



PARENT/STUDENT HANDBOOK

2018-2019

St. Peter School

98 Main Street
Danbury, CT 06810
203-748-2895

St. Peter School, dedicated to academic excellence, inspires students to become faith-filled, lifelong learners. As a multicultural community, we embrace our Catholic identity rooted in the Gospel teachings of Jesus Christ.

Dear Parents and Students,

Welcome to St. Peter School. We are pleased that you have chosen our school as it shows your dedication and commitment to the values and principles of Catholic education.

This handbook is designed to provide you with the policies and procedures that help to shape St. Peter School. Please read this document carefully and sign the two agreements located at the back of the handbook. Your signature indicates that you intend to abide by the policies noted in the handbook.

The faculty and staff of St. Peter School look forward to working with you to promote academic excellence and spiritual growth.

God bless you,

Mary Lou Torre
Principal



Mission Statement:

St. Peter School, dedicated to academic excellence, inspires students to become faith-filled, lifelong learners. As a multicultural community, we embrace our Catholic identity rooted in the Gospel teachings of Jesus Christ.

The staff is committed to creating a caring, safe, nurturing environment to allow students the opportunity to grow spiritually, academically and emotionally.

The school is sensitive to the diverse backgrounds and socio-economic situations of its students. Students are encouraged to serve others and treat one another kindly. The school encourages students to develop respect for all individuals and to be constantly aware of Jesus' message.

Accreditation:

St Peter School is accredited by the New England Association of Schools and Colleges and the Connecticut State Non-Public Education Commission.

Academic Program:

The school community begins and ends each day with Prayer in addition to daily religion lessons.

English/Language Arts, Mathematics, Social Studies, Science, Technology, Spanish, Music, Art, and Physical Education are taught daily or as scheduled.

The Diocesan Curriculum Guidelines, consistent with the state of Connecticut guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese is located on the Diocesan website.

Diocesan Testing Requirements:

DRA Testing - Grade 1-3 - Recommended for Grade 4-5

IOWA Testing

ACRE Testing

Admissions/Transfers:

St Peter School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Registration of new students is ongoing. All incoming Kindergarten students are screened.

As openings become available, the following priorities will be used to accept students to St. Peter School:

- Members of St. Peter Parish
- Members of other parishes
- Non-Catholic students

Children entering Kindergarten must be five (5) years of age on or before January 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Peter School are evaluated on the basis of current standardized test scores and report cards. An interview with the family and the student are an important of the process.

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit
- *Health Records
- *Immunization Records

+All students entering St. Peter School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

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. This interview will not include the student's parent.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Peter School. The recommendation and decision of the school is final. St. Peter School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. St. Peter School cannot accommodate students who have **extraordinary** learning differences.

Non-Catholic students whose parents accept the philosophy of St. Peter School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

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 Business Office accounts have been settled.**

Attendance and Punctuality:

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Peter students and is aligned with the state statutes of the state of Connecticut.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. The note must include the date of the absence, the reason for the absence, and the signature of the parent/guardian.

Absences one through nine can be excused for any reason approved by the parent/guardian. Absences of ten or more are excused based on a set of reasons including:

- student illness accompanied by a note from a licensed medical professional
- observance of a religious holiday
- death in the student's family or any emergency beyond the family's control
- mandated court appearances

- lack of transportation
- extraordinary educational opportunities pre-approved by district administrator

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before to arrange for homework assignments. Homework assignments may be picked up at the school office.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

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. (See also Homework due to vacations/planned absences.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Absence During the School Day

A student who requires an early dismissal must present a written request to the teacher indicating the reason and time for dismissal, and the person to whom the child will be released.

The teacher will send the note to the office where the adult calling for the student will enter the required information in the sign-out book. Any child who leaves school early MUST be accompanied by an adult.

Parents are asked to schedule doctor and dentist appointments after school whenever possible to avoid interruption in the child's education.



Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Allergy Policy

St. Peter School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

Record Keeping

At the beginning of each school year, or when a child joins St. Peter School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergy Policy

St. Peter School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Peter School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Birthday Observances

Students in grades K-8 may celebrate their birthday in school by providing a special treat (cupcakes, cookies, juice) for their classmates. Be sure to notify the classroom teacher if student will be bringing in a treat. Pizza, gifts, and "goodie bags" are not allowed. Birthday invitations (or any invitations) may not be distributed at school unless there is one for every student.

Students in Grades K-8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months.)

Buckley Amendment

St. Peter School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial

information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. Custody changes need to be communicated to the office in writing,

In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Bullying and Cyberbullying

St. Peter School attempts to provide 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. **Note Well:** Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

See Policy 3.310 for a definition of bullying, clarification of terms, and procedures for investigating alleged acts of bullying. Consequences for students who bully others shall depend on the result of the investigation by the principal or his/her designee.

