

PARENT/STUDENT HANDBOOK

2023-2024

St. Peter School

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

Dear Parents and Students,

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

The contents of this Family Handbook are written to ensure the health, safety and overall well-being of all students, faculty, and staff. The purpose is to promote and preserve the mission of our school. These rules and procedures are intended to encourage responsible behavior and to provide all students with a satisfying school experience.

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

St. Peter School reserves the authority at its sole discretion to rescind, modify, amend and/or supplement this handbook, in whole or in part, at any time.

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

May God bless you,

Mary Lou Torre
Principal

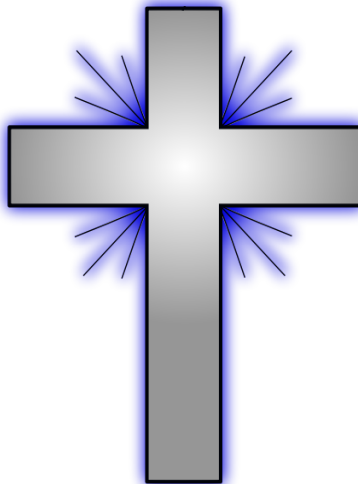


Table of Contents

Welcome Letter.....	2
Mission/Vision/Accreditation.....	4
Important Numbers.....	4
Faculty and Staff.....	5
Title IX.....	6
Parent Rights and Responsibilities.....	6
Admissions and Transfers of Students.....	9
Academics.....	12
Discipline.....	16
Attendance.....	21
Transportation and Bus.....	22
Health.....	24
Tuition and Financial Responsibility.....	26
Field Trips.....	28
Communication.....	29
Emergency Drills/Strangers.....	29
Home-School Association.....	30
Technology.....	30
Religion.....	31
Uniforms/Dress Code.....	32
Miscellaneous.....	34
Parent/Signature Page.....	39
Appendix.....	40
Policies.....	41
PK-3 Standards Based Report Card.....	52
Visitor Procedure.....	55

St. Peter Prayer

"Peter had to ask for forgiveness, give us the courage and open hearts needed to say sorry and to grieve because we have not loved you as much as we can. Jesus, you appointed Peter as leader to care for your flock, we ask you to bless us and show us, like Peter, how to lead others to you. We make this prayer in your name."

Vision Statement:

Create, maintain, and sustain a successful Catholic School in an urban setting.

Mission Statement:

St. Peter School exists to provide a nurturing environment where students become Disciples of Jesus Christ, embrace the love of lifelong learning, and believe in the dignity of all people.

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

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

Accreditation:

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

Important Phone Numbers:

St. Peter School:

School Hours: 8:20 - 2:40 The school is open from 7:30 a.m. - 5:30 p.m.

98 Main Street

Danbury, CT 06819

Phone: 203-748-2895

Website: <http://www.stpeterschooldanbury.org/>

St. Peter School Before and After Care: 203-748-2895

St. Peter Rectory: 203-743-2707

Email - office@stpeterdanb.org

Website: www.stpeterdanb.org

Bus Company: Student Transportation of America: Phone: 203-778-0782

Faculty and Staff:

Pastor: Rev. Gregg D. Mecca

Principal: Mrs. Mary Lou Torre

Classroom Teachers:

Kindergarten: Mrs. Valerie Boyle

First: Mrs. Gina Marie Smith and Brian Conyngham

Second: Ms. Lauren Galli

Third: Mrs. Mary Escudero - Moody

Fourth: TBD

Fifth: Mrs. Stefanie Galante

Sixth: Mrs. Maryann Hanrahan - MS Math

Seventh: Ms. Deanna Vivirito - MS ELA

Eighth: Mrs. Suzanne Puglisi - MS Science

Middle School Social Studies: Ms. Catherine Vill

Classroom Assistants:

Pre-Kindergarten: Mrs. Angie Vill and Ms. Liseth Ramos

Kindergarten: Mrs. Lisa McCabe

Grade 1: Mrs. Denise Kolistas

Grade 2: Mr. Chris Arcuri

Grade 5: Ms. Nicole Bush

Pre - Kindergarten Teachers:

Pre - K 3 - Mrs. Jessica Arconti

Pre - K 4 - Mrs. Maureen Redmond

Specials Teachers:

Art and Special Education: Mrs. Amy Preveza

Innovation Zone: Ms. Catherine Vill and Ms. Ameriz Morocho

Music: Ms. Rachel Campbell

Resource Staff: Mrs. Nancy Conron, Ms. Ashley Krujis

Physical Education: Ms. Ameriz Morocho

Spanish: Mrs. Amy Vizzo

Counseling: Dr. Marita Repole

Staff:

Administrative Assistant: Ms. Mabel Martinez

Bookkeeper: Mrs. Claudia Rodriguez

Nurse: Mrs. Jody Johnson - Danbury Public Schools

Cafeteria: Danbury Public Schools

Maintenance: Mr. Chris Mitchell

Title IX

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

Parent Rights and Responsibilities:

Parents As Partners

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

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

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

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

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

Parent's Role in Education

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

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

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

To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

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

Change of Address/Custody

The office must be informed immediately if there is a change of home address, cell phone number, or email for the purpose of mailing and/or emergency.

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, calendars, etc.

Buckley Amendment

St. Peter School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. Custody changes need to be communicated to the office in writing,

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

Admissions and Transfer of Students:

Admissions/Transfers:

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

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

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

The age of kindergarten and grade 1 admission shall be determined by the State of Connecticut Department of Education (Connecticut General Statutes, Sec 10-15c). Students who are below age established by the State of Connecticut will not be admitted to St. Peter School without the approval from the Superintendent of Schools. Entrance into pre-kindergarten programs is reflective of kindergarten guidelines.

