any concerns.

MID-QUARTER INTERIM REPORTS

Mid-Quarter interim reports will be distributed at the close of the fifth week of the nine-week period. If a student is experiencing scholastic difficulty at the mid-term period, this time may be used as an opportunity to discuss the most appropriate interventions.

STANDARDIZED TESTS

In addition to the on-going testing which teachers administer to assess students' scholastic growth and academic progress, Measures of Academic Progress (MAP) is also administered in the fall, winter, and spring for grades K-8. **All students must take standardized tests in person.**

GRADING POLICY & REQUIREMENTS

Grades are of utmost importance to students. The report card is evidence of the student's mastery of what is being taught. Students are expected to cooperate with the teacher in completing class assignments. Students who exhibit a disregard for meeting the class requirements stand in danger of receiving a failing grade. All home assignments and class assignments **must** be completed.

Letter grades are used. Percentages are utilized to give a more accurate rating of the student's work. The following is the established grading system for all the schools of the Allegheny East Conference:

Grades 3-8

<u>Grade</u>	<u>Percentage</u>	<u>Grade Point Average</u>
A	93 - 100	3.75 – 4.00
A-	90 - 92	3.50 – 3.74
B+	87 - 89	3.33 – 3.49
B	83 - 86	3.00 – 3.32
B-	80 - 82	2.75 – 2.99
C+	77 - 79	2.50 – 2.74
C	73 - 76	2.00 – 2.49
C-	70 - 72	1.75 – 1.99
D+	67 - 69	1.50 – 1.74
D	63 - 66	1.00 – 1.49
D-	60 - 62	0.75 – 0.99
F	59 and Below	0.00 – 0.74

Grades Pre-K-2

E	90-100
E-	90-92
S+	80-89
S	73-79
S-	70-72
N+	0-69

HOMework

Homework should be given daily according to the grade level. Every child should be expected to read and reinforce math nightly. All daily work/tests should be given back to students within a

3-day period if they are going to serve an instructional purpose. Long assignments such as term papers and book reports may take longer to grade but should be given back within 5 days.

Homework allows students to practice what they have learned, to complete class work, to do make-up assignments, and to do independent projects. It also teaches students to take responsibility for their learning and manage their time wisely. Homework should be relevant, given as needed, and may differ from student to student. Homework should not include work parents may have to teach. Homework should never be used as a punishment.

Suggested Homework Times:

Kindergarten - Grade 1 - no more than 10-15 minutes

Grade 2 - 20 minutes

Grade 3 - 30 minutes

Grade 4 - 40 minutes

Grade 5 - 50 minutes

Grade 6 - 60 minutes

Grade 7 - 70 minutes

Grade 8 - 80 minutes

AWARDS AND HONORS

Achievement awards will be given on a quarterly basis to encourage all students to do their best academically.

The awards will be as follows:

Principal's List – Students who receive all A's only with GPA 3.75 – 4.00

High Honors - Students who receive all A's and B's only with GPA 3.50 – 3.74

Honor Roll - Students who receive A's and B's only with GPA 3.25 – 3.49

GRADUATION (8TH GRADE)

An eighth-grade student must satisfactorily complete the required course of study for the Eighth-Grade class to be eligible for an Eighth Grade Diploma at Graduation. Students who do not warrant a direct promotion or who have not completed all graduation requirements will receive a Certificate of Completion.

The guide for determining the 8th Grade Valedictorian and Salutatorian is as follows:

1. Valedictorian and Salutatorian are determined by the Allegheny East Conference (AEC) Office of Education based on data retrieved from Renweb/FACT (the Student Information System- SIS) and the conference-wide standardized test.
2. Valedictorian will be the student with at least a 3.8 cumulative GPA. This student must have scored in the 90th percentile on the conference-wide standardized test.
3. Salutatorian will be the student with at least a 3.5 cumulative GPA. This student must have scored in the 85th percentile on the conference-wide standardized test.
4. In case of a tie, dual honors will be awarded.
5. A student must have attended an AEC school for grades 6, 7, and 8.

