

2018-  
2019

PARENT-STUDENT HANDBOOK

## PARENT/STUDENT HANDBOOK INDEX

1. Letter from the Principal
2. Mission Statement
3. SS. Peter & Paul School Philosophy
4. History of SS. Peter & Paul School
5. Archdiocese of Hartford Vision Statement
6. Parent/Guardian Role in Education
7. Parents as Partners
8. Academic Information
  - Academic Probation
  - Curriculum
  - Grading
  - Homework
  - Promotion/Placement/Retention
  - Report Cards/Progress Reports
  - Testing
9. Accreditation
10. Admission Information
11. Asbestos
12. Attendance
  - Absences
  - Early dismissal
  - Perfect Attendance
  - Tardiness
  - Truancy
13. Awards
14. Before and After School Program
15. Birthdays
16. Cheating
17. Child Abuse Laws
18. Conduct
  - Bus Conduct
  - Discipline
  - Bullying & Cyber bullying
  - Hazing
  - Detention
    - Academic
    - Behavioral
    - Detention Abuse
    - Detention Penalty
  - Expulsion
  - Suspension
19. Communication

- Home and School Communication
- Parent/Administration
- Teacher/Parent
- 20. Crisis Plan
- 21. Daily Routine
  - Arrival/Recess/Dismissal
  - Car Riders in Morning
  - Dismissal Procedures
  - Returning to School after Dismissal
- 22. Defibrillator
- 23. Drugs and Alcohol
- 24. Emergency Drills
  - Evacuation
  - Fire
  - Lock down
  - Tornado
- 25. Extracurricular Activities
- 26. Field Trips
- 27. Financial Obligations
- 28. Gifts
- 29. Gum Chewing
- 30. Gym Restrictions
- 31. Home and School
- 32. Insurance
- 33. Kitchen
- 34. Leadership in School
- 35. Library
- 36. Lockers
- 37. Lost & Found
- 38. Lunch
  - Lunch Period Safety Rules
- 39. Non-Custodial Parent
- 40. Nurse and Health Aide
- 41. Off-Campus Conduct
- 42. Patriotic Activities
- 43. Photo/Video Release
- 44. Recess
- 45. Respect for Teachers
- 46. Sacramental Program
- 47. Safety
- 48. School Board
- 49. School Calendar
- 50. School Hours
- 51. School Office Hours
- 52. School Property
- 53. School Records

54. Service Learning
55. Sports Program
56. Student/Parent Directory
57. Technology Concerns
  - Blogs/Facebook
  - Cell Phones
  - Electronic Devices
  - Facebook
  - Texting
  - Sexting
  - Virtual Reality Sites
  - Acceptable Telecommunications
58. Telephone
59. Transfer Students
60. Uniform Guidelines
  - Boys Uniform
  - Girls Uniform
  - Gym Class Uniform
  - Uniform Violations
61. Visitors
62. Volunteers
63. Weather Emergencies
64. Faculty & Staff Directory

\*\*\***Signature Page** – Please print and return to your homeroom teacher  
1<sup>st</sup> day of school



## SS. PETER AND PAUL SCHOOL

**116 Beecher Avenue  
Waterbury, Connecticut 06705**

(203) 755-0881

[www.sppwtby.com](http://www.sppwtby.com)

Welcome to the 2018- 2019 school year at SS. Peter and Paul School. We hope it will be a year full of learning, loving and maturing for your child.

SS. Peter and Paul is a community striving to live the Gospel message and to teach as Jesus did with love and compassion. We hope to inspire and direct every student to reach his or her potential.

This enclosed booklet is the set of guidelines that we will be following throughout the year. The guidelines are constructed so that every child will have an opportunity to learn in a safe and loving environment. A situation may arise during the year, which may not be addressed in the handbook. In this case, the principal may have to create a new policy. New policies may be formed under the advisement of the Office of Catholic Schools, the pastor and the SS. Peter and Paul School Board. Please be sure to carefully read over the uniform requirements. Please contact the office if you have any questions.

Parents and students are required to read and sign the last page of this handbook. May God bless you and guide us all to another successful school year.

Sincerely,

Mr. Gambardella  
*principal*

**SS. PETER & PAUL SCHOOL**  
**MISSION STATEMENT**

The SS. Peter and Paul School family, past and present ministers to students from Pre-K through grade 8, encouraging actions that model Jesus.

- S** Strengthens Catholic teaching through prayer and community service
- S** Supports students' academic, spiritual and emotional needs
- P** Promotes a safe and positive learning environment to an increasingly diverse population
- P** Provides opportunities for family involvement in children's religious, academic and social lives



## **SS. PETER AND PAUL SCHOOL PHILOSOPHY**

We, the SS. Peter and Paul Parish family, adhere to the belief that all children are created in the image and likeness of God and that each child is truly a special friend of Jesus. SS. Peter and Paul School dedicates itself to providing an environment in which every child may grow spiritually and intellectually. We strive to reach this in numerous ways. Through our curriculum, we select and provide current educational materials that reflect our religious beliefs. The atmosphere at SS. Peter and Paul School is family oriented, recognizing the importance of community and religious life. Based on our beliefs, extracurricular activities are provided giving opportunities for both student and parent involvement. Every child has the right to grow in a safe and secure educational setting where a respect for all God's creatures is paramount.

It is our belief that all children that enter Saints Peter and Paul School have the opportunity to reach their full potential. Students need to develop strong work habits in order to be life-long learners. In order to address our students' needs, we adopt the following goals and objectives:

- To develop a strong moral foundation through Catholic education that will prepare students to make decisions based on the messages of both SS. Peter and Paul and Gospel values
- To involve students, faculty, clergy and family to become active participants in the learning process
- To incorporate the community and parish resources to enhance the total school program
- To develop strong work habits so students are encouraged to be life-long learners
- To encourage teachers to strive for professional growth and to share ideas and talents to further enhance the child's educational experience
- To recognize that children have different learning styles that need to be addressed to achieve successful educational experience
- To prepare our students for the technological world that they will be entering

## History of SS. Peter and Paul School

SS. Peter and Paul Parish dates back to the year 1916. Land was purchased on Southmayd Road in the east end of Waterbury. The formal establishment of the parish arrived in 1920, and Reverend Thomas P. Mulcahy was the first pastor.

In 1925, plans were made by Father Mulcahy and the parish trustees to construct an eight-room school. Also in 1925, the Sisters of Mercy arrived and established a convent.

The sisters at first were responsible for teaching religious education to the parish. Later, they began teaching in the parish school. The school originally held just six grades, but in two years it contained eight. The first graduating class was in 1929 and consisted of twenty-one students.

The parish recognized the need to expand the school in 1960. The original building was filled to capacity. The addition would include eight classrooms, a gymnasium and a kitchen. During this phase extensive renovations were made to the older classrooms. This construction was completed in 1962. The school then was composed of two classes of grades one through eight. By 1986, reduced enrollment forced the school to eliminate the double classes, and the extra rooms were used for science, computers, libraries, and the kindergarten was added in 1986.

