

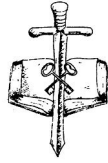
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*****Signature Page** – Please print and return to your homeroom teacher
1st day of school



SS. Peter and Paul School

116 Beecher Avenue

Waterbury, Connecticut 06705

(203) 755-0881

www.ssppwtby.com

Welcome to the 2011- 2012 school year at S.S. Peter and Paul School. We hope it is a year full of learning, loving and maturing for the children.

S.S. 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.

Our staff has attended workshops this summer in order to become more efficient in several areas of technology. They will be using these talents throughout the upcoming year.

The enclosed booklet is the set of guidelines that we will be following throughout the year. They are issued so that every child has an opportunity to learn in a safe and loving environment. Some incidents may occur which are not covered in the handbook; the principal will then make a decision. 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.

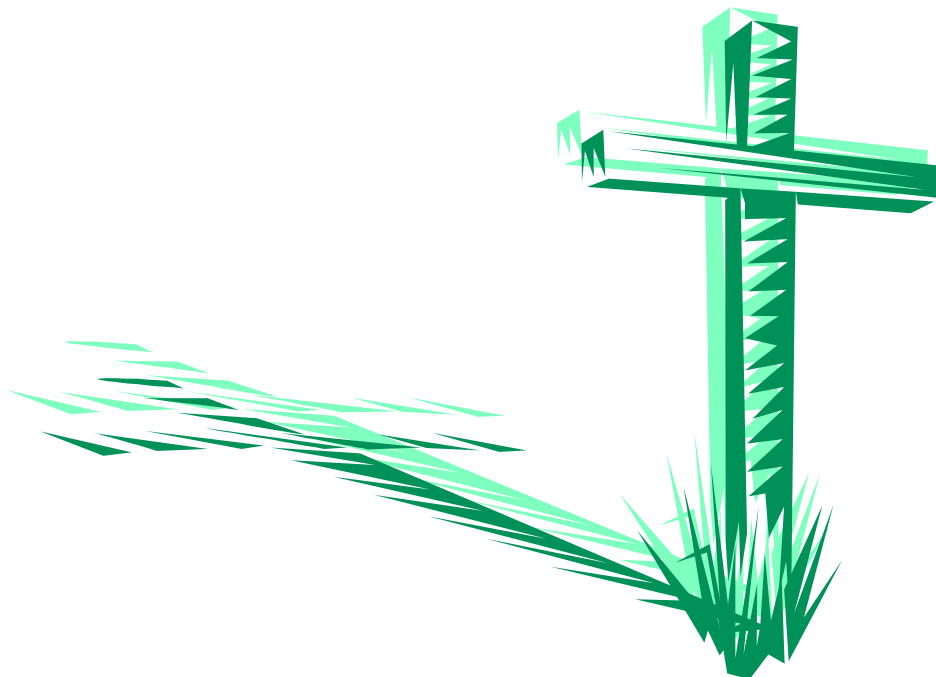
May God bless you and guide us all to another successful school year.

Sincerely,
Mrs. Curry
Principal

SAINTS PETER & PAUL SCHOOL
MISSION STATEMENT

The SS. Peter and Paul School family, past and present, serves students from
Pre-K through grade 8.

- 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 academic and social life



SAINTS PETER AND PAUL SCHOOL PHILOSOPHY

We, the Saints 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. Saints 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 material that reflects our religious beliefs. The atmosphere at Saints Peter and Paul School is family oriented, recognizing the importance of community and religious life. Based on our beliefs, extra curricular 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 student's 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 Saints 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 in order for a successful educational experience
- To prepare our students for the technological world that they will be entering



History of S.S. Peter and Paul School

S.S. 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. This program is housed in the school annex that originally was part of the convent. A preschool program is also housed there and 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 interwoven throughout the curriculum and Spanish has expanded to include all the grades. The staff has taken 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. The goal of helping to produce responsibly educated active Christians while maintaining a loving and nurturing environment is still our constant.

