

PARENT/STUDENT  
GUIDELINES

2016-2017

ST. PETER SCHOOL  
98 MAIN STREET  
DANBURY, CT 06810

These guidelines are provided to help you and your child understand the school's procedures, rules, and policies. Please review them with your child/children and call the Office if you have any questions.

The sign-off form must be signed by a parent/legal guardian and returned to school.

School begins at 8:30 A.M. and is dismissed at 2:35 P.M. Students should be in school between 8:00 and 8:30 A. M. The LATE BELL rings at 8:30. A.M. Students not in their homeroom at 8:30 AM are considered tardy and must stop in the office for a tardy slip. EARLY DISMISSAL is at 12:30 noon. EMERGENCY EARLY DISMISSAL (Snow, etc.) is at 12:00.

At St. Peter School, we work in partnership with parents to enable each child to develop as an independent learner. Parents are encouraged to allow their child/children to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Please check the monthly calendar and weekly newsletter for early dismissal dates.

Five (5) unexcused tardies in a month will result in a recess detention. Excessive absence and tardiness will have a direct impact on a student's academic evaluation

and promotion to the next grade.

Students not picked up by 3:00 will be sent to After School Care. Parents are charged the daily child rate for this program (\$8.00 per hour). There is a discounted rate for families with more than one child.

## 1. ACCREDITATION

St. Peter School is accredited through the New England Association of Colleges and Schools.

## 2. ATTENDANCE

Daily attendance at school is an essential factor in the learning process, and frequent absence hinders academic achievement. When children miss a day of school, they miss 6 hours of learning. Children should only miss school due to illness.

- If your child/children is/are absent, please call the Office between 8:30 A.M. and 9:00 A.M. This is for the safety and protection of your child/children. Absences may also be reported by calling the school and leaving a message or by sending an e-mail to Ms. Solis. When leaving a message please include the child's name, grade and reason for absence.
- If the absence is due to a communicable disease or prolonged illness (5 days or more) a note from a doctor or clinic must be submitted before the student will be admitted to class.
- Students absent due to high fever must have a normal temperature for a 24 hour period before returning to school.
- Following an absence, a note signed by a parent and dated must be submitted stating the reason for the absence as required by CT State law. According to CT State Law, the only excused absence is for serious illness or death in the immediate family. All other absences are unexcused.
- A student who is absent from school twenty-five (25) or more days will be subject to administrative review to determine whether the student will be promoted or retained.
- Students sent home before 9:00 a.m. are marked absent for the day. Students who are picked up for any reason or sent home before 11:30 are marked  $\frac{1}{2}$  day absent.
- Students who come in late and are in school for less than 3 hours will also be marked  $\frac{1}{2}$  day absent. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from

school for an appointment for 3 hours or more will be counted as absent for ½ a day.

- Excessive absences, excused and unexcused, and/or suspected truancy will be reported to the appropriate authorities/agency (Juvenile Matters Court, Department of Children and Families) as required by Connecticut state law.
- If a child is absent from school, he/she is not permitted to attend any school function or sports event taking place on that day or evening without the permission of the Principal.
- The State of Connecticut does not consider absences due to vacations excusable absences.
- Students are responsible for making up all classwork, homework and tests they miss during an absence. **Refer to Make-Up Work for details.**

### 3. ABUSE

By law the State of Connecticut Law requires us to report any case of suspected abuse and/or neglect to the Dept. of Children and Families (DCF).

### 4. ADMISSION

Children entering Kindergarten must be five (5) years of age by December 31<sup>st</sup>. Students will be accepted conditionally into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test, academic and class performance during the 1<sup>st</sup> quarter.

Students applying for Admission in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Peter School will meet the educational needs of the students. An interview with the student is part of the admission process.

Requirements include:

- \*Health Records
- \*Birth Certificate (original – We will make a copy)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Card/Transcript (Grades)
- \*Standardized Test Results
- \*Record of IEP (Special Education plan)

Testing in some academic areas may be held for new incoming students in grades 1-8. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any concerns/problems, a parent may be asked to withdraw his/her/their child from St.

Peter School.

## 5. ALCOHOL

Alcohol is not permitted at school-sponsored events/activities where children are present.

## 6. ARRIVAL/DISMISSAL

Please make every effort to get your child/children to school when they miss the bus, if the bus doesn't pick them up or if they get up late, etc. It is almost never too late to bring them to school.

FOR THE SAFETY OF THE STUDENTS, PLEASE...

- **Students should arrive between 8:00 A.M. and 8:30 A.M. Arrival of children before 8:00 A.M. are sent to before school care.**
- **Dismissal begins at 2:35. We have a procedure in place for the safety of the students. The end of the school day is important, students are getting books and materials needed for homework, writing homework assignments in their Student Planner, teachers are distributing notices etc. Dismissing students prior to our dismissal is disruptive to the class, teacher and especially the individual student. Therefore students will not be dismissed early unless the Office has received notification prior to 2:00 and only if it is an emergency.**
- Students should be dropped off at the front door.
- **The area in front of the school is a no parking zone. Cars parked are subject to ticketing by the Danbury police. The space in front of the school is reserved for school buses picking up and dropping off students. Do not park in front of the school before school or at dismissal.**
- Park in the lot by the playground when picking up your child/children at dismissal.
- Instruct your child/children to go directly home after school.
- Parents who walk to pick up students are requested to wait outside by the playground gate.
- Students not picked up will be sent to After School Care at 3:00 p.m. and billed for the day.
- At times due to the unexpected there may be a change in how a student will get home. Parents are asked to call **before** 2:00 when there is a change in how a student will get home. This should not happen every day.

## 7. ASBESTOS REPORT / PLAN

In compliance with the Asbestos Hazard Emergency Response Act regulations the school report and plan is on file in the Office and available for your review during school hours. Requests for reviewing the plan should be made to the Principal.

## **8. BACKGROUND CHECKS**

Diocesan policy requires that all employees and volunteers have a background check every 5 years in order to work/volunteer in our schools. Those employees and volunteers whose work includes handling money are also required to have a financial background check. The cost of the background check will be paid for by St. Peter School. The results are sent to the Diocesan Director of Human Resources. The only information given to the principal is “ \_\_\_ is cleared” or “ \_\_\_ is not cleared”. Questions regarding the results should be directed to the Director of Human Resources.

