

**ST. PETER/ST. FRANCIS**  
**SCHOOL**



***360 PROSPECT STREET***  
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**PARENT/STUDENT**  
**HANDBOOK**

***2016-2017***



## ***St. Peter/St. Francis School***

360 Prospect Street, Torrington, CT 06790

860-489-4177

[www.spsfschool.org](http://www.spsfschool.org)

Dear Parents and Students,

Welcome to St. Peter/St. Francis School! In selecting St. Peter/St. Francis School, you have demonstrated a commitment to the vision and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Peter/St. Francis School for the 2016-2017 school year. They are approved by the Office of Catholic Schools. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Peter/St. Francis School during the school year.

The faculty and staff of your school look forward to partnering with you to promote academic excellence and spiritual development.

Together, let us pray for God's blessing this year.

God bless you,

Mrs. Jo-Anne Gauger  
Principal

***"The Father...loved us so much that we are called children of God.  
And we really are his children."***

1 John 3:1

***Character ~ Compassion ~ Values***

## St. Peter/St. Francis School

St. Peter/St. Francis School, a Catholic elementary and middle school under the Archdiocese of Hartford, offers half or full day pre-Kindergarten and full day Kindergarten through 8th grade.

We offer a full academic curriculum, including religion, language arts, mathematics, science, social studies, geography, world language, physical education, music, art, and computer integration throughout the curriculum. The curriculum is enriched through The Reverend Robert W. Ladish Library; science, geography and writing fairs; technology presentations; and annual concerts.

The curriculum follows the academic policies and guidelines as mandated by the Archdiocese of Hartford, and teaching is geared to meet individual needs.

St. Peter/St. Francis School's guiding beliefs are based on Christian values as a way of life. The needs of each student are addressed through a strong academic program as well as social, emotional and spiritual support. Our Christian outlook encourages students to take responsibility in all their decisions.

## **HISTORY of ST. PETER SCHOOL**

One cannot begin to reflect upon St. Peter School and its history without having the name of Monsignor William Botticelli come to mind. Today we stand, 50 years later, as a tribute to his foresight and the determination of many dedicated parishioners.

Monsignor Botticelli arranged for the Religious Teachers Filippini, a community dedicated to the Christian education of youth, to come to St. Peter Parish in 1944 to assist him in the instruction of the youth in the parish. For ten years, the Sisters were involved in catechetical instruction, parish census, adult education, music, and home visitations.

In 1954, it was decided that an elementary school, for the purpose of providing Catholic instruction and education for the children of the parish, would be opened. Classes were to be held in the St. Peter Community House, beginning with a kindergarten class and adding a new grade each year until a full elementary school, with grades kindergarten through eight, would be in operation.

In August of 1955, a devastating flood destroyed the Community House, along with many other buildings in the heart of Torrington. The flood caused the 1955-56 kindergarten classes of St. Peter School to attend local schools for their kindergarten class.

The parish community was determined to provide Catholic education for their children. On January 8, 1956, a campaign to raise funds for a rectory and school was inaugurated. The goal was set for \$150,000. When the campaign closed two months later, a total of \$252,000 in cash and pledges had been received. Through their generous response to this noble cause, the parishioners of St. Peter Church manifested their faith, courage, and spirit of sacrifice.

During these years, our mission and purpose never wavered. We educate students who will be Christ-like leaders with a background rooted in Catholic truth and tradition. Integrating the knowledge of the Catholic tradition and blending these truths with academic, social and personal growth, we aim to provide an atmosphere in St. Peter School that is intellectually, socially and spiritually alive.

From 1985 until June 2006, Sister Annette D'Antonio, M.P.F. served as principal of St. Peter School. Mrs. Jo-Anne Gauger became principal in July 2006 and currently serves as principal of St. Peter/St. Francis School.

## **HISTORY of ST. FRANCIS OF ASSISI SCHOOL**

On August 29, 1893, the Sisters of Mercy arrived from Meriden at the invitation of the Reverend Patrick Duggan to staff the newly founded St. Francis of Assisi Parochial School, built behind the church by Farley Construction Company. The first principal was Sister Mary Josephine O'Keefe, R.S.M. The same company was engaged again in 1904 to erect the Chapel building, which housed the administrative offices and some classrooms and was connected by a tunnel to the original school building. Over 1,200 students were enrolled.

In 1949, the Parish Mothers' Club, now the St. Francis Women's Club, sponsored the establishment of a cafeteria in the Chapel building. Reverend John Finn, principal from 1949-1952, was instrumental in getting the school into the national school lunch program. In 1949, a gymnasium was established in the upper floor of the Chapel building.

In 1962, during the pastorate of the Right Reverend Monsignor John J. Loughlin, Oneglia and Gervasini, General Contractors, built the current school at 360 Prospect Street, complete with 16 classrooms, a full-size gymnasium, cafeteria, and kitchen. On a chilly day in December 1962, more than 600 students packed up their desks and carried their belongings up Main Street to the new school building. In 2002, Mrs. Jo-Anne Gauger became the school's 17<sup>th</sup> principal.

The success of the school lies in its families and its support from the community, and we consider it a great honor that several of the children at the school today are third- or fourth-generation St. Francis students. The school's sense of tradition and its high academics and moral standards continue to serve the students themselves. At a time when so many children attend large, impersonal institutions, our students are blessed with the advantages of a family-based school.

## **HISTORY of ST. PETER/ST. FRANCIS SCHOOL**

St. Peter School and St. Francis of Assisi School became one school with two campuses in 2005. St. Peter School educated Pre K through grade 2 students while St. Francis of Assisi School educated grade 3 through 8. In 2006, the school name was changed to St. Peter/St. Francis School. July of 2009 brought big changes when it was decided that the two campuses should become one, and all grades were moved into the St. Francis campus.

## **ST. PETER/ST. FRANCIS SCHOOL MISSION STATEMENT**

St. Peter/St. Francis School educates children from pre-kindergarten through grade 8. The school strives to awaken, encourage, and enlighten students in an academically challenging environment centered on the Roman Catholic faith.

## **ST. PETER/ST. FRANCIS SCHOOL VISION STATEMENT**

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

## **ST. PETER/ST. FRANCIS SCHOOL PHILOSOPHY**

St. Peter/St. Francis School is dedicated to the educational mission of the Catholic Church: teaching God's message through the ministry of the Church; fostering a community of faith in the life of the Holy Spirit; advocating service to the Christian community and all of humanity. Through Christian witness and development of a faith community within the school, we strive to instill in our students a commitment to social justice and global peace. We affirm that St. Peter/St. Francis School is oriented to Christian service. We guide our students to treat each other with mutual respect and love and to demonstrate a willingness to sacrifice for the benefit of all God's people. We undertake educating our students to seek responsible solutions to contemporary problems by developing self-discipline and critical thinking skills. We offer a strong academic curriculum grounded in Christian values to prepare students to meet future educational and vocational goals. It is the intent of this school to enable our students to develop and use their individual talents and gifts to work for God's glory and the good of all God's people.

## **OFFICE OF CATHOLIC SCHOOLS MISSION STATEMENT**

Rooted in Gospel values and guided by the *Purpose and Vision for Catholic School Education*, the Office of Catholic Schools serves and supports the Catholic schools within the Archdiocese of Hartford as they cultivate excellence, transformational growth, and continued viability.

The Office of Catholic Schools will:

- care for the People of God through servant leadership;
- advance the educational and catechetical mission of the Catholic Church;
- develop curriculum that will provide the foundation for students to think critically and globally, and to become productive, virtuous citizens;
- provide leadership, formation, and professional development;
- utilize research findings for making sound decisions;
- foster collaboration of resources among other Catholic agencies, parishes, and secular educational programs;
- advocate recognition of and support for Catholic schools;
- further the institutional advancement of Catholic schools; and
- seek avenues for equitable distribution of resources.

## **OFFICE OF CATHOLIC SCHOOLS PURPOSE AND VISION FOR CATHOLIC SCHOOL EDUCATION**

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

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

## **OFFICE OF CATHOLIC SCHOOLS STATEMENT OF PHILOSOPHY**

The Office of Catholic Schools, a hope-filled community with responsibility for the Catholic schools of the Archdiocese of Hartford, is dedicated to dynamic educational leadership promoting quality Catholic education, proclaiming the word of God, and serving God's people by our actions. In administering and serving the schools, we seek the guidance of the Spirit as we face the challenges of contemporary society while we chart a strong course for the future.

## **Academic Information**

The school will maintain a cumulative record that includes basic information, academic achievement, grade level, attendance, standardized test scores, and medical history. Student records are confidential. However, a parent or legal guardian has the right to examine his or her child's file and may arrange to do so by contacting the principal. The release of student information or transfer of records will take place only with the written consent of the parent or legal guardian.

## **Accreditation**

St. Peter/St. Francis School is accredited by the New England Association of Schools and Colleges, Archdiocese of Hartford, and the National Catholic Education Association.