The school began a Before/After School program in 1991. A Pre-K program was begun in 1994.

Currently, the school has become more diverse both in population and in academics. There is a modern science lab and media center. Technology is integrated throughout the curriculum, and the Spanish curriculum has expanded to include all of the grades. The staff takes a variety of workshops and courses in order to meet the needs of the children. The school has put in place security checks and has instituted an optional hot lunch program. A well-defined Crisis Management Program has been put in place, and some capital improvements have been made. We continuously strive to produce responsibly educated, active Christians while maintaining a loving and nurturing environment.

## **Purpose and Vision for Catholic School Education**

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

*The above statement was reviewed by the Archdiocesan School Board (2015) and reaffirmed by the Archbishop (2015), and is implemented by the Superintendent of Catholic Schools and all Catholic schools.*

Reprinted from Office of Catholic Schools website:

<http://catholicschoolsct.org/about/purpose-and-vision>

## **6. Parent/Guardian Role in Education**

The SS. Peter and Paul School staff, considers it a privilege to work with parents in the education of children. We believe parents are the primary educators of their children. Therefore, it is your responsibility to become the primary role model for your child, both academically and spiritually. Your choice of SS. Peter and Paul School shows a commitment to helping your child to recognize God as the greatest good in his/her life.

We teach our children best by setting a good example. The faculty and staff need and appreciate supportive parents with good parenting skills, especially when these skills are rooted in Christian values and are combined with an active involvement in our Church.

Once you have chosen to enter into a partnership with us at SS. Peter and Paul School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child will need continual parental support in order to grow academically and spiritually. It is the duty of the faculty and staff to provide this support as well. At times, the methods for achieving desired goals for the children may lead to conflict. It is important to remember that we all want our children to succeed, and that if a conflict arises in the process of achieving our goals, it must be addressed in a professional manner.

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, boundaries and limits provide a young person with both guidance and security.

It is essential that children take academic success seriously. Students must be responsible for homework, long-term assignments, tests, service projects, and all other assignments. This responsibility also extends to times of absence, when necessary.

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.

## **7. Parents As Partners**

As partners in the educational process at SS. Peter and Paul 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
- Has ordered lunch or has a nutritional lunch every day

We also ask the following of parents:

- To actively participate in school activities such as Home and School
- 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 phone call when the student will be absent or tardy and a written note when the student returns to school
- 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, newsletters and website and to show interest in the child'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 and staff with respect and courtesy in discussing problems

## 8. Academic Information

### ○ Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. A student that is on probation will not be allowed to participate in after school activities such as drama, sports, computer club etc., until the student has made progress in the deficient area.

### ○ Curriculum

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all of the learning experiences that students receive under the direction of the school and the Office of Catholic Schools.

In implementing the curriculum, the school considers the needs of the students, the abilities of staff and the requirements of time allotments according to archdiocesan and applicable state regulations.

Our curriculum is integrated and infused with Gospel values and a global view, which recognizes that students learn in different ways. In accordance with this premise, we do not follow the "Common Core" but exceed it by infusing our values and addressing individual student's learning differently. It is balanced and includes:

**Religion:** Catholic doctrine and tradition, Bible study, social justice, stewardship, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held for special observances for the entire school community. Students may attend the Saturday evening parish Mass on a rotating basis.

**Mathematics:** Comprehensive skills and concepts are taught in every grade. Pre-algebra is offered in grade 7. Algebra is offered in grade 8.

**Language Arts:** reading, English, spelling, vocabulary, writing, library skills, and appreciation for literature,

**Science:** earth science, life science, physical science, health education, and concrete application of skills in the lab.

**Social Studies:** American history, world history, Connecticut history, geography and current events.

**Fine Arts:** art and music education

**World Language: Spanish**  
**Physical Education**

Technology is integrated into all areas of the curriculum

The school strives to develop within its students, critical thinking, effective communication skills, and the aim of being productive moral citizens, and spiritual leaders.

○ **Grading**

In order to meet the needs of the children, the instructors will use a variety of activities in order to measure students' understanding of concepts. Tests, quizzes, projects etc. will account for about 80% of the child's grade. Teachers will also weigh about 20% of the grade for participation and homework. Teachers may use various formulas to calculate grades though. Evaluation practices will be reasonable and thorough, and they will be explained in advance. Grading will be monitored by the principal, and must follow the guidelines required by the Office of Catholic Schools. Report cards will be issued on a trimester basis. Progress reports will be distributed midterm. Conferences will be scheduled midterm during the first trimester.

The grading system used in the school is provided below.

Kindergarten and Pre-K 4 report card

M - Meets grade level expectations

P - Progress noted toward grade level expectations (level not used for Pre-K 4)

T - Time and experience required for skill to develop

ED - Experiencing difficulty

NI - Not introduced at this time

Primary report cards (grades 1 – 3)

5 - Consistently exceeded grade level expectations

4 - Consistently achieved developmentally appropriate skills and/or expectations

3 - Approaching mastery of developmentally appropriate skills and/or expectations

2 - Approaching proficiency toward developmentally appropriate skills and/or expectations

1 - Difficulty meeting developmentally appropriate skills and/or expectations

Report cards (Grades 4 – 8)

A+ = 100-98

C+ = 79-77

A = 97-94

C = 76-73

A- = 93-90

C- = 72-70

B+ = 89-87

D = 69-65

B = 86-83

F = Below 65.

B- = 82-80

Any subject that meets once a week (i.e., art, music, physical education) will have a proficiency grade of O, S, or U to indicate student performance.

- **Homework**

Homework is given to positively reinforce skills presented in the classroom. It will be assigned regularly.

All assignments should be neat, dated and have the child's name on it. No torn or ragged edge paper will be accepted. Each classroom teacher will establish his/her own homework policy.

The homework policy should be posted on the teacher's website. Students in grades 3- 8 will be required to write all assignments in an assignment book. Parents should check the assignment books regularly. Assignments should be done in blue or black ink in cursive (depending on grade level) or typed. Formal writing assignments should be typed using the Google Docs. Each student is provided with a Google Drive account and a school email address. Assignments may be printed in school, but this procedure should adhere to each teacher's printing policy.

The following are the recommended time allotments for daily assignments:

- Grades 1 – 3    30 minutes**
- Grades 4 – 6    60 – 90 minutes**
- Grades 7 – 8    90 – 120 minutes**

- **Honor Roll**

Criteria for the SS. Peter & Paul honor roll are as follows:

- First Honors: Minimum of A- in all major subjects, B+ in all minor subjects
- Second Honors: Minimum of B in all major subjects, B- in all minor subjects

Ungraded items must have S for satisfactory

- **Promotion/Placement/Retention**

Advancement to the next grade in SS. Peter and Paul 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.

Placement into advanced math in grades 7 and 8 will be dependent on test scores, academic history, and teacher recommendation.

