

# Parent/Student Handbook



**St. Peter School**  
**120 Mayfair Road**  
**Warwick, RI 02888**  
**Telephone 401-781-9242**  
**Fax 401-467-5673**  
**Website: [www.stpeterschoolri.com](http://www.stpeterschoolri.com)**

St. Peter School Reserves the Right to Amend  
This Handbook at Any Time

## SCHOOL DIRECTORY

Telephone 401-781-9242  
Fax 401-467-5673  
E-mail [mrsdesmarais@stpetersschoolri.net](mailto:mrsdesmarais@stpetersschoolri.net)  
Website [www.stpetersschoolri.com](http://www.stpetersschoolri.com)

### School Hours

8:30 AM-2:50 PM Grades K-8  
8:30 AM-11:40 PM Preschool (Half Day) 3 and 4 Year Olds  
8:30 AM-2:40 PM Preschool (Full Day) 3 and 4 Year Olds

### Office Hours

Monday-Friday 8:30 AM-4:30 PM

### Office Staff

Principal Christine Desmarais  
School Office Manager Barbara Rossi  
Office Assistant Karen Hardy

### Parish Office

Telephone 467-4895  
Fax 785-9282  
Website <http://stpeterswarwick.com>

### Parish Staff

Pastor Rev. Roger C. Gagne  
Parish Office Manager Charlene Schreiber  
Office Assistant Connie Anderson

### School Board

Chair Joseph O'Neill

### Parent Guild Officers

President Sandy Furtado-Nardoza  
Vice President Tai Bacani-Cordeiro  
Treasurer Michaela Tullie  
Secretary Riana Proia

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## **Mission Statement**

*The mission of St. Peter Catholic School is to create a caring, mutually respectful, and inclusive community where students, faculty, staff, and parents work together to promote spiritual, academic and social growth.*

## **Philosophy**

At St. Peter School, our philosophy of education emphasizes the significance of each individual's contribution to the Christian community and to society. We recognize that, because emotional, social and physical characteristics influence the development of cognitive skills, we must provide for the diverse backgrounds of the students as well as for variation in learning styles. Experiences to strengthen the recognition of similarities among people and to foster each student's development of a Catholic identity provide for effective Christian involvement in a multi-cultural society. Our educational programs combine traditional as well as current teaching strategies, to deliver excellence in all areas of the curriculum. We encourage students to develop the reasoning and processing skills necessary to problem solve effectively in an ever-changing world.

## **Diversity and Difference Statement**

The St. Peter School community strives to foster an environment that respects all individuals and values diversity and difference. Teachers work to ensure that all students, regardless of background or unique differences, are provided with opportunities to reach optimal achievement.

## **Accreditation**

The New England Association of Schools and Colleges (NEASC) accredits St. Peter School.

## **ST. PETER SCHOOL PARENT/STUDENT HANDBOOK**

### **ARRIVAL AND DISMISSAL**

Arrival begins at 8:30 AM and supervision of the students begins at this time. The starting bell is at 8:45 AM for students in grades K-8.

All students (K-8) should arrive at school between 8:30 and 8:45 AM. Our school day ends for grades K-8 at 2:50 PM. Preschool students should arrive between 8:30 and 8:45 AM at the back double doors where they will be met by our preschool staff. Dismissal time for preschool will be at 2:40 PM.

If the parent is more than 10 minutes late at dismissal, the child will be sent to Extended Day and the appropriate fee will be charged.

At no time is parking allowed in the front of the school. This area is reserved for school buses and emergency vehicles. Parents/guardians must park in the Church parking lot on Fair Street, cross with the crossing guard, and walk younger students to the schoolyard.

### **PUNCTUALITY**

Children should be on time for school, as tardiness disrupts class time and procedure. Students should be at the school and ready to enter the classroom at 8:45 AM. Children who are late for school must go to the main entrance and report to the office.

### **ABSENCE**

If a student must be absent, we ask that the student's parent/guardian notify the school office manager by 8:30 AM on or before the day of absence.

The student is responsible for meeting with his/her teachers to schedule make-up work, assignments, and projects.

### **ABSENCE AND ATTENDANCE AT SCHOOL/SPORTS FUNCTIONS**

Students who are absent due to illness may not attend a school-sponsored activity or participate in an athletic event that day or evening. Please refer to the CAL Student Participant Eligibility Policy.

### **EARLY DISMISSAL**

We ask that appointments during the school day be avoided. If an appointment must be scheduled during the school day, parents/guardians are asked to send in a note to the homeroom teacher. For the safety of our students, we ask that you identify the person who will be picking up your child. Under no circumstances will a student be released from school unless a properly delegated identified adult signs him/her out of the building. Frequent early dismissals result in a lack of learning and will impact your

child's education. It is the students' responsibility to make up any work missed resulting from the early dismissal.

### **ILLNESS/ACCIDENT**

If a child becomes ill or has an accident at school, a member of the school staff will contact the parent/guardian as soon as possible. In the case of a serious or life-threatening situation and a parent or designated adult listed on the emergency form cannot be reached, 911 will be called.

**Emergency contacts must be kept up to date throughout the school year.**

Students should be kept at home if they are not feeling well due to any illness or if they show evidence of a rash, fever, or experience vomiting or diarrhea in the last 24 hours. A physician should check any unexplained rash and a doctor's note must be sent to school upon the child's return to school. **If the child has a contagious disease, the office needs to be notified immediately so that parents and teachers may be alerted to watch for symptoms in other students.**

### **SPECIAL INSTRUCTIONS AND CHANGES TO ROUTINE TRANSPORTATION**

If it becomes necessary for a child to deviate from his/her normal daily routine (i.e., staying after school, walking home, going over to a friend's house, being picked up by a friend or relative, etc.) it is imperative that the child's parent/guardian send a note to the child's homeroom teacher regarding the change. Students are not allowed to switch from his/her assigned bus to another child's bus for after school play dates. The same applies if a student is not assigned to a bus and wants to accompany another student on the bus for play dates or other after school activities. Parents must provide their own transportation.