6. Any student who transfers into an AEC school after the start of his/her 6th grade year will NOT be eligible for consideration for Valedictorian or Salutatorian.
7. The overall cumulative grade point average begins at the start of their 6th grade and will end at the fourth quarter interim report of their 8th grade year for valedictorian and salutatorian

ASYNCHRONOUS/ VIRTUAL LEARNING

DEFINITIONS

Asynchronous Instruction – independent, student-led work posted by teacher to complete in Google classroom/drive. Posted assignments will provide detailed instructions for completing as well as how and when students should submit completed work.

Virtual Instruction – teacher- directed instruction via zoom due to emergency or other days as determined by the school or conference.

STUDENT EXPECTATION DURING VIRTUAL LEARNING

To maintain a serious, focused, and academic approach to learning, students are expected to:

- a. Have Google tools set up including: Classroom, email, and calendar.
- b. Be on time for class.
- c. Closely follow the published daily schedule.
- d. Proactively reach out to teachers with questions and/or concerns.
- e. Abide by the community's academic integrity expectations: submit only original work, using only permitted materials and documented sources.
- f. Cell phones or other private means of communication should NOT be in use unless directed by the teacher for educational purposes.
- g. Without express and written permission from the principal, users (including students) may NOT record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of our distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- h. Each platform that George E. Peters is employed for teaching and learning has specific user agreements. Families should review these agreements.
- i. Students may NOT manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.

TECHNOLOGY PROTOCOLS

ACCEPTABLE USE FORM

All students and parents must review and sign the Acceptable Use Form prior to receiving a school issued device. (See Appendix)

IT SUPPORT & ASSISTANCE

Parents and students should use the GEP Technical Support Ticket to get help for technical problems with their school-issued chromebooks. The ticket is accessible at:

<https://sites.google.com/gepeters.org/gep-it-support-student>.

COMMUNICATION/INSTRUCTION PLATFORMS

One or more of the following platforms can be used for communication and instruction.

CLEVER	Single sign-in platform for students to access most applications used and needed for class.
GOOGLE G SUITE	Google G Suite (including Gmail, Docs, Classroom, etc.) can be used as the platform for teachers and students to create, post, and submit assignments.
CLASS DOJO	Platform used to communicate between parents and students.
ZOOM	Platform to host virtual instruction, some chapel programs, student meetings and parent meetings.
WEBSITE	Visit www.gepeters.org for the latest updates and information available for the public.
PHONE SYSTEM	School personnel can be reached by calling the main office at 301-559-6710. Follow the operator prompts to access a faculty & staff member directly. Any voice message left will be sent to the employee's email account.
EMAIL	Email will remain the main communication channel for all major announcements.
RENWEB/FACTS	Student information system for parents and students use the phone app or web login to view grades and assignments, attendance information and update contact and emergency information.
HAPARA	K-12 web filter that uses real-time artificial intelligence to contextually analyze the content a student is viewing and determine if it is harmful or inappropriate. Teachers will have the ability to respond to students' viewing in real time when the student is off task. Hapara also provides teachers the functionality to quickly access student work in Google Drive and provide timely, formative feedback.

RENWEB/FACTS (www.renweb.com)

Renaissance Web (Renweb/FACTS) is an internet-based program that allows parents to get more involved in their child's education. It gives parents information about their child's progress in school. Using the internet, parents can access their child's grades, and attendance. Information on

the Renweb/FACTS Server will be secure in that only registered parents will have access. Passwords are needed for access.

The goal of Renweb/FACTS is to allow parents to have another source of information about their students' progress. We have instituted this system with the expectation that parents will utilize this invaluable tool to monitor their child's academic progress.

INSTRUCTIONS FOR ENROLLING IN RENWEB/FACTS PARENT PORTAL:

- 1) Select the following link for the Family Portal:
 - a) <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
- 2) Create A Family Portal Account:
 - a) Enter District Code: AEC-SDA
 - b) Select login
 - c) Select Create New Account at the bottom of the page
 - d) Enter your email (the same email that you receive communications from the school)
 - e) Select Create Account
 - f) Follow the prompts on the screen.
 - g) You will receive an email from FACTS SIS.
 - h) Create your username and password.
- 3) Select the following link to login to the Family Portal
 - a) <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
 - b) Enter District Code: AEC-SDA
 - c) Select login
 - d) Enter your username and password you created in step 2h above.