ARCHDIOCESE OF HARTFORD
OFFICE OF CATHOLIC SCHOOLS

Education for a Lifetime

VISION STATEMENT

The fundamental purpose of Catholic schools is to advance the educational mission of the Church!

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

Henry J. Mansell
Archbishop of Hartford

Dale R. Hoyt
Superintendent of Catholic Schools

Parent's Role in Education

We, S.S. Peter and Paul 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 S.S. Peter and Paul 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 S.S. Peter and Paul 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.

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

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

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

Parents As Partners

As partners in the educational process at S.S. 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; and
- Has ordered lunch or has a nutritional sack lunch every day.

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 & website & to show interest in the student's total education;

To support the religious and educational goals of the school;

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

To treat teachers and staff with respect and courtesy in discussing student problems.

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 social 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. 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.

Language Arts; Reading, English Spelling, Vocabulary, Writing, Library Skills, and Appreciation for Literature,

Science; Earth, Life, Physical, Health/Wellness, and concrete application of skills in the lab.

Social Studies; American History, World History, Connecticut History Geography and Current Events.

Fine Arts; Music, Art, Poetry, Visual and Performing Arts.

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 a productive moral citizen, 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 80% of the child's grade. Teachers will also weigh 20% of the grade to participation and homework.

Primary report cards (grades 1 – 3)

Outcome based grades (E, G, M, N) reflect the philosophy of assessment and grading appropriate for this early developmental level.

Report cards (Grades 4 – 8).

A five point grading system is used. Letter grades are awarded to document student progress made toward learning objectives. The marking code is as follows: A+= 100-98, A= 97-94, A-= 93-90, B+= 89-87, B= 86-83, B-= 82-80, C+= 79-77, C= 76-73, C-= 72-70, D= 69-65, F=Below 65.

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 procedure. Be sure your child knows what it is. Students in grades 3 – 8 will be required to write all assignments in an assignment book. Parents should sign the book on Fridays. All assignments should be done in blue or black ink unless it is Math.

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 is as follows:

- First Honors A's in all major subjects, B+ in all minor subjects
- Second Honors B's 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 S.S. 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 an advanced curriculum will be dependent on test scores, academic history, and teacher recommendation.

▪ **Report Cards/Progress Reports**

○ **Progress Reports**

If the teacher feels a need to advise a parent of a child's development, a progress report will be sent home mid-semester. This report must be signed and promptly returned to the school.

○ **Report Cards**

Children's achievement will be graded over four semesters. A report card will be sent home which you may keep, **but parents must sign and return the envelope the next school day**. Parents must conference with the teacher at the end of the 1st marking period. At that time, they will receive their child's report card. If a parent feels that a conference is needed after the 2nd or 3rd report card, please clearly mark that on the form and the classroom teacher will get back to you.

▪ **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 Iowa Test of Basic Skills. This testing is usually done in March with results by May. The testing is usually given to grades 3 through 7 but may include other grades at different times. Parents will receive the results and should address any concerns to the classroom teacher or the administration upon receipt.

Acceptable Telecommunications *

No student is allowed to use any equipment without the knowledge and approval of the teacher. Unacceptable behaviors are as follows:

- 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 one's self or another.

Students who do not comply with usage rules will forfeit usage privileges.

Accreditation

SS. Peter and Paul School is accredited through the New England Assoc. of Schools and Colleges.

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 limits, 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 lastly 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. 31st

Children entering Pre K 4 must be 4 years of age by Dec. 31st

Children entering Kindergarten must be 5 years of age by Dec. 31st

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 & 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 & Paul School will meet the needs of the student. An interview with the parent and possibly the student is part of the admission process. Testing in some academic areas may be held for new incoming students. All students will be given a trial period in which to prove himself/herself, both socially & academically. If during the trial period there are any problems, a student may be asked to withdraw his/her attendance at SS. Peter & Paul School. Non-Catholics whose guardians accept the philosophy of SS. Peter & Paul School, will be accepted on a space available basis.

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.