## **Admission Information**

### **Nondiscriminatory Policy**

St. Peter/St. Francis School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. St. Peter/St. Francis is a Catholic Diocesan Parish School; therefore, priority in the selection of students is given to 1) returning students, 2) siblings of current students, 3) parishioners of St. Peter and St. Francis Parishes, 4) parishioners of other Catholic Parishes without schools, and 5) Non-Catholic students.

Children entering Pre-K must be three (3) or four (4) years of age by December 31<sup>st</sup>. Children entering Kindergarten must be five (5) years of age by December 31<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Annual Registration Fee of \$100 is collected from all new and returning families at the time of registration and re-registration, as the case may be. This fee is non-refundable.

Students in grade Pre-K3 through grade 8 may transfer into St. Peter/St. Francis School at any time during the school year. Acceptance is based on a review of school records (both academic and behavioral), an interview with student and parents or legal guardians, a classroom visit, a conference with grade level teacher, space availability, and a willingness on the part of student and parent or legal guardian to assume the responsibilities outlined in this handbook.

Requirements for admission include:

- \* Verification of active parish affiliation (including use of weekly envelopes)
- \* Health records/immunization records
- \* Birth certificate (original)
- \* Baptismal certificate (Catholic applicants only)
- \* Report cards from previous school
- \* Standardized test results from previous school
- \* Record of IEP where applicable

### **Probationary Acceptance**

Upon acceptance into St. Peter/St. Francis School, all students remain in a probationary status for 90 days. During this time, the student's academic readiness or achievement, classroom demeanor, and social interaction will be observed. The family's ability to adhere to school rules and regulations, although always required, will be monitored. Upon successful completion of this probationary period, the student is accepted as a full member of the St. Peter/St. Francis community. The family will be notified in writing by the principal in the event of problems.

## **Asbestos**

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

## **Attendance Policy**

Regular attendance is essential for a student to succeed. Prolonged and frequent absences may result in a child repeating a grade. If a child is ill or will not be present at school on a given day, the parent or legal guardian must inform the school by phone by 8:15 AM. A message left on the school's answering machine is acceptable. If the school does not receive this required notification, the administrative assistant will make a reasonable effort to confirm absenteeism by placing a courtesy call to the home phone number. These efforts will be logged. When a student is absent, a parent may call the school office prior to 9:00AM to arrange for missed work and homework assignments. They may be picked up at the school office after dismissal. Requests made after 9:00AM may not be honored until the next day at dismissal. A student will be allowed 5 days from his/her return to school to make up all missing assignments. All tests must be made up within one week of the original test date without exception. Please be aware that if a child is absent from school or is dismissed during the school day due to illness, he/she cannot participate in or attend any after school activities on that day.

When the child returns to school after an absence, a **written note from the parent or legal guardian must be given to the child's teacher**. These notes will be kept until the end of the current school year. For an absence of four (4) consecutive days or more, **a written note from an MD must be provided on the first day back to school**. Any student who is absent from school for 35 days or more will be subject to a review of classroom performance, homework completion, comprehension test, quiz grades, and past and present records before that child may be promoted.

Dentist and doctor appointments should be made for after school hours. However, if a student must be dismissed during the school day, he or she should bring a written note specifying the reason. The parent or legal guardian must meet the student in the school office. No student will be permitted to leave school during regular class hours unless accompanied by a parent or legal guardian. Any student leaving during the school day must be signed out in the office by the parent or legal guardian. If the student returns to school during the same school day, he/she must be signed back into school by the parent or legal guardian. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three early dismissals of a student, each of which is less than 3 ½ hours, will be considered a ½ day absence.

An annual list of pertinent dates that affect the school calendar will be issued to each family before the beginning of the school year. This will indicate all of the four (4) hour days with noon dismissal, teacher in-service days, holidays, and school vacations that are scheduled *at that time*. Any updates to that schedule will be issued in the weekly Thursday information that is sent via email to parents as soon as possible prior to the change. Student absences for other vacations are considered **unexcused absences**. In such cases, teachers will NOT issue advance work – NO EXCEPTIONS. All work missed due to unexcused absences must be completed within five (5) days of the student's return to school. All tests must be made up within one week of the original test date without exception.

All students in grades Pre-K through 8 should be at school before 7:50AM. Students arriving after this time are considered tardy and must report to the school office for a tardy slip. Punctuality is important for the students' readiness for learning and the general operation of the classroom. Three tardies will be considered a ½ day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. **Tardiness should be the exception, not a regular occurrence.**



## Awards

### Awards For Grade 8

- Sister Margaret Mary Award – for service to school
- Presidential Academic Achievement Award/ Presidential Educational Award/Educational Excellence – for academic excellence
- Religion Award-for service to/involvement in church
- Perfect attendance for past year

## Basic Rules/Conduct/Discipline

It is a goal of St. Peter/St. Francis School to join the parents in developing standards of conduct that will foster students' growth in virtue and Christian values. Additionally, we will assure an atmosphere of safety in which that growth will take place and mutual respect is shown. Students are expected to understand that each child is free to be himself or herself while at the same time allowing all to be free. Rules are necessary for this freedom and, therefore, it is essential that students and parents cooperate with basic school rules and regulations. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time without prior permission from the principal or teacher. Cell phones are allowed in backpacks only and must be turned off during the school day.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at the discretion of the principal.**

Students are expected to:

- show politeness, courtesy and respect at all times to each other, the staff, faculty, and visitors to the school;
- follow the guidance and regulations of each teacher;
- be in uniform at all times;
- refrain from running in the school building or school yard;
- refrain from rough play during recess periods;
- remember they are a role model of our school community at all times in and out of school.

Conduct, whether inside or outside the school, that is detrimental to the reputation of the school can and may result in student expulsion.

### DISCIPLINE POLICY

The faculty and staff of St. Peter/St. Francis School are committed to helping, working with, and caring about each student as an individual person, and providing a wholesome Christian environment, which exposes students to Catholic principles, values, and attitudes. Incident Reports will be sent home to parents when a teacher feels a situation requires parental involvement or notification. The principal will be aware of these reports. When conduct unbecoming a Christian student continues, disciplinary action will be taken.

The following conduct is punishable by an *Incident Report* followed by a *Detention* after three Incident Reports in one trimester:

1. Excessive talking during instruction time
2. Rudeness, bad manners, talking back
3. Possession and/or use in class during school hours of: Headsets, Game Boys, cell phones, pagers, virtual pets, iPods, cameras, or other similar devices in class
4. Throwing things at another student
5. Gum chewing in class

6. Marring, defacing, or destroying school or Church property
7. Ignoring school policy
8. Bullying, fighting, or threatening
9. Foul language or inappropriate gestures
10. Disrespect of others
11. Sexual harassment
12. Possession or lighting of matches or lighters
13. Possession of any illegal substance or device
14. Leaving school property without permission
15. Any incident causing harm to oneself or others, including excessive roughness at recess
16. Any other inappropriate behavior that the principal deems offensive

Parents will be notified of a detention by note or phone call. Detention notices are sent home to be signed by the parent/guardian and returned to school the next day. Office detentions are held from 2:15PM-3:15PM. Teacher detentions are held from 2:15PM-3:15PM at the discretion and convenience of the teacher and take precedence over appointments, practices, lessons, games, etc.

Students who receive a detention must serve it on the assigned day. A student who fails to attend a detention will automatically receive an additional one. It is the responsibility of the parent/guardian to arrange transportation home after a detention.

After six incident reports and two detentions in one trimester, a conference must be held with principal, teacher, parent, and student present.

*Full Suspension* (out of school) will be considered when, in the judgment of the administration, a serious offense occurred or after lesser disciplinary measures have been ineffective. Parents will be notified of the reason and length of the suspension before it takes place. Suspension will last no longer than one week. Students will not be allowed on campus during the time of their suspension.

Notwithstanding the foregoing, the principal, in conjunction with the pastor, reserves the right to remove any student and/or family from enrollment at St. Peter/St. Francis School without notice if, in their absolute discretion, they determine that such immediate action is necessary for the preservation of the safety, educational process, and/or Mission of the School community.

The penalty of *Expulsion* will be imposed when, in the estimation of the administration, a student presents a danger to the moral or physical well being of other students or is guilty of prolonged and open disregard for school authority and rules. Expulsion will be considered only after conferences with parents or guardians to make them fully aware of the seriousness of the student's conduct. The Office of Catholic Schools will be consulted by the administration before a final decision is rendered.

The administration is the final recourse in all disciplinary situations and reserves the right to waive disciplinary action for just cause at their discretion. Parents are expected to be supportive of all disciplinary action taken by the administration and faculty. The Discipline Policy is in effect to help St. Peter/St. Francis School operate efficiently, safely and productively for the benefit of all students.

### **Bullying/Harassment**

St. Peter/St. Francis School attempts to provide a safe environment for all individuals. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students involved in harassing behavior or found to be making threats (seriously or in jest or online) face detentions, suspension, and/or expulsion.