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

No student shall be permitted to repeat a grade level already successfully completed without approval from the Superintendent of Schools.

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

Requirements include:

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

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

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

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Peter School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parents. Final determination of admission to St. Peter School is at the discretion of the principal.

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

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Peter School. The recommendation and decision of the school is final.

St. Peter School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. St. Peter School cannot accommodate students who have **extraordinary** learning differences.

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

Transfers and Withdrawals

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

Students who are seeking to transfer to St. Peter School will be evaluated according to a curriculum-based assessment program. Careful review of the student's transcripts/records is necessary prior to acceptance. Students transferring will only be accepted for enrollment when all official student records are received, reviewed, and approved by the principal. A student transferring from another school or district may be admitted conditionally for the 1st year of attendance. Continued attendance is at the discretion of the principal.

Based on testing, observation, and other assessments, the principal reserves the authority to decide on the placement of transfer students from non-accredited schools, home schooling, public, or other state-approved, non-public schools.

If a student withdraws during the school year, tuition will be refunded on a pro-rated basis. Non-refundable fees are not considered tuition and thereby will not be refunded. Parents who withdraw students after the 15th of the month will be required to pay the entire month's tuition. Withdrawals between the 2nd and the 15th of the month will be charged for ½ month's tuition.

Registration Process

All students are required to register annually. Parents with children enrolled in the current year shall be given priority to register for the next school year until January 31st.

Parents shall return a registration form for the next academic year along with a non-refundable deposit. If this form is not returned to the school office by the specified date outlined on the form, the student may be removed from the class list for the next school year.

Parents shall also register for any appropriate tuition payment plan through FACTS. Tuition accounts must be current to secure a student's registration for the subsequent academic year.

Pre-Kindergarten Admission:

The requirements for admittance to Pre-K are as follows:

- Children must be three years old by December 31 and fully toilet trained. (Pre-K 3)
- Children must be four years old by December 31 and fully toilet trained. (Pre-K 4)

Kindergarten Screening:

Students who apply for admission to kindergarten will be administered an educational screening. The primary purpose of this screening is to obtain a broad sampling of a student's skills and behaviors for one or more of the following reasons:

- To assist the screening team in evaluating a child's developmental readiness skills.
- To help determine the most appropriate initial placement or grouping of students.

Student Records

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

St. Peter School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Peter School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

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

Academics:

Academic Program:

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

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

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

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (66% or higher).

General Testing

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

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.** Middle school students will be involved in Midterm & Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school. The format of the examinations will be left to the discretion of the teacher

and submitted for final review by the principal. The principal will ensure that the exam is comprehensive in nature, of a format appropriate to the academic subject and is of sufficient length and scope to cover the semester's work.

Weighting of Exams:

Grade 6 Exams - Count as 2% of the semester grade

Grade 7 Exams - Count as 6% of the semester grade

Grade 8 Exams - Count as 10% of the semester grade

Grading Scale

Grade 4-8

A-94-100	B - 84-86	C = 74-76	F - 65 & Below
A- - 90-93	B- - 80-83	C- - 70-73	-
B+ - 87-89	C+ - 77-79	D - 66 - 69	-

PK-3 See Appendix...

Promotion Policy and Retention Policy

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

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a 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.

The final decision to promote or retain is made by the principal, based on the student's academic performance and best interests. It is made after discussion with the parent, teacher, and student, if appropriate.

Policy on Modifications in Academic Programs and Grading

Modified programs with modified grading are available for students who have disabilities that result in qualifications for Accommodation Plans and/or an IEP.

Standardized Testing

Children take part in the Diocesan Testing Program each year. We currently administer the Iowa Assessments and CogATs. The testing program measures the child's general ability as well as achievement in core subjects.

Test results are used for diagnostic purposes. Over time, results can be useful in revealing individual and group trends. Like all assessment measures, standardized tests are most helpful when viewed in conjunction with many other factors.

Please be sure your child is well-rested and attends school consistently on the standardized testing days.

DRA	(Grades 1 – 3) (Grades K – 3) (Grades K – 3)	September January May
ACRE	(Grades 5 and 8)	April
Edmentum Benchmarks	(Grades K – 8)	September, December (6-8), January (K-5), May
Iowa Assessments CogAT (Cognitive Abilities Test)	(Grades 2, 4, 6 & 7) (Grades 1, 3, 5)	March March

Students in Grade 1-8 will participate in Exact Path assessment as part of the Personalized Learning Initiative.

Homework



Per (Diocesan Policy 2.200) suggested minimum homework time allotments are as follows:

- Grade 1- 10 minutes
- Grade 2- 20 minutes
- Grade 3-30 minutes
- Grade 4- 40 minutes
- Grade 5- 50 minutes
- Grade 6- 60 minutes
- Grade 7- 70 minutes
- Grade 8- 80 minutes

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

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

Homework Due to Vacations/Planned Absences

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

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

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year for grades (K-8). PK is given (2) times during the school year.

Progress Reports will be given mid-way between each ten-week grading period as needed.

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

Discipline:

Code of Conduct

We expect our students to adhere to the following Code of Conduct so that: 1) the school atmosphere is conducive to carrying out our spiritual and educational mission; and 2) to ensure the health and safety of all members of our St. Peter School family.