Attendance

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

▪ Absences

When a student is absent from school, a parent must call the office by 10:00 am. each day of absence. If the office does not receive a call, students will be marked as an unexcused absence. This policy is for the protection of our students. A written note giving a reason for the absence **must** be brought to the student's teacher upon the student's return. Parents are requested to consult with the principal and present a written reason for any absence that seems imperative other than illness. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times. 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. 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. Arrangements for regular classroom tests missed because of an absence 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 can be cause for a student to be retained in their current grade for another year. 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. Four early withdrawals are considered a half-day absence.

▪ **Early Dismissal**

When children need to leave school early, they will not qualify for perfect attendance. If a child is dismissed before 1:30 pm, they will be marked $\frac{1}{2}$ day absent. Any child dismissed after 1:30 pm, but prior to the bell, will be marked $\frac{1}{4}$ day absent. Children will no longer be allowed to wait at the office for a ride. Parents must come in and sign the child out before he/she will be called out of class.

▪ **Excused Absences**

All absences must be prefaced by a call to the office; otherwise the absence is marked as unexcused. 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

Children should be in school everyday. Parents need to contact teachers if absences are excessive.

▪ **Perfect Attendance**

In order for a student to qualify for perfect attendance, he or she is required to be in school **all day, everyday**. If a child leaves school more than three times before the end of the day, other than school related function, he or she will not qualify for perfect attendance. Any child with an unexcused tardy will not qualify for Perfect Attendance.

▪ **Tardy**

Being prompt is an asset we are trying to instill within our students. A child is marked tardy if they enter school after the 2nd bell has rung at 8:50 a.m. Any child tardy more than twice in a marking period, will be sent home with a warning slip. This slip must be signed and returned to school the next day. A detention will be issued for the next infraction in that given marking period. This can be repeated several times during a marking period. Any child coming in to school after 10:30 am will be marked ½ day absent. Younger children, grades K through 3, will not be allowed to have recess if they are tardy 3 times. Continual abuse will result in a warning or detention. Unexcused tardiness disqualifies a child from receiving Perfect Attendance.

▪ **Truancy**

Truancy is unacceptable and will be addressed by the administration, resulting in and in-school suspension and/or expulsion.

Awards

The eighth grade has an award night whereby a committee of administrators and teachers select students that qualify for specific awards. The Madonna Guild, Home and School, Teachers and Individual Families that have taken an interest in honoring students give the awards. Most of the criteria is grade oriented but a few deal with volunteerism, charitable acts, teacher support etc.

The school has a Caught Being Good section in the monthly newsletter where student behavior/accomplishments are recognized.

Before And After School Program

All information for this program is available through the School Office (755-0881). Please ask for Eileen Trainor, the Program Director. This program was initiated in order to meet the needs of the school family. 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 3:15 pm 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. The After School Phone # is 753-3704

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. 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

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 contact your Home & School Grade Representative for a list of addresses that are may be given out.

Bullying and Cyberbullying

No student is allowed to harass or ostracize another child. This goes against the mission and philosophy of our Catholic School. 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 S.S. Peter and Paul School. Disciplinary action will be applied at the discretion of the school administration.

Cell Phones - See Technology

Cheating

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

Child Abuse Laws

S.S. 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.

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, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, hand held games, 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) on the last day of the school year.**

▪ **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:

- 1st offense A detention will be issued
- 2nd offense Loss of bus privileges for one week
- 3rd 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. Discipline at Saints Peter and Paul School is to be considered as an aspect of guidance. The ultimate in discipline is "that which comes from within – self discipline". The purpose of discipline is to provide a school atmosphere conducive to learning and to the building of the 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 perfunctory by the school staff. 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 the decision as to what action the violation warrants. Certain offenses are more serious and may be cause for suspension and/or expulsion. Some of these include, but are not limited to the following:

- Truancy from school
- Provoking physical harm
- Intended physical harm
- Chronic 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 somewhere else
- 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 SSPP reputation

The administration will decide on the length of the punishment. All suspensions, as a rule, will be in-house suspensions. This means that the child will report to school but will not be allowed with his/her class. Work will be supplied and the child will be monitored. All missed work must be made up.