- **Report Cards/Progress Reports**

- **Progress Reports**

Progress reports will be sent home mid-term. This report must be signed and promptly returned to the school.

- **Report Cards**

Student achievement will be graded using a trimester system. A report card will be sent home which you may keep, but a form assuring you have seen the report card must be signed and returned to the homeroom teacher. Mandatory parent/teacher conferences will be scheduled mid-term during the first trimester. Parents, teachers and the principal may request a conference at any time during the school year.

- **Testing**

Students will not be allowed to retake a test in order to raise their grade unless the entire class has the same opportunity.

The school follows the archdiocesan mandate of participating in the administering of the Iowa Test of Basic Skills. This testing is done in March or April with results by the end of May. The test is usually given to grades 3 through 7 but may include other grades at times. Parents will receive the results. They will also be requested to acknowledge receiving the test results in writing. They should address any concerns to the classroom teacher or the administration upon receipt.

The school has also employed the use of a specific reading test called the DRA. This test will be given to the students in grades 1 through 7 twice a year until a specific grade level is achieved.

## **9. Accreditation**

SS. Peter and Paul School is accredited through the New England Association of Schools and Colleges (NEASC).

## **10. Admission Information**

Admission is never dependent on race, sex, national origin, age (in accordance with the law) or reasonable disability where accommodations can be made to meet the needs of the disabled. The school will strive to meet the needs of each child; however, due to staff, financial and program limitations, we may not be able to accommodate those with special needs. Preference for admission is given to SS. Peter & Paul parishioners, then to Catholics outside the parish, and then to non-Catholics. Parents and or caretakers are responsible to sign a financial contract and meet the requirements of that contract.

Children entering Pre-K 3 must be 3 years of age by Dec. 31<sup>st</sup>

Children entering Pre-K 4 must be 4 years of age by Dec. 31<sup>st</sup>

Children entering kindergarten must be 5 years of age by Dec. 31<sup>st</sup>

Students will be conditionally accepted into kindergarten with full acceptance contingent on displayed readiness and the kindergarten screening test. At the time of registration, all new students seeking admission for grades 1-8 to SS. Peter and Paul are evaluated on the basis of current standardized test scores and report cards. These will be reviewed to determine whether the program at SS. Peter and Paul School will meet the needs of the student. An interview with the parent and possibly the student is part of the admission process. Some applicants may be tested in specific academic areas. All students will be given a trial period in which to prove himself/herself, both socially and academically. If during the trial period there are any problems, a student may be asked to withdraw from SS. Peter and Paul School. Non-Catholics whose guardians accept the philosophy of SS. Peter and Paul School, will be accepted on a space available basis.

## **11. Asbestos**

In compliance with AHERA regulations, we are required to inform parents, teachers and all employees associated with SS. Peter and Paul School of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the school office and is available for review by any parent, teacher etc. during the normal business hours of the school. Please make your request for reviewing this file to the principal.

## **12. Attendance**

Placement at Saints Peter and Paul School is on a year-to-year basis. Automatic retention of a seat is not guaranteed.

### **o Absences**

When a student is absent from school, a parent must call the office by 10:00 A.M. each day of absence. If the office is not notified, the absence will be marked “unexcused.” A written note giving a reason for the absence must be brought to the student’s teacher upon return. This policy is for the protection of our students.

Parents are encouraged to schedule trips or family outings during school vacations. Teachers are not required to give make-up tests or assignments for absences due to vacations, and teachers are not required to give assignments in advance of absences due to family vacations.

Arrangements for regular classroom tests missed due to illness are made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absences (18) days, or the equivalent including tardiness will be cause for a student to be retained in their current grade for another year. The faculty and the principal will monitor absenteeism regularly since it affects student academic performance. The principal will contact a parent or guardian due to excessive or unexplained absences.

Missed assignments are the student's responsibility. Students who are absent due to illness have one day to make up missed assignments, quizzes or tests, unless special arrangements have been made with the subject teacher.

Children need to be in school to acquire interaction skills during specific subjects. Any child who leaves school before 10:00 A.M will be marked absent. A responsible person must sign out any student who leaves the building.

Excused absences include, but are not limited to the following:

- Absences accompanied by a doctor's note on the student's return to school (still must be prefaced by a phone call)
- Funerals
- Dental and orthodontic emergencies
- School related activities as approved by the principal
- Family related activities (i.e., vacations that are not able to be scheduled at regular vacation times) if approved by the administration and classroom teacher ahead of time
- Any absence approved by the administration

- **Early Dismissal**

When a child needs to leave school early, he/she will not qualify for perfect attendance. If a child is dismissed before 1:30 P.M., he/she will be marked 0.5 days absent. Any child dismissed after 1:30 P.M., but prior to the bell, will be marked .25 days absent. Parents must come in and sign the child out before he/she will be called out of class. Students participating in special activities, such as, but not limited to field trips, grandparent day, assemblies etc. should remain in school until dismissal time. Students leaving after one of these activities will be marked with an unexcused absence.

- **Perfect Attendance**

In order for a student to qualify for perfect attendance, he/ she is required to be in school all day, every day. If a child is tardy or has an early dismissal the child will not qualify for perfect attendance.

- **Tardy**

Being prompt is an asset we are trying to instill within our students. Students who are tardy can both disrupt classes and miss important instruction. A child will be marked tardy if he/she enters school after the 2<sup>nd</sup> bell has rung at 8:50 A.M. Any child tardy more than twice in a trimester, will be issued a warning slip. This slip must be signed and returned to school the next day. Any child coming in to school after 10:30 A.M. will be marked 0.5 days absent. Tardiness disqualifies a child from receiving perfect attendance. The principal will contact the parents or guardians if tardiness becomes excessive or extreme. A conference may be necessary to remedy the problem. Students will receive a detention from the principal if the tardiness problem is not corrected after a warning slip is given and after a conference is scheduled.

- **Truancy**

Truancy is unacceptable and will be addressed by the administration, resulting with an in-school suspension and/or expulsion. The Office of Catholic Schools may be notified if students are

absent excessively. Also, absenteeism is noted on permanent records. These records are used by high schools to determine acceptance and eligibility into certain programs.

### **13. Awards**

The eighth grade has an awards night usually in early June. A committee of administrators and teachers selects students that qualify for specific awards. Various committees and individuals that have taken an interest in honoring students provide the awards. Most of the criteria is grade oriented, but a few deal with volunteerism, charitable acts, teacher support, etc.

### **14. Before And After-School Program**

All information for this program is available through the school office (203-755-0881). There is a separate Before/After School Handbook. This program was initiated in order to meet the needs of the school families. Children are held accountable for all rules and regulations that have been established. Any infraction may result in dismissal from the program or from the school. Any child not picked up from school by 3:10 P.M. will be sent to the After-School program. The parent will be responsible for a registration fee and the regular fee incurred for the day.