### **INSTRUCTION**

#### **ACADEMIC PROGRAM**

The course of study at St. Peter School follows the curriculum guidelines of the Diocese of Providence and is based on Common Core national standards.

#### **FAITH LIFE**

As a Catholic educational institution rooted in the Gospel of Jesus Christ, we begin and end every school day with prayer. Teachers and students are encouraged to meaningfully engage in prayer throughout the day.

All students receive religious instruction in compliance with approved Catholic Diocesan curriculum. A student who is not of the Catholic faith must follow the school's religious programs of studies; exceptions to this regulation are not permitted by the local pastor, by the principal or governing board.

School Masses are held monthly and on Holy Days of Obligation.

These will be noted on each monthly calendar. Other rites (Stations of the Cross, confession, distribution of ashes) and prayer services are frequently scheduled. These faith experiences are central to our educational program.

It is especially important for families to value and support healthy faith development of our students. We strongly encourage parents to actively engage in family faith and spiritual practices that mirror the faith experience of our school community.

### **POLICY FOR FIRST HOLY COMMUNION**

It is Diocesan policy that students are prepared for First Holy Communion in their own parish. If you prefer that your child receives preparation and First Holy Communion with his/her class, you must obtain written permission from the pastor of your home parish. The letter from your pastor is required by the St. Peter Church Office of Faith Formation and is held on file in that office.

### **HOMEWORK**

Homework, reading, and study assignments are an integral part of the academic program at St. Peter School. Homework is given for reinforcement of a concept, for drill, for enrichment, but never for punishment. On occasion, a child may bring home incomplete class work to be completed at home. It is essential that all homework assignments be completed and handed in on time.

### **RESOURCE**

Our school has a full-time resource teacher who assists in determining appropriate instructional support to aid students. While St. Peter School may not be able to fully comply with all educational resource requests, we make the best effort to provide substantially equivalent accommodations and learner support, as we are able by financial and staff constraints.

The Administration will aid families in accessing available state and city/town aid when requested and available. The Administration will assist any concerned parents in coordinating resources or testing with appropriate city/town coordinators.

Parents are responsible for bringing IEPs and 504's to the principal. Service providers, such as special educators and speech pathologists from public school programs are responsible for providing specialized instruction as written in a student's IEP. Teacher and classroom accommodations that are written into IEPs will be reviewed by the administration. It is possible, due to staff

training and financial constraints, that some accommodations will not be met. In this case, families will be notified.

**ACADEMIC HONESTY**

Students who submit work that is not their own will be subject to disciplinary action according to the grade level behavior rubric.

**PROGRESS REPORTS/DEFICIENCY REPORTS**

Progress Reports/Deficiency Reports must be **signed by a parent or guardian** and **returned to the teacher**. Progress Reports/Deficiency Reports are issued to all students whose work is deficient at mid-point in the trimester. Progress reports are mandatory for all students in the first mid-trimester, and as needed for the following trimesters. Preschool students will also receive periodic reports at the discretion of the preschool teachers.

**REPORT CARDS**

Report cards are distributed on a trimester basis in grades K-8. Teachers derive marks for a trimester from criteria which may include:

- Class Participation
- Oral and Written Quiz Grades
- Homework and Independent Work
- Test Grades
- Special Projects

**GRADE DEFINITIONS**

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

F Below 60

I Incomplete

**ITINERANT GRADES**

- 5 Works at advanced level
- 4 Works at proficient level
- 3 Works at basic level
- 2 Works below basic level
- 1 Failing



**MIDDLE SCHOOL HONOR ROLL**

The purpose of an Honor Roll is to provide student recognition for academic achievement. Honor roll recognition will be given at the end of each marking period for students in grades six through eight.

**GRADE WEIGHTS FOR HONOR ROLL**

<b>A+</b>	<b>5.0</b>
<b>A</b>	<b>4.5</b>
<b>A-</b>	<b>4.25</b>
<b>B+</b>	<b>4.0</b>
<b>B</b>	<b>3.5</b>
<b>B-</b>	<b>3.25</b>
<b>C+</b>	<b>2.0</b>
<b>C</b>	<b>1.50</b>
<b>C-</b>	<b>1.25</b>

**Six core classes receive weights: Religion, Math, Reading/Literature, Language Arts, Social Studies and Science**

**HIGH HONORS: 25.5 OR GREATER**

- a) The student has no grade less than the "B" range, 80-89, in any core subject
- b) The student has no more than one grade in the "B" 80-89, in any core subject
- c) The student has no grade less than a 3 in itinerant subjects

**HONORS: 21.0-25.4**

- a) The student has no grade less than the "C" range, 70-79, in any core subject
- b) The student has no more than one grade in the "C" range, 70-79, in any core subject
- c) The student has no grade less than a 3 in itinerant subjects

**ITINERANT SUBJECTS: Art, Music, Physical Education, and Spanish**

**STAR/ACRE TESTING**

Individual student growth, group progress and school programs are monitored by **STAR** formative assessments and teacher prepared assessments. **STAR** testing has two parts: formative, to be used throughout the year to monitor student progress in skills and summative testing which will take place during the month of April.

**Acre** testing (Religion) for Grade 5 and 8 takes place in the second trimester.

### **PROMOTION**

Promotion will be determined by the academic progress the student achieves. A student who has received a yearly average of 60 in each major subject is to be promoted.

A student who receives a yearly average of less than 60 in a major subject must make up the failed subject(s) course work before he/she is promoted. Course work can be made up in either a certified summer school program or through private tutoring by a **certified instructor**. Written proof of successful course completion and documentation of certified instructor's credentials must be presented before promotion is allowed. Parents/Guardians are responsible for making arrangements for summer course work.

### **PARENT/TEACHER CONFERENCES**

Report card conferences are held formally once per year. However, any parent who wishes to make an appointment to see his/her child's teacher may do so by emailing the teacher. Visits to the teachers are **not** permitted during class time.