Students may report acts of bullying anonymously. Parents/guardians/students may make written reports of acts of bullying as well. Forms will be provided on the school website and will also be located in the school office.

Communication With the School

Information is available on our website www.stpeterschooldanbury.org. Be sure to check the website regularly for updates and announcements. You can also follow St Peter School on Facebook and Twitter. A monthly newsletter will be sent home.

Information will generally be sent home electronically. Please be sure the office has your email address. Some information will need to be sent home in hard-copy. Wednesday is the day designated for that communication.

Occasionally, situations arise which create concern about some aspect of your child's education at St Peter School. Whenever a concern arises pertaining to your child's, please contact the teacher first to set up a time to meet and discuss the concern. Should the concern remain unresolved, the parent will contact the office to set up an appointment with the principal. All communication to address concerns regarding your child is to be through an in-person meeting or a phone call, not via email.

Parents are welcome to phone or visit the office if questions arise.



Cell Phones

Cell phones must be turned off at all times during the school day and they may not be used during the school day. Cell phones will be collected at the beginning of the school day. Students may not take photos with a cell phone in school, on school grounds, at school sponsored activities, or on the bus. At no time during the day should a cell phone be in in his/her possession. Students who do not adhere to this procedure are subject to loss of privilege, suspension, expulsion and possible criminal charges. Students who violate this will have their phone taken away and a parent will be notified. In the event a parent can not be reached, the parent must call the school to arrange for pick up of the cell phone. Repeat offenders will not be allowed to bring a cell phone to school. The school is not responsible for lost, damaged, or stolen cell



phones. **Note Well: Phones taken away from students will be returned to the parent/guardian by the administrator only, The administration reserves the right to search the contents of a confiscated cell phone.**

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Child Abuse Laws

St. Peter School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the **Department of Children and Families.**

Conduct/Discipline

In accordance with the stated philosophy of the school, which emphasizes deep 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.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

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).

Discipline is about impulse management and self-control and is the student's responsibility. Regulations in the handbook are designed to assist the students and provide a Christian School Climate.

Students are expected to be respectful in speech and manner at all times.

Students who meet a teacher, other school personnel, or visitors are expected to greet the person respectfully and to offer assistance if needed.

Students may not have weapons, drugs, or alcohol on the school campus or in the school at any time. Abusive language or actions are never tolerated. Fighting, punching, kicking, throwing, name calling, disruptive behavior, bullying, sexual harassment, sexting, cyberbullying, smoking will be considered very serious violations of school discipline. Such actions may necessitate serious disciplinary measures, such as detention, in or out of school suspension, or possible expulsion.

Damaged or lost school property must be replaced by the involved student. Desks, tables, etc. must be in good order at all times. Books, bags, paper, and other items should be placed in/on the desk and not on the floor.

Students must respect the property of others and refrain from taking anything that belongs to someone else.

Daily Schedule/School Hours/Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

Students not in their homeroom at 8:30 AM are considered tardy.

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

or visitation on particular occasions.

The school doors are opened for students at 8:00AM. No child should report to school prior to that time since there is no supervision.

Prayer and afternoon announcements begin at 2:30 PM each day. Dismissal immediately follows at 2:40. Please check the school calendar and weekly newsletter for early dismissal dates.

AM Drop Off

Parents will enter the school property via Boughton Street. Students will be dropped off along the fence enclosing the playground. A staff member will greet students at the gate. They will then enter the school at the front of the building. It is important for traffic to move at a steady pace in order to avoid a back-up on either Boughton Street or Wooster Street.

The bus will drop off students in the front of the building where they will be greeted by a staff member.

PM Pick Up

St Peter School is instituting a slight change to the pick-up procedure this year in order to insure that there is a safe, efficient, and secure dismissal system. Patience is requested as we work out our system to insure the safety of all.

Parents will enter the school property via Boughton Street. Students will be picked up along the fence enclosing the playground. A staff member will be present to greet parents who will sign that they have picked up their child. Students will be released to the care of their parent/guardian once the parent has arrived and signed off on the check sheet. If someone new is picking up your child, they will need to show an ID. It is important to complete the dismissal form and keep it up to date.



Note Well: The parking lot directly off Wooster Street is shared with the Bishop Curtis residents. There are limited amounts of parking, and due to safety reasons, parents will not be able to drop students off in that parking area. In the event that it is necessary to walk your child into the school building, you will need to park in the lot directly across from the playground area near the old YMCA building. Parking is not permitted in the front of the school.

Prayer and afternoon announcements begin at 2:30 PM each day. Dismissal immediately follows at 2:40. Please check the school calendar and weekly newsletter for early dismissal dates.