### **15. Birthdays**

Children may bring cookies, cupcakes, etc. to school for their whole class to celebrate this special day. Parents must check with the teacher to be assured that there are no children allergic to any ingredients in these snacks. Students are not allowed to walk around the building to give snacks to other people. The principal will allow a specified day where the children celebrating a birthday that month may have a free dress day (following the guidelines set down in this handbook). Please reference your monthly calendar for the date for dress down day for birthday's that month.

Invitations for birthday or slumber parties etc. should be sent to the home of the student via U.S. mail unless an invitation is being given to every student. Please send a note to your child's teacher requesting the approved lists of addresses.

### **16. Cheating**

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

### **17. Child Abuse Laws**

SS. Peter and Paul 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 Child Protective Services.

## **18. Conduct**

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, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, hand held games, or anything that will detract from a learning environment are not allowed at school at any time. Key chains and toys may not be attached to student backpacks. Electronic devices should be kept in the students' book bags unless they are specially required to complete a classroom assignment. SS. Peter and Paul School is not responsible for the loss of any student's personal property.

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 only to a parent or guardian upon request.

### **○ Bus Conduct**

Students must act in a proper manner to ensure safety for all. If a student violates bus policy, the following action will be taken:

- 1<sup>st</sup> offense            A detention will be issued
- 2<sup>nd</sup> offense            Loss of bus privileges for one week
- 3<sup>rd</sup> offense            Permanent loss of bus privileges

If a major infraction occurs on the bus, the school administration may decide to suspend or exclude the student.

### **○ Discipline**

An important aim of discipline is Christian development. In this development, a goal is to teach the student Christ's response to life's situations. We bring before the students the virtues of love, justice, truth, forgiveness, obedience, and a deep concern for all life. With this in mind and a sincere concern for everyone's welfare, we make an effort to protect the rights of all in our school. The purpose of discipline is to provide a school atmosphere conducive to learning and to the building of community. Parents will be contacted concerning any serious unsatisfactory conduct of their children. Cooperation between parents and teachers is vital for the school community. Most discipline is handled primarily by the faculty. If a serious problem occurs, the

principal will be notified. The administration will meet with the child, and the parent may be called in for a conference.

The administration will make a decision as to what disciplinary action a violation warrants. Offenses that are more serious may lead to suspension and/or expulsion. Some offenses include the following:

- Truancy from school
- Provoking physical harm
- Intended physical harm
- Disobedience or disrespect of authority
- Open defiance of a staff member's authority
- Possession of drugs, alcohol, or tobacco on parish grounds or when representing the school
- Vandalism
- Chronic violation of any school rules
- Abusive or inappropriate language toward staff or other students
- Any misbehavior during fire or safety drills
- Failure to cover school books
- Defacing school property
- Failure to conform to school dress code regulations
- Any disrespect or behavior that does not conform to school policy when representing our school at various functions
- Any threatening behavior including language
- Any body piercing, tattoos or hair colors/styles that disrupt the learning process
- Any verbal disruptions of the classroom teacher during class time
- Anything to cause public embarrassment or taint the SS. Peter and Paul reputation

A SS. Peter and Paul student is a student at SS. Peter and Paul at all times. A student that engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school officials. The administration reserves the right to make exceptions to existing rules and regulations. The principal has the final say in all disciplinary matters and may waive disciplinary action for just cause.

#### ○ **Bullying and Cyberbullying**

No student is allowed to harass or ostracize another child. This goes against the mission and philosophy of Catholic education. Any child who bullies or defames another whether physically, mentally or through written communication will be in danger of receiving a detention, suspension and/or expulsion from SS. Peter and Paul School. Disciplinary action will be applied at the discretion of the school administration.

All of us have the right to be treated with dignity. Conduct containing sexual suggestions that would be offensive to any reasonable person, can lead to severe disciplinary measures. Below are examples of this unacceptable behavior, however, it is not limited to these.

- Verbal labels, derogatory jokes,/comments, slurs , unwanted sexual advances, imitations or comments
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play
- Threats and demands to submit to physical or sexual requests for certain benefits.
- Retaliation for having reported or threatened to report harassment

- **Hazing**

No initiation into any SS. Peter and Paul unauthorized group or club is allowed, under penalty of expulsion. Children are accepted out of love into the school and into all of its groups. Any violation of this policy will result in severe penalty.

- **Detention**

Any child receiving a detention must have it signed and returned the next school day. Three types of detention are given:

- **Academic** – for missed or neglected education assignments
- **Behavioral** – for any infraction of the discipline code set down or any unacceptable behavior
- **Dress Code** – for any infraction of the dress code rules

Detention will be held on Wednesday after school and is over at 4:00 P.M. Parents must be prompt in picking up their child. Parents who are late must pick their child up at the After-School Program before 4:30 P.M. A fee will be charged. If a person other than a parent will be picking up a child, a note should be sent into school ahead of time. The principal may give a Saturday detention when the situation is warranted. The principal will contact the parent if this occurs.

- **Detention Abuse**

The purpose of disciplinary action is to correct inappropriate behavior. If prescribed methods of correcting behavior do not result in improvement, a parent or guardian will be contacted by the principal to develop a plan of action intended to correct the problem or problems. Students who receive detentions repeatedly may, at the discretion of the principal, be excluded from extracurricular activities, including participation in the sport's program. If repeated attempt to correct behavior fail, the student may asked to leave SS. Peter and Paul School.

- **Expulsion**

When a student is expelled he/she will be excluded from all the rights and privileges of being a student at SS. Peter and Paul School unless the administration has reason for it to be otherwise.

- **Suspension**

When a student is suspended he/she will not be allowed to attend regular classes. The student will be assigned work from the classes and will have to complete the work independently in an assigned area. Suspensions will be in school unless the administration has reason for it to be otherwise.

## **19. Communication**

The school has a website address, [www.ssppwtby.com](http://www.ssppwtby.com), where parents can refer to updated information. Parents should visit their child's academic record often through Educonnect. All parents are given an account. Please contact the office for assistance.

### **○ Home and School Communication**

In order to insure that all communication from school reaches home in a timely manner, SS. Peter and Paul will be using a Wednesday envelope online system. New information from Home and School can be found each week on the website's "Wednesday Envelope." Any forms in the envelope or returning correspondence should be printed out, placed in an envelope and clearly marked for Home and School. Your child is responsible for returning any such correspondence or monies to their homeroom teacher, so that it can be forwarded to the correct Home and School chairperson or officer.

If anything personal is being sent to school, please seal it in an envelope. Clearly mark the person's name to receive it along with the word "Confidential." Confidentiality will not be kept if there is a possibility of harm or if there is a safety issue.

### **○ Teacher/Parent**

Parents and guardians have options when wanting to conference with teachers. Calling the office will ensure the message gets in but you can also send a note or e-mail. The teacher should get back to you within 48 hours to set up a time or a date. Please do not ask a teacher to conference with you without making an appointment.

Parents may call the office or use email to set up an appointment to speak to faculty members. Please give the secretary the reason for your call. Any question about classroom activities should always be addressed to the teacher first.