The principal is always willing to speak with parents. The following guidelines are offered to assist in addressing parental concerns:

1. Settle concerns with the appropriate faculty or staff member **before** consulting with the principal.
2. Call or write for an **appointment**, as the principal may not be able to see you or devote the proper amount of time to you without an appointment.
3. Every effort will be made to return your telephone call the same day that it is received.

### **GRADUATION**

To graduate from St. Peter School, an eighth-grade student must have a satisfactory record of scholarship. Should a student fail to meet the basic academic requirements, he/she may participate in the graduation ceremony, but will not receive a diploma.

Actual receipt of the diploma will depend upon successful completion of all deficient course work in a recognized summer school or under the direction of a certified teacher.

### **BEHAVIOR CODE**

At St. Peter School, our goal is to provide a nurturing, Christ-centered environment where students are caring and responsible people. Our aim is to assist students in the development of self-discipline. The focus of any disciplinary action is to guide the student toward more appropriate behavior rather than merely punishing the misbehavior.

### **STUDENT CONDUCT AND DISCIPLINE POLICY**

Discipline is fundamental in both education and in life. It is important that discipline be seen as a means of encouragement to the growth of each individual student. We, at St. Peter School, strive to promote self-discipline in the members of our student body.

Students are expected to accept responsibility for their own actions. Since the conduct of each student affects the entire school body, each student is expected to promote a positive educational environment. Under no circumstances may a parent excuse a student from observance of the rules and policies of the school.

### **SCHOOL STANDARDS**

Be caring and respectful at all times.

Be a good role model for each other and the whole school.

Be supportive of one another.

Work together to make a positive difference.

Follow the handbook regulations.

Students are expected to uphold these standards:

- in the schoolyard
- in the classroom
- in the cafeteria
- on a school bus or other school vehicle
- at school bus stops
- while students are walking to and from school
- at any school events (dances, etc.)
- athletic events

## **DISCIPLINARY SANCTIONS**

Disciplinary sanctions may include any of the following disciplinary actions:

- loss of the opportunity to participate in extracurricular activities
- loss of the opportunity to participate in school social activities
- loss of the opportunity to participate in graduation exercises
- loss of school bus transportation
- admonitions, warnings, counseling
- loss of recess(es)
- in-house suspension
- short-term suspension(1-5 days)
- assignment of community service
- transfer to another school(expulsion)

## **DEFINITION OF CONSEQUENCES:**

**Verbal Reprimand-**The student will discuss what happened with a teacher and/or principal. A warning will be issued that this behavior will not be tolerated.

**Inside Recess-** The student repeats a behavior after a warning, he/she will lose one or more recesses.

**Classes Only-**The student will only attend classes. Recesses and lunch will be under supervision at the office.

**Conduct Exclusion-**Any student on conduct exclusion is **NOT** eligible to participate in any of the school's athletic, extracurricular, or social events, including field trips, until teachers and administration have determined that behavior has improved. This suspension will last for a minimum of one to five days and will be extended indefinitely if behavior warrants.

**Detention-** Student will stay after school for a period of time, age/grade appropriate. He/she will not do homework during this time.

**In School Suspension-**Student will remain in the office area, under supervision, for the entire day/days. He/she will do class work during this time.

**At Home Suspension-**Student will remain at home for a designated period of time. Class work must be completed within 3 days after returning to school.

**Expulsion-**Student will be asked to leave St. Peter School.

**DEFINITION OF TERMS:**

**Teasing**-Name calling, insulting, making unkind comments about others, eye-rolling, giving side-ward glances, or other behavior that would hurt others' feelings or make them feel bad about themselves.

**Exclusion**-Starting rumors, telling others not to be friends with someone, turning your back on those you don't wish to speak to, telling others you won't be their friend if they speak or play with someone else, using your size to block an exit or entrance to smaller children, or other actions that would cause someone to be without friends.

**Intimidation**-Making someone do something or stop doing something through threatening gestures, comments or actions.

**Hitting**-Pushing, slapping, grabbing, pressing an object into someone's skin to cause an indent or mark.

**Severe Hitting**-Punching, kicking, stabbing with pens or pencils hard enough to break the skin, and similar behavior that may injure others.

**Threat of Serious Violence**-Spoken, written or on the internet.

**Harassment**-Racial, ethnic or sexual name-calling or other severe harassment.

**Cyber-Bullying**-Use of computers or other technological devices to accomplish any of the above behaviors both at school and at home.

STATE OF RHODE ISLAND  
Department of Elementary and Secondary Education  
SAFE SCHOOL ACT~ STATEWIDE BULLYING POLICY

**INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

**DEFINITIONS**

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a). The creation of a web page or blog in which the creator assumes the identity of another person;
- b). The knowing impersonation of another person as the author of posted content or messages; or
- c). The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a). On school premises,
- b). At any school-sponsored activity or event whether or not it is held on, school premises,
- c). On a school-transportation vehicle,
- d). At an official school bus stop,
- e). Using property or equipment provided by the school, or
- f). Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

#### **SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2}. School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

#### **POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the implementation and oversight of this "bullying policy". The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

#### **INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

Distributed annually to students, staff, volunteers, and parents/legal guardians.

Included in student codes of conduct, disciplinary policies, and student handbooks.

A prominently posted link on the home page of the school /district website.

### **REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director, or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting



bullying.

### **INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

### **DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school provided transportation.
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities.
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities.
- i. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.
- j. Police contact.

**SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

**SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

**OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

**DIOCESAN POLICIES AND PROCEDURES**

The Diocese of Providence, the Catholic School Office, and all Catholic schools located in the State of Rhode Island are firmly committed to maintaining a school environment which is drug, alcohol and tobacco free. All members of the Catholic school community are accountable for their behavior and are expected to abide by the policy set forth below. All alike will be held accountable for the enforcement of and compliance with this policy. Violations of this policy will not be tolerated and may result in discipline up to and including expulsion for students.