## **9. BEFORE and AFTER SCHOOL EXTRA HELP**

Teachers are available for extra help before and after school. Parents should contact the teacher to arrange for extra help. Students not picked up at the arranged time will be sent to the After-School Program. Students not picked up within 15 minutes will be charged the daily fee for the program.

## **10. BEFORE and AFTER SCHOOL CARE**

Before and After School Care is available to any child attending St. Peter School. Before School Care begins at 7:00 a.m. After School Care runs from dismissal to 5:30 P.M. only on days when school is in full session. **There is no After School Program on days of early dismissal.**

- Cost - \$8.00 per hour for one child; \$12 per hour for 2 or more children from the same family.
- Billing/Payment – Bills are sent weekly and payment is required by the following Wednesday. Families whose payment is 2 weeks delinquent will not be permitted to stay in the program until payment is received.
- Late Fee – a late fee of \$10.00 per 15 minutes will be charged for children picked up after 5:30 P.M. A written request to remove the late fee must be submitted to the Principal if the parent/guardian is late due to an emergency. The decision of the Principal is final. Children who are frequently picked up late may not be permitted to stay in the After School Program

## 11. **BIRTHDAY OBSERVANCES**

Invitations for birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to **every** student in the class. Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday (Monday or Friday if the birthday is on a weekend) or half-birthday. In addition, birthday treats (**Cupcakes and juice only**) may be brought to school for students.

- 

## • 12. **BUILDING SECURITY**

For the safety of the students all outside doors of the school will be locked. Visitors including parents are asked to enter through the front door (intercom is to the right of the door), to sign in and wear a visitor's badge while in the building. Parents may not go to a classroom without first stopping in the office.

- 

## • 13. **BULLYING**

St. Peter School will adhere to the Bullying Policy for the Diocese of Bridgeport (see below)

### **Bullying Policy**

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

- Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize the procedure. Each school shall also set up a procedure so that parents/guardians of students may make written reports of acts of bullying.

- Any school that receives an anonymous report from a student, or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

(Continued next page)

### **Investigation Procedures**

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Deputy Superintendent (elementary schools) or Superintendent (high schools)

### **Consequences/Intervention**

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

-

-

## **14. BUSINESS HOURS**

Office hours are 8:00 A.M. to 3:30 P.M. when school is in session. The Office is closed or on shorter hours during vacations. On days of early dismissal the Office may close early.

- From the last day of school through June 30<sup>th</sup> the Office hours are 9:00 A.M. to 3:00 P.M.
- During the summer (June 30 – August 15) the hours may vary due to vacations.
-

- **15. CALENDAR AND NOTICES**

The annual calendar is sent with the summer packet. A monthly calendar is sent home because sometimes there are changes. Please post the monthly calendar. Both the annual calendar and the monthly calendar are posted on our website on the For Parents page. A **WEEKLY eNewsletter** will be sent home, usually on Wednesday, with important information. At times notices may be sent home with the students.

- 
- 

- **16. CANCELLATION or EARLY DISMISSAL OF SCHOOL**

St. Peter School will close in the event of inclement weather when Danbury Public Schools close. In the event of school closings or delayed openings a message will be sent to parents through the School Alert System and will be announced on WEBE-108 FM and WTNH - Channel 8. The alert system message can be sent to home/cell phone, via email and/ or text. **PLEASE DO NOT CALL THE RECTORY.** If there is a delayed opening, students are not to arrive at school earlier than 30 minutes prior to the opening. Since the delay applies to personal as well as to the students there will be no supervision on school grounds until that time. It is the parent's responsibility to be aware of delays and cancellations. Announcements are listed on radio, TV and sent via the alert system. It is a good idea to listen to WEBE daily just in case a delay or cancellation is made due to weather or another emergency.

When school is dismissed early due to weather or other emergency an announcement will be made on the radio, TV and through the alert system. We usually get very little notice when an early dismissal is called and it is impossible to call every family therefore please list to the radio and alert messages. Please listen to the message **before** calling school. Students should be instructed to call a parent when they arrive home. It is very important that we have accurate contact information in case of early dismissal.

**Parents can get text messages directly from WTNH ([www.wtnh.com](http://www.wtnh.com)), CT Weather ([ctweather.com](http://ctweather.com)) and other radio/TV Stations. Information can be found on their websites.**

## **17. CELLULAR PHONES**

If it is absolutely necessary that a student have a cell phone in school, the student must turn it off (not on vibrate). Students may not use the phone anytime during school and may not take photos with a cell phone in school, on school grounds, at school-sponsored activities, or on the bus. Students who violate the regulations



regarding cell phones will have the phone taken away. The school is not responsible for lost, damaged, or stolen cell phones. The principal and/or teacher may refuse to meet with a parent who received a call from their child made without the permission of the principal or teacher.

## **18. CHANGE OF ADDRESS, NAME, PHONE OR WORK NUMBER**

Please notify the Office immediately of any changes so we can keep our records up to date. We will notify parents of emergencies, closings, etc. via the School Alert System. Parents can be notified through phone (land line and cell), email and/or text message. In order to notify parent, it is extremely important that we have an emergency number at which a parent can be reached and that parents notify us of change of phone number(s) and email addresses.

## **19. CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat are choosing to receive a failing grade, detention, and/or suspension.

## **20. CLASS RULES**

Each teacher may differ in individual classroom rules and procedures. The children are aware of and reminded of these rules and the consequences for failing to follow them. Early in the year, each teacher will send home a letter with his/her expectations, rules, and policies. Parents are urged to call the Office if there is a question or misunderstanding regarding the letter.