St. Peter School students agree to:

- Greet and answer teachers, visitors, and peers in a polite, kind and courteous manner and to offer assistance if needed.
- Treat others with respect.
- Participate in Church services in a prayerful, reverent manner.
- Respect all adult authority (teachers, assistants, and parents)
- Listen quietly and attentively when others speak
- Walk quietly throughout the school so as not to disrupt the learning environment.
- Respect the rights and property of the school, church, peers, teachers, and self.
- Come to school prepared to work, bringing homework and all necessary supplies.
- Clean own work area and assist in keeping the school clean and neat.
- Take pride in doing one's own class work and homework by completing it neatly, promptly, and accurately.
- Conduct oneself in a safe manner at all times, promising to use materials and objects for their intended purposes.
- Adhere to the Lunch, Recess, and Bus Rules.
- Use computer technology in school and at home in a responsible manner, adhering to the Acceptable Use Policy.

Conduct/Discipline

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Discipline is about impulse management and self-control and is the student's responsibility. Regulations in the handbook are designed to assist the students and provide a Christian School Climate. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

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

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

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).

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

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



Note Well: At St. Peter School, we strive to foster appropriate behavior through modeling positive behaviors and expectations, creating structure, and providing regular routines. We educate students about Christian behavior, safety, respect, problem solving, cooperation and good citizenship. We teach about these qualities through the Religious Education curriculum provided by the Diocese of Bridgeport and through Social Emotional Learning (SEL). “Social and Emotional Learning is an integral part of education and human development. It is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions, and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.” (CASEL)

It is our hope that in partnership with parents, we can help students learn to better understand the impact of their actions and subsequently take responsibility for their choices.

When determining consequences for inappropriate behavior, the following are taken into consideration:

- **Age of the student**
- **Past behavior:** Everyone makes an occasional mistake and is given the opportunity to learn from that mistake. However, students who repeatedly break school rules are subject to more severe consequences.
- **Severity of the behavior:** Less severe behavior problems are handled by teachers and playground supervisors. Examples: Assigned seating, loss of privilege, etc.
- **Understanding and intent:** Sometimes students do something without understanding the impact it may have on them or others. After an explanation, it is expected that behaviors will not be repeated.

When a student makes an inappropriate choice, a variety of consequences may be utilized depending on the severity of the situation. These consequences may include (but are not limited to) one or more of the following:

- **Verbal warning**
- **Letter or phone call to parents**
- **Restitution - an opportunity to “make it right” if appropriate to the issue**
- **Loss of privilege**
- **Reflection sheet to be sent home for parent signature**
- **Other consequences as determined by the Principal up to and including detention, suspension and expulsion.**

Detention/Suspension/Expulsion

The principal has the right to suspend any pupil whose presence in the school is an impediment to the school operation. Furthermore, any student who has a history of suspension may be subject to expulsion. In severe cases, expulsion may be immediate. (Example: Possession of drugs or alcohol).

Grounds for suspension include, but are not limited to:

- Use of profane language or obscene gestures.
- Striking or assaulting any member of the school community.
- Threatening or intimidating any member of the school community.
- Destruction of property.
- Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.
- Deliberate failure to obey a member of the school community.
- Any action that constitutes a danger to the safety, health or welfare of the St. Peter School community.

Detention

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

Suspension

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

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from St. Peter School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parents as Partners agreement in this Handbook may also be excluded from St. Peter School.

Bullying and Cyberbullying

St. Peter School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously.



Note Well: Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

See Policy 2.310 for a definition of bullying, clarification of terms, and procedures for investigating alleged acts of bullying. Consequences for students who bully others shall depend on the result of the investigation by the principal or his/her designee.

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

Harassment

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

Off-Campus Conduct

The administration of St. Peter School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Cell Phones



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



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

Cheating

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

Toys, Games

No toys or games of any kind should be brought to school without the permission of the teacher.

Attendance:

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Peter students and is aligned with the state statutes of the state of Connecticut. The state of Connecticut requires that students attend classes a minimum of 180 days per year. Students in Grades K-8 are expected to attend classes every day unless sickness or family emergencies arise which may make absence necessary. In the event of an absence, the parents or guardian must call the school nurse before 9:30 AM or *email the school at mmartinez@spsdanbury.org.*

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

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

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

- student illness accompanied by a note from a licensed medical professional
- observance of a religious holiday
- death in the student's family or any emergency beyond the family's control
- mandated court appearances
- lack of transportation
- extraordinary educational opportunities pre-approved by district administrator

Students who have an excess of ten unexcused health absences or excessive tardy arrivals are subject to a parent conference. In addition, a report may be submitted to the State Department of Family and Children Services.

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

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

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

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

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

Absence During the School Day

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

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

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

If a student is absent from school, the student may not participate in any school-sponsored activity on that day. This includes dances, shows, concerts, etc. It is school policy. However, there may be times when extenuating circumstances need to be reviewed and taken into consideration by the principal.

Transportation and Bus/Drop Off and Pick - Up:

Daily Schedule/School Hours/Office Hours

The school office is open on all school days from **7:30 AM – 5:30 PM**.

Students not in their homeroom at 8:20 AM are considered tardy.

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

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

Prayer and afternoon announcements begin at 2:35 PM each day. Dismissal immediately follows at 2:40. Please check the school calendar and weekly newsletter for early dismissal dates.