## **20. Crisis Plan**

The school has developed a crisis plan in case to deal with emergencies. Parents should tune to WATR radio or go to our website. The primary "Safe Place" for evacuation is Memorial Hall (church basement). If that proves unsafe, the children will be directed to WARC on East Main St. or Mill Plain Union Church on Southmayd Rd.

## **21. Daily Routine**

### **○ Arrival/Recess**

Children are not permitted to arrive at school until 8:30 A.M. At 8:30 A.M., a teacher will be on duty in the gym yard. At 8:45 A.M., the first bell will ring, and the children will get in line. Children will enter the building in a calm, orderly fashion.

Children will usually have two 10-15 minute recesses during the day.

- **Car Riders in Morning**

Children should gather in the gym parking lot no earlier than 8:30 A.M. Parents may park in the lot between the convent and church and walk down the ramp. The other option is to park on Beecher Ave. Please do not park in front of the school by the gym doors as this is reserved for buses. You will be asked to move your car if you park in the bus drop-off area. Cars are not allowed in the lower lot next to the gym while students are in the area.

- **Dismissal Procedures**

Dismissal will be at 3:10 P.M. (except kindergarten). Parents must leave their cars and meet their children, so the teacher on duty can see that they are going with an adult. This is the only permissible procedure, and the school cannot be responsible for those who do not follow it. Please stress this with your child(ren). Any deviation from the child's normal dismissal routine requires a note to be sent to the school with the change.

Children are dismissed from school as walkers, bus riders and car riders.

**Walkers-** leave with car riders.

**Bus riders** –Students stay in their classrooms or other location until their bus is called. Then they proceed to a specified area. (usually the gym doors or by the second grade classroom etc.) Attendance is taken before the children exit out the main gym doors to the bus.

**Car Riders-** are dismissed via the front gym door. No child will be allowed to leave until an adult comes and is seen by one of the assigned teachers/staff. Parents must get out of their cars and meet their children. Any child who is not picked up by 3:15 P.M. will be sent to our After-School Program, and the parent will be responsible for a registration and use fee.

\*NOTE - All the car riders should go out the front gym door. Adults should not come into the building to get a child.

- **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:10 P.M. dismissal unless accompanied by a teacher. Students, who need to return to school after 3:10 P.M. to retrieve books or other items, must stop at the office first. Office staff will assist the student and/or parent in these situations.

## **22. Defibrillator**

The school defibrillator is located in the kitchen next to the gym, for easy access in case of an emergency. The children should not touch this safety equipment. No child is allowed in the kitchen without direct supervision.

### **23. Drugs and Alcohol**

Students in possession of drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **24. Emergency Drills**

#### ○ **Evacuation**

Evacuation drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk in single file, briskly and in silence to assigned area.
3. Walk to designated "Safe Place" and wait quietly for further instructions.

#### ○ **Fire**

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

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a column of twos, facing away from the building.
5. Return to building when signal is given.

#### ○ **Lock Down**

Lock-down drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
1. Walk to the assigned place.
2. Sit as still and as quietly as possible.
3. Return to classroom when signal is given.

#### ○ **Tornado**

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
1. Walk briskly to the assigned place in single file.
2. Sit, face wall, and put hands over head.
3. Return to classroom when signal is given.

Any child who does not comply with the school's procedures of order, quiet, etc. during these drills will be liable for suspension or expulsion. Drill procedures for every class will be posted and reviewed by the teacher. Please question your child at home as a review of these procedures.

## **25. Extracurricular Activities**

Extracurricular activities are meant to offer the children socialization skills in a motivated environment. Participating students will be held responsible for all school policies. Otherwise the child will be dismissed from the activity permanently.

## **26. Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. The number of field trips may vary by grade.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. 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.
5. A formal waiver, signed by the parent, is required before a child will be permitted to attend a field trip activity. No substitutions are acceptable.
6. Parents may refuse to permit their child from participating in a field trip by stating so in writing.
7. 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.
8. All monies collected for the field trip are non-refundable.
9. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

## **27. Financial Obligations**

Tuition payment options are outlined in your contract. This does not cover field trips, athletic programs, Before/After-School or after school activities etc.

### TUITION SCHEDULE 2018-2019

Number of K-8 Students

1	\$4,600
2	\$8,500
3	\$11,500
4	\$13,300

\*TUITION FOR PARISH SUBSIDIZED

Number of K-8 Students

1	\$4,200
2	\$7,300

3	\$10,650
4	\$11,900

\*The parish rate applies to families who belong to the Mary, Mother of the Church Parish who use the envelope system regularly. Families from other Catholic parishes may be eligible to receive the parishioner discount from their own parish.

#### TUITION FOR PRE-K

2 Full Days	\$3,100
3 Full Days	\$3,600
5 Full Days	\$4,500
2 - Half Days	\$2,250
3- Half Days	\$2,850
5 - Half Days	\$3,550

#### Other Fees

School / Technology / Book Fee	\$425
8th Grade Graduation Fee	\$100

Financial assistance forms are available at specific times. The notice will go up on the website where you will be asked to request the form in writing. Send your request to the school office.

All tuition payments are handled through the business office. Several options are available. All tuition must be up to date before the end of each marking period.

Unpaid tuition will result in a student or students having to transfer out. Students will not be allowed to return to school after Christmas vacation if tuition is delinquent. Students will be allowed to return to school after financial obligations become current. If extenuating circumstances exist, please call the business office at 203-755-8247.

No child will be permitted to attend Saints Peter and Paul School unless tuition registration with FACTS has occurred and handbook agreement forms have been signed.

#### **28. Gifts**

Students should not exchange individual gifts at school. This gesture may create hurt feelings among other students.

#### **29. Gum Chewing**

There is no gum chewing allowed in the school building or on the school grounds.

### **30. Gym Restrictions**

The new gym floor requires restrictions in order to maintain its condition. The School Board has posted these at the entrance to the gym. Children may not enter the gym with any shoe that scuffs. In the event of bad weather, children will be sent to their classrooms in the morning instead of to the gym.

### **31. Home and School**

Home and School is primarily a fund-raising organization that has been set up to support the education of the children at SS. Peter and Paul School. Many events are run throughout the year in order to achieve a line item in the school's budget. Computers, cultural events, bleachers, library equipment, field trips and items too numerous to mention have all been supported through our Home and School Association. Meetings are held approximately five times during the school year and all parents are invited to attend. This vital group needs your involvement in order to attain continual success.

Every parent agrees, before admittance into the school, to be an active participant in our Home and School and is expected to physically and financially support it.

#### Officers

Co-Presidents	Bart Cammarsana and Gabby Iasevoli
Secretary	Danielle Shepard
Treasurer	Madlen Kurutan

### **32. Insurance**

Children need to be adequately covered by insurance during their time in school as well as when they are involved in school sponsored extracurricular activities. Please check your family and home insurance to see that this is true for your child. Students are not covered for medical expenses resulting from injury received at school or in school sponsored events. Any medical claims should be referred to the major medical coverage you have for your child. It is mandatory for every child who plans to participate in sports to have coverage in place before the school event begins.