## **21. COMMUNICABLE DISEASES**

When a child has a communicable disease, he/she may return to school according to the following Dept. of Health guidelines:

- **Bronchitis** – after 2 or 3 day
- **Chicken Pox** – when rash has completely scabbed over
- **Common Cold** – after the first day and after being fever free for 24 hours
- **Flu/H1N1** – Information will be sent home as updates/guidelines become available
- **Gastroenteritis** – when symptom-free
- **Head Lice** – after treatment and after nurse's inspection
- **Infectious Mono** – when better and with doctor's note
- **Influenza**- when symptom-free and fever free for 24 hours
- **Measles** – one week after onset of rash and with doctor's note

- **Mumps** – nine days after onset of swelling and with doctor’s note
- **Pink Eye (Conjunctivitis)** – when eyes are clear and with doctor’s note
- **Pinworm** – after treatment
- **Pneumonia** – after 24 hours on antibiotic and with doctor’s note
- **Ringworm** – when on medication
- **Shigella** – when symptom-free and with doctor’s note
- **Strep Infection** – after 24 hours on antibiotic treatment

## 22. CONDUCT

The Diocesan Code of Conduct is in effect as of the 2011-2012 school year. It is attached at the end of these guidelines. In accordance with the stated philosophy of the school, which emphasizes respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students’ sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

- Any student who threatens a member of the school community (faculty, staff, student, etc.), either verbally or in writing will be suspended (minimum one day/maximum five days), may be expelled and/or may be reported to the authorities.
- Fighting will not be tolerated. Students involved may be suspended. A parent/legal guardian must accompany those involved before the student will be admitted to class. **Fighting** is defined as pushing in a belligerent, angry, menacing, physical way. An excuse of “we were just playing” is not acceptable. A student may be required to return with a parent/legal guardian if a teacher has to intervene in an argument that could have resulted in a fight had the teacher not intervened.
- Bullying is unacceptable and will not be tolerated. Students who bully other students are subject to suspension or expulsion. It is in violation of CT State law. Bullying is defined as any behavior in which one student, or a group of students, **repeatedly** hurts; physically or emotionally; ridicules; intimidates, frightens, threatens, or excludes another student.
- Ladylike and gentlemanly behavior and courtesy must be evident at all times to those in authority and to fellow students.
- The length of an out of school suspension will be determined by the offense. Maximum length is 5 days. Repeated out of school suspensions will result in a transfer for the student.

- Disrespect toward teachers and/or peers is not acceptable behavior. This includes “talking back”, use of foul language, racial slurs, refusing to follow a teacher’s request the first time it is made, defiance, and behavior that interferes with or stops a class from functioning. Offenders may receive detention, be suspended, or be required to return with a parent before being admitted to class.
- Nothing dangerous or illegal is permitted in school, on school grounds, or on the bus. This includes but is not limited to drugs, knives, guns, other weapons, cigarettes, matches, lighters, firecrackers, and irritants such as stink bombs. The school will inform parents and possibly the authorities. The item(s) will be confiscated immediately and returned only to a parent/legal guardian or the authorities. The student is subject to suspension or expulsion and possibly criminal prosecution. Repeat violators will be expelled.
- A student who leaves the school building/grounds without permission is subject to suspension or expulsion.
- Expensive toys/items (electronic or otherwise) are not permitted in school. The school is not responsible for any item(s)/toys brought to school. Items brought to school will be confiscated and returned only to a parent/legal guardian.
- No student is permitted to sell anything to or buy anything from another student on the bus, in school, on school grounds, at a school activity, or going to or from school. If it is an illegal substance or weapon the police will be notified. Violators will be suspended or expelled and may be subject to criminal prosecution.
- Sexual harassment is forbidden by federal and state law, Diocesan policy, and by St. Peter School and will not be tolerated. Sexual harassment is defined as “any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, written or physical conduct of a sexual nature” made by someone. Disciplinary action may include reprimand, detention, probation, suspension, expulsion, or other appropriate action and possibly criminal prosecution.
- Gum is not permitted in school, on school grounds or on the bus. Detention will be given to students who violate this rule. Saturday detention will be issued to repeat offenders.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the**

parent(s)/guardian(s) on the last day of the school year. If the item taken away is an electronic device it will be given to the parent when the parent comes in to retrieve it.

### ***Off-Campus Conduct***

The administration of St. Peter School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day or at school events.

## **23. CRISIS PLAN**

There is a plan in effect in case of a crisis. Drills will be held periodically throughout the year to be sure students know what to do in case of emergency.

## **24. CURRICULUM**

- The curriculum is regulated by state requirements and Diocesan policies and aligned with the Common Core State Standards. The curriculum maps are available on the website for the Diocese of Bridgeport Catholic Schools ([www.dioceseofbridgeportcatholicschools.com](http://www.dioceseofbridgeportcatholicschools.com))
- Diocesan policy provides for the modification of academic programs and grading for students with diagnosed and documented learning disabilities.
- St. Peter School has a summer reading and math requirement. During the summer students are required to read a minimum of 2 books. They must also complete a math packet or 10 hours on IXL.com.

## **25. CUSTODIAL PARENT**

A court-certified copy of the custody agreement /restraining order must be on file in the office. St. Peter School will not be held responsible for failing to honor arrangements that are not court-certified and on file in writing. St. Peter School abides by the Buckley Amendment. Thus, non-custodial parents will be given access to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## **26. DETENTION**

Detention may be given for continued failure to complete homework assignments,

failure to complete assignments as directed and/or on time, chewing gum and other rule infractions. Parents will be given notification of and the details for the detention and are responsible for providing transportation. Detention may be during recess or after school. Students who are picked up late will be sent to the After-School Program and charged. Parents must call or send in a note requesting a change of date prior to the time of the detention. Requests received after dismissal on the day of the detention will not be honored. Student requests will not be honored. **Detentions will be rescheduled only for a valid reason such as doctor appointments.**

## 27. DISCIPLINE

Consequences/punishment for unacceptable behavior and other rule infractions may consist of the following:

- Discipline referral slip sent home to the parent(s) for his/her/their signature. The slip must be signed and returned the next day or a parent will be required to return with the student.
- Exclusion from a special or extracurricular activity and/or class trip.
- Written assignment to be completed as directed and signed by a parent.
- In school suspension.
- OUT OF SCHOOL SUSPENSION – no longer than 5 days.
- Student may not attend any school function during the time of suspension (includes basketball practice and games)
- Student is responsible for the completion of all work missed during the suspension. The teacher(s) will determine the due date(s).
- Parent/legal guardian must come in for a conference before the student will be admitted to class.
- Transfer to another school. In compliance with Diocesan Policy, transfers will be issued “when continuation of the student in membership at the school is considered to be a hindrance to the welfare and progress of the school”

## 28. DOCTOR/DENTIST APPOINTMENTS

Please try to schedule doctor and dentist appointments after school hours. In cases where this is impossible, please send a note in with the time of dismissal, the reason and the name of the adult picking up the child. Children leaving school early will be dismissed from the Office and must be signed out by the adult picking up the child. Students who miss 3 hours or more of the school day will be marked as absent for ½ a day.