1. Students may not possess, sell, or buy, or use unauthorized drugs, alcohol or controlled substances, tobacco products, or e-cigarettes while under the jurisdiction of St. Peter School, in the vicinity of the campus, or at any school function on or off campus.

**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 the students during the course of the school day.

## BEHAVIOR RUBRIC

## GRADES 1-4

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME	BEYOND THREE
<b>Disrespectful to others, shouting, or discourteous to peers</b>	Verbal warning	One inside recess Behavior report form sent home	Two inside recesses Parent called Behavior report form sent home Possible detention	After three incidents, parent, teacher, and principal meet to develop individual plan
Teasing or Exclusion	Verbal warning	One inside recess Behavior report form sent home	Two or more inside recesses or until the behavior changes Possible conduct <b>Exclusion</b> Parent called Behavior report form sent home Possible detention	After three incidents, parent, teacher, and principal meet to develop individual plan Possible consequences: Eating lunch at office No recess time No outside activities or sports (conduct exclusion)
Intimidation: pushing, shoving, hitting, or blocking verbal threats, cyber bullying or any inappropriate behaviors in violation of our safe environment policy	Verbal warning and one inside recess	Two inside recesses Behavior report form sent home	Classes only Behavior report form sent home Possible detention	After three incidents, parent, teacher, and principal meet to develop individual plan Possible consequences: See Teasing/Exclusion
Vandalizing Property	Depending on the severity-Verbal warning For more serious Inside recess Pay for damages Parents notified	One day detention Pay for damages Parent notified	One day in school or at-home suspension Pay for damages Parent notified Expulsion considered	One week at-home suspension Expulsion probable Police notified
Demonstrating Disrespect to adults	Verbal reprimand Inside recess Behavior report form sent home	Detention Parent notified	One day in school or at-home suspension Expulsion considered Parent notified	One week at-home suspension Expulsion probable
Using vulgar language and/or actions	Verbal warning	One inside recess Behavior form sent home	Classes only Behavior report form sent home Possible detention	Aller three incidents, parent, teacher, and principal meet to develop individual plan Possible consequences: See Teasing Exclusion
Severe hitting, threats of violence, or severe harassment	Inside recess Behavior report form sent home Possible detention	One day in school or at home suspension <b>Expulsion</b> considered Parent notified	One week in school suspension Expulsion strongly considered	One week at-home suspension Expulsion probable
Theft	Verbal warning Parents notified	Inside recess Behavior report form sent home	Detention Parent notified	Parent meeting Possible suspension
Cell Phone use in school	Verbal warning	Phone taken for the day by classroom teacher	Phone left at the principal's office upon arrival each day	Cell phone not allowed at school.
Academic Dishonesty	Verbal warning	Behavior report form sent home	Failure of Assignment Behavior report sent home Inside Recess	Failure of Assignment Behavior report sent home Detention

## BEHAVIOR RUBRIC

## GRADES 5-8

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME	BEYOND THREE
Annoying to others, shouting, discourteous or disrespectful to peers, inattentive	Verbal warning	One inside recess Behavior report form sent home	One detention Behavior report form sent home	After three incidents, parent, teacher, and principal meet to develop individual plan, including possible conduct
Teasing or Exclusion (Bullying)	Verbal warning	Inside recess until the behavior changes (classes only) Behavior report form sent home	Detention Possible conduct exclusion Behavior report form sent home	After three incidents, parent, teacher, and principal meet to develop individual plan, including conduct exclusion
Intimidation: pushing, hitting or blocking, verbal threat, cyber bullying or any inappropriate behaviors in violation of our safe environment policy.	Verbal warning and one Inside recess	Detention Inside recess until the behavior changes (classes only) Behavior report form sent home	One day in- school suspension Possible conduct exclusion	One week suspension, conduct exclusion, Expulsion considered
Vandalizing property	Inside recess Pay for damages Parents notified	One day detention Pay for damages Parents notified	Two-day detention, conduct exclusion Pay for damages Parents notified	One week suspension Conduct exclusion and Possible expulsion
Demonstrating disrespect to adults	Verbal reprimand One day detention Parents notified	Two-day detention Conduct exclusion Parents notified	Three day in school or at-home suspension Conduct exclusion Expulsion considered Parents notified	One week at-home suspension, Conduct exclusion Expulsion strongly considered
Using vulgar language and/or actions	One day detention Parents notified	Two-day detention Conduct exclusion Parents notified	Three-day suspension Conduct exclusion Expulsion considered Parents notified	One week suspension, Conduct exclusion Expulsion strongly considered.
Serious hitting, threats of violence, cyber bullying, harassment including racial sexual, or ethnic name calling.	Three day in school or at-home suspension Conduct exclusion Expulsion considered Parents notified	One week in school or at-home suspension Conduct exclusion Expulsion strongly considered Develop individual plan	One week of in school or home suspension Conduct exclusion Probable expulsion	Expulsion
Cheating/copying/plagiarizing	One day detention Failure of assignment Parents notified	Two day detention Conduct exclusion Parents notified	Three day in school or at home suspension Conduct exclusion Parent notification	One week suspension Conduct exclusion Expulsion strongly considered
Theft	One day detention Failure of assignment Parents notified	Two day detention Conduct exclusion Parents notified	Three days in school or at home suspension Conduct exclusion Parent notification	One week suspension Conduct exclusion Expulsion strongly considered
Cell Phone Usage	Detention Parents notified	Cell phone left in the office each morning and picked up when leaving at the end of the day	Cell phone no longer permitted in school.	Suspension Cell phone not permitted in school.

### **CELL PHONE POLICY GRADES 1-5**

Students are discouraged from bringing their cell phone to school. St. Peter School is not responsible for lost or damaged cell phones. If a phone is brought to school it must remain in the student's backpack, not on a student's person, and not visibly displayed or heard at any time while on the grounds of St. Peter School or St. Peter Parish. This includes, but is not limited to, the following areas: bathrooms, schoolyard, church parking lot, cafeteria, bus room, classrooms, and hallways. The same conditions apply to recess time and during all after school activities.