After Care:

St. Peter School offers an After School Care Program. Students who are enrolled in the program must pay a \$35.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM. Please refer to the 2018-2019 Extended Care Handbook for a complete list of policies.

Parents are to make arrangements for their children) to arrive at school on time and be picked up at dismissal time.



Note Well: Students who are dropped off early or who are picked up late are subject to the following:

1. A phone call reminding them to not drop off your child early or to pick up your child on time
2. A registered letter reminding them that dropping children off at school prior to 8:00 AM or failing to pick up children on time constitutes neglect. The Department of Children and Family Services may be notified.
3. Students who remain after 5:30 PM will be sent home via the Danbury Police Department.
4. Repeated early drop off or failure to pick up your child from After School Care on time will result in serious consequences.

Detention/Suspension/Expulsion

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day as determined. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. 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 without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Peter School.

Drugs and Alcohol

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

Dress Code

The complete school uniform must be worn to and from school daily. Innovations (over-sized items, short skirts, etc.) are not acceptable. Parents and guardians are asked to assist St Peter School in the implementation of this dress code. Students must wear their full dress uniforms for Mass - no gym clothes. All uniform regulations and guidelines are subject to the discretion of the Principal.

The Uniform Supplier is:

School Uniforms, Tommy Hilfiger

www.globalschoolwear.com

Phone: 1-877-825-2869

OR

Dennisuniform.com

500 Boston Post Rd Ste 6, Orange, CT 06477

(203) 795-545

Winter Uniform - October 1, 2018 - May 3, 2018

Girls K-3	Girls 4-8	All Girls
Plaid Uniform Jumper White Oxford Cloth Shirt (Long or Short Sleeve)	Devlin Plain Box Pleated Skirt White Oxford Cloth Shirt	Black Dress Shoes No Sneakers except on gym day Maroon, white, or grey knee socks or tights NO Leggings

Boys K-3	Boys 4-8	All Boys
Long grey uniform pants Maroon Polo shirt (Long or Short Sleeve)	White Oxford Cloth Shirt (Long or Short Sleeve) Grey Flat Front Pants Devlin Plaid Necktie	Black Dress Shoes

Summer Uniform - October 30 - September 28; May 3 - June

Girls K-8	Boys K-8
Grey Skort Maroon Polo White Crew Socks Sneakers - White, Grey, or Black	Grey Shorts Maroon Polo White Crew Socks Sneakers - White, Grey, or Black

Gym uniform with the school logo is mandatory for grades K-8. Students wear their gym uniforms to school on their gym day unless otherwise directed.

Boy's shirts must be tucked in at all times. Sweatbands, kerchiefs, hats, etc. may not be worn in school.

Heels may be no higher than one inch; clogs, slippers, backless shoes or sandals are not permitted. No boots of any kind may be worn in school. Sneakers are to be worn only with gym uniform or in the summer months.

Student's hair must be neatly groomed and worn in a conventional style. Boy's hair must not extend beyond the top of the shirt collar. All boys must be clean shaven.

Extreme haircuts (mohawks, shaved head/designs, hair coloring, bleaching, etc) are not permitted for boys or girls. WHEN IN DOUBT, CALL THE SCHOOL OFFICE.

Girls may not wear makeup (lip gloss, blush, eye make-up, etc) to school. Only light color nail polish may be worn. Girls may wear on pair of post earrings and one bracelet or watch. Boys may wear one bracelet or watch. All other jewelry should be worn at home.

Students who violate the dress code regulations will be excluded from class until they are in compliance with the dress code. Parents will be contacted if clothing is deemed inappropriate for the Catholic School.



Dress Down Days

Students May Wear	Students May Not Wear
Jeans without rips Sneakers Shorts - Boys only Skirts no shorter than 3 inches above knee Skorts Sweatshirt/pants Dresses Dress pants/capris Uggs/Boots	Sandals Tank Tops T-Shirts with Inappropriate Writing Sneakers that convert to roller skates/wheels Biker shorts/short shorts Pajama Bottoms Low Cut blouses/tops Clothing that is too tight Hats Shorts



Note Well: If you think you shouldn't wear it, you shouldn't wear it.

Electronic Equipment

Cell phones, iPods, electronic devices, cameras, radios, etc. are not allowed to be used in school unless directed by the teacher or the class. Use of such devices is restricted to the classroom for classroom purposes. The school is not responsible for loss or damage of any electronic devices.

Emails to Teachers

Teachers are required to check their school email at least once per day. You can expect to receive a response within 48 hours. Emails to teachers should be brief and limited to a simple question that you might have regarding your child's progress in school. If you need to have a lengthy discussion with your child's teacher, a face-to-face meeting or phone conference is the best approach.