Items such as but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, cell phones (unregistered), laser lights, palm pilots, cd's, ipods, or other mp3 players, or anything that might detract from a learning situation are not allowed in school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on or after the last day of the school year.

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 is the final resource in all disciplinary situations and may waive any discipline rule for just cause at her discretion.

▪ **Detention**

Any child receiving a detention must have it signed and returned the next school day. Two 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

Detention will be held on Wednesday after school and is over at 3:45 pm. Parents must be prompt in picking up their child. Parents who are late must pick their child up at the After School, in the Annex. 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**

If a child receives multiple (three or four) behavioral or academic detentions within a set timeframe, the needs of the child and the school are not being met. If the administration feels that progress cannot be made, dismissal of the child from Saints Peter and Paul School will be the result.

▪ **Detention Penalty**

If a child receives a behavioral detention, that child will not be allowed to attend the very next extracurricular activity (i.e., sports, drama, dances, etc.). The individual teachers set down academic penalties given for detention. Chronic abusers will be addressed with penalties. Please know your child's classroom policy.

▪ **Expulsion**

When a student is expelled he/she will be excluded from all the rights and privileges of being a student at S.S. 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.

Communication

The school has a website address, www.ssppwtby.com where parents can refer to updated information.

▪ Home and School Communication

In order to insure that all communication from school reaches home in a timely manner, S.S. Peter and Paul will be using a Wednesday folder system.

Correspondence will be sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. There is a \$1.00 replacement charge for folders that are lost. Information is not sent home if the Wednesday folder has not been returned. Official school-wide communications are sent with the oldest or only child.

▪ Parent/Administration

The administration will put a monthly newsletter on the website at the beginning of every month. Also, office news will be updated regularly.

Parents should call the office to set up an appointment. Please give the secretary the reason for your call. Any question about classroom activities should always be addressed to the teacher first.

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 48hrs to set up a time or a date. Please do not expect a teacher to talk with you without any notice.

Crisis Plan

The school has developed a crisis plan in case of an emergency. Parents should tune to WATR radio or go to our website. “Safe Places’ for evacuation are first to go to Memorial Hall. If that proves unsafe, the children will be directed to go opposite the problem. Our safe places are WARC on East Main St. and Chase School on Woodtick Rd.

Daily Routine

▪ **Arrival**

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 have a ½ hour lunch/recess break and then return for afternoon classes. Dismissal will be at 3:05 P.M. (except kindergarten). Walkers leave through the front, bus riders exit by the gym and car riders are dismissed through the front and side gym doors. Parents must get out of their cars and meet their children so the teacher on duty can see that they are going to an adult. Children who are not picked up will be sent to After School, whereby the parent will be responsible for a fee. These are the only supervised procedures and the school cannot be responsible for those who do not follow them. 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.

▪ **Car Riders in Morning**

Children should gather in the gym parking lot no earlier than 8:30 am. 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., but please, **do not park in front of the school.**

▪ **Dismissal Procedures**

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

Walkers- gather by the main door and are escorted out of the building by a staff member.

Bus riders -are called to the gym area and seated according to bus number, attendance is taken.

Car Riders- are dismissed by the front gym doors leading to the parking lot. No child will be allowed to leave until an adult comes to one of the assigned teachers/staff.

***NOTE - All the car riders should go out the gym doors. Adults should not come into the building to get a child, there are too many people waiting by the office, which causes congestion and confusion. Please note-any child not picked up by 3:15 will be sent to After School program, and parents will be responsible for the registration fee and daily fee thus incurred.**

▪ **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:05 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:05 PM without a teacher, face detention, suspension, or expulsion.

Defibrillator

The school defibrillator will be located in the kitchen, attached 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.

Drugs and Alcohol

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

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 two's, 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;
2. Walk to the assigned place;
3. Sit as still and as quietly as possible;
4. Return to classroom when signal is given.