### **CELL PHONE POLICY GRADES 6-8**

1. Students always have access to use of a phone in the main office and do not need a cell/smart phone during the school day or extended care.
2. If a student brings a cell/smart phone into the school, it must be kept in the child's classroom pocket holder from the time of entering the school building in the morning until exiting the building at dismissal or after the Extended Care program.
3. The student may NOT carry a cell phone on his/her person or in a book bag.
4. Students may not use cell phones at any point during the school day or extended care unless it is an emergency, and the call is made in the main office with permission of a faculty and/or staff member.
5. All cell phones not stored in the classroom pocket holder from the start of school until the end of school will be confiscated by an employee and given to the principal.
6. Every offense will result in the phone being held with the principal until the student's parent/legal guardian collects the phone from the school office during normal business hours. The phone will not be given back to a student. Repeated offenses will result in disciplinary action which may include loss of privileges and/or detention.
7. Cell phones and other tech devices are not allowed on field trips without the explicit permission of the principal.

**It is the right and responsibility of the administration at any time to conduct a search of a student's desk or personal belongings if there is reasonable cause for such a search.**

### **ACCOUNTABILITY**

Students are responsible for the care of all school property including books, supplies and furniture. All hardcover books that are kept by the student MUST be covered. Destruction or loss of any property will require restitution.

## DRESS CODE ST. PETER SCHOOL UNIFORM GUIDE

<b>Preschool Boys and Girls</b>					
<b>Winter Uniform</b>	<b>Logo</b>	<b>Optional Warm Weather Uniform (5/1-10/31)</b>	<b>Logo</b>	<b>PE Uniform-Winter</b>	<b>Logo</b>
Navy Polo (Long or Short Sleeves)	Yes	Navy Polo (Short Sleeves)	Yes	Navy sweatpants	No
Plain navy cotton chinos with elastic waist. No zippers, snaps, or buttons. No Leggings!	No	Plain navy Bermuda shorts, Navy skort w/elastic waist for girls, or Navy jumper dress	No	Navy T-shirt with logo and/or Navy sweatshirt with logo	Yes
Navy Blue Socks		Socks/Sneakers	No	Socks/Sneakers	No
				Pull over/hooded SPS Sweatshirts	No
<b>Shoes</b>				<b>PE Uniform-Summer (Optional)</b>	
Sneakers or rubber sole shoes.				Navy jersey shorts	No
(No open-toe or open-back shoes...slides, flip-flops, Crocs)				Navy T-Shirt	Yes

## Girls Grades K-5

<b>Winter Uniform</b>	<b>Logo</b>	<b>Optional Warm Weather Uniform (5/1-10/31)</b>	<b>Logo</b>	<b>PE Uniform-Winter</b>	<b>Logo</b>
Light blue polo (short or long sleeve)	Yes	Plain Navy Bermuda shorts or Navy Skort (Mid-thigh or longer)	No	Navy sweatpants/Navy athletic pants	No
Navy twill slacks	No	Light blue polo	Yes	Navy T-shirt and/or Navy sweatshirt	Yes
(Optional) Navy V neck cardigan or pullover sweater	Yes	Sneakers/Socks		White socks and sneakers	
				(Optional) St. Peter Sweatshirt Pull over/hooded sweatshirts SPS Team Shirts	
<b>Dress Uniform</b>				<b>PE Uniform-Summer (Optional)</b>	<b>Logo</b>
Plaid pleated jumper (Knee length)				Navy jersey shorts (No running or yoga shorts) (Mid-thigh or longer)	No
Light blue blouse (long or short sleeves)				Navy T-shirt	Yes
Navy knee socks or tights					
<b>Shoes with Uniform</b>					
Dark leather shoes with rubber soles					
(No open-toe or open-back shoes...slides, flip-flops, Crocs, platforms). No work boots)					

## Boys Grades K-5

Winter Uniform	Logo	Optional Warm Weather Uniform (5/1-10/31)	Logo	PE Uniform-Winter	
Light blue polo (short or long sleeve)	Yes	Light blue polo (short sleeve)	Yes	Navy sweatpants/Navy athletic pants	No
Navy twill slacks	No	Navy blue chino shorts	No	Navy T-shirt and/or Navy sweatshirt	Yes
(Optional) Navy V-neck cardigan or pullover sweater	Yes	Sneakers (No sandals) Socks		White socks and sneakers	
				Pull over/hooded SPS sweatshirts and SPS Team Shirts	
<b>Shoes with Uniform</b>				<b>PE Uniform-Summer (Optional)</b>	
Dark leather shoes with rubber soles				Navy jersey shorts	No
(No open-toe or open-back shoes (flip-flops, Crocs, work boots, or sandals))				Navy T-shirt	Yes



## Middle School Girls

Winter Uniform	Logo	Warm Weather Uniform (5/1-10/31)	Logo	PE Uniform-Winter	Logo
Gray polo (short or long sleeve) or light blue oxford blouse (Long, short or $\frac{3}{4}$ sleeve)	Yes	Gray Polo (short sleeve)	Yes	Navy sweatpants/Navy athletic pants	No
Plaid skirt	No	Plain Navy Bermuda shorts or Navy Skort	No	Navy T-shirt and/or Navy sweatshirt	Yes
Navy twill pants	No	Sneakers/Socks		White socks	
(Optional)Navy V neck cardigan or pullover sweater	Yes			Sneakers	
Pull over/hooded SPS sweatshirts.				Pull over/hooded SPS sweatshirts. SPS Team Shirts	
Dress Uniform				PE Uniform-Summer (Optional)	Logo
Plaid skirt (pleated or non-pleated)	No			Navy jersey shorts (No running or yoga shorts)	No
Light blue blouse (long or short sleeves)	Yes				
Navy knee socks or tights					
Shoes with Uniform					
Dark leather shoes with rubber soles					
(No open-toe or open-back shoes(slides, flip-flops, Crocs, platforms, or work boots)					

