

St. Peter Academy  
Student/Parent Handbook  
2023-2024 School Year



431 Fifth Avenue  
River Edge, NJ 07661  
201-261-3468  
[www.spare.org](http://www.spare.org)

## **PURPOSE AND USE OF HANDBOOK**

The handbook exists to foster the efficient operation of St. Peter Academy. To meet this objective, the school administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the handbook.

## **AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration or the Newark Archdiocese.

## **NON-DISCRIMINATION POLICY**

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

## **MISSION STATEMENT**

St. Peter Academy is an elementary school providing an education that offers quality academic programs rooted in the beliefs of our Catholic faith. Our mission is to encourage our students to develop, to their full academic potential, to follow Christ's teachings and to serve the needs of others.

### **Beliefs:**

- To share our knowledge of the Catholic faith
- To develop spiritual, intellectual, physical, social and personal attributes
- To foster a partnership in learning among the Academy community
- To encourage students to be creative and enthusiastic in their learning experience
- To stimulate independent thought, critical thinking and decision-making
- To provide a balanced program which adapts to meet the needs of our students

## **PHILOSOPHY**

The School Community of Peter Academy affirms that Jesus Christ and His message of salvation is central to the life and vitality of the Academy. We believe that our primary function is to follow the invitation of Christ to live His Word, worship as a faith community and serve the needs of others. We provide an education which not only offers quality academic programs, but also instruction in the belief and traditions of our Catholic faith.

We encourage our students to integrate the values presented in the Good News in all aspects of their lives. Through the teaching of Catholic Doctrine and beliefs, combined with the teachers' modeling and constant reinforcement of Christian behavior, the student develops a well-formed conscience. The Academy is called to serve as a microcosm of the world outside where the values and morals learned are carried with the student to meet the demands of a complex, ever-changing world.

We believe that administration, teacher, and parent relationships foster a partnership in learning. As role models, the teachers are examples of character, compassion and values. As motivators, they create a positive atmosphere in which students are encouraged to be creative and enthusiastic in their learning experiences. Lines of communication among administrators, teachers and parents are open in order to meet the individual needs of the child. In this cooperative and supportive manner, the students are encouraged to reach their fullest

potential in order to take their place in the modern technological world.

Academic skills in all disciplines are introduced, reinforced, extended, mastered and evaluated at all levels. We believe that varied teaching strategies stimulate independent thought, critical thinking skills and decision making situations. Our curriculum exposes the students to a variety of materials, experiences and resources throughout the grades to achieve these goals.

We strive to develop a positive self-image in students, motivating them to reach their full potential so that they may become effective members in today's Church and society.

## **ARCHDIOCESAN STUDENT ENROLLMENT POLICY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being; man woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (2393, Catechism of the Catholic Church).

Except within a valid marriage between a man and a woman (see e.g. Sections 2360-2363, Catechism of the Catholic Church). Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2393-2397, Catechism of the Catholic Church."

If a student's expression of gender or sexuality should cause confusion or disruption at the Catholic School, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

## **Overall Responsibilities**

### **Student Responsibilities**

Since the Constitution and State law safeguard students' rights, each student has the responsibility to protect his/her and other's right to an undisturbed education. All students shall be expected to follow the rules and regulations of the school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contributes to good order as established by the acceptable standards of school and community.

### **Parent Responsibilities**

Discipline is the primary responsibility of the parents and the student while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society. It is the parent's obligation to develop in the student good behavior habits as well as proper attitudes toward school. To ensure a student's success, parents should, at regular intervals, check with officials concerning that child's school conduct.

## **School Responsibilities**

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior.

## **MIDDLE STATES ACCREDITATION**

The Middle States Association of Colleges and Schools accredits St. Peter Academy. Middle States accreditation is an expression of confidence in St. Peter Academy's mission, goals, objectives, performance and resources. Our accreditation validates the excellence in education available at the Academy.

The Middle States Evaluation is an ongoing process requiring the submission of updates plans every three years. After seven years the school is re-evaluated for continued accreditation. St. Peter Academy was re-accredited in May 2021 and received accreditation until the 2027 school year.

## **CATECHETICS (Religious Education)**

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Each day begins and ends with prayer.

Each morning students hear a brief sketch of the feast or saint of the day or some aspect of the liturgical season via the public address system. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer and service to others are included. Community is at the heart of Catholic education, not simply as a concept to be learned from textbooks, but as a reality to be lived each day.

## **ADMISSIONS**

### **Registration Procedures**

#### **Age requirements**

- PreK 3 – Age 3 by October 1
- PreK 4 – Age 4 by October 1
- Kindergarten – Age 5 by October 1
- Grade 1 – Age 6 by October 1

**Presentation of:**

- Birth Certificate
- Immunization Records and Physical Examination
- Transfers and Transcripts if applicable
  - Transfer, Report Card, Health Data, Standardized Test Results

**Immunization Requirements****DPT**

4 doses, with one dose given on or after 4<sup>th</sup> birthday

**OPV**

3 doses, with one dose given on or after 4<sup>th</sup> birthday

**MMR**

One dose of live measles, mumps and rubella vaccine on or after 1<sup>st</sup> birthday. A second dose is required before entering Kindergarten.

**Hib**

Vaccination required of all students entering Pre-K. Dose must be given after 1<sup>st</sup> birthday.

**HepB (HBV)**

3 doses for all students prior to entering grade K, 1, and 6 as appropriate

**Varicella (Chicken Pox)**

One dose if born on or before July 1, 1998, Prior to entering Pre-K, Kindergarten or transferring from out of state or out of the country, or proof of disease immunity.

**Prevnar**

4 doses – required for Pre-K only.

**Influenza (Flu shot)**

Required for Pre-K only

**For Grade 6 Only**

TDAP Booster

Meningococcal Vaccine (Prior to school entry in September)

*All applicants whose immunization record is incomplete must rectify this situation by the first week of September (as per state law).*

## **ATTENDANCE**

Regular attendance at school is a major factor in determining academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult responsible behavior in the future.

When a student is absent, the parent must notify the school office by phone or email (jcahill@spare.org) by 8:30 a.m. On return to school, the student will present to the homeroom teacher a written excuse for the absence. No student may leave that school before regular dismissal time unless excused by the principal; this must be accompanied by also sending a note in a sealed envelope stating the reason for need of early dismissal. This student must be signed out by an authorized adult at the main office. Any student leaving the school grounds other than regular times, without permission, automatically invokes a school suspension. Dental and doctor appointments should be made, if at all possible, at a time that would not take the student from his or her class work.

### **Lateness and Tardiness**

School doors open at 7:45 for student access. Students are expected to go to their assigned classrooms and prepare for the day's work no later than 8:00 AM. A child is considered late or tardy, if he/she is not present when morning prayers begin (8 a.m.). Students are not allowed into the building until 7:45a.m. , unless attending before care. Loss of lunch recess may occur each day you are late to school.

### **Dress Code Violation**

All dress code violations require the student to either change completely or change the attire so as to make it acceptable.

**1st Offense** – Warning and note home

**2nd Offense** – Loss of lunch recess

**3rd Offense and beyond** – After school detention, parent must bring student into the office in the morning to ensure compliance with uniform code

### **Family Vacations: Personal Day**

Families are asked to plan family vacations around the school calendar to the greatest extent possible. It is the responsibility of the student to make up missed work and tests when he/she returns from a family vacation. The teacher and the principal are to be notified in writing prior to any vacation and/or personal days occurring within the academic year.

### **Emergency Closing**

The School Messenger System will be used to advise parents of school closing and late openings or other unforeseen situations or weather emergencies. Will be automatically registered for SchoolMessenger through our PowerSchool student data management system. If you refuse a text message or email from this system, you will need to re-enroll.

# **COMMUNICATION**

## **Parent/Teacher Consultation**

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents should not approach staff members to discuss issues before or during school hours without arranging an appointment.

Staff members will communicate with the parents of a student by phone, letter, e-mail or at a mutually convenient appointment. Teachers may not schedule an appointment at times that could conflict with teaching or supervisory duties. Parents should not be asking the opinion of Teacher Aides or other teachers who do not have their children for instruction. These staff members may be offering a personal opinion about a student that should not be construed as a professional report.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference, so that all concerned may be appropriately prepared.

## **School-Wide Communication**

St. Peter Academy will communicate regularly with parents through our website, (spare.org), newsletters, as well as other media such as bulletin articles, interim reports, progress reports, trimester report cards, conduct referrals and conferences upon request.

## **Change of Information**

Parents are asked to report to the main office any change of address, telephone number, e-mail, or pertinent information which occurs during the school year. This information will also be utilized for the School Messenger System. Failure to do so may eliminate you from our weather and emergency alert system.

## **Money Brought to School**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed, and its purpose. Tuition and parent agreement payments should be made utilizing the FACTS system. (See website for instructions).

## **Home School Association**

An organization of pastor, principal, faculty, and school parents formed in order to facilitate communication, cooperation, and fundraising.

### **Objectives**

- To assist in the financial support of the school through various fundraising
- The advancement of Catholic education and the welfare of the children of St. Peter Academy
- To promote the mutual educational responsibilities of parents and teachers.
- To strengthen parental involvement in St. Peter Academy

At least one parent is expected to be in attendance at the scheduled general meetings during the school year. Annual monetary dues are levied for all families receiving parishioner rates. Volunteer activities may lower parent agreement payments.

### **Parental Rights to School Records**

Parents have the right to view their child's record file. We ask that this request be made in writing giving the school 24-hour notice. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Students who transfer out of the Academy or move onto high school will complete a request for records and records will be mailed from the Academy to the appropriate school or agency.

### **Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if that contains information which may be useful to the school in fulfilling its obligations.

### **School Pick-up**

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable. **Additionally, parents who wish their child to walk home from school should submit a note to this effect at the beginning of the school year.**



# **ACADEMIC POLICIES**

## **Principal's List & Honor Roll (Awarded from Grades 4 – 8)**

### **Principal's List**

A student must receive A's in all academic subjects

### **First Honors**

A student whose report card consists of A's or B+'s in all academic subjects

### **Second Honors**

A student who earns a B or above in all academic subjects

**Note:** Students who receive a U in any area will not qualify for Principal's List or Honor Roll.

## **School Plagiarism/Cheating Policy**

This policy is designed to enhance and enrich the academic and ethical education of students. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor and to substantiate that cheating of any kind is prohibited.

Plagiarism /Cheating includes:

Directly copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.

Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.

Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, **artificial intelligence (Bard, ChatGPT, etc)** literary summary sources, and inappropriate collaboration with other students.

Recycling previously submitted work, Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.

Copying another student's work and/or Providing the work to another student. Both the person copying the work and the person who allows the copying of the work to take place are in violation of this policy.

## **Consequences of Cheating/Plagiarism:**

### **First Offense**

- A zero on the assignment
- Referral to the principal and parent notification/meeting with the principal, teacher and parents
- NJHS/Honor Roll probation (if applicable)

### **Subsequent Offenses**

- 2 day out of school suspension
- Shall be removed from extracurricular involvement
- NJHS removal

## **National Junior Honor Society**

A chapter of the NJHS was established during the 2013-2014 school year. Students in grades 6–8 may apply provided they have achieved both the required grades and additional standards of volunteerism, character and service. An NJHS induction program is held in the Spring of each school year. Students caught cheating or plagiarizing will be put on probation and then removed for subsequent offenses. Student behavior violations can also result in probation or removal from the NJHS.

## **Curriculum**

Curriculum guidelines are provided by the Archdiocesan School's Office and are currently being brought in line with the National Education Standards. The Archdiocese has embarked on a program of curriculum mapping.

St. Peter Academy's curriculum incorporates the following:

Religion \*  
Foreign Language  
Language Arts \*  
Penmanship  
Reading  
Art  
Spelling  
Music  
Vocabulary  
Physical Education  
English LA\*  
Technology Education  
Math/Algebra\*  
Science \*  
Social Studies \*

(\* designates major subjects)

Optional: Instrumental instruction in small groups is offered at an additional cost.

## **Additional Records and Transcripts Guidelines**

A parent/guardian has the right to review his/her child's academic record, standardized test results, and health records. These records can be made available upon request. (See Parental Rights to School Records.)

Records attached to the publicly funded services provided through the local Board of Education, such as a Child Study Team review, Compensatory Education, Speech, ESL, etc. are the property of Bergen County Special Services. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the local Board or agency.

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request of transfer must be submitted in writing by the parent/guardian. Transcripts will be sent directly from school to school when the sending district does not submit a request for transfer that includes an authorization to send a transcript, the receiving school will secure permission from the parent/guardian to request transcripts from the sending school. ISPs, Speech and OT plans need an additional parental authorization in order to be sent to a new school.

### **Technology Acceptable Use Policy**

Students are required to sign a contract annually to use technology in a responsible manner. Students who violate the Acceptable Use Policy will lose access to use of the school technology for a time period decided upon by the principal. Policy and form can be found on the school website.

### **Religious Education and Religious Services**

Non-Catholic students are welcome at St. Peter Academy. The non-Catholic student is expected to understand that the school exists to educate students in the framework of Catholic values. Non-Catholic students are asked to participate in the Religion classes and to respectfully attend liturgical services scheduled for students during the school year.

### **Homework**

Homework is an extension of the classroom learning experience. Students are expected to spend some time each day studying and completing written homework. Parents are expected to abide by the individual teacher's homework policy.

When a student is absent, he/she should check on the school website (teacher/grade level site). Work missed due to absence should be resolved by the student, parent and teacher.

Parental calls for homework and books must be made before 9:00 a.m. The office cannot guarantee homework and books for late calls.

It is the school's policy to encourage parents to use discretion in limiting the amount of time students spend viewing TV/computer games and use of electronic devices. We strongly recommend that parents encourage their children to read for enjoyment and enrichment.

### **Books**

In order to provide adequate care for textbooks, pupils of every grade must have all books covered and carry their books to and from school in a school bag. Students must pay for any book that they damage, destroy or lose, this includes novels used in class.

The school retains the right to choose all texts and reading materials assigned to the children in all the classes at St. Peter Academy. Texts and reading materials conform to Archdiocesan guidelines and will be discussed within the framework of Catholic values.

### **Report Cards**

Report cards are issued three times per year and reflect a student's class participation, home study, and test averages as well as credit for projects completed during the trimester. Report cards are issued for students in grades K-8. It is the responsibility of the student and parents to check in with grades on PowerSchool. Grades are updated in a timely manner and this tool should be used by students and parents to stay updated on student progress.

Teachers meet parents in a formal conference at least twice a year. Further teacher/parent meetings are conducted on an as-needed basis and can be requested by either faculty and/or parents.

## **Graduation Requirements**

The requirements for graduation are a passing average in every grade, all fees paid in full and satisfaction of subject area requirements deemed by the classroom teacher. Students who are receiving failing grades at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimesters will be required to have a parent/faculty (possible administration) meeting.

## **Academic and Social Probation**

**Social:** A student will be put on probation if he/she is found to be disregarding school rules and regulations on behavior and respect for the faculty and fellow students. The grade level teachers will meet with the administration/parents to decide if the student's behavior warrants probation. Conduct that disrupts the good order of the classroom will not be tolerated.

**Academic:** A student who has a failing grade in any major subject or below an average of 70 in any major or minor will be subject to an academic review. The grade level teachers will meet with the administration/ parents to decide if the student's academic record warrants the development of a student assistance plan. Students with ISPs will receive the accommodations stated in their plan.

## **Promotion Policy**

All promotions and retention will be decided upon by the classroom teacher in consultation with the principal and parents. Such decisions are based on the total evaluation of a pupil's growth and progress. If retention is apparent, parents will be requested to meet with the teacher and Principal. If a child fails to meet requirements for promotion, a conference will be scheduled to determine if the student should be retained.

## **Retention Policy**

If it is determined that the student should be retained and the parents are in disagreement, the school will use its judgment to further review the student's academic/social development in consultation with the Archdiocesan Schools office.

## **Student Behavior Code**

The following types of behavior cause unnecessary disruption to the functioning of the school in its capacity to educate the students of St. Peter Academy. Any of the following will result in disciplinary action, which may include written notice home, parent meeting with administration and/or staff, detention, or suspension from school:

- Class disruption that renders the teacher unable to fulfill their professional responsibility as educator.
- Lunchroom/playground misbehavior, assembly misbehavior.
- Running in the hallways and stairwells.
- Gum chewing.
- Disturbing school neighbors.
- Failure to return parent notices with signatures.
- Fighting, disruption or interference with school activities.

- Stealing or vandalizing of school or private property while on school premises, or while under the supervision and control of the school, or in the course of a school related activity, or possession/sale of stolen property.
- The use of obscene or profane language or gesture.
- Deliberate refusal to obey a teacher.
- An unauthorized "walk-out" from a classroom or a school building.
- Physically abusing a student or member of the staff or a school official.
- Blackmailing, threatening, or intimidating other students or teachers.
- Possessing on school property, or during any school function, any kind of weapon.
- Possession or distribution of materials, which would interfere with the educational process.
- Possession, sale or consumption of drugs or alcoholic beverages.
- Smoking while on school premises or while under the supervision and control of the school, or in the course of a school-related activity.
- The willful damage or destruction of school property.
- Inappropriate display of affection while on school premises or while under the supervision and control of the school, or in the course of a school-related activity.
- "Hazing," A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator or member of the school staff by written, verbal or by gesture.
- Repeated violations-any series of behavioral violations that create a pattern of misconduct may result in suspension. Any other conduct, which substantially disrupts or materially interferes with the educational process being conducted by the school.
- Unauthorized use of the internet, including the accessing of sites containing inappropriate text or graphics. Abuse, damage or vandalism of the district's computer facilities including hardware and software.
- Other inappropriate student behavior as determined by the teacher and principal.

### **General Discipline Policy**

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Peter Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

## **Discipline Framework**

Detentions will be:

- Tuesday and Thursday 2:30 PM - 3:15 PM
- Detentions will be served in the Meeting Room or designated teacher's room
- Failure to report to detention results in a second detention assigned.
- No food or drink is allowed in the detention room
- A student assigned to a detention will not be allowed to attend an extracurricular activity (clubs, performances, etc) until the detention is served. No exceptions.

## **Harassment, Intimidation & Bullying**

The school prohibits acts of harassment, intimidation and bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment/Bullying is any sort of behavior that is annoying, including inappropriate internet communications (such as words, gestures and actions, which tend to annoy, alarm and abuse (verbally) another person). A person commits a petty misdemeanor if, with purpose to harass another he or she : (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts, or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communication anonymously or at extremely inconvenient hours or verbalizes offensive coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then, when one person makes verbal, written, or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact.

By ignoring or excluding an individual from participation in some group activity, the bully demonstrated his or her force of power.

Actions that violate the law, threaten or cause harm to other students or staff members; disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a principal/parent/ a student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences. Parents should abide by the solutions developed by the administration and family members.

### **Progressive Disciplinary Consequences**

In addition to regulations on harassment and bullying, physical fighting and verbal abuse will not be tolerated. Consequences will be levied.

All serious discipline infractions will be reported to parents/guardians.

- 1<sup>st</sup> infraction – Removal from class setting, notification of parents
- 2<sup>nd</sup> infraction – Out of school suspension, parent conference to return
- 3<sup>rd</sup> infraction – Review of enrollment at St. Peter Academy, notification of possible removal
  - Repeated offenses may require student dismissal from the school. (Parent, Principal, and Pastors and Superintendent of Schools meeting will occur prior to this action)

### **Field Trips**

The only field trips permitted are those with an educational objective and the 8<sup>th</sup> grade end-of-the-year trip.

When a field trip is scheduled, parents will receive a form stating the date, learning objective, supervisory provisions and it will seek written permission for the student to participate. Signed permission slips are retained in the school office for the duration of the school year.

Parents are responsible for the cost of the trip which includes transportation. (Hardships in this area should be brought to the attention of the Principal).

No child may participate in a trip unless a permission slip is signed by the parents and on file in the school office.

Chaperones will be chosen by the classroom teacher. Chaperones must have a volunteer application on file and have completed and been approved through the Protecting God's Children program. Class parents will be contacted first.



## **Dress Code**

All students in Grades K-8 are required to wear the school uniform beginning the first day of school. If a temporary problem exists, a note must be submitted to the principal/teacher. All transactions for uniforms are to be made directly with the uniform company and payments are to be sent to them.

Flynn O'Hara  
473 Old Hook Road  
Emerson, NJ 07630  
201-634-0111

## **Uniform Code**

### **Boys Grades K – 8 Optional Fall/Spring September to October 31**

Grey Bermuda Shorts  
White Golf Shirt with Logo  
All White Sneakers and Socks

### **Boys Grade K-8 All Year Round**

Grey Pants with Belt  
White Collared Shirts and School Tie  
Cardigan or Sweater Vest  
Black Dress Shoes (No Sneakers)

### **Girls Grades K – 8 Optional Fall/Spring September to October 31**

Khaki Bermuda Shorts  
Golf Shirt with Logo  
All white sneakers with socks

### **All Year Round Girls K-4**

White Blouse Plaid Jumper or Khaki slacks  
Cardigan Sweater  
Black Dress Shoes and Maroon Socks or (Tights-optional)  
No Slippers, Boots, or Sneakers

### **All Year Round Girls Grades 5 – 8**

White Blouse Vest/Cardigan Sweater  
Grey Pleated Skirt or Khaki slacks  
Black Dress Shoes and Maroon Socks or (Tights-optional)  
No Slippers, Boots, or Sneakers -

### **Hair Styles and Cuts**

- Boys' hair must be neatly cut and should not fall below their ears or cover their eyes.
- Both boys' and girls' hair may not be dyed.

### **Gym Clothing**

Gym Clothes consist of:

- Shorts with the school logo
- Grey T-Shirt with school logo
- Grey Sweatpants with school logo
- Grey Sweatshirt with school logo
- Sneakers and socks
- Spiritwear may be worn with approval of principal/physical education teacher

No loose or hanging jewelry may be worn during school or P.E.

**NOTE:** The above gym uniform constitutes our everyday PreK uniform

## **Dress Down Apparel**

The dress code, as per school policy, is implemented in order to create a reasonable and appropriate learning environment. All students are expected to dress appropriately while attending school and school sponsored functions. Dress code violations may result in the student being asked to change the attire to meet the standards. Continued violations may result in disciplinary actions.

- Students may not wear (boys or girls) tank tops.
- T-Shirt logo and printing must be appropriate as fitting a Catholic school.
- Jeans and pants may not have holes in them.
- Pants may not be skin tight (i.e. Yoga Pants).
- Hats may be worn to and from the building but not inside the building.

## **Cosmetics and Makeup**

Should not be brought to school. If they are brought to school they will be confiscated and returned at the end of the school day.

## **Head Wear**

Hats and bandannas shall not be worn in school.

## **Jewelry**

For safety reasons, choke chains, spiked collars or other jewelry, and pocket chains are prohibited. Safety pins may not be used as a form of jewelry.

## **Sleep wear**

Sleepwear, including boxer shorts and pajamas may not be worn as outerwear or exposed in the classroom unless it is Pajama Day at school.

## **Footwear**

Flip Flops, Crocs, open-toed footwear, and Adidas-type sandals are not permitted in order to promote safety.

## **Shorts and Skirts**

**Shorts or skirts can be no more than one hand length above the knee. Spandex shorts and form-fitting sweat pants are prohibited.**

**Shirts, tops and blouses that expose the following are prohibited: chest area, midriff, and lower back. Specifically, halter tops, half shirts, tube tops, spaghetti straps, mesh shirts, or shirts with excessively low cut arm holes are prohibited.**

All clothing will be considered inappropriate if they are sexually suggestive, promote alcohol/tobacco/drugs, gang related, or if they are the cause of any disruption. No undergarments may be showing at any time. While classroom teachers have the major responsibility for enforcing these standards, the building principal has the final decision. The building principal shall have full discretion to temporarily suspend the dress code during

after school activities and/or special theme days. Specifically organized learning activities (eg. field trips, concerts) may reasonably dictate variations from the dress code of the normal classroom setting.

### **CELL PHONES & SMARTWATCHES**

St. Peter Academy recognizes the need of some parents to be able to be in contact with their children immediately after the school day via cell phone. Students are permitted to bring a cell phone to school, with parent permission. All calls to and from home must be made in either the main office or the nurse's office from the school telephone.

Cell phones must be kept off during the school day and secured in the student's backpack. On occasion, a teacher may authorize their use for the calculator or some other learning app. They may not be used during the school day for making phone calls, texting, recording or searching the internet.

No smartwatches or fitness watches are allowed; only simple wrist watches. If a student brings a smartwatch to school it must be left in the book bag. If a child refuses to obey this rule, the smartwatch will be taken away by the teacher/ administrator, and kept in the principal's office. It will be returned only after a conference with the principal and parent/guardian at the end of the day.

### **Electronic Devices**

All electronic devices are to be off and should not be seen during the school day.

<b>1st Offense</b>	Warning, student pick up phone at end of day from the office
<b>2nd Offense</b>	After school detention on the next Tuesday or Thursday, parent pick up phone at end of day
<b>3rd Offense</b>	In-school suspension (one day), parent pick-up, student is not permitted to bring electronic devices to school for the remainder of trimester and/or remainder of the year

## **HEALTH SERVICES**

To provide for our students' physical well-being, the following services are available: HEALTH EDUCATION

### **SCOLIOSIS SCREENING**

Age 10 +

### **DENTAL SCREENING**

Dental screening is available every year in Grades K-8

### **HEARING**

Each year all students in K-8 are tested for hearing loss. Notification will be sent to parents if a problem is detected.

### **HEIGHT AND WEIGHT**

Each student's height, and weight is taken and recorded annually.

### **PHYSICAL EXAMINATION**

In accordance with the State's School Health Act, physical examinations are required three times in the 8 years of school: 1) Prior to original entry of the child into kindergarten by private physician. 2) In Grades 3 & 6 by your private physician.

If the parent utilizes the services of a private physician, the school will provide the necessary health forms.

New Students and incoming preschoolers are also required to submit recent physicals and immunizations records.

### **VISION**

Every student is given a vision test annually, and parents are notified if further testing is needed.

## **POLICY ON ADMINISTRATION OF MEDICATION**

St. Peter Academy understands that students may need to take prescription medication in school or on field trips. A student receiving medication while under school supervision must follow the following procedures:

- The school nurse or principal (or his/her designee) may administer the medication under the following conditions
  - The medication must be given to the school nurse or principal by the parent/guardian along with doctor's orders for administration;
  - The medication must be in the original pharmacy labeled container; and
  - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available at the school.

Students will be permitted to self-administer medication for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medications in School" form. This form is available from the school.

## **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### **Parents/Guardians Authorization and Agreement regarding Liability**

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the students shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by the law, the school and its employees or agents shall have no liability for any injury arising from administration of epi-pen to the student. The parents/ guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by the law.

### **Administration of the Epi-Pen by the School**

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee-designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law may administer the epi-pen. Presently, all faculty are trained in epi-pen administration.

NOTE: Epi-pens are stored in multiple areas around the school building. AEDs are located near the gym, main office and science lab.

# **HEALTH AND SAFETY**

## **Visitors**

To ensure the safety of our students, parents/volunteers and other visitors are required to report to the school office via the 5<sup>th</sup> Avenue entrance.

Visitors must sign in at the main office and upon leaving the building must sign out at the main office. Parents or designees picking up a child during school hours must sign the student out of school at the Main office.

## **Fire/Lock-Down Drills/Evacuations**

Fire Drills are held in accordance with New Jersey State Law. Proper conduct, ways of exit, and other regulations involved in a safe exit from the building are reinforced. Lock-down drills and evacuations are also practiced on a regular basis according to Title 18A statutes. School evacuation drills will be practiced twice during a given school year.

## **Asbestos Management Plan**

St. Peter Academy's Asbestos Management Plan is on file in the school office as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

## **Smoking**

As in compliance with the State of New Jersey, St. Peter Academy is a smoke free environment. As an expression of the school's concern for the health of the students, students/teachers/parents/visitors are not permitted to smoke at any time on the school premises. Students who violate this policy will be disciplined.

## **Weapons**

Weapons of any sort (real or toy) will have a ZERO TOLERANCE level.

## **Communicable Diseases**

State Health Regulations require the exclusion of a child from school if he/she has certain diseases, including: measles, whooping cough, respiratory streptococcal infections, scarlet fever, chicken pox, COVID-19, mumps, impetigo, pink eye, pediculus (lice), scabies, ringworm, tonsillitis, trachoma and favus. Please, call the school if your child has any of these diseases and submit a doctor's note before returning your child to school. Also, your child will be required to leave school, if any of these diseases are suspected. You will be called and asked to have your child seen by a doctor to confirm or refute this suspicion.

## **Suspected Child Abuse or Neglect**

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Child Protection and Permanency 1(877) 652-2873.

## **AFTER CARE & BEFORE CARE**

An after care and before care program is provided by St. Peter Academy. Supervision of students is available most all school days (days when after care is not offered are listed in **the school calendar**). **After care begins at 2:30 and ends at 6:00pm. Before care begins at 7 a.m. to 7:40 a.m.** A fee is charged for both after care and before care. All school policies and procedures are enforced during before and after care. Students can only be signed out by individuals designated by parents (I.D. of adults will be required).

## **AFTER SCHOOL CLUBS, SPORTS, & ACTIVITIES**

A wide range of programs are made available by the HSA to St. Peter Academy students each of the three semesters. The school will provide a flier of their offerings and a fee schedule.

## **DAILY DISMISSAL**

### **Pre k 3/4**

**Dismissed through the blue door in pre k 3 at 2:25 of full days and 11:55 on half days.**

### **1st and 2<sup>nd</sup> grade**

All students are accompanied by their classroom teacher or teacher aide to the assigned outside door (rear of the building facing the senior citizen building). Students are dismissed to a parent or designee. Students not picked up at the door will be brought to the appropriate grade-level aftercare site.

### **3rd-8th Grade**

Teachers in gr 3, 4 and 5 will escort these students to the main door on 5th ave. All other students are dismissed from the classroom. Students should exit at the main door. The church doors are not an option. Students found unsupervised at approximately five minutes after dismissal, will be brought to the aftercare program.

**Pick up by taxi, Lyft or Uber are not permitted.**



## **NOTICE OF NON-DISCRIMINATORY POLICY**

St. Peter Academy admits students of any race, color, national and ethnic origin to all 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 and ethnic origin in administration of its educational policies, admission policies, athletics, and other school administered programs. Revised 8/2023

## **SCHOOL CONTACTS**

**Pastor:** Father AJ DeSilva  
St. Peter the Apostle Church  
445 Fifth Avenue River Edge, NJ 07661

**Principal:** Mr. Christopher Innis, [cinnis@spare.org](mailto:cinnis@spare.org)

**School Secretary:** Mrs. J. Cahill, [jcahill@spare.org](mailto:jcahill@spare.org)

**School Nurse:** Mrs. B Parodi, [bparodi@spare.org](mailto:bparodi@spare.org)

**School Business Manager:** Mrs. Margaret Rizzo, [margaret.rizzo@rcan.org](mailto:margaret.rizzo@rcan.org)