### **33. Kitchen**

The school kitchen is off limits to children unless the responsible school staff gives direct permission. Any parent group using the facility is responsible for making sure that children are not allowed in the kitchen. Also, any parent group using the kitchen facility is responsible for clean-up and maintenance.

### **34. Leadership in School**

The pastor/parish administrator is the ultimate head of the parish in its entirety. He is canonically responsible for the fiscal administration and the spiritual substance of the children. The principal is the educational leader and is responsible for program development and faculty supervision. The principal follows the dictates of the OEEC in conjunction with the pastor/parish administrator. The faculty is responsible for the classroom management and school procedures. They have daily charge of the children and are bound to follow the mandates set down by the OEEC and the SS. Peter and Paul School administration.

### **35. Library**

Every class in kindergarten through grade 8 will be scheduled for library time. Children may take out books for home reading. Children are required to respect the library and the books. Fees will be charged for lost, late or damaged property. No child is allowed in the library without adult supervision.

### **36. Lockers**

Each student in grades 7 and 8 is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

### **37. Lost and Found**

Any items found in the school building or on the school grounds should be given to the teacher or person on duty to be placed in the Lost and Found which is located by the third grade. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

### **38. Lunch**

The school runs an optional lunch program throughout the school year. If you choose to participate, menus are posted online. Lunches are ordered by the month, not daily or weekly, so please submit your order form by the due date listed on the menu. Lunches, as a rule, will be in the gym and under the direction of monitors. Set rules will be given to your child, and these must be adhered to.

We ask those who do not partake of the school lunches to remember to send a lunch to school with your child.

Forgotten lunches may not be brought to the office. If you are delivering a lunch for your child, please drive to the back kitchen doors and drop off to the lunch workers. Please make sure your child's name and grade is clearly marked on their lunch. Soda is not allowed. Students are not to

have lunch delivered by a business (i.e., pizza) unless permission has been obtained from the classroom teacher.

○ **Lunch Period Safety Rules**

- After the first week of school, there will be no changing of seats. A lunch monitor can change a student's seat at any time if there is a problem. Students will not be allowed out of their seats at any time without permission from a lunch monitor.
- Students will clean tables and the floor under and around each table before any student is given permission to leave.
- Only students who have written permission from a teacher will be allowed to return to a classroom.
- No throwing of anything is allowed.
- No running, pushing, shoving, yelling, fighting or use of offensive language is allowed at any time, either in the lunchroom or at recess.
- Tables will be dismissed one at a time, in an orderly manner, by a lunch monitor.
- Students should report any problem that arises with a lunch monitor.
- No food or open cans are allowed in the schoolyard. Any unfinished food must be in a bag or lunch box before entering the schoolyard.
- There are no balls allowed at lunch recess.
- When the bell rings at the end of recess, students should line up in an orderly, quiet manner (No pushing, shoving or fighting). Students should return to their classrooms quietly.
- Lunch monitors are authorized to take disciplinary action when necessary.

**39. Non-Custodial Parent**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

The non-custodial parent is welcome to conference with the classroom teacher by following the set guidelines.

All daily work and school notices will be sent home with the student. If the non-custodial parent would like copies of progress reports etc., the parent must send in self-addressed stamped envelopes to the classroom teacher.

**40. Nurse and Health Aide**

The City of Waterbury supplies the school with a nurse. Only the nurse and designated personnel have the authority to administer any medications. If your child has a need, the nurse must be notified before any medication can be administered. If a child becomes ill during the day, the nurse must first evaluate the child. If the nurse determines that the child should not be in school, the parent will be notified. Upon arrival, the parent must always report to the office. Children are not allowed to carry any non-prescription medication (i.e., aspirin, cough drops, etc). If a medical need exists, the nurse must always be notified ahead of time so proper procedures can be followed. No child who has a cast or support on will be allowed to take

physical education classes or go out for recess. When a child is injured in an activity outside of school, i.e., sporting event, car accident, falls, etc., the child must be seen by the school nurse upon his/her return to school. If the child had been previously evaluated or treated by a doctor, a note indicating the diagnosis, limitations (i.e., participation in gym, recess, sports) and the date of a follow-up visit must be obtained and given to the school nurse. Please keep in mind that the children run and play during recess, and a child who has an existing injury may be accidentally pushed and sustain further injury.

#### **41. Off-Campus Conduct**

Any student that is in uniform or school clothing, attending a SS. Peter and Paul function or is representing the school in any way (dances, sports, etc.) is required to maintain the expected code of conduct of the school. Any infraction will be addressed and will result in a penalty decided by the administration.

#### **42. Patriotic Activities**

Students will be involved in various patriotic activities during the year. These include reciting the Pledge of Allegiance, singing the national anthem and other patriotic songs, participating in a patriotic assembly, writing patriotic essays and creating patriotic posters. Participation in patriotic activities will be required in most cases, and students will not be given the opportunity to refuse to participate in them.

#### **43. Photo/Video Release**

Every student must have on record a form that gives/denies the student's participation in photos, videos, news releases etc., which would be submitted by the school.

#### **44. Recess**

Recess time varies by grade, but there are usually two recess periods on full school days. Students do not have recess on days when there is an early dismissal. Students will be given a snack break on days when there is an early dismissal. Children are subject to the staff member who is supervising. All school rules apply while children are at recess.

#### **45. Respect for Teachers**

Parents are held to the same standard as students with regard to respect for teachers. Parents will not be allowed to use disrespectful or intimidating language towards any staff member. Parent/teacher conferences must be productive in nature. Conferences that become non-productive will be cancelled and rescheduled.

#### **46. Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at SS. Peter and Paul School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in grade 2. 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.

#### **47. Safety**

A prime objective of the school is to see that each and every child is safe. The gym lot, which is used for recess and afternoon bus duty, is fenced in. Students are not allowed to handle or throw objects that have the capacity of harming themselves, other students or adults. Children must report all injuries that occur on school grounds. In case of injury, the child will be sent to the nurse who after informing the principal will notify the parents if necessary. In the absence of the nurse, the principal/teacher is authorized to initiate any medical procedure until the parent arrives at school.

#### **48. School Board**

The SS. Peter and Paul School Board is a consultative board. It is made up of the parish trustees, parish members, parents and school personnel. The principal and/or pastor consults the existing board for nominees to the board to fill vacancies. The school board works on development and policy making with the administration. Selim Noujaim is our current president.

#### **49. School Calendar**

A copy of the 2018-2019 school calendar is published at the same time as the handbook. You will be notified of any changes that will be made. In the event of inclement weather or emergency school closings, please listen to local television and radio stations. When the school is closed due to weather problems or other emergencies, days will be added on to the end of the year.

Weather cancellations and late openings will follow the Waterbury Public School's procedures. Please watch for cancellations on the local television stations or on local news websites. Dismissal due to snow is at 12:30 P.M. Any changes in routine will be posted on the school website. Parents may also receive notifications by email.