▪ **Tornado**

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. 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. We cannot tolerate any diversion due to the seriousness of the situation. 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.

Extracurricular Activities

These activities are meant to offer the children socialization skills in a motivated environment. If a child partakes of these, he/she will be held responsible to the academic and behavioral standards, which are school policy. If a child attending Saints Peter and Paul School does not meet the school's conduct code, that child will be dismissed from the activity permanently.

Field Trips*

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.

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 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.
6. 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.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. 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.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

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 SCHOOL YEAR – 2011 - 2012

PRE-KINDERGARTEN

<i>Pre K 3</i>	<i>2 ½ days</i>	<i>\$1,300</i>
<i>Pre K 3 Or 4</i>	<i>3 ½ days</i>	<i>\$1,950</i>
<i>Pre K 3 or 4</i>	<i>5 ½ days</i>	<i>\$2,600</i>
<i>Pre K 3 or 4</i>	<i>2 full days</i>	<i>\$2,200</i>
<i>Pre K 3 or 4</i>	<i>3 full days</i>	<i>\$2,650</i>
<i>Pre K 3 or 4</i>	<i>5 full days</i>	<i>\$3,350</i>

KINDERGARTEN – GRADE 8

	<i>Catholic</i>	<i>Non- Catholic</i>
1 child	<i>\$3,350.</i>	<i>\$3,900</i>
2 children	<i>\$6,000.</i>	<i>\$6,900</i>
3 Children	<i>\$7,500</i>	<i>\$8,200</i>

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 having to transfer out. If extenuating circumstances exist, please inform the Mrs. Benjamin at the business office.

No child will be permitted to attend Saints Peter and Paul School unless tuition contract and handbook agreement forms have been signed.

Gifts

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

Gum Chewing

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

Gym Restrictions

The new gym floor requires restrictions in order to maintain its condition. 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.

Hair – See Uniforms and Dress code

Harassment

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 Saints Peter and Paul group is allowed, under penalty of expulsion. Children are accepted out of love into SSPP School and into all of its groups. Any violation of this policy will result in severe penalty.

Home and School

This is primarily a fund-raising organization that has been set up to support the education of the children at Saints 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 support in order to attain continual success.

Officers

Co-Presidents	Rhonda Nonamaker & Kristen Vaillancourt
Secretary	Sara DiGiovanna
Treasurer	Maria (Pinky) Mongelluzzo

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 in place coverage before the school event begins.

Kitchen

The school kitchen is off limits to children unless the responsible school staff gives direct permission. This is a safety procedure. 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.

Leadership in School

The pastor 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 the program development and faculty supervision. The principal follows the dictates of the Office of Catholic Schools in conjunction with the pastor. 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 Office of Catholic Schools and the Saints Peter and Paul School administration.

Library

Every class in Kindergarten through Grade 8 will be scheduled for library time. Children make 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.

Lockers

Each student in grades 7 &8 are 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.

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. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Lunch

The School Association runs an optional lunch program throughout the school year. If you choose to participate, menus are posted on line. 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. A juice machine is in the gym and the cost is \$1.25 per drink.

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

Forgotten lunches can no longer be brought to the office -if you are bringing a lunch for your child, there are 2 boxes provided outside the back parking lot kitchen door, one box for 1st lunch and 1 box for 2nd lunch. Please make sure your child's name and grade is clearly marked on their lunch and drop off in the appropriate box. Please refrain from bringing your child fast food (McDonald's, Burger King etc.) and soda is absolutely not allowed. Students are never allowed 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 food or papers is allowed.
- No running, pushing, shoving, yelling, fighting or use of offensive language is allowed at any time.
- A lunch monitor will assign a student to pass the garbage.
- Tables will be dismissed one at a time, in an orderly manner, by a lunch monitor.
- If you have a problem during lunch, please discuss it with a lunch monitor.