- **Bullying Procedures**

- **Introduction**

- Bullying is prohibited in all Catholic schools in the Archdiocese. It will not be tolerated during the school day nor during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

- **Scope of Policy**

- This bullying policy is to be applied to Kindergarten through grade eight at St. Peter/St. Francis School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the "Expectations of the Student" section of this policy.

This policy will not apply to the Pre Kindergarten program. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the Pre Kindergarten level will be handled by the child's teacher. The teacher will work with the student, family, and principal (as needed) to address these situations.

- **Definition of Bullying**

- Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

- **Location**

- Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct that occurs off-campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

- **Repeated Misconduct**

- Bullying in violation of school policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

- **Ridicule, Harassment, Humiliation, and/or Intimidation**

- Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should

be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

### **Complaint Process**

#### **Formal Complaints**

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher who will forward them to the principal, or directly to the principal, for review and action.

#### **Informal Complaints**

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

#### **Anonymous Complaints**

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher or administrator who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student alleged to have committed acts of bullying.

#### **Staff Responsibilities and Interventions**

Teachers, administrators, and other staff such as teacher's aides, the school nurse, etc., who witness bullying, as defined above, shall promptly notify the principal of the events observed and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of bullying.

#### **Investigation of Complaint**

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to in #17 of the "Expectations of the Student" section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information, and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified and when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

#### Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of bullying, as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

#### Non-disciplinary interventions

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

#### Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within the school or parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include, but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5-8), suspension at home, and expulsion. An in school/out of school suspension given as a result of bullying shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

#### Educational Measures

The faculty of St. Peter/St. Francis School will include education about the harm, culture, and injustice caused by bullying into their curriculum where it is possible and appropriate. The religion program in grades K-8 will integrate issues about bullying behavior into the classes.

#### Reporting Obligations: Report to the parent or guardian of the student involved in acts of bullying

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

*Reporting Obligations: Reports to the victim and his/her parent or guardian*

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

**EXPECTATIONS OF THE STUDENTS**

The faculty and administration of St. Peter/St. Francis School expect the students of the school community to behave in a responsible and caring way. The students shall:

1. Accept the leadership and authority of teachers, principal, and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Not chew gum in the building, on the school bus, or on school property.
9. Not eat or drink in bus lines, the library, or hallways.
10. Be in the school building before or after school only with the permission of a teacher or the principal.
11. Be in proper school uniform while on school property.
12. Show consideration and care for school property.
13. Complete all assignments on time.
14. Return any test or assignments requiring a parent's signature.
15. Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
16. Obey all rules and regulations pertaining to transportation.
17. Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule, or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.
18. Assume responsibility for learning:
  - a. Be attentive in class.
  - b. Come to school prepared and ready to learn.
  - c. Be organized.
  - d. Come to class with all required materials.
  - e. Use time wisely.
  - f. Cooperate with peers and teachers.

Inappropriate behavior may be handled in a variety of ways. Based on the misdeed, the student may:

1. Be denied recess time.
2. Be removed from the class for a specified period of time.
3. Be required to remain after school to complete work (parents will be notified).
4. Receive an incident report.
5. Receive a detention.
6. Be suspended from the school.
7. Face expulsion.

## **Bus Transportation**

Bus transportation is provided within the City of Torrington. The city determines the bus routes and bus stops for students. Any questions or clarification regarding the school bus policy are to be directed to ALL STAR TRANSPORTATION @ 860-489-3444. If you have any concerns about observed behavior of either the bus driver or a student, please contact the bus company and the school principal. The following safety information is provided for your general knowledge:

### **CODE OF CONDUCT FOR STUDENTS RIDING THE SCHOOL BUS**

1. Be at the bus stop at the designated time; help to keep the bus on schedule.
2. Always wait for the bus on the shoulder of the highway or on the sidewalk.
3. Do not stand on or play in snow banks at the bus stop; you could slip in front of the wheels of the bus.
4. When boarding the bus, stay in line; crowding is dangerous.
5. Remain properly and quietly seated while the bus is in motion.
6. As a passenger, keep head, arms and hands inside the bus at all times. Never throw objects out of the bus.
7. Obey the instructions of the bus driver promptly.
8. Do not deface or mar in any manner, bus seats or equipment.
9. Be courteous to fellow passengers and to the bus driver.
10. Do not distract attention of the bus driver at any time.
11. Do not eat or drink while on the bus.
12. Do not operate or use the emergency door except in case of emergency.
13. When leaving the bus, stay in line; do not crowd or push or lag behind. If you need to cross the street, walk ten giant steps in front of the bus until you can see the driver's eyes. Wait for his or her signal to cross and look both ways for cars.
14. Stay away from the side of the bus. If you can touch it, YOU ARE TOO CLOSE!
15. If you drop something in front of the bus or near it, DO NOT PICK IT UP! Ask an adult to get it for you. THE DRIVER CANNOT SEE YOU WHEN YOU BEND DOWN IN FRONT OF THE BUS!

Drivers are to notify the school of any student failing to comply with the bus code. Any infraction of rules of conduct as stipulated above will be reported immediately to the school for disciplinary action. **It will be the responsibility and decision of the school to take away bus privileges.**

## **Cell Phones**

If a student needs a cell phone after school due to entering a house where no one is home or attending sport practices or games, the cell phone must be turned off and kept in the student's backpack during school hours. At no time during the school day should a cell phone be in a student's possession; it will be confiscated, and a parent or guardian must come to the school at the end of the school day to retrieve the cell phone. In addition, an Incident Report will be issued to the student.

In addition to this policy, the collection of cell phones/electronic devices each morning from students in grades 5 – 8 has been instituted. Any student caught using their cell phone/electronic device in school will have it confiscated and will lose the privilege of bringing it to school. As for usage on the bus, students are not prohibited from appropriate usage of cell phones/electronic devices on the bus, but any inappropriate usage will result in confiscation and loss of the privilege of bringing their cell phone/electronic device to school.

## **Cheating**

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

## **Child Abuse Laws**

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

## **Communication Between Parents and School**

Open communication between the parent and teacher helps to create a more effective educational environment for the student. Parents are requested to bring their concerns about their child to the APPROPRIATE person. Proper protocol requires initial contact be made with the teacher. Either the teacher or the parent can initiate a parent/teacher conference. The inability to reach a mutually acceptable resolution will result in a meeting that includes the parent, the teacher, and the principal. Spontaneous visits to the classrooms are not permitted. All visitors must report to the school office upon entering the building. Please call the school to set up these meetings. Teachers should NOT be called at home to set up appointments.

All school communications will ordinarily be sent to the parents ON THURSDAYS via email. Appropriate notices should be returned with the student to the homeroom teacher. The principal approves all communications.

## **Confidentiality**

The Home & School Officers, School Board, and room parents may be provided with a list of names and phone numbers in order to contact parents about class activities, volunteer opportunities, or any other emergency situations involving all of the students.

Photographs of students may be taken from time to time for the purposes of maintaining the integrity of any given event for posterity. Some photos may be used for promotional purposes. Photos will only be used with permission of the student's parent or guardian.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teachers' concerns.

## **Crisis Response Plan**

A Crisis Response Plan was developed in accordance with Archdiocesan Guidelines. Copies of this plan were reviewed and amended by the Torrington Fire Department and the Torrington Police Department. Copies of the final document were then provided to both agencies. Any parent can review this plan by appointment with the principal.

All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of an emergency, circumstances permitting, the building will be evacuated and students will be moved to the secure designated location.

## **Curriculum**

St. Peter/St. Francis School follows curriculum standards published by the Office of Catholic Schools. The curriculum is infused with Gospel values. The subjects included meet and/or exceed the requirements of Connecticut state law, as applicable to private schools, and Archdiocesan policies and procedures. The school maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology is also integrated into all curricular areas. Through the curriculum, students are taught to be critical thinkers, effective communicators, productive moral citizens, and spiritual leaders.

## **Custody and Divorce**

In cases where parents are separated and/or divorced, the principal should be informed about such situations. The school must have accurate custodial information on file at all times. The school must also be provided with a LEGAL



DOCUMENT regarding the custody and visitation program for the child. This is necessary for the safety and protection of the child.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Unmarried parents should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parents. Such information is considered confidential and will be held in strict confidence by the principal.