## Middle School Boys

Middle School Boys					
Winter Uniform	Logo	Warm Weather Uniform (5/1-10/31)	Logo	PE Uniform-Winter	Logo
Gray polo (short or long sleeve) or light blue oxford blouse (Long, short sleeve)	Yes	Gray Polo (short sleeve)	Yes	Navy sweatpants/Navy athletic pants	No
Navy twill pants	No	Plain Navy chino shorts	No	Navy T-shirt and/or Navy sweatshirt	Yes
(Optional)Navy V neck cardigan or pullover sweater	Yes	Sneakers		White socks	
<b>Dress Uniform</b>				Sneakers	
Navy Blue Pants				<b>PE Uniform-Summer (Optional)</b>	<b>Logo</b>
Light blue oxford shirt (long or short sleeves)	No			Navy jersey shorts	No
Navy or black socks	Yes			Navy T-Shirt	Yes
Striped Uniform Tie				SPS Team Shirts	
Pull over/hooded SPS sweatshirts					
<b>Shoes with Uniform</b>					
Dark leather shoes with rubber soles					
(No open-toe or open-back shoes, slides, flip-flops, Crocs, or work boots)					

## **UNIFORM REGULATIONS**

**GIRLS:** Jumpers, skirts and skorts must be mid-thigh or longer. Girls should not wear make-up, nail polish or jewelry, except for simple post earrings, a small cross on a chain and a watch. No hoop or dangling earrings are permitted for safety reasons. Only simple headbands or bows are permitted (not headbands that have objects extending from them). Shoes must be black or brown; no moccasins or boots are permitted. Sneakers may be worn with PE uniform and summer uniform only. Hair color must be a natural color (for example not blue, green, pink, etc.) Hair should be clean and neatly combed or brushed. Hair should never cover the eyes. Bangs must be cut.

**BOYS:** Boys may not wear any jewelry except for a watch. Shoes must be black or brown dress shoes. Sneakers may be worn with PE uniform and summer uniforms only. Haircuts are to be neat, and the length may not be longer than the top of the uniform shirt collar. Hair color must be a natural color, and bangs must not cover the eyes.

### **DRESS DOWN DAYS:**

**Middle School Girls** may wear light face cover up, clear fingernail polish, clear lip-gloss. **No eye make-up is allowed.** If the principal and/or teacher feels that a student is wearing too much makeup, the student will be told to wash it off. If this happens repeatedly, the student will receive detention and lose the makeup privilege. Girls in grades Preschool to Grade 5 may wear clear fingernail polish. No makeup is allowed. Glitter (hair, face or body) is not allowed for any students.

Students are expected to dress in appropriate clothing.

**Short shorts, belly shirts, spaghetti strap tanks or blouses, halter tops, strapless tops, muscle shirts, pajama bottoms or tops, cut off shorts, ripped pants or jeans and low rise pants** are a distraction and are **NEVER ALLOWED!!**

Girls may not wear leggings or yoga pants on Dress Down or PE Days. Flip Flops, Crocs, clogs, sandals or work boots are never allowed!

Shirts with vulgar or inappropriate slogans, language, pictures, symbols, or messages are **NEVER ALLOWED** for boys or girls.

TATTOOS-Tattoos are not allowed in school at any time. This includes henna tattoos, wash off and press on types.

## **OUTERWEAR POLICY**

Outerwear (jackets, sweaters, hats, gloves) must be worn in accordance with weather conditions and outside temperature. Children go outside for recess daily and must be dressed for the weather. Accommodations can be made during the school day for children without the proper attire to sit outside of the office until their class comes back into the building from outside. However, children without proper attire will not be allowed to attend extended day. We will call the parents to pick up the student at the end of the school day.

## **HEALTH CONCERNS**

St. Peter School is dedicated to keeping each child healthy and safe in our school environment. Accident insurance is provided for each registered student. We go to great lengths to provide an accommodating environment for those students with food allergies so that all are treated as fairly as possible. We all work together to ensure the following policies are enforced:

1. Any school or School Guild sponsored events where food is eaten will appropriately accommodate students with allergies so that all students can participate.
2. St. Peter School is a designated as a Peanut/Tree Nut Free School. Please be sure that your child's lunch is peanut/tree nut free to protect others in the classroom who suffer from allergies. Exposure to nuts/tree nuts is life threatening to some students.
3. Each teacher is informed of all allergies and trained to respond to specific health plans in place to protect students.
4. The school nurse, provided by the Warwick School Department for just 2 hours per week, coordinates the completion and implementation of all individualized Health and Emergency Health Plans that document specific health intervention responses needed to ensure a child's well-being while enrolled in our school. The school can only work with parents and respond to student health concerns that are documented with an official Individualized or Emergency Health Plan. Parents are welcome to call the school nurse to address the creation and implementation of this important documentation.
5. Parents work with the administration and school nurse to develop specific response plans to address concerns of those students with allergies to food.

### **MEDICATION POLICY**

**NO CHILD WILL BE PERMITTED TO CARRY PERSCRIPTION MEDICATION UNLESS DEEMED NECESSARY BY THE CHILD'S PEDIATRICIAN.**

Students requiring an Epi-pen, inhalers or diabetic supplies may carry these medications with them only with written authorization from the child's physician and the parents. All St. Peter School faculty and staff are trained to administer an Epi-pen. **Over the counter medications and cough drops are not allowed in school.**

**We are not permitted to dispense medication to the students, neither prescription nor over the counter medications.** We can **only supervise** the taking of medication as long as we have a **written order from your physician and written permission from the parent/guardian.**

All medications must be in a pharmacy labeled bottle or box with the child's name, medication name and dosage, times to be administered, duration and prescribing physician's name. You are welcome to come to school to dispense the medication. The school nurse does not dispense medications.

**All students need to have an up-to-date completed emergency card on file in the office and at the extended day program.**

### **HEALTH RECORDS**

All immunizations and medical forms must be up-to-date and on file with the school Nurse prior to the start of school. Without current health records, the school cannot allow students to be in attendance. RI State Law requires the immunization record portion of the Health Form. It is therefore necessary that parents keep this record current.