- There will be no food or open cans of soda allowed in the schoolyard. Any unfinished food must be in a bag or lunch box before you go out to the schoolyard.
- When the bell rings at the end of recess, students will line up in an orderly, quiet manner (No pushing, shoving or fighting.) When entering the building to return to your classroom, there will be no talking.
- If a student chooses not to follow the above safety rules, a lunch monitor will give a punishment. For serious problems, the student will be sent to the administration.

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.

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, she will notify the parent. 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 there exists a medical need, 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 at gym or 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 was 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.

Off-Campus Conduct

All students that are in uniform or are attending a S.S. Peter and Paul function or are representing the school in any way (dances, sports, etc.) are 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.

Office Records

The office records are kept in a file with access permitted by school personnel only. These records do not leave the building and may only be taken to another school area with permission from the office.

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.

Recess

Everyone needs a break and recess is the designated time for the students. Recess time is varied for the grades to accommodate the schedule and is held at the discretion of the principal, depending on weather conditions. Children are subject to the staff member who is supervising. All school rules apply while children are at recess.

Respect for Teachers

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from the school.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at S.S. 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.

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.

School Board

The Saints Peter and Paul School Board is an advisory board. It is made up of the parish trustees, parish members, parents and school personnel. The principal & 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. Robert Nonamaker is our current President.

School Calendar

A copy of the 2011-2012 School calendar is published in the back of this 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. Weather cancellations and late openings will follow the Waterbury Public School's procedures. Dismissal due to snow is at **12:30 p.m.** Any changes in routine will be posted on the school website.

School Hours

The normal school day begins @ 8:45 and concludes @ 3:05. Any deviation from this will be published in the Monthly School Calendar and or on our school website

School Office Hours

The office will be open during school days from 8:30 A.M. until 3:15 P.M. Summer vacation hours will be sent out in the June newsletter.

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. 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 replacement for damaged or lost texts/ library books.

School Records

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the S.S. Peter and Paul School Office for distribution. Special handling will require that the parents pay all postal fees.

Service Learning

The children will be involved in stewardship throughout the school year. 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 low grading, denial of participation in sports/drama activities and or admittance to social events.

Social Networking – See Technology Concerns

Sports Program

Sports are an important part of extracurricular activities at Saints Peter and Paul School. The students learn the fundamentals of organized sports, the installment 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 - status will be monitored
- Grade average = 64 or less Two week suspension from play and practice – 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 by poor conduct will be suspended from sports and extracurricular activities for two weeks. A behavioral detention disqualifies the student from attending the next extracurricular activity. Archdiocesan policy dictates that all spectators are expected to act in a reasonable manner at all games. Under Archdiocesan guidelines, coaches can be suspended from games if spectators become unruly. No student may try out or play any team sport without an authorized permission slip and current sports physical form on file at the school.

Student / Parent Directory

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

Technology Concerns

▪ Blogs

Any information and/or opinions concerning the school are prohibited by the administration unless prior consent has been given. Students/Parents that participate in blogging about the school will be held accountable and may result in the student's exclusion.

▪ Cell Phones*

The school realizes that extreme cases exist, and for safety it may be necessary for children to have a cell phone. If this is the case, special permission must be given and on record with the principal, otherwise, no child should 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, the phone will not be returned until the last school week. 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.).

▪ 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.

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, after school play dates etc.

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 2:30pm.

All assignments, lunches, & notes should be in order before children come to school.
Please make this a family rule.

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.

Uniform Guidelines

Uniforms must be obtained through either Denis or Flynn & O'Hare Uniform Co. (Local stores located in Waterbury on Wolcott Street).

Boys Uniform -Only solid white tee shirts are to be worn under uniform shirts

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 or platform shoes)

Grade 4 – Grade 8

- Yellow Oxford shirt (long or short sleeve)
- Yellow turtleneck with logo can 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 or platform shoes) Suggestions: bucks, saddle shoes or oxfords.