## 29. DRESS CODE

These rules are in effect on all school days and school/class trips unless otherwise stated.

- Uniforms are to be worn beginning the first day of school. They should be in good condition, cleaned and pressed. Colored T-shirts may not be worn under shirts or blouses.
- Summer uniforms are worn from the 1<sup>st</sup> day of school through September 30<sup>th</sup> and from May 1<sup>st</sup> through the last day of school. **Solid** black, white or grey sneakers may be worn with the summer uniform.
- Uniform skirts cannot be more than 1" above the knee.
- Girls may wear the uniform slacks from November 15<sup>th</sup> through the last day of February.
- Boys' pants must be worn at the waist with a belt.
- Make-up, colored nail polish, hats (in the building), acrylic/long nails are not permitted.
- Jewelry – a watch, one or two small rings, a small chain and bracelet, and/or one pair of earrings worn in the ears. Only girls may wear one pair of matching earrings in the ears – no hoop earrings. Boys may not wear earrings. Earrings worn in any other body piercings other than the ears are not permitted. The school is not responsible for missing, damaged or lost jewelry.
- Hair must be neat, clean and of reasonable length. Students are not permitted to redo a hairstyle in school. Frosted, highlighted, dyed hair or letters, words, designs shaved into the hair is not permitted.
- Shoes – Boys must wear black shoes. Girls in grades K-6 must wear black oxfords, or saddle shoes. Girls in grades 7 & 8 may wear loafers, black oxfords or saddle shoes. Heels on shoes may not be higher than 2 inches. Construction/work boots and athletic type shoes are not permitted. Clog type (backless/slip-on) shoes are not permitted.
- **DRESS DOWN DAY**

Dress Down Day is one way the Student Council and athletic teams have to raise money to help cover their expenses. It is a day students may come out of uniform if they pay a small fee. Students failing to adhere to the dress code may be sent home or will not be able to participate in the next Dress Down Day. The fee for participating in Dress Down Day is \$1.00. Students may have a free Dress Down Day on their birthday.

### *Dress Down Day Guidelines*

#### **Students may wear:**

\*jeans (jeans that are torn either due to age or because they were purchased that

way are not acceptable)

\*sneakers

\*skirts no shorter than three inches above the knee

\*skorts

\*sweatshirts

\*Shorts (of appropriate length) may only be worn during the time summer uniforms are worn.

**Students may not wear:**

\*flip-flop sandals

\*no open back shoes

\*tight fitting and/or low cut tops

\*tight fitting and/or spandex pants or biker shorts

\*tank tops, shorts, mini-skirts/dresses, midriff tops

\*jeans with holes (including those purchased that way)

\*Pants with writing on the derrière.

\*Skull wraps

\*T-shirts with inappropriate writing/sayings/pictures

\*pajama pants

\*make-up

Jewelry, make-up, nail polish and hat rules do not change on Casual Day

Pants must be worn at the waist and legs cannot be rolled up.

Shirts/blouse must cover the stomach and the shoulders must also be covered

**Good Rule: If in doubt pick something else out! ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

**30. DRUGS AND ALCOHOL**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

**31. EMERGENCY DRILLS**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close doors
- Walk to the assigned place briskly, in single file at all times, and in silence;

- Stand in two rows, facing away from the building;
- Return to building when signal is given.

### ***Crisis Plan***

St. Peter School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations. Parents will be notified via the alert system.

### **32. EARLY DISMISSAL**

Early dismissal is at 12:30, When there is an emergency early dismissal due to weather, etc. dismissal will be at 11:50 a.m. **NOTE:** There is no After School Program on days of early dismissal.

Lunch and breakfast are served on early dismissal days.

### **33. EMAIL**

In accordance with Diocesan policy teachers may not accept or respond to emails from students. Emails must be sent from a parent to a teacher’s school email address.

### **34. EXAMS**

In accord with Diocesan Policy, first semester and second semester exams will be given in grades 6-8. They will be given at the end of the second and fourth marking periods. The exams will be included in semester grades and weighted as follows:

- Grade 6 – 4% of each semester grade
- Grade 7 – 6% of each semester grade
- Grade 8 – 10% of each semester grade

### **35. EXPULSION**

Expulsion is an extremely serious matter. Cases of possible expulsion will be referred to the Superintendent of Schools who will make the final decision. Students who pose a threat to themselves or to others may be expelled from St. Peter School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal. Students



expelled from any Diocesan school will not be accepted in any other Diocesan school except with the permission of the Superintendent of Schools for the Diocese of Bridgeport.

### **36. EXTRA-CURRICULAR ACTIVITIES**

Participation in the sports program, Student Council, and other clubs is a privilege. In order to participate in an extra-curricular activity a student must maintain a satisfactory average in all subjects as well as exhibit effort in academics. The student is also expected to be respectful, cooperative, display a Christian attitude towards teachers and peers, and to attend regularly. Failure to meet these requirements will result in suspension from the club/activity and/or probation.

### **37. FINANCIAL AID**

Financial aid is available through the Bishop's Scholarship Fund. Applications are online at <http://online.factsmgt.com>. Families must apply annually for financial aid. All requirements must be met before financial aid will be awarded.

### **38. FIRE DRILLS**

Fire drills are conducted at least 10 times during the year. They are conducted to insure the students know how to leave the building in case of emergency and in keeping with the Fire Department regulations.

### **39. GRADING SYSTEM**

St. Peter School will adhere to the Grading System of the Diocese of Bridgeport.

### **40. HEALTH**

It is extremely important that the school be notified of any health problems a student may have such as asthma and/or allergies. This is especially true of allergies. Throughout the year students bring in cupcakes to celebrate birthdays, there are bake sales and class rewards in the form of cupcakes or ice cream. The best way to prevent health problems due to allergies is to instruct your child concerning what foods they must avoid.

## 41. HOME SCHOOL ASSOCIATION

This Association is integral part of the St. Peter School family and needs all parents to be involved to be successful. The Association has a maximum of four regular meetings each school year. It is expected each family will be represented by at least one parent/legal guardian.

## 42. HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

**Parents are encouraged to help with and check homework but never actually do the work. Parents should go over and review their child's homework with the child. A parent should never sign a test or assignment unless they have reviewed it.** Also encourage your child to study whatever they write for homework. Students are responsible for completing all homework assignments according to direction, completely, and on time. If for some **valid** reason, a student is unable to do so, he/she must bring in a note, written and signed by a parent, stating the reason why the assignment was not completed or done. The teacher and/or principal will determine if a reason is valid. The student is responsible for completing the assignment the following day along with that day's assignments. This is the only way a student will be excused. It is expected that this will not happen often. Should it become frequent a parent conference will be required.