### **LUNCH/SNACKS**

Parents can purchase school lunch and milk from our catering service or send lunch in from home. Parents are NOT TO PURCHASE OUTSIDE LUNCHESES (Wendy's, McDonald's, Subway, etc.) and deliver them to school on a regular basis. These deliveries are reserved for emergencies only. Students are expected to use respectful behavior and good manners in the lunchroom or classroom while they are having lunch or snack. Only water bottles are allowed in the classroom. All other drinks (Dunkin Donuts Drinks, Sports Drinks, Soda etc.) are not allowed in the classroom.

### **BIRTHDAY CELEBRATIONS**

Children are welcome to bring in NUT FREE INDIVIDUALLY WRAPPED finger food treats such as cupcakes, brownies, or cookies to share with their classmates AT THE DISCRETION OF THE HOMEROOM TEACHER. Parents are advised to arrange IN ADVANCE for such treats with the

child's homeroom teacher. Whole cakes, of any type, as well as balloons of any variety are not allowed.

If a family plans a party outside of school, we ask that invitations be **mailed** if the entire class is not being invited. Please keep in mind that to be the only one or one of a very few in the class **not** invited to join a party can be a devastating experience for a child.

**For safety reasons, children MAY NOT have hard candy at school.**

## **SAFETY**

### **VISITORS**

For the safety of our students and staff, our school is locked at all times. **Visitors must enter ONLY through the front door on Mayfair Road.** Office personnel will be available to help you.

### **ACCESS TO SCHOOL RECORDS**

**Diocesan Policies and Procedures 4.14:** Federal regulations require that an educational agency or institution shall give full rights under the FAMILY RIGHTS AND PRIVACY ACT to either parent, unless the agency or institution has been provided with evidence that there is a Court Order, State Statute, or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (20 U.S.C. 1240, 1232g) **If parents are divorced or separated, St. Peter School presumes both parents have access to the children and their records unless we are otherwise notified. It is the responsibility of the custodial parent to provide the school with an Official Copy of the Court Order stating otherwise. If duplicate school notices, report cards, etc. are needed, the Principal MUST BE notified IN WRITING.**

### **RECORDS AND RELEASE OF INFORMATION**

Parents/Guardians, teachers, Pastor, Principal, representatives of the Superintendent's office, may review student records. Parental authorization is required for the transfer of records to another school. The transfer of records will be made only between the schools.

It is assumed when families enroll their children at St. Peter School, they do so with the intent of the children graduating from the Eighth Grade. For this reason, St. Peter School faculty and staff only complete transfer recommendations for graduating students. Transfer recommendations will not be completed for students who intend to exit prior to Grade Eight. The only exception is when a family moves outside of our service area.

### **FIRE ALARM**

Any student found pulling a false alarm is subject to legal action.

### **EMERGENCY DRILLS**

Fire drills are held within the mandated guidelines of the State Fire Marshall each year, as well as lockdown and evacuation drills. Students are expected to follow drill rules and all adult directives that are given during a drill.

### **SCHOOL CANCELLATION**

In case of severely inclement weather, there may be no school. School cancellation announcements are made on local radio and television stations.

**WLNE-TV (ABC)      WJAR-TV (NBC)      WPRI-TV (CBS)**

The school office telephones are severely taxed during inclement weather. Please listen to the radio or television rather than trying to telephone the school. **You may sign up on "Turn to 10" to have early dismissal or cancellation information sent to your phone or computer.**

### **GENERAL POLICIES, PROGRAMS AND INFORMATION**

#### **LOCKER RULES**

Middle School students will follow the "locker rules" set forth by their teachers at the start of the school year. Failure to follow the rules will result in having use of the locker taken away from the student.

#### **COMPUTER USAGE AND CODE OF CONDUCT**

Each year students enrolled at St. Peter School who use the school computers in the school computer lab and Chrome Books in the classrooms must sign a Code of Conduct for Computer and Internet Use. It is the responsibility of the parents to review this form with their children to make sure the children fully understand the document that they are signing. Smart watches can only be used as a timepiece during school hours. Any other use may result in the student being required to store their watch with the cell phone.

## **FIELD TRIPS**

Field Trips are considered a privilege and are taken to enhance the educational/social experience of the students. The school reserves the right to deny a student's participation in a field trip for failure to meet academic and/or behavioral requirements.

1. A permission slip must be completed by the parent/guardian before the student is allowed to go on a field trip. Phone calls and notes from parents will not be accepted.
2. All school rules and regulations are in effect while participating in a field trip.
3. Though students are expected to take part in this educational activity, parents have the right to refuse their child's participation.
4. Cell phone forms must be completed/and returned (Grades 6-8).
5. Parents may be called upon to be chaperones. All parents who chaperone a trip **are required to participate in the Safe Environment training and have a police background check completed.** The classroom teacher will determine the number of chaperones needed and the process for selection. For insurance purposes, siblings are not allowed to participate.

## **BUS TRANSPORTATION CHANGE OF ADDRESS AND TELEPHONE NUMBER**

It is essential that we have your current address, email address and telephone number (including work telephone number and cell phone). Please notify the school office immediately of any changes.

The City of Warwick provides bus transportation. St. Peter School students are expected to follow school rules on all buses. The bus company will make school officials aware of inappropriate bus behavior and the principal will assist with appropriate disciplinary measures.

## **ADMISSION/REGISTRATION POLICY**

Students are admitted to St. Peter School at the discretion of the Administration. St. Peter School admits students of any gender, race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all 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, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can



meet the school's program requirements.

Admission is on-going at St. Peter School providing there is room in the grade. Admission during the school year is at the discretion of the Administration; however, **Catholic Schools Week (end of January/February)** is the traditional week for the registration of new students entering grades Preschool to Grade Eight. **All new applicants will first complete an application for registration. They will then be notified of acceptance.**

- A. Admission will be granted in the following sequence:
1. To siblings of St. Peter School students who are enrolled for the next academic year.
  2. To those who are members of St. Peter or St. Timothy Parish.
  3. To all others.

**In the Preschool Program all Children must be fully toilet trained.**

**Children must be 3 years of age by September 1<sup>st</sup> of the year of enrollment for admission to our 3-Year Old Program.**

**Children must be 4 years of age by September 1<sup>st</sup> of the year of enrollment for admission to our 4-Year Old Preschool Program.**

**Children must be 5 years of age by September 1<sup>st</sup> of the year of enrollment for admission to Kindergarten.**

All new students are required to provide the following documents:

1. Official Certificates of Birth, Baptism, and any other sacraments received. We are required to keep a copy of the birth certificate in the student files
2. Current health and Immunization records
3. Certificate of transfer from last school attended
4. Records from last school attended (report cards, I.E.P., standardized test scores and school health records)
5. Signed registration forms and fees, tuition contract and miscellaneous expense fees.

Returning students **must** re-register for the following year. This includes filling out the re-registration form, paying the re-registration fee and signing and dating the Tuition Contract. Students who do not re-register by the announced deadline forfeit their seat/spot at St. Peter School.

Diocesan and parish tuition assistance is available to qualifying families. Any family interested in receiving financial assistance must first complete a financial aid form (FACTS-factsmgt.com) and send the completed form along with payment to the appropriate

address before the announced deadline. Questions regarding tuition assistance can be addressed through the Administration Building (401-467-4895)

All financial obligations from the previous school years **must** be met before registering for the next school year. Students whose financial obligations are not met will be placed on a waiting list.

Diocesan policy prohibits Catholic elementary and secondary schools in the Diocese from registering students from other Catholic schools with delinquent accounts.

**EXTENDED DAY PROGRAM**

An Extended Day Program is offered at St. Peter School. A safe environment will be provided for the children. After school activities, snack and time to do homework will also be provided.

If your child has any food allergies, please alert the extended day staff. You may be asked to provide your child's snack if there are usual allergies.

**HOURS:**

**7:30 AM to 8:30 AM**  
**2:45 PM to 5:30 PM**

**DROP OFF AND PICK UP PROCEDURES:**

DROP OFF: 7:30-8:15 AM -DRIVE INTO SCHOOL YARD FOLLOWING TRAFFIC FLOW PATTERN.

PICK UP: BETWEEN 3:00-5:30 PM-DO NOT ENTER SCHOOL YARD IF CHILDREN ARE OUTSIDE IN ANY AREA.

Children will be signed in at each session. The person authorized to pick them up must sign out children at the end of each session.

COST: \$7.00 PER HOUR (AM/PM SESSIONS). You will be billed monthly for the Extended Day Program. If the balance is not paid within one billing cycle, your child/children will not be able to attend Extended Day until your balance is paid in full. If you arrive after 5:30 PM to pick up your child/children you will be charged \$5.00 for every 5 minutes you are late.

**PLEASE NOTE:**

Extended day is offered to Preschool to Grade 8.

All students in extended day are expected to follow the rules as set forth in the student handbook. Please be sure to follow the Extended Day calendar.

**VOLUNTEERS:**

The Diocese of Providence mandates that all school volunteers must view the Safe Environment Video and complete a BCI (Criminal Background Check) waiver form (accompanied by a copy of your current driver's license) every three years. The Safe Environment Video can be found on the homepage of our website.stpeterschoolri.com.

**ST. PETER SCHOOL GUILD**

The St. Peter School Guild is an organization whose goals are to coordinate fundraising and social activities. Fundraising and/or social subcommittees are set up to assist with our fundraising efforts. ALL families are members of the Guild.

**FUNDRAISING:**

Tuition fees do not nearly cover the per-pupil cost of running St. Peter School. Therefore, along with the Mandatory Fundraising Fee, we will also conduct a few "smaller" fundraising activities throughout the school year. A fundraising goal is set and built into the school budget each year. Failure to meet this goal will result in a budget deficit. Please make every effort to support our fundraising in an effort to maintain low tuition costs.

**RHODE ISLAND CATHOLIC SCHOOL PARENTS FEDERATION**

The Rhode Island Catholic School Parents Federation organizes parents to assure equal opportunities for quality education to all who desire it. It is committed to educating, advocating and mobilizing Catholic school parents, public policymakers and the public at large to ensure that Catholic school students and parents receive all the rights and privileges to which they are entitled. Its primary purpose is to maintain state and federally mandated services which include student transportation, health and special education services, textbook loans and federal entitlement grants and services. A secondary purpose is to provide parents with access to public tax funds which may include tax credits, tax deductions and educational opportunity scholarships (vouchers).

If you are interested in being an active member of the Parent Federation, please contact the school principal.

### **ST. PETER SCHOOL BOARD**

The purpose of the St. Peter School Board is to advise and assist the Pastor of St. Peter Church and the Principal of the school in all matters pertaining to the Catholicity of the school, its excellence, long range planning, development and financial development in conjunction with established diocesan policies. Membership consists of the Pastors of St. Peter and St. Timothy Parishes, the Principal of St. Peter School, the current St. Peter School Guild President and at least six additional members appointed by the two Pastors, one of which is a member of the St. Peter Parish Finance Council.

### **CONFIDENTIALITY**

Parents are asked to respect students' privacy and the confidentiality that student records, health issues, and discipline actions call for. Observations made while at the school and while with students must be kept confidential. Any questions, comments or concerns should be brought only to the student's teacher or principal.

Thoughts regarding any student's progress, skills or behaviors remain at school. Other parents see snapshots while the individual student's parents and teacher have the benefit of seeing the whole child and understanding the child's history and overall experience.

Addresses and telephone numbers of students, parents, faculty, staff and alumni are confidential and shall not be released to any third party without authorization from the principal.

Recommendations to transferring schools, medical surveys and other parent approved requests for information to outside organizations are considered confidential communications. All such communications are sent directly to the organization and not considered part of the student's permanent file.