Girl's Uniform – Only solid white tees are to be worn under your uniform blouse/shirt

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, or platform shoes)

Grade 6 – Grade 8

- Yellow Oxford blouses (long or short sleeve)
- Yellow turtleneck with logo can be worn during winter months
- Navy blue plaid knee length uniform skirt
- Navy blue sweater vest with logo

- Navy or white socks – or – tights
- Sturdy, soft sole shoes (No sneakers, boots, hi-tops, open back, or platform shoes)

In keeping with school policy, uniforms should be neat and clean at all times. Navy blue sweater vests must be worn from October 1st through May 30th. During the months of Dec. 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, 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. Scouting & 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. Regard for authority and properties are a pre-requisite. 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 detention. 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. A warning slip will be issued. A detention will be incurred for the next infraction of the uniform policy. Leaving a uniform at a friend's house or having a uniform in the wash are not acceptable excuses for being out of uniform. Children will be allowed to wear gym shoes only on gym days. On all other days, regular, sturdy soft sole school shoes must be worn. No sandals, clogs, athletic shoes, open-toe shoes, hiking boots or platform shoes are to be worn. Girl's shoes should have nothing higher than a 1" heel.

On certain days during the school year, the principal may grant a "no uniform day".

Students may wear:

- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts/dresses
- *sweatshirts
- *jogging suits
- *khakis/casual pants

Students may not wear:

- *flip-flop sandals/crocs
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants/jean pants
- *make-up
- *hats

- **Good Rule: If you think you shouldn't wear it, you shouldn't.**

Haircuts and use of jewelry should reflect good taste and be consistent with school uniform and the age of the child. **All students** – 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, fad hair cuts (razor cuts, Mohawks etc) are not permitted. Braids for boys must adhere to the rules stated above. Scrunches, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists**. No beads should be worn in the hair. 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 nail polish other than clear or light pastel is 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 hairstyles, hair color or jewelry are acceptable for the dress code. Children may be required to change his/her hair and omit jewelry when the administration feels it is appropriate. Children may not have tattoos/markings.

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.

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.

Weather Emergencies

Cancellation due to weather will be posted on our website. We follow the public school system schedule in regards to cancellation, early dismissal, and/or late opening. Please do not call the school as we post the information as soon as we get it.

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.

AUGUST

8/25 FORMS NIGHT IN GYM 6:00-7:30
8/29 1ST DAY OF SCHOOL

SEPTEMBER

9/5 NO SCHOOL LABOR DAY
9/6 SCHOOL BOARD 7:00
9/8 HOME & SCHOOL MEETING/OPEN HOUSE 6:30
9/17 HOME AND SCHOOL TAG SALE 10-2 IN GYM
9/17 WELCOME BACK MASS/WELCOME BACK PICNIC 5-7 4:00
9/20 PICTURE DAY
9/28 PROGRESS REPORTS DISTRIBUTED

OCTOBER

10/4 SCHOOL BOARD
10/7 EARLY DISMISSAL 12:30
10/10 NO SCHOOL COLUMBUS DAY
10/13 HOME & SCHOOL MEETING/BOOK FAIR 6:30
10/18 NO SCHOOL PROFESSIONAL DEVELOPMENT
10/22 ITALIAN NIGHT/WINE TASTING
PAPER AND PIE FUNDRAISER
10/29 HALLOWEEN PARTY GR PREK-5

NOVEMBER

11/1 SCHOOL BOARD COMMITTEE
11/4 EARLY DISMISSAL 12:30
11/4 MOVIE NIGHT GR 6-8
MARKING PERIOD ENDS
11/11 NO SCHOOL VETERAN'S DAY
11/22 PARENT CONFERENCES/REPORT CARDS 6:30-8:30
11/23 EARLY DISMISSAL 10:45AM
PARENT CONFERENCES/REPORT CARDS 1:00-3:00
11/24-11/27 NO SCHOOL THANKSGIVING HOLIDAY
11/27 CHRISTMAS BAZAAR/ BREAKFAST W/SANTA