## **50. School Hours**

The normal school day begins at 8:45A.M. and concludes at 3:10 P.M. Early dismissal days are from 8:45 A.M. until 12:30 P.M. Any deviation from this will be on our school website or in our monthly calendar.

## **51. School Office Hours**

The office will be open during school days from 8:30 A.M. until 3:10 P.M. Summer hours are from 8:30 A.M. to 11:00 A.M.

## **52. School Property**

The parent of a child who destroys or damages any furniture, equipment, building surfaces, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or the replacement cost for damaged or lost texts or library books.

## **53. School Records**

SS. Peter and Paul School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records, transcripts or recommendations must make a five school-day request to the school office. All forms should be submitted to the SS. Peter and Paul School office for distribution. All records are forwarded directly to the new school. Special handling will require that the parents pay all postal fees.

The office records are kept locked in a file in the principal's office with access permitted by school personnel only. These records do not leave the building, and are not released without a transfer of records form completed by the parent.

## **54. Service Learning**

The children will be involved in stewardship, and learn about Catholic social justice throughout the school year. Teachers will interweave this message into all curriculums. We hope to instill within each student the need to respect all people, the earth and all creatures. We are here to know, love and serve God. The student council organizes many of the projects. As Christians, we need to instill in our children the need to reach out to others. Students will be collecting food and clothing, praying, visiting the elderly, making sandwiches etc. and taking on individual class projects. Non-participation may reflect in lower grading, denial of participation in sports/drama activities and or admittance to social events.

## **55. Sports Program**

Sports are an important part of extracurricular activities at SS. Peter and Paul School. The students learn the fundamentals of organized sports, the importance of school spirit and the proper response to winning and losing. The administration appoints dedicated and qualified coaches. Sports do not take priority over academic standards. Every effort is made by the faculty to assist students who are experiencing academic difficulties. The following guidelines apply to student athletes:

- Grade average = 65-69: Students allowed to play or practice and progress will be monitored
- Grade average = 64 or lower: Two week suspension from play and practice and progress will be monitored

Students must be in school on the day of any extracurricular activity in order to participate. Since good conduct and attention are so vital to the learning process, any student who repeatedly disrupts classes with poor conduct will be suspended from sports and extracurricular activities for a minimum of two weeks. Archdiocesan policy dictates that all spectators are expected to act in a reasonable manner at all games. The reputation and honor of the school always takes precedence over the outcome of any game. Under archdiocesan guidelines, coaches can be suspended from games if spectators become unruly. No student may try-out or play for any team sport without an authorized permission slip and current sports physical form on file at the school.

## **56. Student / Parent Directory**

The school maintains a directory in the office. Access to this information is only given through the office and/or Home and School grade representatives and with permission from parents.

## **57. Technology Concerns**

### **○ Blogs/Facebook**

Negative information and/or opinions about the school are prohibited by the administration. Students/parents who create a negative image of the school will be held accountable and the propagation of such may result in the student's expulsion.

### **○ Cell Phones**

The school realizes that it may be necessary for children to have a cell phone. All cell phones must be kept off during school hours. If a student is using his/her cell phone during school hours without adult permission, the phone will be confiscated and an adult must go to the principal's office to retrieve it. In the event of a second offense, a detention will also be given to the student. Any student using a phone during a test will also receive a zero.

### **○ Electronic Devices**

No child should have any device in school that will interfere with the learning process (i.e., headphones, hand-held games, etc.).

- **Texting**

No child from SS. Peter and Paul School is allowed to text another student harassing messages. If this occurs, the child receiving the text should bring a copy of the message to the principal. No texting should occur during school time without school personnel permission.

- **Sexting**

Students participating in sexting will be either suspended or expelled depending on the message.

- **Virtual Reality Sites**

Students are not allowed to participate in these sites while on school grounds.

- **Acceptable Telecommunications**

No student is allowed to use any equipment without the knowledge and approval of the teacher. Unacceptable behaviors include the following:

- Sending, displaying, or downloading offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or threatening others
  - Damaging of computer systems or computer networks
  - Violating copyright laws
  - Submitting documents from the Internet as a student's own work
  - Using another person's sign-on and/or password
  - Trespassing in someone else's folder, work or files
  - Intentionally wasting limited resources
  - Using the network for commercial purposes
  - Revealing a personal phone number, name or address of oneself or another
- Students who do not comply with usage rules will forfeit usage privileges.**

## **58. Telephone**

Students are not allowed to use the telephone system at the school unless given permission by a responsible employee of the school. Students are not allowed to utilize the phone for forgotten assignments or for personal reasons.

Parents are strongly requested to make all after school arrangements before the beginning of the school day. Messages will be relayed when necessary; however, the school cannot be responsible for messages received after 2:30 P.M.

If you need to change how your child is going home, you must speak to someone in the main office. A voicemail message may not be left for this purpose, since it may not be received on time.

## **59. Transfer of Students**

In order for a student to transfer, all financial obligations should be met. Parents need to fill out a form obtainable in the office that gives the school permission to transfer school records. Parents are requested to meet with the principal for an exit interview.

## **60. Uniform Guidelines**

The purpose of the dress codes is to insure that all students look presentable in a professional atmosphere at all times.

Uniforms must be obtained through Dennis Uniform Company  
(Local store is located in Waterbury on Wolcott Street).

### **o Boys Uniform**

#### Kindergarten-Grade 3

- Yellow polo shirt (long or short sleeve) with logo
- Yellow turtleneck with logo can be worn during winter months
- Navy blue Dockers style pants
- Optional navy sweater vest or sweater with logo
- Belt
- Sturdy, soft sole shoes (No sneakers, boots, work boots or moccasins) that do not mark floors.
- Only solid white tee shirts are to be worn under uniform shirts

#### Grade 4-Grade 8

- Yellow Oxford shirt (long or short sleeve)
- Yellow turtleneck with logo may be worn during winter months
- Navy blue Dockers style pants
- Solid navy blue, plaid or navy with yellow uniform tie
- Navy blue sweater vest or sweater with logo
- Belt
- Sturdy, flat, light colored (no black) rubber soled shoes (No sneakers, boots, work boots, slippers or moccasins) Suggestions: bucks, saddle shoes or loafers. These shoes should not cover the ankle.

### **Girl's Uniform**

#### Kindergarten-Grade 5

- Yellow round collar blouses (long or short sleeve)

- Yellow turtleneck with logo can be worn during winter months
- Knee length blue plaid uniform jumper
- Optional navy blue cardigan sweater with logo
- Navy or white socks, which cover the ankle, or tights
- Sturdy, soft sole shoes (No sneakers, boots, hi-tops, open back, slippers, moccasins, ballet flats, or platform shoes) No shoes that make black marks.
- Only solid white tees are to be worn under the school uniform blouse/shirt

#### Grade 6-Grade 8

- Yellow Oxford blouses (long or short sleeve)
- Yellow turtleneck with logo may be worn during winter months
- Navy blue plaid knee length uniform skirt
- Navy blue sweater vest with logo
- Navy, white socks, or tights.
- Sturdy, soft sole shoes that do not mark floors (No sneakers, boots, hi-tops, open back, or platform shoes)

SS. Peter and Paul hoodies may be worn in school during the winter months by students in all grades.