AM Drop Off

Parents will enter the school property via Main Street using the Rectory Driveway.. Students will be dropped off along the fence enclosing the playground. A staff member will greet students. Students will then enter the school using the Playground Door. It is important for traffic to move at a steady pace in order to avoid a back-up on Main Street. Please drive slowly and remain in your car at all times. This is a CELL PHONE FREE ZONE. DO NOT DROP OFF STUDENTS IN FRONT OF THE BUILDING.

The bus will drop off students in the front of the building where they will be greeted by a staff member. Students will enter the building near the door adjacent to the rectory.

PM Pick Up

Parents will enter the school property via Main Street using the Rectory driveway. Students will be picked up along the fence enclosing the playground.

- The flow of traffic is as follows: Drivers enter the Rectory driveway from Main Street, travel through the playground area being sure to stay in the travel lane, stop in the unloading area where an adult will greet the student exiting the car, and pull up to the gate. **REMAIN IN YOUR CAR AT ALL TIMES.**
- Please yield to the teacher (s) who are trying to move traffic through the line. They are monitoring backups in all directions to try and keep all traffic moving.
- This is a CELL PHONE FREE ZONE. Please refrain from talking on cell phones or using digital devices in any way during drop off/ pick up. Pay attention to traffic and pedestrians around you. This will help to ensure the safety of everyone.
- While waiting in the dismissal line:
 - Please remain in your vehicle as you will need to move up frequently.
 - Please pull up as far as you can and close to the car in front of you.
 - Please form one continuous line.



Note Well: The parking lot directly off Wooster Street is shared with the Bishop Curtis residents. There are limited amounts of parking, and due to safety reasons, parents will not be able to drop students off in that parking area. Parking is not permitted in the front of the school. This includes drop-off and pick-up.

Buses

Bus schedules are posted online and in the newspaper about one week before school begins. A child's method of transportation can not be changed without a written note from the parent. **Students in Kindergarten and First Grade will not be dropped off without an adult present at the stop. They will be brought back to the school.**

Riding the bus is a privilege and students are expected to demonstrate respectful, safe, and Christian behaviors/attitudes on the bus at all times.

Students are expected to:

- Be respectful and obey the bus driver at all times.
- Be on time for the bus pick up.
- Board the bus in single file and be seated promptly.
- Keep all body parts and belongings inside the window.
- Treat the bus property with respect.
- Stay in his/her seat until the bus comes to a complete stop.
- Speak using an indoor voice - no screaming.
- Refrain from distracting the bus driver.

Health:

Allergy Policy

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

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

Asthma Medication

Immediate access to rescue inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent. Rescue inhalers are in the nurse's office or accessible to the teacher.

Record Keeping

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

The School Environment

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

Food Allergy Policy

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

Classrooms

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

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

The classrooms have easy communication with the school nurse.

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

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

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

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

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

Immunizations

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

Medication

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



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

Child Abuse Laws

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

Tuition and Financial Responsibility:

Financial Policies

A registration fee, per family, is charged at the time of registration and each year thereafter. A Home School Association fee is charged annually. The continued functioning of St. Peter School depends upon tuition and the fund-raising activities of the Home School Association.

Kindergarten - 8th Grade Tuition Schedule for 2023-2024

Number of Children	Tuition
1	\$4,975
2	\$8548.00
3	\$11,940.00
4	\$14,925.00
5	\$17,910.00

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

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

Fundraising Assessment is \$525/family - three payments of \$175. Assessment can be reduced by participating in fundraising sales such as candy bars and butter braids.

Before and/or After School Care rates are available from the Main Office.

Bishop's Scholarship Fund - For more information, call the office at 203-748-2895. FINANCIAL ASSISTANCE FORMS are available ONLINE at www.factstuitionaid.com or at the school office.

Statement Of Policy On Tuition Payments

In order to ensure that all parents are informed with respect to the Diocese and School's position on the collection of tuition, please be informed that:

1. It is required that all tuition payments be received by the due date in accordance with the tuition payment plan.
2. If a tuition payment is past the due date, the following actions can occur:
 - the student will not receive a report card;
 - the student may not be permitted to participate in any class trips or other class functions;
 - the student may not be allowed to attend class.
3. If a student is withdrawn from the school while there is an outstanding tuition account balance, the student's scholastic records will not be forwarded to any other school.
4. If at registration time, there is a past due tuition amount, the registration will be denied.
5. If at the end of the school year there remains an outstanding tuition account balance, the student's registration for the following year will be canceled.
6. If there is an outstanding tuition account balance relating to a student candidate for graduation then:
 - The student will not receive a graduation diploma or a final report card
 - The student will not be permitted to participate in graduation exercises
 - The student's records will not be forwarded to any high school

Non-payment of tuition for more than two months is grounds for removal of the student(s) from St. Peter School.

Field Trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.
Note: a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older and Virtus trained.

Communication:

Communication With the School

Information is available on our website www.stpeterschooldanbury.org. Be sure to check the website regularly for updates and announcements. You can also follow St. Peter School on Facebook and Twitter. A monthly newsletter, *The Messenger*, will be sent home. Information will generally be sent home electronically. Please be sure the office has your most up-to-date email address. Some information will need to be sent home in hard-copy.

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

Parents are welcome to phone the office if questions arise.

Emails to Teachers

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

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



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

Emergency Drills/Strangers:

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

Crisis Plan

St. Peter School has implemented a "crisis plan" in the case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

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

Parents will be notified of evacuations via cell phone, email, or home phone.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and email account listed on a student's file via the Student Information System.

Strangers

Please remind your children of these safety tips:

- Never talk to strangers.
- Never take things from strangers.
- If approached by a stranger and near school, return to school and immediately inform a staff member.

Home-School Association:

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

We are always looking for parents to attend the HSA meetings and assist with fundraising efforts, etc.

Technology:

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

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

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

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

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

Be sure to review the Acceptable Use Policy in this handbook...

Religion:

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Peter School. Preparations for three sacraments form the core of instruction in grades 2 (Reconciliation and Eucharist) and Grade 8 (Confirmation). 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.

Catholic Identity

Our religious curriculum is specific to the doctrines and practices of the Roman Catholic Church. Religious instruction takes place daily in the classroom for all students. According to Diocesan policy, no student will be exempt from Religion class.

Prayer and Liturgy

Prayer and Liturgy play a vital role in the life of each student at St. Peter School. Liturgical services in church and school (e.g. school Masses) and Para liturgical services (e.g. Scripture and prayer services) provide a setting for the development of a fully Christian life. This development, perhaps more than others, needs to have its roots in the

home. This important element of Catholic education relies primarily upon the atmosphere of faith and prayer in the family. We, therefore, expect that the children are experiencing prayer at home, and that they are worshipping with a faith community regularly.

Uniforms/Dress Code:

Dress Code

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

The Uniform Supplier is:

<https://www.globalschoolwear.com/school/STPEo5>

**Please check the uniform website for additional information.*

Winter Uniform (October - April)

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

Boys K-5*	Boys 6-8*	All Boys
Long grey uniform pants Maroon Polo shirt (Long or Short Sleeve)	White Oxford Cloth Shirt (Long or Short Sleeve) Grey Flat Front Pants School Plaid Necktie	Black Dress Shoes No sneakers except on gym days

Summer Uniform (May - September)

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

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

Shirts must be tucked in at all times. Sweatbands, kerchiefs, hats, etc. may not be worn in school.

Heels may be no higher than one inch; clogs, slippers, backless shoes or sandals are not permitted. Winter boots can be worn in school if students bring a change of footwear. Sneakers are to be worn only with gym uniform or in the summer months.

Student's hair must be neatly groomed and worn in a conventional style. Boy's hair must not extend beyond the top of the shirt collar. All boys must be clean shaven. Extreme haircuts (mohawks, shaved head/designs, hair coloring, bleaching, etc) are not permitted for boys or girls. **WHEN IN DOUBT, CALL THE SCHOOL OFFICE.**

Students may not wear makeup (lip gloss, blush, eye make-up, etc) to school. Only light colored nail polish may be worn. Girls may wear a pair of **post earrings** and one bracelet or watch (not a SMART watch). Boys may wear one bracelet or watch (not a SMART watch). All other jewelry should be worn at home. Smart watches are not allowed and nail length must be appropriate for school. **No nail extensions.**

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

Dress Down Days

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



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

Miscellaneous:

Aftercare:

St. Peter School offers an After School Care Program. Rates are available upon request.

The Extended Care Handbook has a complete list of policies. Parents are to make arrangements for their children) to arrive at school on time and be picked up at dismissal time.



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

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

Birthday Observances

Birthday observances in grades K-5 will be determined by the classroom teacher.



Note Well: Pizza, gifts, and “goodie bags” are not allowed. Birthday invitations (or any invitations) may not be distributed at school unless there is one for every student.

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

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust. If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.

Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers.

Electronic Equipment

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

Extra-Curricular Activities

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

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Gum

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

Items Brought To School

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

Lost and Found

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

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

Lunch Program

St. Peter School offers a free breakfast and lunch program daily for **ALL** students. This is for the 2023-2024 school year. Students may also choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, energy drinks, coffee or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

School Property

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

School Safety

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

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

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

Search

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

Service Projects

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

Sexting

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

Social Media

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

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

Smoking

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

Telephone

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

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office if they are venturing beyond the office area with administrative permission.. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification document.

PARENTS/VISITORS MAY NOT GO TO A CLASSROOM WITHOUT FIRST STOPPING IN THE OFFICE AND SECURING PERMISSION OF THE PRINCIPAL.

Right to Amend

St. Peter School reserves the right to amend this Handbook. Notice of amendments will be sent through email communication.

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

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



Parent Signature Page

I have read the 2023-2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

 Parent signature Date

Parent signature

Date

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

***Parents and students must both sign this form. One form per family will suffice.**

SIGNED FORM DUE TO OFFICE BY SEPTEMBER 15th.

Appendix:

ALL POLICIES CAN BE LOCATED ON THE ST. PETER SCHOOL WEBSITE OR BY CONTACTING THE SCHOOL OFFICE.

2.200 – Homework

2.302 – Attendance

2.310 – Bullying

2.311 – Harassment

2.315 – Search and Seizure Policy

2.317 – Discipline Policy

2.318 – Suspension Policy

2.319 – Expulsion Policy

PK-3 Standards Based Report Card

Visitor Procedure

Acceptable Use Policy

2.200 Homework Policy

Approved: July 1, 2013

Revised: September 1, 2019

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. Homework shall be assigned on a regular basis and shall be closely integrated with class work.

Recognizing that family time and student "downtime" are essential for student success, homework should be limited on weekends and school vacations.

PROCEDURE

While students' ability and concentration will vary, general minimum suggested time allotments for homework in schools are as follows:

Grade 1 – 10 minutes
Grade 2 – 20 minutes
Grade 3 – 30 minutes
Grade 4 – 40 minutes
Grade 5 – 50 minutes
Grade 6 – 60 minutes
Grade 7 – 70 minutes
Grade 8 – 80 minutes

Catholic diocesan high schools shall define reasonable time allotments for homework in each school. Each school shall publish local procedures for the implementation of this policy in the parent/student handbook.

2.302 Attendance Policy

Approved: July 1, 2013

Revised: September 1, 2019

Student attendance in Catholic schools of the Diocese of Bridgeport shall be in accordance with the statutes of the State of Connecticut. The responsibility for compliance with this law belongs to the parent(s)/guardian(s) of the child.

Students must attend school punctually and regularly and conform to the attendance policies and procedures

established by the school and outlined in the parent/student handbook.

A student not physically present at a school, excused or unexcused, is marked absent.

When a student is absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family, this is considered an excused absence.

When a student is absent due to medical and/or dental appointment, verification of such appointments is required from the medical or dental office in order to be considered an excused absence.

When a student is absent because a parent wishes to take their child out of school for personal reasons, this is considered an unexcused absence. It is recommended that the principal discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's schoolwork.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

The school is obliged to keep an accurate record of daily attendance for each student. This record is transcribed to the student's permanent record and kept on file permanently.

Each school shall establish a system of monitoring absences and set up procedures to follow if a student fails to report to school and no indication has been received that the student's parent(s)/guardian(s) is aware of the absence. This system must include a telephone call from the school to the parent(s)/guardian(s) within the first hour of the start of the school day. A parent is required to give an explanation for the student's absences and tardiness. A written explanation from parent(s)/guardian(s) for a student's absence should be kept on file in the school office for at least one year.

By law, schools in consultation with the Office of the Superintendent of Schools, local police, and courts are responsible for enforcing the mandatory school attendance laws when parents fail to send their children to school or provide them with equivalent instruction. If a truancy problem cannot be solved by the school, the Department of Children and Families (DCF) shall be notified. Excessive tardiness may also be reported to DCF.

Students may not participate in any school-sponsored event if they are not in school on the day of the event without the express permission from the principal.

In order for students 'shadowing' or spending the day at another school to be marked with an excused absence, they must have provided prior notification to the school and the visiting school must confirm that the child was present for the day. Excused absences for school visits are not to exceed three (3) during a school year and are not to include multiple visits to a single school within one school year. Such excused absences will not affect a student's eligibility for perfect attendance recognition.

Family vacations should not take place when school is in session. Should such a vacation occur during school time, such vacation will be deemed as an unexcused absence. It is expected that all missed assignments will be made up in a period of time determined by the teacher and approved by the principal. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for such a period of absence.

Students are responsible for all class work, assignments, and exams missed due to absences or tardiness.

2.310 Bullying Policy

Approved: July 1, 2013

Revised: October 14, 2015

Bullying is prohibited in all Catholic schools within the Diocese of Bridgeport.

Bullying is defined as the repeated use of unwanted, aggressive communication or behavior by one or more students to another student that:

- Causes physical or emotional harm to such student or damage to such student's property;
- Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for such student;
- Infringes on the rights of such student at school; or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or a physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions up to and including expulsion.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions up to and including expulsion.

Clarification of terms:

- "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing communication between two or more individuals.
- "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by Internet, cellular, fiber, wire, radio, electromagnetic, photo electronic, or photo optical system.
- "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- "Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or mobile electronic device that is not owned, leased or used by the school.
- "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

School employees, students, and parents who become aware of any act of bullying must report the incident to the principal for further investigation. Schools shall set up a procedure for such reporting and publish the procedure in the schools parent/student handbook. Each school shall also set up a procedure so that parents of students may make written reports of acts of bullying. Reports should be submitted in a timely manner to ensure immediate action and clear recollection of facts. Students may report acts of bullying anonymously. Upon learning of the bullying incident, the principal shall immediately begin a thorough investigation. The investigation may include interviews with students, parent(s)/guardian(s), and school staff, review of school records, and identification of family issues.

If it is concluded that an act of bullying has occurred, the parent(s)/guardian(s) of the student who committed such acts and the parent(s)/guardian(s) of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident or the series of incidents, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to DCF or law enforcement if appropriate, and establishing a supervision plan with the parents. Bullying incidents under investigation that may result in suspension or expulsion must be reported to the superintendent. The superintendent reserves the authority to make a final decision regarding expulsion. Schools reserve the right to notify local law enforcement when appropriate.

2.311 Harassment Policy

Approved: July 1, 2013

Revised: October 14, 2015

The schools of the Diocese of Bridgeport do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly;
2. Submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs. It also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

A student who harasses another student shall be subject to disciplinary actions up to and including expulsion.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

Upon learning about the harassment allegation, the principal shall thoroughly investigate the circumstances. His/her investigation may include interviews with students, parent(s)/guardian(s), and school staff; a review of school records; and identification of family issues.

If it is concluded that an act of harassment has occurred, the parent(s)/guardian(s) of the student who committed such acts and the parent(s)/guardian(s) of the student against whom such acts were directed shall be notified. Consequences for a student who harasses others shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Harassment incidents that demand suspension shall be reported to the superintendent and may lead to expulsion.

Schools reserve the right to notify local law enforcement when appropriate.

2.315 Search and Seizure Policy

Approved: July 1, 2013

Revised: October 14, 2015

The principal is responsible for safeguarding the well-being of the students in his/her care.

Lockers, desks, and storage areas provided for student use are considered school property and thereby subject to inspection, access for maintenance, and search by school officials for any reason, at any time, without notice, without obtaining student or parental consent and without obtaining a search warrant. The privacy rights of the student regarding any items that are not illegal or against school policy shall be respected in the course of conducting a search.

As a preventative measure, local enforcement authorities, including the use of drug detecting dogs, shall be permitted to search desks, lockers, and/or storage areas on a random basis.

A student's personal property on school property or at school-related events may also be searched as long as the search is reasonable. Personal property and/or belongings may include, but are not limited to, handbags, briefcases, purses, backpacks, clothing, phones, electronics, vehicles, and other items in a student's possession.

If a student fails to submit to a search, this will constitute as presumptive evidence of substances against school policy and may be grounds for disciplinary action up to and including expulsion.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

The school must publish a policy on the use of lockers, possession of illegal substances, rights to search and seizure, and disciplinary action for violation of these policies in the school's parent/student handbook.

Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal.

The principal or his/her designee shall be responsible for the prompt recording, in writing, of each student search, including the reasons for the search; information received that established the need for the search; and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Schools reserve the right to notify local law enforcement when appropriate.

2.317 Discipline Policy

Approved: July 1, 2013

Revised: October 14, 2015

The primary goal of any disciplinary code is to be formative and encourage self discipline; enabling the student to internalize Catholic values and principles and to behave in accordance with those values and principles. Each student has the right to learn in a safe, caring, Catholic environment. This right must be respected and safeguarded.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

Each school handbook should include a code of conduct specifying behavioral expectations and consequences to be used as a guideline for each individual school's own discipline policy.

Additionally, the following guidelines apply to all:

1. A teacher should never dismiss a student from the classroom for a disciplinary reason without notifying the principal;
2. Teacher must notify school office when dismissing a student from class;
3. On the rare occasion when it is necessary to remove a student from the school for part of a school day, the principal will resolve the situation and notify the parent;
4. Direct supervision of a student who is being disciplined is the responsibility of the teacher or principal and is required in all cases. Placement in corridors, closets, or corners is never acceptable;
5. The use of corporal punishment is forbidden;
6. Discipline records shall be maintained for the academic year, separate from the student's file; and
7. Bullying of a student by another student is forbidden.

2.318 Suspensión Policy

Approved: July 1, 2013

Revised: October 14, 2015

The principal has the right to suspend students whose presence in the school becomes a serious impediment to the school's operation. Students may be suspended if their offense is of a severe nature or if prior disciplinary actions have proven ineffective.

Suspension may result from actions (physical, verbal, or virtual) occurring in or out of school or on or off school property.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

Schools must outline and publish the disciplinary conditions for suspension in the school's parent/student handbook.

When serious disciplinary action in the form of suspension from school is deemed necessary, strict adherence to the following guidelines is expected:

1. Parent(s) are notified by the principal immediately.
2. Appropriate in-school suspension shall be used in preference to exclusion from school.
3. No student is to be sent home from the school premises until the parent(s) have been contacted. The principal will notify the parent(s) who are responsible for making transportation arrangements.
4. A conference is to be arranged immediately by the principal involving the parent(s)/guardian(s), all personnel involved, and the principal. This meeting will serve to clarify the circumstances concerning the suspension for all concerned parties as well as make clear the terms of the suspension.
5. The period of suspension shall never exceed five (5) school days, unless authorized by the superintendent.
6. The school shall document the offense and the terms of the suspension. A copy of the document shall be provided to the parent(s)/guardian(s).
7. Suspended students are responsible for making up all tests and assignments missed during the period of suspension.
8. The teacher shall not lower the student's grade due to suspension although may report their conduct as unsatisfactory.

All questions or clarifications regarding the suspension of students shall be referred to the superintendent or his/her designee.

2.319 Expulsion Policy

Approved: July 1, 2013

Revised: September 1, 2019

Expulsion of a student from school should only follow a period of suspension, unless the situation calls for immediate action. Expulsion shall only be considered as a last resort; if other means of discipline have proven ineffective and/or the continuation of the student in membership of the school is considered to be a hindrance to the welfare and progress of the school.

Expulsion may result from actions (physical, verbal, or virtual) occurring in or out of school or on or off school property.

Some reasons for expulsions include, but are not limited to, the following:

- Unauthorized absence or continued tardiness;
- Disobedience, insubordination, or disrespect for authority;
- Language or behavior which is immoral, profane, vulgar, or obscene;
- Conduct which constitutes repeated violations of school policies, rules and standards of conduct;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury, endangerment, or harm to persons or property or serious threat of same;
- Assault with, or possession of, a lethal instrument or weapon;
- Serious theft or dishonesty;
- Outrageous, scandalous, or serious disruptive behavior;
- Habitual lack of effort leading to academic failure in classroom work;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and/or the Church;
- Consistent disrespect for other students such as sexual harassment of another student;
- Incident of physical or virtual assault, such as bullying or verbal abuse (threats, extortion, or violence);
- Violation of Internet code of ethics; and/or
- When other means of discipline have failed.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

Schools must outline and publish the disciplinary conditions for expulsion in the school's parent/student handbook.

When serious disciplinary action in the form of expulsion from school is deemed necessary, strict adherence to the following guidelines is expected:

1. The Superintendent of Schools or his/her designee must be consulted prior to an expulsion.
2. Parent(s) are to be contacted by the principal and a conference involving all parties concerned shall be immediately scheduled.
3. A written report on the situation and circumstances involved in the expulsion shall be tendered to the superintendent immediately.

4. The final decision for expulsion rests with the Superintendent of Schools and shall be rendered within five (5) school days of the incident. The superintendent's decision to expel may not be appealed.
5. Students expelled from one diocesan school may not enroll in another diocesan school.

All questions or clarifications regarding the expulsion of students shall be referred to the superintendent or his/her designee.

A Parent's Guide to the New Report Cards
Grades PK-3
Standards-Based Assessment and Grading

What are Standards?

Standards are statements about what students should know and be able to do within each grade level and content area as defined by the Diocesan courses of study. Essential standards and associated skills have been identified for each grade level and are the learning priorities for that grade level.

What are the principles of Standards-Based Reporting?

- The primary purpose of these new report cards is to communicate to students and parents what a student knows and is able to do based on Diocesan courses of study.
- Teachers identify skills that matter most and use this information to guide lesson planning.
- It is an intentional way for teachers to track student progress and achievement while helping them reach their potential.
- Assessment and evaluation is designed to improve student learning.
- Standards-based grades measure mastery of skills at each grade level.
- Students deserve multiple opportunities to demonstrate what they know and can do after instruction.
- Learning is an ongoing process. Where students finish is more important than where they start or how long it takes them to get there.

What is Standards-Based Grading?

The Diocese of Bridgeport's standards-based report card is designed to show what a student knows and can do. As a result, parents and students will have a clear description of a child's academic progress and growth in relation to the Diocesan courses of study. Teachers will be able to provide enrichment and intervention to help students progress along their learning pathway, which is aligned with the Personalized Learning approach. This method emphasizes growth and honors the dignity of each student as a child of God.

Our goal is to focus on essential standards at each grade level, support high levels of achievement and challenge students at all levels during their Catholic education as they continue to strengthen their foundation in the Catholic faith.

How are standards-based report cards different from traditional report cards?

The reporting system shows a child's progress towards achieving specific grade level standards as defined by the Diocesan courses of study instead of reducing learning to a simple letter grade.

Traditional Report Cards (A, B, C, D, F)	Standards Based Report Cards
Students receive one grade for reading, math, science, etc.	Subject areas are divided into a list of standards/skills that students are expected to master by the end of the year.
Students are compared to one another by the teacher's criteria.	Student performance is compared to the standards and measured by performance levels.
Grades are given by subject as an average of all assignments.	Grades are given by demonstrated mastery of essential standards through the collection of at least three pieces of student work per skill.
Curriculum and instruction are teacher-centered, textbook driven and may not align to standards/skill mastery.	Curriculum and instruction are student centered and aligned to standards/skill mastery.

How are behaviors and work habits reported?

These areas are reported separately and can be found under Social Development or Work and Study Habits or Personal and Social Development sections.

What do the progress codes tell about a student's achievement?

Grades PK-3 and PK-4

M= Meets grade level standards consistently	W=Working toward mastery of the standard or is inconsistent.	N=Not yet meeting grade level	X=Not assessed at this time.
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Grades K-2

E=Exceeds grade level standards	M=Meets grade level standards consistently	W=Working toward mastery of standard or is inconsistent	N=Not yet meeting grade level standards	I=Insufficient evidence provided usually due to lack of attendance or effort	X=Not assessed at this time *=Modified curriculum
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Grade 3

4=Distinguished - Student demonstrates knowledge which exceeds grade level standards	3.5=Student demonstrates some understanding beyond grade level standards	3=Proficient: Student demonstrates master on grade level standards. This is the target/goal for student success.	2.5=Student demonstrates partial success on grade level standards.
2=Developing: Student demonstrates basic understanding and is partially proficient meeting grade level standards.	1.5= Student demonstrates partial success on foundational skills or made major errors on grade level standards.	1=Emerging: With help, the student demonstrates some understanding of foundational skills and grade level standards.	0.5= With help, the student demonstrates some understanding of foundational skills.
0= Deficient: Even with help, the student is not successful.	I=Insufficient evidence provided for demonstration of mastery when assessed - usually due to lack of attendance or effort.	X=Not assessed at this time.	*=Modified curriculum due to an approved Accommodation Plan.

(Resources: Office of Catholic Schools - Diocese of Columbus; Diocese of Bridgeport - Presentations to teachers)

St. Peter School Visitor's Procedure - 2023-2024

Parents are encouraged to complete any school business electronically as we try to limit office visits to essential business. If you have questions about school-related issues, please contact Ms. Martinez or Mrs. Rodriguez by calling the school office at 203 - 748-2895. Our office staff will be available to answer your phone calls and your questions. However, if necessary, you may schedule an appointment for an in-person office visit or simply drop by the school office. The principal has the authority to make decisions about all visitors to the school.

Please be aware we will follow the guidelines listed below to provide a safe working environment for our employees:

Adults:

- All visitors must enter via the main entrance and sign in at the front door.
- All visitors to our school offices must remain in the front office areas unless authorized by the principal.
- It is extremely important that you do NOT come to our school or office if you are sick. Please do not place our school employees at risk.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in at the main office.
- Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct; and any additional rules or regulations imposed from time to time in connection with emergencies declared by local and/or state authorities.

Staff:

- Students and staff are asked not to open doors for any person at a doorway or prop doors open at any time.
- School employees who are expecting a visitor, including a parent/guardian/former student, must notify the main office staff ahead of the visit.
- Former students may only visit teachers or other faculty members after the buses have left and there are no students (other than those in After Care) in the building. The office staff must be informed if there are former students in the building. They must enter through the front door.