INTERNET SAFETY & SECURITY

Effective for the 2023-24 school year, all school issued student Chromebooks will operate under Google Management with firewall and blocked websites configured by the IT Director. In addition to this layer of security, student accounts will function under a program called Hapara.

INSTRUCTIONAL RESOURCES & SPECIAL ACTIVITIES

TEXTBOOKS

All (non-consumable) textbooks are the property of the G. E. Peters Adventist School and are rented to the students. All non-consumable textbooks must be returned to the school at the end of the school year. A charge will be assessed for any book(s) lost, stolen, or damaged. It is the responsibility of each student to take proper care of his/her books. All textbooks must be covered within one (1) week after receiving them. Teachers will conduct a textbook review at the end of each quarter.

CHROMEBOOKS

All school issued Chromebooks are the property of the G. E. Peters Adventist School and are rented to students. All Chromebooks and power adapters must be returned to the school at the

end of the school year. A charge will be assessed for any Chromebook(s) lost, stolen, or damaged. It is the responsibility of each student to take proper care of his/her Chromebooks.

RESOURCE LIBRARY

Our Library Center is for the use of all students and staff members. It is expected that the materials, equipment, and the Library Center will be valued. Any library books or materials not returned will be assessed a charge to parents.

PRINCIPAL'S READING CHALLENGE

At George E. Peters Adventist School, students at all grade levels are challenged to have a book at all times to participate in leisure reading. Special programs, such as Book It, Six Flags Reading Challenge, etc. are implemented to motivate and encourage independent reading. In addition, time is scheduled daily to help students cultivate the habit of quiet reading for pleasure.

SPANISH

Spanish is a part of the curriculum. To expose students to a second language and in preparation for high school, all students K-8 are required to participate in the Spanish program.

MUSIC & OUTREACH

Music is an important part of your child's educational development. The school's music program provides students in all grades with exposure to choral and instrumental music. The school choir and instrumental groups will participate in several programs (at school, church and in the wider community) throughout the school year. As these performances are an integral part of the music curriculum, attendance will be required. The times, dates, and places of these events will be announced in advance to enable parents and students to plan accordingly.

CHAPEL

At the very heart of Christian Education is the constant focus to foster spiritual growth, character development, and vitality among the student body. At George E. Peters Adventist School, the goal of every staff member is to maintain a vibrant, Christ-centered atmosphere in our school. In addition to daily worship and Bible instruction, weekly chapel programs are planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, to provide opportunities to praise God and share with others His great gift of salvation. Parents are invited to attend. In addition, two weeks of spiritual emphasis are scheduled each year.

COMMUNITY SERVICE

Students in Grades K-8 are expected to use their talents and time to make positive contributions to their communities. There are a wide variety of activities students can contribute to their communities, outside their homes. Activities such as cutting a neighbor's grass or shoveling snow, community programs, Pathfinders community service activities, community clean-up, nursing home visits, school sponsored community activities, etc. School community service forms (<https://www.gepeters.org/community-service-reports/>) should be completed by the person/organization receiving services for the **actual** number of hours the services are provided. **Parents should not sign community service forms.** Forms should be submitted as the services are performed. No monetary contribution for community services should be compensated to students.

Grade	Total Number of Hours for the School Year	MINIMUM Number of Hours per Quarter
8 th	50	12.5
7 th	40	10
6 th	30	7.5
5 th	20	4
4 th	15	3.5
3rd	12	3
K-2	10	2.5

Community Service Hours for Parents

G.E. Peters Parents are expected to be engaged and involved in the school by supporting it through parent service hours. **Each family is expected to contribute a minimum of 10 parent service hours annually in support of school activities. In lieu of 10 hours of service a \$100.00 fee should be paid to the Home & School Association by May 15th.** Service hours must be approved by the school and must be recorded on the school's parent service form available in the office and/or online on the school website under the Home & School Association page. All parent service hours must be completed and submitted for credit by Memorial Day.

Please refer to the Home and School page on the school website for submission procedures as well as opportunities for service hours. For additional questions please contact HomeandSchool@gepeters.org . Above and beyond the specific opportunities for service that are available parents can support the school and their students in the following ways:

Support at home:

The way that parents communicate with their children and support their children at home greatly impacts a student's success at school. Parents can support their student's learning through:

- role modeling
- reading with their children
- talking positively with their students about school
- encouraging

- supporting with homework

Communication with the school:

On-going communication with the school and teachers is vital to students' success at school.