### **Dress Code and Grooming**

All students must be in complete uniform every day. There will be dress down/dress up days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

#### **Dress Down/Dress Up Guidelines**

On DRESS UP DAYS, the following are NOT to be worn:

- Shorts
- Jeans (including jean capris)
- Sneakers
- Flip-flops
- Heels
- T-shirts
- Sweats
- Attire that includes spaghetti straps or are strapless
- Any item listed under the '*On DRESS DOWN DAYS, the following are not allowed*' section

On DRESS DOWN DAYS, sport clothes must be neat, clean and tasteful. Allowable clothing includes:

- Neat/clean jeans
- Uniform shorts, skorts, skirts, or other shorts, skorts, skirts that are the same length as the uniform
- Sweatshirts
- Appropriate T-shirts
- Capri pants
- Dresses and skirts (must be knee length)
- Sneakers
- short socks
- jogging suits
- **wide strap** sleeveless tops
- jewelry
- pants/slacks
- nail polish

On DRESS DOWN DAYS, the following are not allowed:

- Mini-skirts
- Short: shorts, skorts, skirts, dresses
- Spandex
- Halter/tube tops

- Attire that includes spaghetti straps, thin straps, or is strapless
- Low cut blouses/tops
- Clothing that is extremely tight
- Ripped jeans
- Pajama pants
- T-shirts with inappropriate sayings or alcohol/cigarette ads
- Heels, dirty sneakers, hee-lies, cleats, clogs, open-back sandals/shoes, flip-flops, combat boots, work boots
- Hats
- Make-up
- Any clothing that exposes undergarments or excessive skin is not allowed

Haircuts and hairdos are to be of a sensible nature. Hair should be neat with bangs above the eyebrows. Boys' hair should be above and not touch the shirt collar and trimmed around the ears. No initials or designs are to be cut into the hair. No mohawks are allowed. Hair coloring and bleaching is not permitted. No beads, scarves, or feathers should be worn in the hair. Girls are permitted to wear STUD-TYPE pierced, NON-DANGLING earrings - no more than TWO per ear. Hoop and dangling earrings are not permitted. Ear cuffs are not permitted. NO OTHER BODY PIERCING IS PERMITTED. Students are permitted to wear a watch and no more than TWO bracelets. Beeping devices on watches should be turned off during school hours. ONE ring on each hand will be permitted. ONE necklace will be permitted. Ankle bracelets are not permitted. No cosmetics, lip gloss, colored chapstick, colored nail polish, or artificial nails may be worn. No tattoos of any kind – permanent or temporary. Boys are not allowed to wear earrings. The school reserves the right to decide whether or not a student's dress code and grooming are in accord with the school norms.

**Students will be issued Out of Uniform notices for violations of any Dress Code / Grooming policies including uniforms in need of repair. After three notices, a detention will be issued. If a second detention is issued for violation of the Dress Code/Grooming policy, the student will not be allowed to participate in the next Dress Down Day.**

**Please note: Heelies are not allowed at any school function. This is a safety issue.**

### **OFFICIAL SCHOOL UNIFORM DRESS CODE**

"Full Dress Uniforms" are worn from September to June and any time requested by the principal.

Every child must have at least one "Full Dress Uniform" (except for PreK-3).

Optional "Summer Uniforms" are worn only during the months of September, October, April, May, and June (exact dates determined each year).

Optional "Winter Uniforms" are worn only during the months of November through March (exact dates determined each year).

"Full", "Summer", "Winter", and "Gym" uniforms are not to be mixed.

All school uniforms, including any sweater, sweatshirt, or fleece jacket to be worn in school, are to be purchased through Blake's School Uniform Company or Dennis Uniform Company.

#### **PreK-3 Girls and Boys**

- Burgundy Sweatshirt with School Emblem (optional)
- Burgundy Sweatpants with School Emblem
- Burgundy Gym Shorts with School Emblem (worn only during summer uniform months)
- Burgundy "T" Shirt with School Emblem
- All White Crew or Ankle Socks that MUST completely cover ankles
- Sneakers (No heelies or light up)

**NOTE: PreK-4 and K** will wear either Gym Uniform or Full Dress Uniform daily unless Full Dress is requested by the principal.

**PreK-4 and Kindergarten Girls Full Dress Uniform:**

- Knee-Length Plaid Skort and Long or Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.
- **OR**
- Knee-Length Drop-Waist Jumper and Round Collar Long or Short Sleeve White Blouse
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.
- **OR**
- Gray Uniform Slacks and Long or Short Sleeve White or Burgundy Polo Shirt
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**PreK-4 and Kindergarten Optional Girls Summer Uniform:**

- Knee-Length Plaid Skort and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.
- **OR**
- Knee-Length Gray Uniform Walking Shorts and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Black or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**PreK-4 and Kindergarten Boys Full Dress Uniform:**

- Gray Uniform Pants with Black Belt and Long or Short Sleeve Burgundy Polo Shirt with School Emblem
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Oxford Shoe or Buckskin or Black Tie Shoe

**PreK-4 and Kindergarten Optional Boys Summer Uniform:**

- Knee-Length Gray Uniform Shorts with Black Belt and Short Sleeve Burgundy Polo Shirt with School Emblem
- Black or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Oxford Shoe or Buckskin or Black Tie Shoe

**Grades 1 – 5 Girls Full Dress Uniform:**

- Knee-Length Plaid Jumper with School Emblem and Round Collar Long or Short Sleeve White Blouse with Plaid Tie
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Grades 1 – 5 Girls Optional Summer Uniform:**

- Knee-Length Plaid Skort and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.
- **OR**
- Knee-Length Gray Uniform Walking Shorts and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Black or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Grades 1 – 5 Girls Optional Winter Uniform:**

- Gray Uniform Slacks and Round Collar Long or Short Sleeve White Blouse with Plaid Tie
- Burgundy Cardigan or V-Neck Sweater Vest with Emblem
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Grades 1 – 8 Boys Full Dress Uniform:**

- Gray Uniform Pants with Black Belt and White Long or Short Sleeve Oxford Shirt with Plaid Tie with School Emblem
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Oxford Shoe or Buckskin or Black Tie Shoe

**Grades 1 – 8 Boys Optional Summer Uniform:**

- Knee-Length Gray Uniform Shorts with Black Belt and Short Sleeve Burgundy Polo Shirt with School Emblem
- Black or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Oxford Shoe or Buckskin or Black Tie Shoe

**Grades 1 – 8 Boys Optional Winter Uniform:**

- Gray Uniform Pants with Black Belt and White Long or Short Sleeve Oxford Shirt with Plaid Tie with School Emblem
- Burgundy Cardigan or V-Neck Sweater Vest with Emblem
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Oxford Shoe or Buckskin or Black Tie Shoe

**Grades 6 – 8 Girls Full Dress Uniform:**

- Knee-Length Plaid Uniform Skirt and White Long or Short Sleeve Oxford Shirt with Plaid Tie
- Burgundy Cardigan or V-Neck Sweater Vest with Emblem (optional)
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Grades 6 – 8 Girls Optional Summer Uniform:**

- Knee-Length Plaid Skirt and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Burgundy Knee Socks, Burgundy Tights, or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.
- **OR**
- Knee-Length Gray Uniform Walking Shorts and Short Sleeve White or Burgundy Polo Shirt with School Emblem
- Black or All White Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Grades 6 – 8 Girls Optional Winter Uniform:**

- Gray Uniform Slacks and White Long or Short Sleeve Oxford Shirt with Plaid Tie
- Burgundy Cardigan or V-Neck Sweater Vest with Emblem
- White, Gray, or Black Crew or Ankle Socks that **MUST** completely cover ankles
- **ONLY** Black Non-Marking Sole 'Mary Jane' Style Shoe or Buckskin or Black Tie Shoe. No ballet flats allowed.

**Optional for:**

- Girls in All Grades: "Modesty" Bike Shorts to wear under jumper or skirt.
- All Students in All Grades: Burgundy Cardigan, V-Neck Sweater Vest, or Full Zipper Gray or Burgundy Polar Fleece Jacket with School Emblem. No other sweaters, fleeces, jackets, or vests may be worn in the classroom.

Please note with regard to Full Dress Uniform White Shirts:

- if long sleeves are worn, sleeves are to remain down and buttoned at all times.
- the top button and collar buttons are to be buttoned at all times. Extenders may be worn.

- shirts must be tucked in at all times.
- no colored t-shirts are allowed under uniform shirts.

### **Gym Uniform for All Grades:**

- Burgundy Sweatshirt with School Emblem (optional)
- Burgundy Sweatpants with School Emblem
- Burgundy Gym Shorts with School Emblem (worn only during summer uniform months)
- Burgundy "T" Shirt with School Emblem **OR**
- Crusader "T" Shirt (only available at the school office)
- All White Crew or Ankle Socks that **MUST** completely cover ankles
- Sneakers (No hee-lies or light up)
- No jewelry is to be worn on gym days for safety reasons

**IT IS EXPECTED THAT ALL UNIFORMS WILL BE NEAT, CLEAN, AND PRESSED EACH DAY.  
ALL UNIFORMS SHOULD BE IN GOOD REPAIR AT ALL TIMES.**

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Emergency Drills**

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

1. Rise in silence when the alarm sounds;
2. Listen to instructions from the teacher;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a single file line, by grade, facing the building;
5. Return to building when signal is given.

Lockdown drills are held periodically during the school year. During these drills, students should follow these regulations:

1. Rise in silence when the signal is given;
2. Listen to instructions from the teacher;
3. Walk to the "Hot Spot" – nearest protective wall out of sight of doors/windows;
4. Sit quietly until instructed otherwise.

### **Emergency Information Forms**

Emergency information forms are kept in the school office. Each parent is required to complete one of these forms for each school year for each child in attendance. **The school will provide these forms and it is expected that they be completed and returned to the school immediately.** It is vital that the school have these on hand should an emergency occur during the school day. The school should be informed in writing of any changes in emergency information.

### **Field Trips**

Field Trips are privileges given to students; no student has an absolute right to a field trip. Any student can be denied participation if they fail to meet academic and/or behavioral requirements. All grades do not always have the same number of field trips.

Field trips are an important part of the student's academic education. They are designed to correlate with teaching units and to achieve curricular goals. In order for a student to participate in specific field trips with his or her class, a permission form as required by the Archdiocese must be completed and returned to the school. A child may not go on a field trip without this written permission form returned. Written notes that do not contain the exact language of the form will not be accepted. A parent or guardian may not give verbal permission for a field trip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

All monies collected for the field trip are **non-refundable**. **All monies paid for field trips must be in the form of a check made payable to St. Peter/St. Francis School.**

**Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## **Financial Obligation Policy**

Upon registration or re-registration, each family **MUST** sign a copy of the Tuition Contract and the Statement of Fundraising Obligation & Volunteer Hours. These forms must be returned to the School Office, along with the Registration Form and the \$100.00 per FAMILY non-deductible, non-refundable registration fee, and all other required paperwork that is included in their Registration Packet. **Re-registration deadline is March 31<sup>st</sup>.** Late re-registration (anything sent in after March 31<sup>st</sup>) is subject to an additional \$50.00 fee, and only accepted if space is available.

**Tuition is due according to one of the following two payment options:**

**Option 1: Annual:** Full tuition payable by July 1.

*Please note that cash, check, and credit card payments are acceptable.*

**Option 2: Use of Smart Tuition:** An Automatic Payment Plan -There is a \$50.00 enrollment fee charged by the company.

*All Smart Tuition agreements begin July 20 and withdrawals will occur over the 10 month schedule.*

\*\*\*\*\* See Tuition Pricing & Payment Schedule for tuition rates, payment plans, and due dates. \*\*\*\*\*

### **Criteria for Payment Category**

- 1. Affiliated Catholic:** registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member you will be billed the "non-affiliated" rate.
- 2. Non-Affiliated Catholic or Non/Catholic:** a Catholic not registered with a parish and/or not using the envelope system or a non-catholic.

### **Multiple Child Discount**

- 1.** Families that have more than one child attending the School will receive a multiple child discount.
- 2. Pre-K 3/4 is not included in the multiple child discount rates.**

### **Delinquent Tuition**

- 1.** For those families who choose to pay their tuition by Option 1, payment **MUST** be made in full by July 1. Payments not received by July 10 will be considered delinquent and will be assessed a \$25 late charge. Your child may not return to school until your tuition account is brought up to date. **NO EXCEPTIONS.**
- 2.** A fee of \$25.00 will be assessed for each check returned by the bank.
- 3.** No post-dated checks will be accepted.

### **Tuition Assistance**

- 1.** Requests for tuition assistance must be made in writing and addressed to the Principal, with proof of qualifying need.
- 2.** After reviewing all requests with the Pastor, the Principal will notify the families before the close of school year.
- 3.** All requests and information will remain confidential.

### **Tuition Refunds**

If a student withdraws from the school during the school year a refund shall be due according to the following:

- 1.** Tuition is divided over 10 months and a refund will be issued for dollars paid in excess of the calculated amount for the months enrolled. Any days enrolled in a month will count as a full month of enrollment.
- 2.** Any other outstanding financial obligations (Fundraising, After School, Meals, etc.) will be deducted from the calculated refund due.

### **Fundraising Obligation**

The Home and School Association will coordinate fundraising activities. It will be the responsibility of each family to raise a specific amount through participation in these events.

1. The fundraising pre-payment obligation **MUST** be paid in full by July 1. Your child may not return to school until your fundraising account is brought up to date. **NO EXCEPTIONS.**
2. Your account will be reviewed in December and June and a refund will be issued for the obligation amount met at that time, however not to exceed \$300.
3. In addition to Home and School Association fundraising, the school is also committed to raise funds through Advancement events. This is accomplished by means of an Annual Fund/Pledge Drive and various fundraising events deemed appropriate. Without your help and encouragement, these events will not be successful. **Advancement events do not count toward the above-mentioned family H&S Fundraising Obligation.**
4. All money collected through various fundraisers is non-refundable.

### **Fundraising and Volunteer Obligation**

It is the belief that all parents are vitally necessary to the total St. Peter/St. Francis School environment. Being an active participant in the working of the school, along with your child, is essential. Fundraising and volunteering are both part of the budgeting and commitment requirements for enrollment in the school. Each year, the parents or legal guardians will be required to complete a contract at the time of registration or re-registration. A fee will be payable to St. Peter/St. Francis Home and School Association of \$300.00 per family. This fee is to be paid in full by July 1<sup>st</sup>. If payment is not received by July 1<sup>st</sup>, your child may not return to school until your fundraising account is brought up to date. **NO EXCEPTIONS.**

The Home and School Association will coordinate fundraising activities. It will be the responsibility of each family to raise a specific amount (\$300) through participation in these events. Your account will be reviewed in December and June and a refund will be issued for the obligation amount met at that time, however, not to exceed \$300.

In addition to Home and School Association fundraising, the school is also committed to raise funds through Advancement events. This is accomplished by means of an Annual Fund/Pledge Drive and various fundraising events deemed appropriate. Without your help and encouragement, these events will not be successful. **Advancement events do not count toward the above-mentioned family H&S Fundraising Obligation.** All money collected through various fundraisers is non-refundable.

Volunteering opportunities include, but are not limited to the following:

- A. CAFETERIA DAILY (counts towards volunteer hour obligation)  
SET UP/CLEAN UP, SERVING FOOD TO STUDENTS, ETC.
- B. PERIODIC RESOURCE FOR CLASSROOM ACTIVITIES (counts towards volunteer hour obligation)  
ART, CRAFTS, DRAMA
- C. LIBRARY (counts towards volunteer hour obligation)  
ASSIST WITH BOOK FAIR
- D. OFFICE VOLUNTEER (counts towards volunteer hour obligation)  
SPECIAL PROJECTS AS DESIGNATED BY THE PRINCIPAL
- E. ADVANCEMENT  
RECRUITMENT  
COMMUNICATIONS WITH THE ALUMNI ASSOCIATION
- F. ROOM PARENTS/LEGAL GUARDIANS  
COORDINATION OF CLASSROOM ACTIVITIES AT TEACHER DISCRETION
- G. CHAIRPERSONS & VOLUNTEERS ARE NEEDED FOR ANNUAL EVENTS  
(Home and School events count towards volunteer hour obligation)
- H. "AT HOME" OPPORTUNITIES (counts towards volunteer hour obligation)  
LAUNDER COSTUMES UTILIZED THROUGHOUT THE SCHOOL YEAR  
LAUNDER BLANKETS USED BY THE NURSE - WEEKLY  
LAUNDER DISH TOWELS USED BY THE KITCHEN - DAILY

**All individuals who volunteer in the school must complete VIRTUS training and the Diocesan mandated background check.** All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers/staff. For this reason, **pre-school**

siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist in office, etc.

## **Grading and Honor Roll**

**GRADING** scales are as follows:

Pre K and Kindergarten Progress Codes: M = meets grade-level expectation; P = progress noted toward grade-level expectations; T = time and experience required for skill to develop; ED = experiencing difficulty; NI = not introduced at this time

Primary Grades 1-3 outcome based grades 5, 4, 3, 2, 1, I, \*, reflect the philosophy of assessment and grading appropriate for this early developmental level.

Grading Scale: 5 = consistently exceeded grade level expectations; 4 = consistently achieved grade level expectations; 3 = approaching mastery of grade level expectations; 2 = approaching proficiency toward grade level expectations; 1 = difficulty meeting grade level expectations; I = incomplete; \* = improvement needed in this skill area. Subjects that meet one time per week (Music, Art, Physical Education, and World Language for PreK – grade 5, will be graded as O (Outstanding), S (Satisfactory), or U (Unsatisfactory).

Grades 4-8 Report Card grades use a five-point-scale (A, B, C, D, F) grading system. On this level, letter grades are awarded to document student progress made toward learning objectives. Percentages may not be used.

Grading Scale: A+ = 100 – 98; A = 97 – 94; A- = 93 – 90; B+ = 89 – 87; B = 86 – 83; B- = 82 – 80; C+ = 79 – 77; C = 76 – 73; C- = 72 – 70; D = 69 – 65; F = below 65

Subjects that meet one time per week (Music, Art, Physical Education and World Language for PreK – grade 5 will be graded as O (Outstanding), S (Satisfactory), or U (Unsatisfactory).

### **HONOR ROLL**

Each student is encouraged to strive for his or her best performance within the school setting. Honors are given to students in grades 5–8 who have shown outstanding academic progress within a trimester. Honors are as follows:

HIGH HONORS	'A' or higher in all MAJOR and MINOR Subjects and 'S' or higher in Music, Art, Physical Education, (and World Language for grade 5).
FIRST HONORS	'A-' or higher in all MAJOR Subjects and a minimum of 'B' in MINOR Subjects with an 'S' or higher in Music, Art, Physical Education, (and World Language for grade 5).
SECOND HONORS	'B-' or higher in all subjects and 'S' or higher in Music, Art, Physical Education, (and World Language for grade 5).

MAJOR Subjects are defined as Religion, Reading or Literature, Language Arts, Spelling, Science/Health, Mathematics, Social Studies, History and Geography, World Language for grades 6,7,8.

MINOR Subject is Handwriting.

## **Health Services**

The school nurse holds all medical histories and immunization records. She is responsible for screenings, medical care plans, and first aid. A sick child must NOT be sent to school. **Students must be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.



If a child becomes ill at school, the school nurse or school secretary will contact the parent. If the parent cannot be reached, then the person or persons designated on the child's emergency information form will be contacted to take the sick child home as soon as possible.

School personnel can ONLY give or apply any prescription and non-prescription medications in the following circumstances:

1. When a written instruction form from the child's physician has been submitted to the school nurse or principal. The forms are available at the school nurse's office. Once the form is complete, then medication may be given to a student by the school nurse, principal, or in the principal's absence, a designated teacher. A written record is kept of the administration of such medication.
2. Children are NOT to take any medication on their own at school. Medication must be delivered to the school nurse or principal by the parent.
3. No more than a 45-day supply of medication is to be delivered. Non-prescription medications must be delivered by the parent in a NEW and UNOPENED bottle.

Any physician's orders that restrict a child's physical activity pertaining to Physical Education class or any other activity must be presented to the school nurse or principal.

All students entering Pre K, Kindergarten, and grade 7 are required to have an updated physical (within 1 year before entering this grade) which includes written proof of proper immunizations as required by the State of Connecticut Public Acts 80-440 and 91-327. Students entering Pre K-4 from Pre K-3 do not need an updated physical.

Any child recovered from a contagious disease must secure admittance permission from the school office before returning to class.

Control of communicable diseases is the joint responsibility of parents, principal, teachers, and nurses. This outline of the most common of the communicable diseases and the time a student must not attend school will serve as a guide.

<u>DISEASE</u>	<u>EXCLUSION PERIOD</u>
Chicken Pox	When the lesions are crusted or off
Conjunctivitis (Pink Eye)	After properly using medication for 24 hours
Strep Throat	After 1 full day (24 hours) of treatment with medication, which means they will be out of school for 36 hours
Scarlet Fever or Scarlatina	Same as Strep Throat
Impetigo	When all lesions have crusted, are not draining or have disappeared; or with verification from a doctor stating the child is non-communicable
Ringworm	After 1 full day of treatment
Scabies	24 hours after completion of treatment
Head Lice*	Remain at home until treated. Must be checked by the nurse before student can return; however, even if nits are present, students are allowed to return to school. Only children with "live lice" are excluded.

Fever	Remain at home for 24 hours after temperature returns to normal
Fifth's Disease	After rash appears, child is no longer contagious

Common colds can be serious and, for this reason, no child with acute respiratory symptoms (runny nose, watery eyes, cough) should be sent to school.

\*Head Lice is common among children. Parents who suspect head lice are urged to contact the school nurse to help prevent spreading. The nurse can also give advice on treatment.

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school nurse with the following information: child's name, frequency, dose, date.

**Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, St. Peter/St. Francis School sends weekly emails to the family email address. These emails contain important information regarding school activities. It is the responsibility of the parent to read the information that is sent.

**Home and School Association**

The Home & School Association is a vital part of our school and every parent by virtue of having a child enrolled in St. Peter/St. Francis School is a member. The Home & School Association plans activities for the school year including periodic parent meetings and all fundraising activities for the school. It is required that all parents participate in and support the work of this organization for the future of the school.

**Homework**

Homework shall be designed to serve a positive purpose, shall be assigned on a regular basis, and shall be closely integrated with class work. It is not a substitute for what should be taught in the classroom but rather serves as a review or enrichment of material learned during the school day. Students in grades 1 through 8 must purchase an assignment journal from school. The goals of a journal are to record homework assignments on a daily basis, assist students in managing their time, improve study habits and keep parents informed of daily work. *Parents are encouraged to provide a suitable time and place for their children to do homework and review their homework journal on a daily basis.*

Homework may be assigned to all students on Monday through Thursday. On Friday, homework will not be assigned to students in grades K through 4; students in grades 5 through 8 may be assigned a reasonable amount of homework. No tests or quizzes will be given on Mondays or the first day of the school week.

Missed or incomplete assignments will reflect in the overall grade each quarter. Students in grades K through 4 are encouraged to work on homework under the guidance of a parent. A conference between the teacher and parent should be made if the child is unable to complete daily homework.

**AVERAGE TIME FOR HOMEWORK (Time on Task)**

Kindergarten.....	¼ hour
Grades 1-2.....	½ hour
Grade 3.....	¾ hour
Intermediate Grades (4,5,6).....	1 hour
Junior High Grades (7,8).....	2 hours

If a student does not complete classroom assignments within a specified time period, this assignment may be sent home and the child is expected to complete this assignment at home in addition to homework. THIS SHOULD NOT BE A REGULAR OCCURRENCE. If this happens regularly, teacher and parents should meet to assess the student's performance. Parents will receive ONE written notification of incomplete homework or class work from the teacher. It is the parent's/student's responsibility to turn in the completed assignment with the signed homework notice the next day. If it is not turned in, a 10% reduction in the grade will be given each day it is not turned in and the grade will be recorded as M (missing=0). If not turned in within 7 days, M (missing) will remain as the recorded grade. A second notice will NOT be sent for the same assignment **and** the missing work will be reflected in the student's overall grade. Students who receive 5 such notifications in one marking period will be issued a detention. Any grade below a 65 (in grades 3-8) will require a parent signature.

### **Inclement Weather/Weather Emergencies**

The school will follow the NO SCHOOL or EARLY DISMISSAL DUE TO INCLEMENT WEATHER announcements made by the City of Torrington when there is a storm or natural occurrence that may force the closing of schools. If the announcement indicates the Torrington Public Schools are closed, then St. Peter/St. Francis School is also closed. Please listen to WZBG-FM or WTIC-AM or watch WVIT CH. 30, WFSB CH. 3, or WTNH CH. 8 for any weather related announcements. When school is dismissed early due to a weather emergency, an email will be sent to the family email on record. PLEASE DO NOT CALL SCHOOL! Students will be dismissed according to the Student Information Form that each family completed during the summer. If school is dismissed early or cancelled due to weather, all after school activities are cancelled for that day. The After School program will remain open until 3:00PM.

### **Invitations/Gifts/Birthdays**

Invitations of any kind cannot be distributed in school unless every student in the class is being invited. We do not want to hurt feelings of any child. **Birthday cupcakes/treats are not allowed to be brought to school. Birthdays will be celebrated each month at lunch (July and August birthdays are celebrated in June).** Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Please note: to avoid classroom disruption, no special deliveries of balloons, flowers, etc. will be allowed for students' birthdays.

### **Library**

The primary purpose of the library is to provide access to the resources which enable students to locate, evaluate, apply, and synthesize information. The library's collection includes a wide variety of fiction, non-fiction, reference, and picture books that have been selected to support student reading while supporting the school's educational mission and strong academic curriculum.

The library is a quiet place for research work, homework completion, and reading. Conversations between students are not to be distracting to others in the library.

Books may be borrowed for two weeks and may be renewed unless there is a holding request for another person. Generally, a maximum of three (3) books may be borrowed at a time, but this is negotiable, especially if the student is working on a research project. Reference books do not circulate but may be used in the library. Students are responsible for all materials borrowed and overdue notices will be sent home if necessary. Students with overdue books could potentially lose their borrowing privileges until books are returned. The cost for replacing lost or damaged books will be the responsibility of the family.

### **Lost and Found**

Any items found in the school building or on the school grounds should be brought to the school office to be placed in the Lost and Found box. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping.

## **Lunch/Food and Drink**

Food may be eaten at lunchtime and at designated times in the classroom. St. Peter/St. Francis School offers a daily hot lunch program (milk included) or students may choose to bring their lunch each day (milk is available for purchase). A menu/lunch sign up form will be sent home via email each month and should be returned to school according to the instructions on the form with payment. Payment must be in the form of a check made payable to St. Peter/St. Francis School. NO CASH PLEASE. If payment is not received for hot lunch, the student will be required to **bring lunch from home** until payment is received. In the event a student does not have any paid lunches and does not bring lunch from home, an emergency lunch of a bagel will be provided and parents will be billed for a full lunch.

**NOTE: FOR RECORD KEEPING PURPOSES,  
IT IS IMPORTANT THAT EACH STUDENT HAS HIS/HER OWN FORM TO HAND IN  
TO HIS/HER OWN TEACHER WITH HIS/HER OWN CHECK.**

**The cost of lunch (milk included) is \$3.50 per day. Milk for cold lunch is \$.50 each.  
PARENTS SHOULD NOT BRING LUNCHESES FROM CARRY-OUT RESTAURANTS  
even on special occasions such as birthdays.  
BEVERAGES IN GLASS CONTAINERS ARE NOT PERMITTED IN SCHOOL.**

Students may bring or purchase a healthy, midmorning snack. It should be SMALL so that it does not interfere with a well-balanced lunch. A snack and drink may be purchased each morning at snack time. Soda, candy, and chewing gum are not permitted in the building, on the bus, or on the school grounds and should not be sent to school in the student's lunch.

## **Off-Campus Conduct**

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

## **Parent's Role in Education**

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

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

Once you have chosen to enter into a partnership with us at St. Peter/St. Francis School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

### **Parents As Partners**

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

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or a nutritional lunch from home every day.
- To actively participate in school activities such as Parent-Teacher Conferences and Home and School meetings;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **Parking/Traffic/Drop Off and Pick Up of Students**

The Main Street Playground is the official parking lot of the school for TEACHERS AND STAFF ONLY during school hours. There is to be no parking or driving into the school parking lot during school hours. This regulation is for the protection of all students who will be using the playground before and during school. ALL PARENTS AND VISITORS are asked to park on Main Street or Prospect Street if visiting the building. The driveway along the side of the school building is ONE WAY ONLY FOR TRAFFIC FROM PROSPECT STREET TO MAIN STREET and for buses only and is closed to through traffic during school hours.

**Drop-off of Students**– Two faculty members are on duty at 7:25AM on the playground. You may drop your child off at the school between 7:25AM and 7:45AM. **For the safety of the children, please do not enter the driveway or any parking lot entrance.** Children should be dropped off on the Main Street side of the building no later than 7:45AM. Be aware that there are many parents dropping off children in the morning and there are only a few street parking spots. Please do not linger on the sidewalk or remain in the parking spots any longer than necessary so that others can safely drop their children at school. Also, please do not block the school's parking lot entrance or driveway or the driveways of neighboring businesses as there are employees who must access them in the morning.

**Pick Up of Students**– All parents picking up their children (referred to as walkers) at the end of the school day must do so in the Main Street playground. Please enter the parking lot NO EARLIER than 1:55PM using the entrance to the parking lot off Main Street, not the driveway. Cars should line up in three rows parallel to the school building. Please take note of the cones in the parking lot and do not pull ahead of them as the bus students will be using the parking lot area closest to the driveway to access the buses. The bell at 2:05PM will dismiss the bus students. Once the buses have all departed, the walkers will be dismissed out the back door on the Main Street side of the building. The row of cars closest to the school building will exit the driveway to Prospect Street; the two rows closest to Main Street will exit the driveway to Main Street. Please note, no students will be allowed to exit the building on Prospect Street. Please cooperate to ensure the safety of all our children.

## **Physical Education**

Physical Education class is a requirement for all students in grade Pre-K - 8, unless there is a WRITTEN DOCTOR'S NOTE indicating the reason for non-participation. This note should also indicate the duration of time for non-participation. All students are to wear sneakers for physical education class along with their uniform gym clothes. Gym uniforms are to be worn to school on gym days only unless instructed otherwise.

## **Promotion/Placement/Retention**

Promotion to the next grade in St. Peter/St. Francis School is based on a student's overall performance in his/her current grade. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend repetition of a grade, tutoring, or the completion of summer work as a requirement for promotion when it is believed that such action will better prepare the student academically or emotionally for the next grade.

Sometimes it is necessary that a child repeat a certain grade. Such a decision is made only after consultation with the principal, parents, and the teachers of the child being considered for retention and any outside support staff provided by the Torrington Board of Education for testing, if necessary. If a student is failing two or more major subjects, retention may be necessary. When a student is promoted over the advice of the professional staff, parents are required to sign a statement that they realize that the transfer is against the professional advice of the staff.

## **Religion**

All students are expected to attend and participate in scheduled religion classes. All students are expected to participate in both liturgical and non-liturgical celebrations. All students are expected to participate in First Friday Masses.

## **Report Cards/Interim Grades**

The report card is one of the school's most important forms of evaluation. It indicates a student's academic progress and evaluates some personal and social traits and also work study habits. Report cards for students in grades 1-8 are distributed three times a year, during the months of December, March, and June. Pre-K progress reports are distributed in January and June. Kindergarten progress reports are distributed three times a year, in December, March, and June. All report card/progress report envelopes are to be signed and returned to the school.

Grades can be viewed on the Parent Portal by parents of students in grades 4-8 at any time. The purpose of the online grades is to communicate the child's progress to the parent, allowing time for the student to improve his/her overall academic standing if necessary.

## **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 2:10PM dismissal unless accompanied by a teacher or coach. Students should not be returning to the school building to retrieve forgotten books or homework.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Peter/St. Francis School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacrament of Eucharist is conferred to baptized students after they have received the Sacrament of Reconciliation.

## **School Hours**

At St. Peter/St. Francis School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their children to enter the playground and/or school building on their own each morning. Students should not arrive in the schoolyard before 7:25AM. The first bell will ring at 7:45AM. The second bell will ring at 7:50 AM. The school day begins at 7:50AM. Students who arrive at school after 7:50AM are considered late and must report to the OFFICE through the Prospect Street entrance for a tardy slip in order to enter their class.

Punctuality is important for the students' readiness for learning and the general operation of the classroom. **Tardiness should be the exception, not a regular occurrence.**

Regular dismissal will be at 2:10 PM. On scheduled early dismissal days, classes will be dismissed at 12:00 NOON. Any change to an individual child's regular dismissal procedure MUST be received in writing and signed by the parent or legal guardian. If written notification is not received, regular dismissal plans will be followed. A telephone call is not sufficient except in the case of emergency.

Students are not permitted to return to the school building or premises after 2:10PM unless accompanied by a teacher or coach.

St. Peter/St. Francis School offers an After School Care Program from dismissal until 5:30PM. Students who attend this program must have the proper forms completed before being allowed to attend. This is a prepay program – payment is required along with the sign up sheet. Parents are to make arrangements for their child(ren) to be picked up no later than 5:30PM.

## **School Office Hours**

The school office is open on all school days from **7:30 AM – 2:30 PM**.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover (no sticky covers) at all times and should be carried to and from school in a backpack (book bags on wheels are not allowed as they pose a safety issue). No writing in textbooks is permitted. Each student is responsible for his/her textbooks and must pay for replacement for damaged or lost texts.

## **Sports Program and Extracurricular Activities/Clubs**

Sports and extracurricular activities and clubs are an enjoyable and important part of the total development of the child. In order for a student/athlete to be eligible to represent the school on a team, clinic, or activity/club, he or she must receive passing grades in every subject. If a child receives an 'F' in any subject on his or her report card, he or she will be suspended from a team, clinic, or activity/club until the following report card is sent home showing passing grades in ALL subjects.

Sports may include, but are not limited to, Girls and Boys JV/Varsity Basketball Teams, Cheerleading Squad, Basketball Clinic, Soccer Clinic, Ski Club, and Baseball. Extracurricular activities/clubs may include, but are not limited to, Newspaper Club, Drama Club, Choir, and Student Council.

Any student/athlete (participant or observer) whose conduct is not sportsmanlike is subject to administrative disciplinary action.

Parents of **team members** are responsible for: 1) providing transportation to and from practices and games, 2) helping with team needs as required by coaches and 3) volunteer hours as required by the Sports Association – which is to volunteer for at least 2 home games either working in the kitchen, collecting admissions at the door, running the clock for games, or keeping score (parents only).

Students/athletes who are in the school building for team practices or games must remain in the gym area. They **must** be supervised by the team coach – the coach sets the arrival time of a player.

Parents of **Clinic or Club members** are responsible for: 1) providing transportation to and from practices and 2) helping with Clinic or Club members needs as required by the coaches.

Clinic or Club members who are in the school building for practices must remain in the gym area. They **must** be supervised by the coach – the coach sets the arrival time of a member.

Any student absent from school or dismissed during the school day due to illness will not be permitted to participate in any sports programs or extracurricular activities or clubs for St. Peter/St. Francis School on that given day. This includes events taking place after school and/or during the evening at school or any other location. In the event the absence is due to extenuating circumstances, the parent or guardian may contact the school principal who will make a final decision in regard to waiving the above policy.

STUDENTS ARE NOT COVERED BY THE SCHOOL FOR MEDICAL EXPENSES RESULTING FROM AN INJURY RECEIVED AT SCHOOL OR IN CONJUNCTION WITH THEIR PARTICIPATION IN SCHOOL SPONSORED EVENTS AWAY FROM THE SCHOOL PREMISES. ANY MEDICAL BILLS OR INJURY CLAIM SHOULD BE REFERRED TO THE MAJOR MEDICAL COVERAGE IN FORCE FOR YOUR CHILD. (A copy of any insurance form submitted must also be submitted to the coach.) ANY INJURED STUDENT MUST FILL OUT A FIRST REPORT OF INJURY FORM SUPPLIED BY THE COACH TO KEEP ON FILE.

## **Student/Parent Directory**

The school will not publish parent/student directories with names, addresses, phone numbers, and e-mail addresses without written parental permission. The names and addresses of students and/or their parents/guardians will not be released to salespersons, commercial organizations, or to any unauthorized person or agency. The names and



addresses of sixth, seventh, and eighth grade students may be forwarded to Archdiocesan high schools serving that region for the purpose of student recruitment.

## **Student Records**

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. Requests for records/transcripts/recommendations must be made at least five school days in advance to the school office. Completed requests will be sent via the U.S. Mail.

## **Technology**

Technology provides previously unimagined services to the students. With that availability brings responsibility. The following actions will not be permitted in school:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-in and or password;
- Trespassing in someone else's folder, work, files, or email;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, age, name, or address of one's self or another.
- Disregarding iPad usage policies.

All students and parents/guardians must read, sign, and return the St. Peter/St. Francis School Telecommunications Use Agreement to have access to the computers.

All students and parents receive a Photo/Video Release Form at the start of the school year. Parents can give or deny permission for their child's photos and/or work to be displayed. They should read, complete, sign the form, and return it to school. Under no circumstances will the students' full names or addresses be published on the website unless permission is granted by parent or guardian for specific circumstances.

## **Technology Concerns**

- **Blogs** -Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.
- **Sexting** -Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- **Texting** -Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face confiscation of the cell phone, incident report, detention, suspension, and/or expulsion.
- **Virtual Reality Sites** -Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

## **Telephone**

Students are not permitted to use the telephone except in emergency situations. Forgotten homework, clothes for sports practices/games, etc. do not constitute emergencies. Arrangements for after school visits to friend's homes

should be made at home, not at school. The principal, therefore, will grant permission to use the phone when necessary. All coaches are required to give the students, parents, and the principal a written copy of both the practice and game schedules, thus eliminating the need for telephone calls to parents or legal guardians to inform them of those practices and games. Parents will be informed of the approximate time events will end. Cell phones must be turned off and kept in bookbags during the school day.

## **Testing**

- **STANDARDIZED TESTING**

St. Peter/St. Francis School administers standardized testing according to the guidelines established by the Office of Catholic Schools. Ordinarily, elementary/middle schools test in grades 3-7 are given The Iowa Test of Basic Skills. Standardized tests shall gauge general achievement, cognitive, and scholastic ability. This balance should provide local schools and the system as a whole with sufficient data for making realistic decisions about the future goals of the curriculum, the system's individual schools, and individual students. The composite of standardized test scores is shared with parents.

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until notification has been received by the principal and the proper forms are completed. All accounts must be paid in full before any transfer of records occurs.**

## **Visitors**

For safety and security reasons, All VISITORS ARE REQUIRED to report to the school office upon entering the building. At all times, all doors to the school building are locked. Entrance can be gained via PROSPECT STREET for St. Peter/St. Francis School by ringing the buzzer at the doors. There is a Visitor/Volunteer Sign-In Book in the office for anyone who enters the building. Each person is required to sign-in when he/she enters the buildings and obtain a visitor pass. Visitors and/or volunteers are to sign out and return the visitor pass at the time of departure. Parents or visitors ARE NOT to visit the classroom area without a specific appointment. THIS INCLUDES PARENTS WHO VOLUNTEER DURING THE SCHOOL DAY. This is an interruption to the teacher and to the educational process.

## **Volunteers**

Every volunteer serving in a position where he/she may have regular contact with children or young people must undergo a background check which shall include a check of criminal convictions. No individual shall be permitted to volunteer in any position where there may be regular contact with children or young people without undergoing this background check. VIRTUS training must be attended by volunteers who have regular contact with students. This is provided through workshops by specially trained individuals. Volunteers cooperate with the principal in providing a positive educational climate for the student. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese. The administration reserves the right to accept or decline any offer of volunteer service.

***The regulations stated in this handbook are NOT to be considered all-inclusive. The school reserves the right to act in a manner consistent with other rules and regulations of the Archdiocese of Hartford in any situation that might be considered contrary to the philosophy of St. Peter/St. Francis School.***

***St. Peter/St. Francis School reserves the right to amend this handbook.***

***Prompt notification of amendments will be sent to parents via email communication.***

***Typographical errors and exclusions are inadvertent.***

***Your understanding is appreciated.***



**2016-2017**  
**ST. PETER/ST. FRANCIS SCHOOL**  
**Use Agreement for Electronic Information Resources**

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with St. Peter/St. Francis School's computers while attending St. Peter/St. Francis School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using St. Peter/St. Francis School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This

includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Peter/St. Francis School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Street Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO SCHOOL NO LATER THAN SEPTEMBER 23, 2016.**



# St. Peter/St. Francis School

360 Prospect Street, Torrington, CT 06790

860-489-4177

[www.spsfschool.org](http://www.spsfschool.org)

2016-2017

## Website and Other Publications

### Photo Permission/Guidelines

Dear Parent or Guardian,

St. Peter/St. Francis School hosts a Website at: [www.spsfschool.org](http://www.spsfschool.org). Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

### Photo Permission Form

Please initial a statement in each section below to indicate which permission(s) you grant OR do not grant and sign and date as indicated.

#### PHOTO:

\_\_\_\_\_ I grant St. Peter/St. Francis School permission to use photo images of my son/daughter on St. Peter/St. Francis School's website, or in other print or electronic media.

\_\_\_\_\_ I do not grant St. Peter/St. Francis School permission to use photo images of my son/daughter on St. Peter/St. Francis School's website, or in other print or electronic media.

#### WORK:

\_\_\_\_\_ I grant St. Peter/St. Francis School permission to use samples of my child's work such as a poem, story, artwork, etc. on St. Peter/St. Francis School's website, or in other print or electronic media.

\_\_\_\_\_ I do not grant St. Peter/St. Francis School permission to use samples of my child's work such as a poem, story, artwork, etc. on St. Peter/St. Francis School's website, or in other print or electronic media.

Print Name of Student Print \_\_\_\_\_

Print Name of Parent(s)/Guardian(s) \_\_\_\_\_

Signature of Parent(s)/or Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.

**PLEASE RETURN THIS SIGNED FORM NO LATER THAN SEPTEMBER 23, 2016.**

***Character ~ Compassion ~ Values***

# 2016-2017 St. Peter/St. Francis School Student Acceptable iPad Use Agreement

## General Care

- Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of the iPad should be reported to the teacher immediately.
- iPads should not be removed from the classroom
- Not do anything to the iPad that will permanently alter it in any way.
- Use both hands when using the iPad.
- iPads will not be placed on the floor.

## Student Pledge for iPad Use

1. Follow all of the rules as stated in the Acceptable Use Policy.
2. Any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use and school suspension. Inappropriate use includes but is not limited to:
  - a. Visiting inappropriate websites
  - b. Possessing inappropriate pictures and or media files
  - c. Cheating
  - d. Installing unapproved applications
  - e. Deleting installed applications
  - f. Jail breaking the iPad
  - g. Changing the background
3. Take good care of the iPad assigned to me.
4. iPads are to be used for academic purposes only. Any game playing/web browsing or media use will be connected with the grade level curriculum.
5. Personal emails will not be configured or used on the iPad.
6. iPads are the property of St. Peter/St. Francis School and anything done or stored on the iPads can be accessed and seen by the technology staff.
7. Any and all student use of iPads will be under the direct supervision of subject or classroom teacher(s).
8. Transferring iPads from room to room will be done via the iCart. Teachers will be responsible for directing the movement of the cart.
9. Keep food and beverages away from my iPad since they may cause damage to the device
10. Not disassemble any part of my iPad or attempt any repairs.
11. Use my iPad in ways that are appropriate, meet school district expectations and are educational.
12. Not deface any part of the iPad, or labels.
13. The only 'Apps' available to students will be the ones approved for.
14. Unless specified by an educational plan, students may not bring in their own personal iPads.
15. I understand that the iPad is the property of St. Peter/St. Francis School.

## Responsibility/Liability

1. Costs of repair and/or replacement due to accidental damage at no fault of the students will be covered by Apple Care or school.
2. Accidental damage due to student negligence will result in a 50/50 split (by parent and school) of the cost to repair/replace the iPad.
3. Any act of willful destruction of the iPad will result in parents or students being fully liable for repair or replacement costs and loss of iPad use for the remainder of the school year.

I have read, understand, and agree to follow all responsibilities as outlined in the iPad Acceptable Use Agreement.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

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

Date: \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM NO LATER THAN SEPTEMBER 23, 2016.**