DECEMBER

12/2 EARLY DISMISSAL 12:30
12/3,4,10,11 HOLIDAY BASKETBALL TOURNAMENT
12/6 SCHOOL BOARD 7:00
12/7,8,9 SECRET SANTA SHOPPING
12/8 HOME & SCHOOL MEETING 6:30
12/13 PROGRESS REPORTS DISTRIBUTED
12/23 EARLY DISMISSAL 12:30
12/24-1/2 NO SCHOOL -CHRISTMAS BREAK

JANUARY

1/3 SCHOOL RESUMES
1/6 EARLY DISMISSAL 12:30
1/10 SCHOOL BOARD 7:00
1/16 NO SCHOOL MARTIN LUTHER KING DAY
1/18 CAP & GOWN PHOTOS
1/27 MARKING PERIOD ENDS

FEBRUARY

2/3 EARLY DISMISSAL 12:30
2/7 SCHOOL BOARD COMMITTEES 7:00
2/9 REPORT CARDS DISTRIBUTED
IRISH NIGHT DATE TBA
2/13 NO SCHOOL
2/20 NO SCHOOL
2/1 PROGRESS REPORTS DISTRIBUTED
YANKEE CANDLE/CHEESECAKE FUNDRAISER

MARCH

3/2 EARLY DISMISSAL 12:30
3/6 SCHOOL BOARD 7:00
3/8 HOME & SCHOOL MEETING/BOOKFAIR 6:30
3/24,25,30,31 PALM CROSS FUNDRAISER
3/28 NO SCHOOL

APRIL

4/3 SCHOOL BOARD COMMITTEES 7:00
4/5 EARLY DISMISSAL 12:30
3RD MARKING PERIOD ENDS
4/18 REPORT CARDS DISTRIBUTED
4/6-4/15 NO SCHOOL EASTER & SPRING BREAK
4/28 COMEDY NIGHT

MAY

5/2 SPRING CASUAL PHOTOS
5/4 EARLY DISMISSAL 12:30
5/8 SCHOOL BOARD 7:00
5/10 HOME & SCHOOL MEETING 6:30
5/14 PROGRESS REPORTS DISTRIBUTED
5/28 NO SCHOOL MEMORIAL DAY

JUNE

6/1 EARLY DISMISSAL 12:30
GOLF TOURNAMENT DATE TBA
6/5 SCHOOL BOARD
LAST DAY OF SCHOOL TBA

Ss. Peter and Paul School Faculty and Staff

ADMINISTRATION

Pastor	Msgr. James Coleman
Principal	Mrs. Janet Curry

Faculty and Staff

Preschool	Mrs. Diane Giuditta
Kindergarten	Mrs. Mary Anne McGrath
Kindergarten Aide	Mrs. Mary Mirto
Grade 1	Mrs. Bree Pitino
Grade 2	Mrs. Denise Gertz
Grade 3	Mrs. Barbara LaChance
Grade 4	Mrs. Mary Grimshaw
Grade 5	Ms. Kate McGeever
Grade 6E	Ms. Kathryne Durant
Grade 6W	Ms. Michele Parks
Grade 7N	Mrs. Paula Ogurick
Grade 7S	Mrs. Jennifer DiFronzo
Grade 8E	Mr. Jim Gambardella
Grade 8W	Mr. James Doyle
Library	Mrs. Teri Conway
Gym Teacher	Mr. Paul Boncek
Resource Room	Mrs. Nancy Lodge
Speech/Hearing Therapist	Ms. Maureen Lyons
School Secretary	Mrs. Gerilynn Reilly
School Nurse	Mrs. Jane Piacentini
Lunch Coordinator	Ms. Christina Canapari
Director: Before/After School	Mrs. Eileen Trainor
After School Aide	Mrs. Mona Guirguis
After School Aide	Mrs. Kay Mancinone
Director: Development	Mrs. Linda Galvin
Director: Religious Education	Mrs. Fran Walsh
Business Manager	Mrs. Jean Benjamin

School Office	203 755-0881
Business office	203 756-7919
Nurse	203 755-7761
PreK /Before & After School	203 753-3704
Religious Education	203 753-4242