Parents are encouraged to:

- stay informed through the GE Peters website and GE Peters social media platforms
- keep updated through the Principal, Home & School Association, and classroom newsletters
- attend parent-teacher conferences, and
- email, call or set up a meeting with the classroom teacher as needed

Volunteering:

All volunteers must be approved through the Allegheny East Conference Office of Human Resources. Please come to the school's office to receive your form.

Parents can actively support the education of their children by supporting the school and teachers in education in the classroom and during educational events.

Some volunteering options include:

- volunteer in the classroom supporting instruction, activities, lunch, recess, or preparing materials
- chaperone students on a field trip
- assist with special school events and programs
- volunteer for a Home & School Association committee

SPECIAL ASSEMBLIES

As part of the enrichment program at George E. Peters Adventist School, special assemblies are scheduled, for all grade levels. Assemblies vary in nature to correlate with the curriculum theme and may include religious, cultural, and entertainment programs.

SPELLING BEE & STEM FAIR

As part of the curriculum of George E. Peters Adventist School, students participate in the annual Allegheny East Conference Spelling Bee and STEM Fair, which are scheduled for students of Grades 3 - 8. Winners of the local Spelling Bee and STEM Fair (from Grades 3 - 8) represent their school in the annual Allegheny East Conference Spelling Bee & STEM Fair.

FIELD TRIPS

Field Trips are a fun and stimulating part of our school curriculum which are designed to enrich the teaching and learning experience. Trips are planned in relation to the classroom learning activities. Parents must sign the appropriate field trip permission slip to indicate approval for the child's participation. Students are required to follow all guidelines pertaining to conduct and dress. Parents may be asked to serve as chaperones for trips but must complete a volunteer clearance before participating in the trip.

DISCIPLINE POLICY

At George E. Peters Adventist School, our goal is to provide an environment in which God is honored in our relationships. We strive to demonstrate a mutual respect for each other (parents, students, and faculty). We aspire to promote positive attitudes toward learning, and our enjoyment of life along with seriousness of purpose. The only avenue in which the school can have such an environment is to increase positive behaviors while lessening the causes of inappropriate misbehaviors. We believe that self-discipline is more desirable than applied correction. Rewards and incentives have higher sustainable outcomes than punishment. It is in this spirit that we expect students to exercise a willingness to adhere to and support all the rules of our school. Students are encouraged to report any incidents directed at them or someone else, to their teacher or to someone in administration. The school will use all legitimate resources available, to protect the dignity and privacy of students, and to protect them from unacceptable behavior.

Parents are central to the philosophy and implementation of discipline at GEP. Parents and teachers must consistently support one another in the training of our students. Inappropriate activity or behavior on campus by students, staff, parents, or visitors should be brought to the attention of the administration. **Parents are not to take it upon themselves to confront other parents, students or anyone else on campus.**

APPROPRIATE STUDENT BEHAVIOR IN SCHOOL INCLUDES:

- Obeying and respecting those in authority, including all administrators, faculty, aides, volunteers, and other adults.
- Adhering to all school policies, rules, and procedures.
- Wearing correct/appropriate uniform and/or attire at all times.
- Caring for school property and equipment.
- Respecting fellow students in words and actions, both in person, and online.
- Attending class on time.
- Using the internet and other technology devices responsibly.
- Visiting only appropriate websites.

INAPPROPRIATE STUDENT BEHAVIOR IN SCHOOL INCLUDES (but not limited to) THE FOLLOWING:

- Cheating (Cheating or copying will result in a zero for the work.)
- Inappropriate displays of affection.
- Insults, fighting, and other hostile interaction are not acceptable behaviors whether in jest or in anger.
- Bullying, verbal, or written threats.
- Actions potentially harmful to persons or property,
- Leaving school grounds during school hours without permission.
- Use or possession of tobacco, alcohol, illegal drugs, or weapons on or off school property
- Inappropriate use of computers and cell phones.
- Profane or vulgar language.
- Graffiti and other acts of vandalism.
- Skipping class.
- Disrespecting those in authority
- Harassment

The above discipline standards apply not just on school property, but also when attending school functions/activities and taking class/field trips in the name of the school. The actions of students reflect on the institution even when they are not on campus or engaged in a school activity.

George E. Peters IMPOSES DISCIPLINARY MEASURES FOR TWO REASONS:

- To train students in behavioral patterns that are consistent with spiritual, intellectual, physical, and social development.
- To correct inappropriate behavior.

DISCIPLINARY MEASURES INCLUDE (but are not limited to) THE FOLLOWING:

DETENTION

A lunch detention is a method that can be assigned at the judgment of a teacher or administrator. After school detention is another method that can be used to address continued misbehavior. The time and date will be determined by the teacher(s) and the administration. The referring teachers should give the students an assignment to be completed during the detention hour. Children who are not picked up immediately after detention will be placed in Extended Care at the expense of the parent(s).

SUSPENSION

Suspension is determined on a case-by-case basis by the Principal in consultation with the Vice Principal. A suspension from school prohibits a student from attending all classes, school activities and events for a recommended period of time agreed upon by the Principal and Vice Principal.

EXPULSION

Expulsion from school is determined on a case-by-case basis by the Principal in consultation with the REACH Committee, School Board, parents, teachers, and the student. This will be necessary for any one of the following situations: when the student is not responsive to disciplinary measures, the parents are unsupportive of the disciplinary process, or the school is unable to maintain a secure and functional classroom environment with the student in attendance. Expulsion suspends the privilege of a student to attend GEP for that current school year.

CHEATING

Students giving or receiving answers on tests or homework. Cheating also includes forging signatures, and plagiarism (presenting verbatim information from the Internet or library references as though it were one's own work).

DISCIPLINARY PROCEDURES

Teachers use classroom management strategies to help maintain desirable student behaviors in their individual classrooms. Minor behavior incidents are addressed at the classroom level. The teacher contacts the parent to discuss the problems, the solutions, and consequences.

If a student consistently violates rules of the classroom or school, the inappropriate behavior will be discussed and/or investigated. The parent will be contacted and a Discipline Referral, signed by the teacher and the Principal/Vice Principal, will be sent home with the student to be signed by the parent and returned the next school day. The parent's signature does not mean that the parent necessarily agrees with the referral but is aware that the student received it.

If the unacceptable behavior continues a REACH Meeting will be required. This will be a meeting with the REACH Committee (Principal, Vice Principal, an Elementary teacher and a Middle School

teacher and Conference Representative). The following will also participate: the referring teacher(s), parent(s), and the child to discuss and plan how the students' behavior can be modified and/or corrected to assist the student in having a successful school year at GEP.

HARASSMENT

It includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

BULLYING

Bullying is the repeated act of willfully intending to hurt, threaten, frighten, intimidate or coerce someone perceived as vulnerable. There are four (4) types of bullying: physical, verbal, social and cyber. Below are some examples that they may include but are not limited to what is listed:

Physical Bullying

Hitting, kicking, punching, making mean or rude hand gestures, stealing or destroying someone's possessions, etc..

Verbal Bullying

Insults, intimation, taunting, inappropriate sexual comments, threatening to cause harm, etc.

Social Bullying

Lying and spreading rumors, telling others not to be friends with someone, damaging someone's social reputation or relationship, etc.

Cyber Bullying

Making online threats, imitating others online or using their login, deliberately excluding others online, spreading nasty gossip or rumors online, etc.

WEAPONS POLICY

Tools that are designed to or may be used to intimidate or harm are inconsistent with our commitment to serve the God of Peace and Love. Any object (or look alike) weapons of any kind have no place in our school. Students who violate this policy will be suspended or expelled.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. A parent/guardian is required to pay for damages caused by their child to the school or the property of others. The student should exercise the same care when using school property or supplies as he or she would if the articles were his or her own and held in value.

A fine will be charged to any student tampering with electrical equipment, fire, or safety equipment or any of the locks on school property and for the unauthorized entry into any area of the building. Defacing or damaging school property, which is malicious or careless in nature and which results in destruction or damage, will result in appropriate disciplinary action and fines, which may include cost of repair and restoration to original condition prior to being damaged or defaced.