- Student Planners are required for grades 1-8 and must be purchased through the school. They are to be signed by a parent/legal guardian when requested.
  - Grade 1 – 20 minutes
  - Grade 2 – 20 minutes
  - Grade 3 – 40 minutes
  - Grade 4 – 40 minutes
  - Grade 5 – 50 minutes
  - Grade 6 – 60 minutes
  - Grade 7 – 70 minutes
  - Grade 8 – 80 minutes.
- Kindergarten will have homework but not every night.
- It is the student's responsibility to complete work as assigned. Consequences for failing to complete assignments as assigned include detention, loss of recess, a working lunch, loss of a special activity, lowering of the grade for

late work, a grade of 0 for work not turned in or a combination of consequences.

- Continual failure to complete homework assignments will be viewed as uncooperative behavior. A parent conference will be required and further disciplinary steps may be necessary.
- Students are responsible to make up work missed due to absence or suspension. In case of prolonged absence, we suggest arrangements be made to pick up work. Teachers may require a student to stay after school to make up work, tests or for help with the work he/she missed.
- When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM – 3:30 PM. For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day to complete absent work. The teacher will determine how much time will be given to make up work for absences of more than one day.
- Homework will count as not more than 5% - 10% of a quarter's grade. Failing to complete it as directed will have an effect on the grade.

#### 43. INTERNET

Access to the Internet on school computers/tablets or a student's own device (Grades 6-8) is permitted only under the conditions stated in the Internet Acceptable Use Policy of the Diocese of Bridgeport. The signature forms attached to the Policy must be signed by a parent/legal guardian and the student and returned to school in order for a student to use a school computer for Internet access. A teacher must give permission and be present before a student can access the Internet. Violations of the Acceptable Use Policy will result in removal of the student's privileges to access the Internet, possibly suspension or expulsion and possibly criminal prosecution. Filtering software has been installed. All filtering software blocks most sites considered inappropriate for children. No filtering package is 100%.

Bring Your Own Device (BYOD) Policy – Students in grades 6-8 may bring their own device only if the policy is returned signed. The above regulations regarding the Internet also apply to students who BYOD.

#### 44. LIBRARY

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The library may be open after school if there is a staff member on “duty”. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- A fine of \$ .25 per day is required for overdue books with a maximum not to exceed the cost of replacing the book including postage.
- Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive report cards until their account is cleared.

#### 45. **LUNCHES/ BREAKFAST / SNACKS / RECESS**

- School breakfasts and lunches are available to everyone.
- Breakfast and lunch is served on days of early dismissal.
- No “fast food” lunches (McDonalds, Burger King, Subway, etc.), soda, or anything in glass containers are permitted in school. Glass containers present a safety hazard. Therefore, they will be confiscated if brought in. We do not have facilities to warm up food. **Parents should not bring lunches from carry-out restaurants.**
- Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.
- Snacks should be of nutritional value. Candy, chips, soda, food high in sugar content, and gum are not permitted. Some of the primary grades may have a midmorning snack. Teachers will notify the parents if the class may bring in a snack.
- **Birthdays** – **only** cupcakes and juice are permitted. The cupcakes should be left in the Office until it is time for the class to enjoy them. Please do not send flowers, balloons, etc. They will not be given to the student until dismissal.
- **Recess** – only nerf-type balls and basketballs are permitted.

#### 46. **MAKE-UP WORK**

When a student is tardy, dismissed early or absent from school, it is his/her responsibility to make up all assignments. If a student is absent one day work must be completed within one school day; prolonged absence, work must be completed within the time frame given by the teacher(s). For serious illness, a teacher may waive this requirement and extend the length of time given to complete work and/or excuse the student from some of the work. Failure to make up work will result in a grade of 0 for each assignment and/or detention.

Students should make arrangements with two or three reliable classmates to make a list of missed assignments in the case of absence. Students may also receive missed assignments from their teacher when they return to school. Homework assignments may also be posted on the school website.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**  
**The State of CT does not consider absences due to vacations excusable absences.**

Arrangements for making up tests missed because of an absence are to be made with the individual teachers. Teachers may require the student to make up the test after school.

#### **47. MEDICATION / ACCIDENTS**

The administering of medication, including aspirin and Tylenol is regulated by the Dept. of Health of both the City of Danbury and the State of Connecticut.

- Connecticut State Law prohibits the administering of medication unless:
- A form is submitted that has been filled out and signed by a Doctor stating what the medication is, why it must be taken, the dose, and when the medication must be taken.
- A parent/legal guardian must sign the above form (available in the Office).
- The medication is in the original prescription bottle/container.
- All medication is kept in the Nurse's Office. Students are not permitted to keep any medication on his/her person at any time with the exception of older students who may keep their asthma pump.
- A parent/authorized adult brings in the medication.
- The City of Danbury Department of Health prohibits the administering of aspirin or Tylenol unless prescribed by a doctor.
- Our nurse is usually here on Wednesday and ½ day on Thursday. Please use good judgment when sending students to school and when permitting a student to stay home. Students sent home due to illness will be released only to a parent/legal guardian or adult authorized by the parent/legal guardian. The person picking the student up must sign the student out in the Office.
- Students should be kept home if they are running a fever. They must remain home until their temperature has been normal for 24 hours.
- Accidents, while traveling to and from school and/or during school time should be reported to the Office as soon as possible. If an accident occurs on the school grounds and medical treatment beyond the capability of the school is required, the parent/legal guardian will be notified by phone. Therefore, for this reason and others, it is extremely important for us to have

a home, work and emergency phone number.

#### **48. MISCONDUCT POLICY/CODE OF CONDUCT**

All employees of the Diocese of Bridgeport and all volunteers are required to be given a copy of the Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers and must sign the Acknowledgement of Receipt form that stating it has been received and that the employee/volunteer is aware of the policy. They must also be given a copy of the Diocese of Bridgeport Code of Conduct.

#### **49. OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, and/or phone numbers of emergency contacts. This will enable us to keep office records accurate, complete, and up-to-date.

#### **50. PARENTS' ROLE IN EDUCATION**

We, at St. Peter School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Peter School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Peter School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home

will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### ***Parents As Partners***

As partners in the educational process at St. Peter School, we ask parents:

- To set rules, times, and limits so that your child:
- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a healthy lunch every day either through the lunch program or from home.
  
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems

## 51. PARENT SIGNATURE

- Parent signatures are required on Progress Reports, Report Cards and on papers/tests when requested by a teacher.
- Parents of students who fail to return these items signed will be called.
- Parents/legal guardians will be called to verify a signature if there is any question regarding the signature.
- All signatures should be in ink.
- Parents should refuse to sign papers, etc. until they have had an opportunity to review and/or read them.

## 52. PROMOTION / RETENTION

All Diocesan Schools must adhere to Diocesan Policy regarding promotion or retention of students.

- **Promoted** – means that the pupil has completed the grade’s work and has attained a minimum grade of “D” and no more than one failure (F) in major subjects. Students who fail one major subject must attend and successfully complete summer school or be tutored as prescribed by the principal to be promoted.
- **Academic Probation** A student whose academic performance indicates serious deficiencies may be placed on academic probation.
- **Retained** – means that the pupil has failed on the final average, two or more major subjects.
- Parents will be notified no later than the month of March if consideration is being given to either advance or retain their child. Written notification of the determination to advance or retain will be sent to parents no later than May 1<sup>st</sup>. A student who is retained may not be permitted to continue at St. Peter School if it is felt a new beginning in a different class and school would be best for all concerned.
- It is strongly recommended that a student who fails a subject or achieves a final average of D attend a summer academic program. A minimum of 30 hours of academic work should be taken per subject. A written report with the topics covered and a letter grade should be submitted to St. Peter School.
- A recommendation for retention may be made if a student fails Reading/Literature, English, or Math because they are fundamental to a student’s academic success.
- A recommendation for the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student



academically or emotionally for the next grade.

**53. REMEDIAL READING and/or MATH and ELL**

Remedial Reading and/or Math through the Chapter I program is available through a tutor provided by the City of Danbury. Students must meet the requirements established by the government. Students are selected on the basis of standardized test scores, assessments such as the Developmental Reading Assessment (DRA), grade level, and available space. The City of Danbury also provides an English Language Learner (ELL) teacher to work with students whose first language is not English. Students are tested by the ELL teacher and must meet the requirements to qualify for tutoring.

**54. RELEASE OF STUDENT RECORDS**

When a student transfers to another school we must receive a Release of Records Form giving St. Peter School permission to forward the student's records to the new school. Official records will be sent directly to the new school. Records will be released only if **all** financial obligations are paid in full. This includes but is not limited to tuition and assessment. The same applies to high school recommendations for eighth grade students and all students applying to schools requiring recommendations. Recommendations will be sent directly to the new school.

**55. REPORT CARDS**

Report cards (grades 1-8) are given 4 times during the school year. Kindergarten report cards are given 3 times during the year. They do not receive the first report card. The final averages are entered on the student's permanent record card.

- Progress Reports are sent home midway through each marking period for students in grades 1-8. They will inform parents of their child/children's average to that point in the marking period.
- Parent/Teacher conferences are mandatory the first marking period. Report cards will only be released to a parent only after a conference.
- All financial obligations must be paid up to date in order for a report card to be released.
- Subjects modified according to Diocesan Policy will be identified by an \*
- HONORS – Grades 6-8
- High Honors – No grade lower than an “A –“ in all major subjects and not less than 2 in conduct and effort.

- Honors – The lowest grade in all major subjects is a “B-“no lower than a 2 in conduct and effort.
- Students in grades 1-5 may be recommended for an academic award or effort award.

#### **56. RETURNED CHECK POLICY**

Any fee incurred by St. Peter School for returned checks will be the responsibility of the person writing the check. In the case of checks received for fund raising purchases any fees incurred by St. Peter Schools for returned checks will be the responsibility of the family attending St. Peter School. It is up to that family to get reimbursed by the person who wrote the check. If the check is returned before the release of the merchandise/items, we will not release the merchandise/items until reimbursement for the returned check is received. In cases where we can get credit for the merchandise/items the family will be responsible for only the bank fees. We will not accept personal checks for repayment of returned checks. We do not redeposit returned checks. We will not accept personal checks for payment of any financial obligations while waiting for reimbursement of returned checks. St. Peter School reserves the right to refuse to accept personal checks for the remainder of the school year from families who have had 2 checks returned during a school year.

#### **57. RETURNING TO SCHOOL AFTER DISMISSAL**

Students are not permitted to return to the school after dismissal for books, etc. Students in the After School Program may not return to their classroom for books etc. after being dismissed. This is in fairness to those students who cannot return to school due to lack of transportation etc. Students can return for keys, lunch bags, and items not needed for homework but only accompanied by a teacher or member of the staff. Absolutely no student may return to a classroom after dismissal unless accompanied by a teacher or staff member.

#### **58. SACRAMENTAL POLICY**

Students preparing to receive First Reconciliation, First Communion or Confirmation must receive the Sacrament in the parish in which they are registered. Diocesan policy states, “The immediate preparation must be done in the parish Religious Education Program (a minimum of 6 hours)”. The immediate preparation requirements vary from parish to parish. Parents are encouraged to contact their parish Pastor or DRE in the fall for more information regarding the Sacramental Program and requirements.

**59. SCHOOL BUSES**

- Students must ride the bus to which they are assigned. This is an insurance and safety regulation. They may not ride a bus they are not assigned to.
- The City of Danbury supplies bus transportation. Students must conform to their bus regulations and rules. The rules include but are not limited to being orderly, quiet (talking in low tones), courteous, respectful, remaining seated, keeping all parts of their body and all belongings (theirs and others) inside the bus and out of the aisles. Failure to do so may result in the suspension of bus privileges for a maximum of 3 days per offense. Repeat offenders may lose their bus privileges for the year. If a student loses his/her bus privileges for any length of time it is the parents’/guardians’ responsibility to provide transportation to and from school.
- Requests for bus stops or changes in a bus stop must be made through the Office not by contacting the Bus Company.
- Please call the Dispatcher concerning morning pick-up or afternoon drop-off problems such as tardiness.

- 
- 

**60. SCHOOL OR THE PRINCIPAL**

*St. Peter School and the Principal retain the right to amend these Guidelines for just cause at any time. Parents and students will be notified in writing as soon as possible if changes are made.*

**61. SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any school furniture or equipment, anyone’s personal property or damages the school will be obligated to pay the full amount of repairs including labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student must pay for replacement for damaged or lost texts before any final report cards, transcripts, or diplomas are presented.

**62. SCHOOL SAFETY/HARASSMENT or BULLYING**

St. Peter School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, expulsion and/or possible legal action.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, expulsion and/or legal action. (See Bullying for the Diocesan policy)  
Engagement in online blogs/instant messaging such as, but not limited to, Facebook, etc. may result in disciplinary actions if the content of the student's blog/message/post includes defamatory comments regarding the school, the faculty, other students or the parish.

### 63. SCHOOL UNIFORM

Uniforms may be purchased from Dennis Uniforms.

- 
- REQUIRED UNIFORMS
- Uniform requirements are available in the office. Uniforms vary depending on the grade level
- Shoes - Black oxfords (1-in. heel maximum), **athletic-type shoes, clogs, are not permitted.**
- Solid Black, **White or Grey Sneakers** may be worn with the Summer Uniform.
- Complete uniforms are to be worn every day unless notice is given from the Office of the Principal. Failure to do so may result in loss of Dress Down Day or loss of recess.
- Summer Uniforms are worn the 1<sup>st</sup> day of school through September 30<sup>th</sup> and from May 1<sup>st</sup> through the last day of school.
- Girls may wear uniform slacks from November 15<sup>th</sup> through the last day of February.
- If a student is going to be out of uniform due to an emergency situation, a parent must call the Office or send in a note.
- Boots, snowshoes, or slacks (unless uniform slacks) worn to school must be removed in class.
- Gym uniforms should be worn to school on gym day instead of the regular uniform.
- The student's name should be written somewhere on all uniforms, sweaters, gym uniforms, book bags, lunch box, ties, etc. Frequently items are turned in and remain in the lost and found bin because there is no name to identify the owner.
- Sneakers and gym uniforms are required to participate in gym.
- **All students** – Hair should be neat. Boys' hair should be trimmed so as not to touch the shoulders. Words, letters, designs may not be shaved into the hair are not permitted. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists. Hair coloring and bleaching is not**

**permitted.**

No cosmetics, colored chapstick or lip gloss, nail polish, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings (studs)**. Hoops are not permitted. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, two rings and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day.

Watches that beep will be taken away and may be picked up by a parent or claimed on the last day of the school year.

Pajama style pants may not be worn at any time other than Pajama Day.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt tails (Dress shirts) should be tucked in while a student is on campus Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be black, or gray.

**Students, who repeatedly violate the uniform policy, will be denied participation in the next dress down day or will serve a detention. Repeat offenders may be required to attend Saturday School.**

#### **64. STANDARDIZED TESTING**

Standardized tests are tools used to help evaluate a student's aptitude and achievement in specific areas. The results are used to help evaluate curriculum and improve it in order to better meet the needs of the students both collectively and individually. They do not effect a student's grades. Students take standardized tests once a year as required by Diocesan Policy. These tests are usually administered in the spring. The Terra Nova test is given in grades 3 - 7. Inview is given in grades 5 & & 7. A copy of the test results is sent home to the parents/legal guardian. The Developmental Reading Assessment (DRA) is given to students in grades 1-3 three times a year and to Kindergarten students twice a year. The Riverside Interim Assessment is given to students in grades 4-6 three times a year as a Diocesan benchmark test.

#### **65. SUSPENSION**

Both in school and out of school suspension may be given for serious or frequent misconduct. Students who receive an out-of-school suspension will not be allowed

on campus during the time of their suspension or at any school function. Students must complete all class work and tests from the days of suspension within the time allotted by the teacher(s) or will receive a zero for each assignment/test not completed on time. A parent must accompany the student when he/she returns to school.

#### **66. TARDINESS**

Students are expected to be on time (the late bell rings at 8:35 A.M.). Students who are late must report to the Office for a Late Slip. We realize that this is not always the student's fault. However, it is recorded on the student's record. Students who are frequently late will be given detention. "Frequently" is defined as 5 tardies within 30 school days. Exceptions will be given due to inclement weather and other emergencies when approved by the Principal.

#### **67. TEACHER / PARENT CONFERENCES**

- Parents/legal guardians are encouraged to request a parent/teacher conference whenever there is a concern or question.
- Conferences may be scheduled by calling the Office to arrange an appointment or sending in a note to the teacher. Conferences are scheduled either before or after school hours, not during class time.
- Parents/legal guardians and visitors must stop at the Office. No one is permitted to go to a classroom without first stopping at the Office.
- Parents/legal guardians are requested not to stop a teacher while he/she is on line duty.
- Parent/Teacher Conferences are mandatory for the first report card.

#### **68. TEAMS / SPORTS**

- Written permission from parents/legal guardians is required for sports teams and may be required for other extra-curricular activities.
- Parents/legal guardians must provide transportation for their child/children to and from practice and games and are encouraged to support their child/children by attending games.
- Team members are covered by school insurance, however, we do recommend students be covered by some other form of insurance.
- Parents/legal guardians are requested not to remove a child from a team without first consulting the Principal.
- Passing grades and acceptable behavior/sportsmanship (in school and as a member of the team/group) are requirements for all team/group members.

- All students participating on a sport team will be required to pay a “sport\
- A student who is absent from school the day of a game or practice may not participate in the game or practice unless given permission from the Principal.
- Students picked up late from practices, games, or school activities may be prohibited from participating if the problem isn’t resolved.
- All Diocesan and Bridgeport Metropolitan Basketball League policies regarding athletics will be adhered to.
- All forms, permission slip, information form, physical and the \$25 athletic fee (for those who choose that option) must be in/paid before the first league game.

**69.            TECHNOLOGY** – A Bring Your Own Device (BYOD) Program is in place for students in grades 6-8. The Program will be discussed with the students. The BYOD Policy will be distributed and reviewed annually with the students before being sent home to the parents. Only those students who sign and return the Policy also signed by their parent may bring a tablet, iPad, laptop to school. The school is not responsible for lost, stolen and/or damaged devices. Students in grades PK-5 may not bring electronic devices to school.

**70.            TELEPHONE**

Students are not permitted to use the office phone or receive phone calls unless it is an emergency. Students must have permission to use the phone and must use the phone in the Office. Forgotten homework, books, signed papers, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. They will be expected to face the consequences of their forgetfulness. It is good to get into the habit of getting everything ready for school the night before and putting it in the backpack and in the same location every day near the door he/she uses when leaving.

Parents are asked not to bring forgotten items to school, except eyeglasses or medicine.

**71.            TEXTBOOKS**

- Students will be held responsible for lost or damaged books and parents will be sent a bill for the cost of replacement and shipping charges. Hard covered books cost \$50-\$65 dollars and soft covered books cost \$15-\$25. Depending on the age of the book and availability a used book may be purchased for replacement at a reduced cost.

- Textbooks/workbooks must be covered at all times with clean covers. Defacing a book or using tape on the book to hold the cover will be considered damage to the book and the student must pay for it.
- Backpacks/book bags are required for grades K to 8.

## 72. TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all financial obligations have been paid in full and checks have cleared the bank.**

## 73. TRIPS

- Class trips are encouraged at least once a year. They are to be educational in nature. We ask that parents send in a note if a student is not participating.
- Students may be prohibited from participating in a trip due to poor conduct, failure to complete classwork and/or homework, or for other disciplinary reasons.
- Students who do not or are not permitted to participate in a trip must attend school the day of the trip. Only absences documented with a doctor's note will be considered excused. All work assigned for those students not participating must be completed.
- Students are permitted to participate only if a parent/legal guardian has signed the official permission slip and returned to school prior to departure. We cannot accept notes, phone calls, verbal permission or permission slips that have been altered in any way. We reserve the right to call parents/legal guardian to verify signatures.
- Students picked up late from trips returning after dismissal will be sent to the After School Program if it is in session and billed accordingly. Students may also be excluded from future trips if picked up late from trips returning after 5:30 P.M.
- Students may not be permitted to participate on a trip if tuition is delinquent.
- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, missing/incomplete assignments and/or poor conduct.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.



- All monies collected for the field trip are **non-refundable. We will refund the cost of the ticket or entrance only if we can get a refund or “sell” the ticket. We will deduct the cost of the bus and any other fees we are unable to get back from the refund.**
- **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

#### 74. TUITION, FEES, AND OTHER FINANCIAL OBLIGATIONS

- Checks - Post-dated checks cannot be accepted unless approved by the Principal. St. Peter School reserve the right to refuse to accept personal checks from families whose checks have been returned. We do not redeposit returned checks. Payment for returned checks must be within 10 days, in cash, bank check, certified check, or money order and must include the overdraft fee. Personal checks received after June 1<sup>st</sup> must clear the bank before report cards/records will be released.
- FACTS Tuition Co. collects our tuition. Several options and payment plans are available. They charge a late fee when tuition is not paid on time. Requests to remove late fees will not be considered unless a parent contacts us, there is a valid reason why payment cannot be made and arrangements for payment of the missing payment are made. If approval for removal of the late fee is granted, the late fee will not be removed until payment is made as promised.
- The Family Home School Assessment is \$500 per year. Payment are \$125 per marking period. The profit earned from fundraisers will be applied to the Assessment.
- Students may not be admitted to class if there are outstanding financial obligations.
- Financial aid may be lost if tuition is delinquent.
- All checks should be made payable to St. Peter School.
- Report cards will be released only if **all** financial obligations are paid to date.
- Records/transcripts will not be released unless all financial obligations are paid in full and checks have cleared.
- Students will not be permitted to participate in graduation exercises unless all financial obligations are paid in full.

#### 75. VACATIONS/TRIPS

Family vacations and trips should be scheduled outside of school time. CT State law does not consider vacations and trips excused absences except in the case of death of an immediate member of the family (limited period of time). Teachers will

not provide students with make-up work prior to any vacation or trip, but may provide an assignment such as a journal, map etc. All missed assignments have to be made up upon returning to school.

#### **76. VISITORS**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the name tags and sign out at the time of departure. See #40 for the Diocese of Bridgeport Policy regarding volunteers/visitors.

#### **77. VOLUNTEERS/CHAPERONES**

In order to foster parental involvement, and at the same time, work together toward a better school, volunteer work is encouraged. Parents, grandparents, parishioners and other concerned adults are urged and encouraged to assist when asked or to offer their help. Educational research tells us that there is a direct relationship between the level of parent involvement and the success of a student in school. All volunteers/chaperones must be given a copy of the Diocese of Bridgeport Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers, and sign a form stating they have received it. All volunteers/chaperones must also give written permission for a criminal background check. The results of the check are sent to the Diocesan Director of Human Resources who will notify the principal that the volunteer is cleared or not cleared. No other details will be given. All volunteers/chaperones must also attend the Diocese of Bridgeport Awareness Training Program (Virtus – Protecting God’s Children for Adults) and be given a copy of the Diocese of Bridgeport – Code of Conduct.

#### **78. WEATHER EMERGENCIES**

If it should be necessary to close the school because of weather conditions, an announcement will be sent via the parent alert system and announcements on local television/radio stations. Please refer to the flyer sent home regarding which stations.

#### **79. WEBSITE / SOCIAL MEDIA**

Our school website is located on the web at [www.stpeterschooldanbury.org](http://www.stpeterschooldanbury.org). Permission slips will be sent home annually with information regarding placing student pictures on the website or using them in marketing campaigns, etc. Each teacher has a “page” where he/she posts homework and other notices/information. Students should write assignments in their planner. Using “The homework was not on the website” is not an acceptable/valid for not doing an assignment.

Creating a social media account in the name of St. Peter School is prohibited without the permission of the principal. The principal must have administrative rights and the login and password. Placing of classmates/students/faculty/staff pictures and/or information about them on websites such as Facebook, etc. is in violation of Diocesan and school policy and will result in disciplinary action including possible suspension/expulsion.

#### **80. WEEKLY eNewsletter**

In order to insure that all communication from school reaches home in a timely manner, St. Peter School will send out a weekly eNewsletter. Official school-wide communications are sent with the oldest or only child unless a parent requests otherwise.

The Weekly eNewsletter will be sent home every week usually on Wednesday. At times notices will be send home. Individual teachers may send home notices, detention slips, permission slips, etc. whenever necessary. Please take time to read the eNewsletter and any other notice.

**The administrator reserves the right to add to/revise these guidelines at any time.**