Emails that require an immediate response or a change in plans are best sent to the office in order to ensure that your message has been received.



Note Well: When emailing the administration, teachers, or any school personnel, please adhere to the Acceptable Use Policy of the Diocese of Bridgeport which every parent receives at the beginning of the school year. Copies are available in the school office and on the school website.

Emergency Drills

The school has a Crisis Plan in place. Fire drills, lockdown drills/evacuation drills and weather drills are conducted throughout the course of the school year.

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:

1. St Peter Church
2. An alternative site may be chosen if the situation warrants.

Extra-Curricular Activities

Flyers are sent home seasonally for track, cheerleading, basketball, student council, etc. Students are encouraged to participate. Please note that students must be picked up promptly at the end of the activity.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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 and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.

10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. 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.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older and Virtus trained.

Financial Obligations

TUITION SCHEDULE-SCHOOL YEAR – 2018-2019

Number of Children	Amount
1	\$4575
2	\$7500
3	\$9614
4	\$11760
5	\$16880

Tuition Payment through FACTS Tuition. There are four payment plans available: 1 Payment due in July; 2 Payments due July and January; 4 Payments due July, October, January, and April; 10 - Month Payments July-April.

Registration Fee at the time of enrollment is \$150/family.

Fundraising Assessment is \$525/family. Payments are \$175 per quarter. Assessment can be reduced by participating in fundraising sales such as candy bars and butter braids.

Before and/or After School Care for students in grades K-8 is \$8.00 per hour or part of an hour. Family rate is \$12.00 per hour or part of an hour.

Bishop's Scholarship Fund - For more information, call the office at 203-748-2895.

FINANCIAL ASSISTANCE FORMS are available ONLINE at www.factstuitionaid.com or at the school office.

Enrollment/Re-Enrollment

- The \$150.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. Peter School that do not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$45 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 12 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 203-748--2895.

Covers registration materials, rental of hardcover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment

(playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Application Fee: (non-refundable).....\$150.00

Graduation Fee:.....\$200.00

Fundraising

Every family is expected to participate in the St Peter School Fundraising Program.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or 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 entire grade.

Grading Scale

A = 95 – 100
B = 86 – 94
C = 76 – 85
D = 70 – 75
F = 69 or below

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home School Association

All individual schools in the Diocese of Bridgeport have an organized Home School Association. The H.S.A. is engaged primarily in fundraising activities which directly serve the needs of the school. Every parent is a member of H.S.A. and is expected to support efforts in fundraising.

Homework



Per **(Diocesan Policy 3.200)** suggested minimum homework time allotments are as follows:

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

Homework is not to be more than 10% of the quarter grade. Students are required to complete homework on time according to directions. Failure to complete homework consistently will result in a teacher-determined consequence.

Students are responsible for completing missed assignments. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

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. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

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 3:00 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 for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Immunizations

All students enrolled in St. Peter School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

St. Peter School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Parents are to be advised that many items are actually **placed** in the Lost and Found by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.



Lunch Program

St. Peter School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

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.

Medication

Connecticut State Law and Regulations require a physician's or dentist's written order and a parent or guardian's authorization for a nurse to administer medications. This regulation applies to both prescriptions and over the counter medications. Medical authorization forms are available in the nurse's office if your child needs medication at school.



Note Well: Medications must be brought to school by a parent or guardian ONLY. Student medications must remain at the school and will be administered by the nurse as needed. Please call the school nurse if you have any questions.

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. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

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

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 lunch money or nutritional sack lunch every day.

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 attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

Parent's 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 (Pre-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. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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 which 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. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. 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.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Peter School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend 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.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year for grades (1-8). K is given (3) times during the academic school year.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or After School Care Program fees are in arrears.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Peter School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.



School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

School Safety

St. Peter School attempts to provide 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, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Danbury Police Department will be notified.

Social Media

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. Peter Facebook® page is the one created and monitored by the St. Peter IT Specialist. A parent who chooses to create such an account may subject his/her children to separation from the school.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

Student Records

St. Peter School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Peter School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the teacher upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. **Items taken away from students will be returned to the parent(s)/guardian(s) as determined by the principal.**

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades K through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Title IX

St. Peter School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

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 Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

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 sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

Parents who volunteer to supervise lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

PARENTS MAY NOT GO TO A CLASSROOM WITHOUT FIRST STOPPING IN THE OFFICE.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student’s file via the NOTIFY system.

Right to Amend

St. Peter School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

**“Be it known to all who enter here
that Christ
is the reason for this school.**

**HE is the unseen
but ever present teacher in its classes.
HE is the model of its faculty and
the inspiration of its students.”**