GRIEVANCE & APPEAL PROCEDURE

When any parent has any claim of misinterpretation, inequity, violation of policy or complaints of any kind, the following procedure should be used:

1. Parents should address all issues and concerns through school personnel first. If the concern involves a classroom matter, it should be addressed with the teacher.
2. If a reasonable solution cannot be agreed upon, the Principal should be the next level of administration to be brought into a conference.
3. The Principal will contact the appropriate committee member of the School Board if the issue needs further hearing.
4. The committee member of the School Board recommends actions to the complete School Board.
5. If the Board is unable to resolve the issue, appeals may be made respectively to:
 - Allegheny East Conference Department of Education
 - Columbia Union Department of Education

The school principal will guide the person with the grievance through these steps.

Parent-Teacher Conciliation Procedure (Columbia Union Code 3065)

A. Purpose

The following conciliation procedure based on Matthew 18 and I Corinthians 6 will be used for resolving problems that may arise between parents and teachers. The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers. It should not be used for handling disputes over student misbehavior or employment practices (see Code 3500, 9650).

B. Procedure

Step One: The parent should first talk with the teacher and attempt to resolve the problem informally. If the problem persists, each additional step shall be employed until the problem is resolved.

Step Two: The parent should then ask the school principal to help resolve the problem informally. (This step would be skipped if the teacher is also the principal.)

Step Three: The parent should then contact the local school board chair who will attempt to resolve the problem informally.

Step Four: The school board chair will convene a formal meeting of either the school board's executive/personnel committee or full school board, depending on procedures adopted by the school board for such situations. When such a meeting takes place, the local conference superintendent must be informed of a potential problem.

Step Five: The parent should then contact the local conference superintendent and explain the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and school board chair.

Step Six: The parent should then ask that the matter will be referred to the local conference K-12 board of education or its duly appointed committee that deals with such matters. The decision at this level will be final.

MISCELLANEOUS INFORMATION & GUIDELINES

VISITORS

All visitors are welcome to visit the school by appointment, and must report, sign-in at the Main Office, and receive a Visitor's Pass before entering any area of the building or to see any person in the building. **Visitors are prohibited from loitering in and around the school premises. If found loitering, they will be asked to leave.**

PARENT VISITATION

Special arrangements must be made with the teacher or administration.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled four times each school year. However, parents desiring a conference with a teacher or administrator about a matter of concern should **make arrangements in advance**. These conferences may be scheduled outside of school hours at the discretion of the teacher or administrator.

LUNCH PERIOD & CAFETERIA DECORUM

All students will go to lunch at a designated time. The expectations below are required of students to follow during lunch time:

- Eat quietly.
- Ask for permission to leave the seat.
- Leave the table and floor area in a clean condition.
- Do not participate in or instigate fighting or the throwing of food.

LUNCH PROGRAM

A hot lunch program is provided by a certified caterer. A menu will be available on-line and in the office. Orders may be made weekly or monthly. If a student is absent on a day for which lunch was ordered, parents must call the caterer to cancel the lunch before 8:00 a.m. for a credit to be given.

Students may also bring their own lunch to school. Meals that require cooking such as noodles and soups are not allowed. Meals requiring warming are limited to Grade 4- 8.

Due to common allergy to peanut butter, peanut butter and by-products are not allowed.

RECESS

The school will provide equipment for students to use during recess.

Playground rules are made with the safety of students in mind. Playground supervisors will be the ultimate authority on what is safe and unsafe. It is in the students' best interest and safety to cooperate with **ANY** playground supervisor.

Rules include (but are not limited to) the following:

- Throwing of snowballs, rocks, rubber chips, etc. could result in hurting or offending someone, and therefore is not permitted.
- Climbing on bushes, trees, railings, or fences on the school grounds is not permitted.
- Bringing personal play equipment to recess is not permitted.

LOCKERS

- Grade 5 - 8 students will be assigned a locker.
- No student may use an unauthorized locker.
- Students may not share lockers.
- School authorities may open lockers unannounced.
- Inspections of lockers will occur periodically.

Coats, book bags and other allowable items should be stored in the lockers. Students are responsible for maintaining the care of their personal belongings.

TOYS & ELECTRONIC DEVICES

Toys are not allowed to be brought to school except upon the request of a teacher. The use of personal electronics will only be permitted as required by teachers for class work, projects, etc. George E. Peters will not be responsible for lost, damaged, or stolen items which are brought on campus.

CELL PHONES

Students may bring cellphones to school which **must be turned off as soon as they arrive at school. Students must secure them in their lockers, and not turn them on again until they leave the school building at the end of the day.** At the request of the teacher, cellphones may be brought into the classrooms during the instructional day. As long as the school office is open students are not allowed to use their cellphones.

The school does not assume any responsibility for cellular phones brought to school and will not be responsible for any lost or stolen cellular phones. **If the rule is violated, the cellphone can be confiscated, and this privilege revoked. All confiscated cellular phones/electronic devices will be returned to a parent/guardian.**

SCHOOL TELEPHONE

Students may use the school telephones only with permission from an authorized school official, and only for school related or emergency calls. School personnel will assist in such calls.

Students and teachers will *not* be called from their classes to answer the telephone. Emergency messages will be conveyed to the student or teacher in the classroom. Messages that are not of an urgent nature will be placed in the teacher's school mailbox, emailed, or conveyed to the student between classes or after school.

AFTER SCHOOL ATHLETICS PROGRAM

The athletics program will include, but is not limited to soccer, basketball, etc.

Students who receive a 65% or lower (D- or lower) in any class will jeopardize their privilege to participate in sport activities. The administration, in consultation with the appropriate teachers, may consider the merits of special needs and/or individual circumstances when deciding if a student should participate or not. Students, who are on detention/probation for behavior related reasons, will not be eligible to participate in any sports activities, until they have served their detention/probation. Students whose behavior is deemed less than acceptable may be asked to leave a game or could forfeit the privilege of participation for the duration of the quarter, depending on the severity of the offense.

HOME AND SCHOOL ASSOCIATION

The Home and School Association serves as a support for the school in fundraising, special projects, etc. The association meets once every month to provide a forum for communication and collaboration between school administration, parents, and students. All parents are expected to become active participants of the Home & School Association.

WHAT PARENTS CAN DO TO HELP.....

- ☑ Pray with your child often.
- ☑ See that your child gets enough sleep to do his/her best at school.
- ☑ See that your child has breakfast so that he/she has the necessary nourishment to perform well at school.
- ☑ See that your child has the necessary supplies at home to complete homework assignments, such as paper and pencils.
- ☑ Your opinion matters to your children, even if they tell you it does not. Ask them regularly to tell you—or to teach you--one thing they learned at school. Keep asking this question daily and give praise!
- ☑ Maintain an emotional climate at home that frees your child from unnecessary worries and confusion that will interfere with concentration and staying on task at school.
- ☑ Work some reading time into your child's day. Reading stimulates the brain and helps kids to be more prepared and alert in school.
- ☑ Know your child's teacher(s). Schedule brief conferences early in the year for this purpose. Parents and teachers must work together for the best interest of the child.
- ☑ Speak positively about your child's teacher and school.
- ☑ **Get Involved!** Become an active member of the Home and School Association.

ACKNOWLEDGMENT & PLEDGE

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of George E. Peters Adventist School. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer the most frequent questions asked about the Policies and procedures of the school.

In the handbook no attempt has been made to explain the rationale for each Policy or procedure, but it is important to realize that our Policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to avoiding and overcoming problems. Commitment to these Policies and procedures by students, parents, and staff enables the school to run on a smooth and effective basis. Consistent support of them will produce even more significant and lasting accomplishments for the students.

We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be "of one mind" in the great privilege of training children to honor God with their whole lives.

I hereby acknowledge that I have read the entire student handbook and have explained it to my child/children. I hereby pledge and acknowledge that I will abide by the rules and regulations set forth by George E. Peters Adventist School. I further pledge, as a student/parent of George E. Peters Adventist School, to support the administration's efforts to provide a positive, safe, and orderly environment by choosing to:

- Respect and protect the rights of all people.
- Practice Christian principles of honesty, integrity, and morality.
- Refuse to use or support the use of tobacco, alcohol, or drugs.
- Seek to develop my physical, mental, and spiritual energies to serve and honor God.
- Endeavor to influence and assist other students to support these ideals.

Student Signature

Name of Student (Please Print)

Date

Parent Signature

Name of Parent (Please Print)

Date

NOTE: Students and parents are expected to comply with all the regulations in the SCHOOL HANDBOOK. Please return **Acknowledgment and Pledge Form** at the "Back to School Night".