Students in all grades may wear SS. Peter and Paul School spirits on gym days.

In keeping with school policy, uniforms should be neat and clean at all times. Navy blue sweater vests must be worn from November 1<sup>st</sup> through May 30<sup>th</sup>. During the months of December through February, girls may wear plain navy blue leggings under their uniform. However, pajama style pants may not be worn at any time. The uniform should be clean and pressed, with hem intact. Girls are not allowed to roll up their skirts. Boys must wear their pants at the waist. All shirts and blouses must be tucked in. Boys must wear a belt at all times with their uniform pants.

Summer uniforms may be worn in September, October, May and June. The optional summer uniform includes:

- Navy blue Dockers style shorts (purchased from uniform company)
- Yellow polo gym shirt with logo

The regular gym uniform should only be worn on the assigned gym day. Scouts and Brownies may wear their scout uniforms on meeting days.

#### ○ **Gym Class Uniforms**

Most physical education classes for Grades K-8 will be conducted in the school gymnasium. The gym teacher will establish guidelines for the safety of all students. Gym classes average 30 to 40 minutes every week. Children must wear a gym uniform on these days. The gym uniform is mandatory and is as follows:

- Navy blue sweatpants with logo

- Yellow polo with logo
- Navy blue sweatshirt with logo is optional
- Navy blue sweat-shorts with logo may be worn at the discretion of the principal in accordance with the weather
- White socks and sneakers

No logos other than the SSPP logo should be worn. There are no exceptions to this, and any child failing to comply will receive a detention and will not be allowed to participate in gym class.

- **Uniform Violations**

Violations of the school uniform policy will result in a warnings and detentions. School uniforms are to be worn by all students from the first to the last day of school. If for any reason a child cannot be in uniform on a given day, the parent must send a written excuse to the teacher; however, in most cases a warning slip will still be issued. A detention will be incurred for the next infraction of the uniform policy. Leaving a uniform at a friend's or non-custodial parent's house or having a uniform in the wash are not acceptable excuses for being out of uniform. Children will be allowed to wear sneakers only on gym days. On all other days, regular, sturdy soft sole school shoes must be worn.

On certain days during the school year, the principal may grant a "free-dress" day. The principal will announce what will be allowed on "free-dress" days. This information will also be placed on our website and/or emailed to parents. If there is any confusion concerning what should be worn of free-dress days, the child should come to school in his/her regular uniform.

**Students may not wear:**

flip-flop sandals/crocs/slippers/moccasins

open back shoes

tank tops

T-shirts under their uniform that are colored

T-shirts with inappropriate writing

tennis shoes that convert to roller skates

biking shorts

pajama pants/jean pants

make-up

hats

Haircuts and use of jewelry should reflect good taste and be consistent with school uniform and the age of the child. Hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Inappropriate haircuts include ones with designs shaved or cut into the hair, Mohawk, Mohawk-like or any striped design, where the hair may be noticeably different lengths on the top and sides. Braids for boys must adhere to the rules stated above (not touching the shirt collar). Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Girls are not allowed to wear make-up or wear dangling earrings. Only earrings the size of a dime or smaller are allowed. Boys are not

allowed to wear earrings. Children's hair should be their natural color and age appropriate. No fad hairstyles including but not limited to, hair dyes, highlights or colored hair attached to their own are permitted. No body piercing other than girl's ears are allowed. No black or extremely dark nail polish is allowed. No tattoos are allowed. The school uniform should be worn in a neat and tidy manner. Shirts are to be tucked in and skirts are not to be rolled up. Boy's pants should be worn in a respectable manner. No oversized baggy pants or unhemmed pants are allowed (Hemmed pants should fall at the shoe heel). The school administration reserves the right to determine whether clothing, hairstyles, hair color or jewelry are acceptable. Children may be required to change his/her hair and omit jewelry when the administration feels it is appropriate.

Children may not be allowed into their classroom if their appearance is determined to be shocking, disruptive or in direct violation of the uniform code. Parents will be contacted immediately if this occurs.

The uniform guidelines may be amended by the principal whenever necessary.

### **61. 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. Visitors and/or volunteers are to return to the office to sign out at the time of departure. All visitors need to wear a visitor badge while on school property unless accompanied by school personnel.

### **62. Volunteers**

The school could not function without the dedication of parents and friends. All parents are expected to help the Home and School, Development, etc. throughout the year. Parents who volunteer regularly and work with our children must have a criminal background check and attend a Virtus training session. No volunteer is allowed to be with the children or a child alone. Volunteers are only allowed to be in the areas that they are authorized to volunteer in. Volunteers must stop at the office and sign in if they need to visit another area of the building.

### **63. Weather Emergencies**

Cancellations due to weather will be posted on our website. We follow the Waterbury Public Schools system schedule in regards to cancellation, early dismissal, and/or late opening. The school will email parents in the event of an unforeseen early dismissal. This information will also be posted on our website. Please do not call the school for this information.

**SS. Peter and Paul School reserves the right to amend this handbook. Notice of amendments will be sent to parents via our website or through e-mail communication.**

**SS. Peter and Paul School Faculty and Staff**

**ADMINISTRATION**

Pastor Rev. John L. Lavorgna  
Principal Mr. James Gambardella

**Faculty and Staff**

Preschool	Christina Brown
Kindergarten	TBA
Grade 1	Ms. Bree Devino
Grade 2	Mrs. Denise Gertz
Grade 3	Miss Shawna Oleyar
Grade 4	Mrs. Mary Grimshaw
Grade 5	Ms. Laura Tremaglio
Grade 6	Mr. James Doyle
Grade 7	Mrs. Kate Foti
Grade 8	Mr. Matthew Gambardella
Teacher	Mrs. Paula Ogurick
Gym Teacher	Mr. Bart Cammarasana
Resource Room	TBA
Speech/Hearing Therapist	Ms. Jill Sanford
School Secretary	Mrs. Gerilynn Reilly
School Nurse	Ms. Krista Phelan/Wright
Before/After School	Mrs. Kay Mancinone
Director: Development	TBA
Director: Religious Education	Mrs. Fran Walsh
Business officer	Madlen Kurutan

<b>School Office</b>	<b>203 755-0881</b>
<b>Before/After School</b>	<b>203 755-0881</b>
<b>Business office</b>	<b>203 755-8247</b>
<b>Nurse</b>	<b>203 755-7761</b>
<b>Pre-K</b>	<b>203 753-3704</b>
<b>Religious Education</b>	<b>203 753-4242</b>

**PARENT SIGNATURE PAGE**

**I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.**

Family Name \_\_\_\_\_  
please print

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature