

# **Parent/Student Handbook 2009 - 2010**

**St. Peter Central Catholic  
Elementary School**

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# Introduction

Welcome to our new families and welcome back to our returning families! It seems hard to believe that the new school year is already here. The passage of time is noted in the growth of our children.

We are very excited about our upcoming school year, as there are many new developments and initiatives underway. Sometimes it can be a challenge for our families to keep up with new developments and programs. In order to ease this challenge we are making a more concerted effort to enhance the methods of how our school communicates with the families. Please let us hear your feedback over the year as we are always striving to perfect this crucial element of school to parent communication.

Previous attempts to include calendars in the beginning of the year in the handbook were a noble effort to let people know in advance what the scheduled events were. However, as parents we are aware that some of life's events, despite our best efforts to plan our schedules, remain unpredictable due to weather, unexpected schedule conflicts, and the ebb and flow of life. As a result we have decided that the best way to keep families current is to send home monthly calendars rather than try to include them in the handbook. **(Please remember to check your weekly "Thursday" envelopes for updates and important notices and communication)**. Please enter these dates on your calendar to keep abreast of the events and activities in the school. Please be patient and bear with us over the course of the coming year as we do our absolute best to keep the "surprises" and changes to the schedule to a minimum.

We have separated the Student Handbook into two parts, the Parent/Student Section and the Parent Section. We have done this to enhance our efforts to pass vital information on to our families in a more detailed manner regarding various internal aspects of the school's functioning and operation.

Toward that end, we encourage you to share the student-related contents of this handbook with your children so that they are aware of their share of responsibilities and expected appropriate behaviors. The latter section of this handbook will address the parent specific issues of the school year, particularly the issues regarding finances and fundraising issues.

Please pay special attention to the section regarding the **TUITION REDUCTION PROGRAM** we refer to as **FAIR SHARE WORK HOURS**. It is our hope that the specification of the activities that qualify for Fair Share Work Program credit hours will resolve any questions that parents frequently have regarding this issue. Please contact Mrs. Kursonis with any questions regarding Fair Share Work Hours.

Once you have read this book, please sign and return the ***Internet Use Agreement, Mass Permission Slip, Picture and Video Release and Handbook Contract*** located at the end of the handbook.

Again, welcome back to everyone. This should be an exciting, successful and fun school year. The Lord has blessed us with wonderful children eager to learn and grow in knowledge and in spirit. We look forward to working with you closely to make your children's educational experience this year and every year fulfilling, rewarding and successful.

# **St. Peter Central Catholic Elementary School Mission Statement**

*Saint Peter Central Catholic School is a community of learners. We nurture children from Preschool through Grade Eight. We provide a caring atmosphere and a sense of belonging by acknowledging each individual. Within our Catholic, culturally diverse community, we endeavor to enrich and foster the intellect and spirit of all who enter. Our environment encourages children to reinforce their connection to God, to make responsible decisions, and to reach their academic potential.*

# **Part I**

# **Parent/Student Section**

# Academics

## 1. Report Cards

Report cards are chiefly for the parents so that they will know the progress the student is making.

The four (4) marking periods end in November, January, April, and June. The report cards are issued to the students one week later. Progress reports are issued mid-way through the first three (3) quarters of the academic year in grades 6, 7 and 8. Progress reports must be signed and returned as quickly as possible to the Homeroom Teacher. Parents who notice a drop in the student's performance should contact the subject area teacher and request a conference.

An initial Parent/Teacher conference is scheduled for all students in November of each year. These conferences are held at the close of the first academic quarter and the publication of the first report cards.

Kindergarten students receive two (2) report cards. Terms end in January and June. The report cards are issued to students one week later.

### Explanation of Marks

Students in the Kindergarten receive a skills checklist using the following symbols:

- 4. Consistently**
- 3. Frequently**
- 2. Occasionally**
- 1. Not yet apparent**

Students in Grades 1 - 3 receive a skills checklist using the following abbreviations:

- E** Achieving Mastery
- P** Proficient
- M** Meets Expectations
- I** Improvement Needed
- H** Having Difficulty
- Not Evaluated at This Time

Students in Grades 4 - 8 receive the following marks:

### Academic Achievement Key

<b>A+</b>	95 - 100
<b>A</b>	90 - 94
<b>B+</b>	85 - 89
<b>B</b>	80 - 84

<b>C+</b>	75 - 79
<b>C</b>	70 - 74
<b>D</b>	65 - 69
<b>F</b>	Below 65

## Rubrics for Skill Mastery

<b>O</b>	Outstanding	<b>G</b>	Good
<b>E</b>	Excellent	<b>S</b>	Satisfactory
<b>VG</b>	Very Good	<b>NI</b>	Needs Improvement
		<b>U</b>	Unsatisfactory

## 2. Homework

St. Peter Central Catholic Elementary School's educational philosophy is that homework is an extension of the school day. Assignments are carefully planned and must be completed in a timely manner in order to reinforce the goal of excellence in education. Parents may communicate any homework related concerns with the child's teacher. Modification can be made upon review of individual work.

Homework is a significant part of the child's assessment. Students in Grades 6-8 who miss homework assignments will receive a zero for the missed assignment. An afterschool detention will be earned for three (3) missed homework assignments.

### DETENTION

Detentions in Grades 6-8 will be served on Tuesday afternoons from 3:10pm until 4:00pm. When a student earns detention a notice will be sent home to parents. Parents must sign and return the notice to the teacher who issued the detention. A detention "earned" on a Tuesday will be served the following Wednesday.

## 3. Standardized Testing

Standardized achievement tests are administered each year to children in Grades 2 through 7. This year the CTB/Terra Nova tests will be conducted in March. Results of these tests will be sent to the parents with the child's final report card.

The eighth grade students are given a standardized placement test for high school in the fall.

## 4. Field Trips

Field trips are a privilege. Each class has the advantage of participating in cultural field trips. Notices are sent in advance requesting help, as well as permission for the student to attend the trip. No student may go on the arranged trip without this written consent of the parent. Students participating in the field trip must present the original signed permission slip in order to attend -- (**Important: A TELEPHONE CALL IS NOT SUFFICIENT**). Parents may withhold permission to attend and the school reserves the right to deny participation with just cause.

Transportation for these trips will be made with properly insured busses. The school policies and rules of behavior are to be followed by all students on a field trip.

(NOTE: Please refer to the chapter regarding Transportation for details of behavioral expectations on busses.)

## **5. Books**

Students are supplied with the textbooks. Any student who destroys, damages, or loses a book must pay for it. No new book will be given until payment for the book is received. School bags must be used at all times, since this is one way to preserve the books. Any student not using a school bag may not take books out of the building. We appreciate your cooperation in this matter. (Any waterproof bag is acceptable). Schoolbooks must be covered at all times. Failure to care for these books will result in reimbursement for replacement books.

## **6. Library**

The library is open and supervised on a regularly scheduled basis. Library classes are held for children in Grades Pre School through Grade 5.

Children may use the library during their regularly scheduled classes, or they may come with their classroom to do research or to work on special projects. Books may be taken from the library only during regularly scheduled library periods. Students may check out a maximum of two (2) books from the library at one time. Books may be kept up to two (2) weeks. Overdue notices are sent to children who do not return their books on time. There is no fine for overdue books, but lost or damaged books must be paid for. If a student needs to pay for a replacement in the event that a book is lost or damaged, the fees are as follows: Hardcover books -- \$7.00, Softcover books -- \$3.00, and new books (books purchased after 1995) – the cost of the replacement.

## **7. Title I**

### Grades 1 - 6

Title I math and reading programs are offered at St. Peter Central Catholic Elementary School. Title I compensatory math and reading programs provide small group instruction for students requiring remedial assistance in reading and math. Selection of students for this program is based on Federal Standards.

## **8. Physical Education**

The program consists of body exercise, physical education type games and sports, all within the limitations of space and equipment. The activities will be carefully planned to provide stimulation in areas of bodily growth, motor, social and intellectual development as related to Physical Education. All pupils will be required to participate.

School gym uniforms must be worn on Gym day. (Exceptions: The first classes of the school year as we wait for back orders of uniforms – or when a child is newly enrolled at mid-term. Naturally we expect your child to participate.)

# **Attendance**

## **1. Attendance Policy**

We are in school 180 days each year. Please know your child is missed when absent! We encourage you to do all you can to ensure a high attendance rate. When a child is ill we ask you to call the office by 9:00 a.m. to inform the school of the child's absence.

If your child is absent and we have not received a phone call, the school office will attempt to call you at home or work to verify the absence.

A student who has been absent because of illness for five (5) days or more is required to present a doctor's certificate attesting that the danger of conveying the illness has passed. The Administrator of the school will review cases of prolonged illness, attested to by a physician in writing, or excused absences. A student who has five (5) unexcused absences within any six (6) month period must be reported to the Attendance Supervisor of the local public school.

Frequent absences without permission will be reported to the Attendance Officer of the Public School Department and may result in a student being asked to withdraw from the school.

## **2. Make Up Work**

Students who are absent are required to make up any work missed. The student is responsible for turning in missed assignments a day after his/her return to school. If a student is absent for an extended period of time, the work missed will be completed at the discretion of the teacher in a timely manner.

## **3. Tardiness**

Prompt arrival at school is expected of all students. Late arrivals disrupt opening prayer and cause a loss of instructional time. Any student who arrives at school after 9:00am is considered tardy

In the event of tardiness (arriving to school after 9:00 a.m.) a student must report to the Main Office before going to class.

If your child is late for school, he/she must enter the school using the Main Entrance door. Late students may not use the Hammond Street entrance; this door is for Pre-School children only. All other doors are locked for security purposes and may not be opened to admit a student who is late.

## **4. Dismissal**

In case of illness during school hours, parents will be notified to come for the child. The dismissal is considered an absence from school if the child is not present in their classroom for at least half the day. Dismissal of children from school during the school day will be conducted through the Main Office. Please do not enter the school and go to the classroom to pick up your children. When you arrive at the Main Office, notice will be sent to the classroom and your child will be summoned to the office.

Whenever possible, please see to it that appointments with doctors and dentists are made after school hours or during vacations. It is important that students remain in school for the full day.

Parents requesting early dismissal for their child must send a note to school the morning of the dismissal. Parents should use the Main Entrance and report to the Main Office. Notes will stay on file. Children will be called to the front office for dismissal when the parent arrives. Parental requests for early dismissal should be kept to a minimum so as to keep classes on task.

If, in an emergency, you need to alter a dismissal plan, we need that directive from you in writing that day. This procedure speaks to the safety of your child. Please don't expect us to respond to a phone call directing release of a child to an adult unknown to us. Prepare us please for changes in routine!

## **5. Vacations**

It is the school's policy that scheduled school vacation periods are the normal times a child is out of school. If it is absolutely necessary to take your child on vacation during the school year, the parents should send written notification at least one (1) week prior to the vacation.

Depending upon the grade and subject area, projects or make-up work may need to be submitted. This work must be made up within two (2) weeks of returning to school, or the end of the marking period, whichever comes first. The student will be marked absent during this time away from school.

# **Transportation**

## **1. Walkers/Drop-Offs**

Parents dropping their children off in the morning are asked to do so at the Ripley Street Parking lot. It should be noted that parking space in this lot is limited, therefore please leave immediately after walking your child to the Before School Program or the schoolyard. **If you have business in the office, please do not park in the first two rows in order that the teachers have adequate parking space.** In case of inclement weather, please have your child enter the school by the Main Entrance, not the door at Hammond Street entrance. This door is for Pre-School children only.

Dismissal of the children at the end of the school day is a time that requires a heightened sense of safety. The children who walk or are transported to and from school will be dismissed from the O'Neil Schoolyard Door and led to the Playground Area, where teachers supervise them. Parents are asked to pick up their children in the Playground Area at 3:10pm.

Parents should park in the Schoolyard and are asked to leave their vehicle and walk up to the line to meet their child. Students will not be allowed to walk through the yard without an adult. Pre-Kindergarten children will also be picked up in the main Schoolyard. No one may stop in the driveway or along side the driveway due to local Fire Laws. Please adhere to no parking and fire lane signs in the schoolyard. **Also, please note, when exiting onto Hammond Street, THERE IS NO LEFT TURN.** For those wishing to turn towards Main Street, please circle behind the school and exit out onto Ripley

Street and turn right. The plans for dropping off the children in the morning and picking them up in the afternoon are illustrated in Figures 1 and 2.

The children are excited at the end of the school day, particularly the younger children, and their attention span and awareness of cars in the parking lot may be somewhat compromised as a result. Please use extreme caution when driving through the parking lot after picking up your children.

Changing from walking or bus lines requires written permission from parents/guardians. Phone calls will not be accepted for a change in dismissal plans.

Finally, please do not come into the school to dismiss your child from the dismissal line. Please adhere to these guidelines closely. These policies are designed to provide a safe environment for both students and staff. Thank-you for your cooperation in this matter, it is greatly appreciated.

## **2. School Bus Transportation**

City of Worcester provides transportation for children living more that 1 1/2 miles from school. Please contact the school in writing if you wish to avail yourself of this service. Bus schedules, stops and times will be published on-line at the Worcester Public Schools web site before school begins. Please note these numbers on your child's lunch or school bag.

## **3. School Bus Behavior**

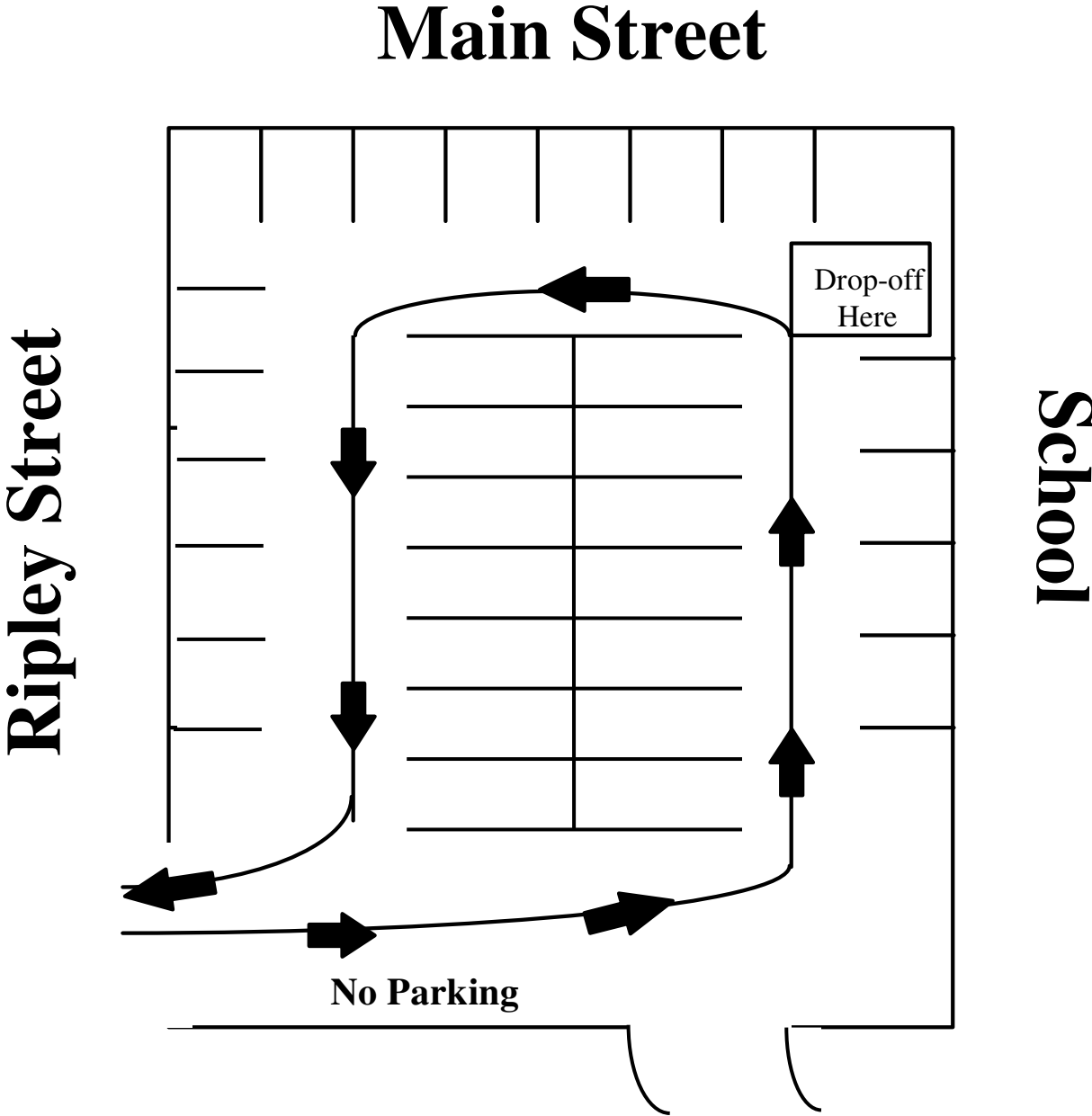
Students who misbehave on the bus will not be able to ride the bus. Transportation will have to be provided by the parents/guardians. Parents are notified of this by a **BUS CONDUCT REFERRAL**. Student conduct forms will be signed by the child's parent/guardian. Bus company regulations specify behaviors that will result in loss of bus privileges.

Children riding the school busses are expected to adhere to the code of conduct stated in the discipline section of this handbook. In addition, they must follow the rules set down by the Bus Company, which are as follows:

1. Orderly behavior should be maintained at the bus stop.
2. Throwing snowballs at the bus stop is prohibited.
3. Remain seated, facing front, at all times.
4. No jumping over seats.
5. Keep head and arms inside the bus.
6. Do not litter inside the bus or throw anything out the window.
7. Use of profanity could result in the loss of bus privileges.
8. Smoking on the bus will result in the loss of bus privileges.

Infractions of the above rules will result in a Bus Warning being sent to the parents by the school. Continual abuse of bus privileges will result in denial of bus transportation. The school has worked very hard to procure these bus services for the students. Please stress the necessity of good behavior on the bus with your children.

# Drop-off in the Morning



**Figure 1**



## **4. City Bus Transportation**

Free bus tickets or passes are issued to students who live two (2) or more miles from the school and are residing in Worcester. The list submitted to the Administration Building on Irving Street is checked there and it is they who decide who receives free public transportation. Bus passes must be shown to the driver to use the bus. They are non-transferable. Students who “lend out” their passes may lose them permanently.

## **5. Pre-School Students**

Pre-School students are to enter the school at the Hammond Street entrance. If your Pre-School child is going to the Extended Day-Program, please be sure to inform the teacher with a written note. At the end of the school day, your child will be brought to the Extended Day-Program in the Main Building and is to be picked up at the Main Building.

# **Communication**

## **1. Conference Policy**

We maintain an Open-Door Policy and invite you to come in to discuss curriculum, homework assignments, and the social and spiritual needs of your child. Please write or call ahead to make an appointment. Teachers welcome communication, and will meet with parents at their mutual convenience. During the time when the teacher is responsible for a class, which is from 8:30 a.m. to 3:20, they **are not** available for individual conferencing or drop-in visits or telephone calls. An appointment may be made with a teacher by means of a note or a phone call to the front office.

## **2. Bulletins and Memos**

Calendars, newsletters and frequent memos are distributed for your information. These newsletters and memos are distributed to your children during the school day on Thursday and sent home in an envelope. The envelope is to be signed by the parent. Parent correspondence, money, etc. can also be returned to school in the envelope. It is requested that you ask your children every day if they have notes or memos as it has been our experience that children frequently do not remember to give this information to their parents after a long school day.

In addition to using the specific planbooks, required by the school, to note homework assignments, students also make notes of important upcoming events and any changes in weekly routines. There is also a section to write in reminders. Please check your child’s planbook daily.

## **3. Open School Policy**

All visitors must report to the main office. They must sign in and obtain a visitors pin before going elsewhere in the building. At the end of the visit, the visitor is asked to return the badge to the Main Office and sign out before leaving the building. Any items that parents would like to leave for the children must be left at the Main Office.

## **4. No School Announcements**

In the event of stormy weather, the radio and television channels will carry the No School announcement. If there is No School announced for the **Worcester Public Schools**, this will also apply to our school. School cancellations or delays are broadcast on all local radio stations, including 104.5 WXLO. *Connect -Ed* phone calls to your home will also be made.

If school is canceled for any reason other than weather, a printed notice from school will be sent home with each student. In the event that we need to close school mid-day, we will use our telephone emergency system, *Connect-Ed*. where every effort will be made to contact the parents from the phone numbers listed on emergency cards.

# **Discipline**

## **1. Philosophy**

Successful discipline is based upon clear expectations. Our children are given structure, order and security within the school and they are expected to contribute to that structure. The goal, ultimately, is self-discipline. It is our aim to help the children behave as civilized, reasonable, well-mannered students. It is the aim of our faculty to provide a positive school environment that is conducive to good student behavior.

## **2. Implementation of Discipline**

Most students will experience little difficulty living with the policies in this handbook and our school procedures. When a student is in violation of a school policy, attempts to have the student change his/her behavior in line with the school rules will be made by the teacher and/or the Headmaster. Students involved with a violation will be required to write, sign, and date an incident report stating their observation of the incident. This is consistent with our philosophy of teaching the children responsibility for their words and actions. Additionally they are taking the responsibility for the consequences of inappropriate behaviors. Infractions may then result in detentions. It is hoped that an infraction will not warrant an in-house suspension or a suspension from school. Parents will be notified of a serious infraction or continual infractions.

Disciplinary measures will be taken at the discretion of the Headmaster in accordance with the seriousness of the offense.

## **3. Code of Conduct**

It is important that each child know what is expected of him/her in school. Please discuss the following points with your child(ren) before the opening of school.

1. Fighting or violent behavior of any kind is forbidden at all times. Violent behavior will result in detention or possible suspension from school. Violence is not appropriate school behavior and it will not be tolerated.

2. Children are to respect the school property and take pride in their school. Therefore, no student should mark or damage school property in anyway. The chewing of gum at school is not allowed. Parents will be held responsible for payment of damaged school property. Damage to school property results in both suspensions and restitution.

3. Smoking is forbidden in school, around school, and to and from school. Punishment for violating this rule is suspension and possible expulsion.

4. Possession or use of alcoholic beverages, tobacco products, drugs, or weapons while on school grounds or at any function under the auspices of the school will be penalized by immediate suspension or expulsion.

5. Profanity and abusive language does not reflect a Christian attitude and is not accepted by the school. Respectful language should always be used with teachers and other students.

**6. Cheating on quizzes and tests, and copying and allowing work to be copied (homework or schoolwork) will result in a loss of credit and disciplinary action. Students plagiarizing and paraphrasing from the internet or another source will face the same consequences.**

7. Students will adhere to appropriate behaviors on the bus (please refer to the previous section on School Bus Behaviors for detailed behavioral expectations on the bus).

8. The dress code is an essential aspect of the school's image. Students must adhere to the dress code standards.

**9. Students may not have on their person pagers, cellular phones, *Walkman*, *iPods* or any other electronic devices. If these devices are observed during school hours they will be confiscated by school personnel.**

#### **4. Sexual Harassment Policy**

It is the policy of St. Peter Central Catholic School, as well as the Commonwealth and Federal Law, that sexual harassment of any member of this school shall not be tolerated.

Sexual harassment is defined as unwelcome advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

Any complaint will be taken seriously and immediately investigated by the Administration. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct and, where it is appropriate; we will impose appropriate disciplinary action. That action may involve suspension or expulsion of the harasser.

# Dress Code

## 1. School Uniform

On days that the children do not have gym, they must be dressed in appropriate school uniform. School uniform items must be purchased through the *J.B. Edwards Company*. There are also some previously owned and well kept school uniform articles available for purchase in the school bookstore.

**All students MUST HAVE a school sweater. The sweater must be in school every day and worn unless school administration and/or the child's teacher determine that it is too warm for the sweater to be worn.**

The following is a list of acceptable daily school uniform items:

### For Girls in Grades K - 4

Jumpers	Plaid
Blouse	White with Peter Pan collar
Sweater	Wine Color - <u>MUST</u> have School Logo. There is a choice of styles available: (V-Neck, Crew Neck, Vest, or Cardigan)
Socks	Solid (no patterns) Cranberry or White Kneesocks or tights. (White or Cranberry Ankle Socks may be worn in place of tights or knee-highs until October 31 and again beginning on May 1.
Shoe	A low <u>solid black</u> closed shoe or sneaker. (No clogs, jellies, open backs or toes, sandals or any heels higher than one inch are permitted.
Shorts	Gray walking shorts and pullover Polo shirt or uniform blouse may be worn prior to November 1 and beginning again on May 1.

### For Girls in Grades 5 - 8

Kilts (skirt)	Gray polyester
Blouse	White Oxford (tucked in at <u>ALL</u> times)
Sweater	(same as for Grades K-4 <u>see above</u> )
Socks	(same as for Grades K-4 <u>see above</u> )
Shoe	(same as for Grades K-4 <u>see above</u> )
Shorts	(same as for Grades K-4 <u>see above</u> )

### For Boys in Grades K - 8

Pants	Gray pleated or plain front twill (purchased at <i>J.B. Edwards</i> only...no Dockers)
Belt	Black Belt

- Shorts**            **Gray walking shorts and pullover Polo shirt or Oxford shirt & tie may be worn prior to November 1 and beginning again on May 1.**
- Shirts**            **White Oxford (Note: If a T-shirt is to be worn underneath the shirt during cold weather season, the T-shirt MUST be Plain White. Polo shirts are worn with shorts or gym uniforms only.**
- Ties**                **Grades K-4: Plaid**  
**Grades 5-8: Stripe**
- Sweater**           **Wine Color - MUST have School Logo. There is a choice of styles available: (V-Neck, Crew Neck, Vest, or Cardigan)**
- Socks**             **Above the ankle socks in gray or white must be worn at all times.**
- Shoe**              **Low solid black sneaker or regular black shoes**

**PLEASE BE SURE TO WRITE YOUR CHILD’S NAME IN ALL UNIFORM CLOTHING YOUR CHILD WEARS TO SCHOOL.**

## **2. Physical Education Uniform**

Only the school tee shirts, shorts, sweatpants and sweatshirts are to be worn for gym class. Any type of sneaker may be worn for gym days only. The school gym uniform may be purchased at the school bookstore.

The following is a list of acceptable school gym uniform items.

- Sweatshirt**    **Gray screened with school logo must be worn on every gym day.**
- Sweatpants**   **Gray screened with school logo**
- Shorts**           **Gray screened with school logo**
- Polo Shirt**    **White or wine screened with school logo**

**Please be sure to write your child’s name in the physical education school uniform. Uniform is required for participation, except for the two exceptions noted in the Physical Education section of this handbook on page 9.**

## **3. General Appearance**

### **HAIR**

At all times, hair for boys and girls must be neat, clean and appropriately styled and natural in color. **No dyed, bleached or tinted hair will be allowed.** Boys need to be clean-shaven and their hair shall not exceed the shirt collar. **The school maintains the right to deem what is, and what is not, appropriate.**

Hats or bandanas are not to be worn in school at any time.

Body piercings, with the exception of small earrings, is not allowed.

## **JEWELRY**

Jewelry is not part of the daily uniform code. It is acceptable to wear one watch and one bracelet, one ring and small earrings. **No hoop earrings will be allowed for safety reasons.**

Makeup (including nail polish and artificial nails) is not acceptable.

## **OUT OF DRESS CODE DAYS**

. All students are expected to dress in a manner appropriate for Catholic School students. The school maintains the right to deem what is and is not appropriate. Clothing and accessories containing inappropriate language or logos, as well as clothing exposing the back or midriff will not be allowed.

# **Safety**

## **1. Philosophy**

The staff of St. Peter Central Catholic Elementary School work to ensure that your children receive a quality education in a safe environment. To ensure that the school remains a safe environment for your children, we must have the full cooperation and participation from the parents or other caretakers of the children.

In order to provide this desired level of safety there are many provisions that have been developed to secure the perimeter of the building, control access to the building, and regulate the activity within the building by adults and children. We understand that these safety provisions may lead to some moments of inconvenience for parents.

St. Peter Central Catholic Elementary School has historically enjoyed the full support and cooperation of the parents in following through with these safety measures. We thank you for your cooperation.

## **2. Fire Drills**

Fire drills are conducted several times a year by the Worcester Fire Department for the safety of the students. All persons must evacuate the building quickly in a safe, orderly manner. Silence among the evacuees is strictly enforced.

## **3. Health**

Medication may only be dispensed through the School Nurse. When the nurse is not in the building, a substitute nurse may take care of dispensing the medication. If a substitute cannot be contacted, we will need to contact a parent to dispense their child's medication.

- Prescriptions and non-prescription medication must be sent to school in clearly marked bottles (the original) accompanied by a note from the parents and a signed form from the child's doctor.
- Full immunization records must be on file in the School Nurse's office. Expulsion may result if the record is not furnished by the start of the school year.

- Parents are encouraged to transport medication directly to the Main Office. It is not safe to have your child transporting medication to or from school in a school bag while on the bus or in the schoolyard.
- If your child needs to bring medications from school, it is suggested that you call the Main Office to make appropriate arrangements. Please note that Cough Drops are considered medicine.
- All students are mandated by law to have a current physical and updated immunization records on file at the start of the school year.
- Students in Preschool and Kindergarten are mandated to have an eye exam as well.

#### **4. Lunch Containers**

For safety reasons we encourage you to send your child's lunch in a reusable container. No glass bottles, please!

#### **5. Phone Calls**

At no time will a phone message be given to a student that involves a change in ordinary circumstances of transportation. We have no certainty of the source of the call.

Only in certain cases will a student be allowed to make a phone call from school. In case of sickness or accident, the school office or School Nurse will notify the parent. To keep phone lines free for daily school use, students' needs regarding phone calls will be limited and assessed by the school administration.

**Last minute calls at dismissal, either incoming or outgoing, present many problems since this is one of the busiest moments of the day. We would appreciate if phone messages for your children are limited to emergency situations only.**

Teachers are responsible for your children from 8:30am – 3:20pm on a regular school day. Time is spent in supervision and teaching. Therefore, teachers will not answer phone calls during school hours, but will be happy to speak to a parent at a time convenient to both parent and teacher. Please respect teachers' privacy and refrain from placing calls to their private residences.

## **Miscellaneous**

### **1. Student Activities**

Extracurricular activities are offered in Speech, Student Council, Chorus, and League Sports. There are other social events available according to the interests and needs of the children, as well as the availability of funds and personnel. Fall and Spring sports schedules will be sent home by the coaches.

Extracurricular activities are privileges extended to students who have met the expectations of their primary academic program.

## **2. Party Invitations**

It is the policy of the school not to have personal party invitations distributed to students in school unless all members of a given class are included. A list of students' addresses, with parental permission only, will be sent home in order to mail invitations to specific classmates.

## **3. Toys**

Students should not bring toys from home to school except in those cases when they are invited to do so by a teacher.

## **4. Lunch Money**

Pizza is available for purchase once each week for Friday Lunch. Pizza orders may be placed on Tuesday, Wednesday or Thursday ONLY. Pizza may not be ordered or bought on Fridays. Sandwiches will be served on Wednesdays orders are taken by the month.

## **5. Holiday Parties**

Prior to seasonal celebration, homeroom parents may, at the discretion of the teacher, plan a "festive" celebration. Refreshments and games are generally kept simple.

## **6. Change of Address**

**It is the responsibility of parents to submit any change of address, telephone numbers or family name to the Main Office as soon as the change occurs. These changes should be submitted to the Main Office in writing. This includes changes of work numbers and emergency contacts. Please be sure to submit emergency cards immediately.**

## **7. Extended-Day Program**

As a service to our students and parents, St. Peter Central Catholic Elementary School offers an Extended-Day Program. Play, games, crafts and study periods are essential parts of this program. The hours for the **Before-School Program** are 7:30 a.m. to 8:45 a.m. and the hours for the **After-School Program** are 3:00 p.m. to 5:45 p.m. This program is available daily with the exception of early release and teacher professional days. There is a fee schedule separate from tuition.

## **8. Summer Reading**

Students will receive a required summer reading list with their final report card. Summer reading assignments are mandatory for all students. If the student loses or misplaces the assignment list, please see the web site for the information.

# **Part II**

# **Parent Section**

# Tuition Reduction Program

## Fair Share Work Hours

St. Peter Central Catholic School participates in an optional program to reduce tuition costs each year. Parents choosing to participate in this program must fill out a service agreement each year in order to qualify for the reduction in tuition.

**The fair share work hour's program allows families to deduct a maximum of \$300 per year, off the cost of annual tuition at St. Peter Central Catholic School. If you choose to work services hours you will receive credit. If you do not choose to work the service hours, you will be billed for the \$300. in April.**

There are many different ways a family may receive credit for work hours. However, a service agreement must be on file at the school in order to receive any reduction in tuition through the diocese.

Credit for work hours is given at 15 hours of service and 30 hours of service. The Office of Student Accounts credits your statement following the submission of confirmed hours by the school. A submission of 15 confirmed hours is credited as \$150. A submission of 30 hours is credited as \$300. All families should maintain a personal record of these hours for verification. Anyone wishing to receive credit for hours must sign an attendance sheet for each event they work. Hours will be tracked and tallied on a computer. You will not be given credit for the hours if the event chair or contact person does not have your name on the attendance list.

**Parents must serve 20 of their 30 hours either at Bingo or the Christmas Fair.**

**It is our hope that parents will serve on committees and volunteer in school regardless of service hours. Our community thrives on parent support.**

## APPROVED OPTIONS FOR CREDIT HOURS

### 1. Bingo

There are several different choices within this assignment. Kitchen work is divided into 2 time slots. You may sign up for 3:00-6:00pm slot or the 6:00-9:00pm slot, or both. Kitchen duties include preparing fast food items, tracking cash sales and assorted other kitchen duties. Floor work consists of sellers 3:00-6:00pm and 5:00-8:00pm, verifiers 6:00-9:00pm and callers 6:00-9:00pm. If you sign up for Bingo, you can expect that you will be able to fulfill your 30 hours of service during the year.

### 2. Library

There are 3 main choices within this category. Shelf Reading is an option available only during the summer. Shelf reading does not require any specific knowledge but will require instruction on the procedure. Typists/data entry people are a necessity all year long in the library. Circulation workers are general upkeep people who help to maintain the library doing all sorts of tasks including typing, putting books away, general cleaning, basic book repairs, etc. It is possible to work the full 30 hours choosing this option.

### **3. Book Fair**

The School Book Fair runs 4 days each spring in the month of May. People who sign up for the book fair need to understand that because the book fair week runs late in the year, those hours completed are credited toward the following year's tuition. This is because the final tuition payment is due prior to the occurrence of this event. People who choose this option do a variety of tasks such as set up, breakdown, stocking, ordering, running classes to and from the fair and miscellaneous tasks. It is possible to complete most, if not all of the 30 hours if you are present each day and family night.

### **4. Spree Day**

Spree day is a full day of fun for the school children. This event falls at the end of the school year in the month of June. People choosing this option will receive tuition credit for the following school year. This is because the diocese has already closed the budget for the current year prior to the occurrence of this event. This event encompasses varied tasks each year. If you have a relative talent for fun day activities, you should specify your interest or talent when choosing this option. This option alone will not fulfill your 30-hour requirement alone. When choosing this option, please bear in mind that service hours are inclusive of the day of the event only. This would cover 6 to 10 hours maximum.

### **5. Christmas Fair**

The Christmas Fair has many different jobs and most people find the work very enjoyable. Please keep in mind that preparation meetings and gatherings are not considered to be service hours. Service hours are accumulated on the day of the event. This event will not cover a 30-hour commitment by itself.

### **6. St. Patrick's Day Float**

Construction and decorating of the float to participate in Worcester's St. Patrick's Day Parade. Commitment of this time is in March each year.

### **7. Summer Maintenance**

This particular category varies greatly as the needs of the building vary from year to year. General assistance may include painting, cleaning, landscaping and general miscellaneous tasks. If you have experience in plumbing, electrical, carpentry or maintenance, there may also be a place for you here.

### **8. Auction Committee**

Our annual Auction is our school's largest fundraiser. Help is needed for committee work such as gift solicitations, organizational tasks, set-up and new ideas.

### **9. Summary**

There are many other events throughout the school year that are approved for Fair Share work hours. These include the Community Breakfast, the Teachers' Breakfast and any other event which

would require a presence during the date of the event. These events change periodically as they are introduced.

Parents may sign up for more than one category in order to complete the 30-hour commitment. However, please make sure you are able to work the hours you specify.

All participating parents will be contacted to confirm assignments, time availability and schedule hours. Every effort will be made to schedule according to choice.

## **10. Things To Remember**

- Hours are submitted by the school to the diocese in increments of 15 or 30 hours.
- Parents are expected to appear for confirmed hours. If you cannot be present, please contact the school or the appropriate chair or person in charges.
- Meetings do not count as service hours.
- You must sign in for all time present in order to get credit for hours worked.
- Hours for the following school year may be accumulated beginning the month of March each school year.
- You may not stack credit hours in one year. Example: Working 90 hours does not assure credit for the next 3 years. This will count for only one year.
- Please remember to complete and return your service agreement to the school office.

# **St. Peter Central Catholic Elementary School Parent Association**

Welcome Parents,

The new school year has finally arrived. The children appear to be happy and excited to be back in school. They are getting reacquainted with old friends whom they haven't seen for a few months, looking forward to new projects in their classes and meeting new friends.

This is just how your new Parent Association officers feel. We are looking forward to working with those parents who have historically given to the school their talents, efforts, and their time (a very precious commodity to every parent).

We are also looking forward to the many projects and activities planned for the coming school year. These functions and activities are fun, pull our community (parents, children, teachers, and administrators) together, and are a lot of work to organize and run! The following few pages highlight these activities and how people can become involved and contribute to their success. These are challenging projects, but by pulling together for our children, wonderful and lasting relationships with other parents are formed.

What is most exciting though is the opportunity to meet new parents and welcome them to the Parent Association. Not only do we refer to first year parents when we say "new parents" but also to those parents who have had children in the school in previous years but have not been actively involved with the Parent Association. It is our goal this year to provide an atmosphere that will encourage all our parents to feel welcome and come together with other parents to enhance their children's educational experience.

In conclusion, we feel that the success of any organization depends upon its ability to focus on a clear and concise purpose for its existence. Let the following mission statement stand as our public commitment to provide a quality experience for our school, our fellow parents, and - most importantly - our children.

## **St. Peter Central Catholic Elementary School Parent Association Mission Statement**

**Our mission is to coordinate the many talents and skills of our parents to enhance our children's educational experience. While celebrating the vast diversity of cultures and backgrounds our school blends together, we recognize the common thread we all share - the willingness to make personal sacrifices so that our children may have the best educational experience possible. May Jesus Christ bless our community and let us unite around this value we all share and thereby strengthen our community and provide that experience our children so richly deserve.**

**ST. PETER CENTRAL CATHOLIC**

## **PARENT ASSOCIATION COMMITTEES 2009-2010**

### **CHRISTMAS FAIR COMMITTEE:**

1. Assist in the planning of the Christmas Fair which includes attending planning meetings.
2. Assist in making crafts for sale at the Christmas Fair.
3. Assist in soliciting donations for various prizes to be raffled at the Christmas Fair.
4. Either working at a table or in the kitchen at the Christmas Fair.

### **HOSPITALITY COMMITTEE:** (Chaired by the P.A. Vice President)

1. Shall organize and host the Open House for new students and families.
2. Shall organize and host the “Appreciation Breakfast/Luncheon” for teachers at Christmas and during Teacher Appreciation Day.
3. Shall organize and host the “Communion Breakfast” on the first Sunday of Catholic Schools Week.
4. Shall organize and host the “Spring Musical” refreshments.

### **SPREE DAY COMMITTEE:**

This committee plans, organizes, and carries out the activities of Spree Day in June.

1. With the administration, sets the date and hours for Spree Day.
2. Decides what activities will be offered to the children.
3. Organizes the materials, machines, etc. that will be needed for the day.
4. Recruits volunteers to assure supervision of the children during the activities.
5. Responsible for set up, breakdown and return of any borrowed materials for the day.
6. Having fun with the kids.

*Although not functions of the Parent Association, the administration requests parent assistance with the following:*

**Bingo:** Bingo is held every Sunday, all year long. Volunteers are needed in the kitchen, for set up and break down, and on the floor during the game.

**Book Fair:** Volunteers are needed during the week of the school book fair to assist with the sale of books.

**Candy Drive:** Volunteers are needed to organize the orders, unload the candy when delivered and to distribute it to the classrooms.

# **Part III**

# **Student Internet Acceptable Use Policy**

## St. Peter Central Catholic Elementary School Student Internet Acceptable Use Policy

We would like all parents to read Section A of this document carefully. In addition, please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. **This document must be on file with the school before your child will have Internet privileges.** We are very pleased to bring Internet access to St. Peter Central Catholic and believe the Internet offers valuable, diverse and unique resources to both students and teachers.

Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Peter Central Catholic has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe, however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure materials that is not consistent with the educational goals of our school.

Availability of the Internet to students at St. Peter Central Catholic rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Peter Central Catholic may be denied to that student.

The signatures on the following **Internet Use Agreement** indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

### SECTION A – GENERAL TERMS AND CONDITIONS

1. **Acceptable Use** – The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Peter Central Catholic. Transmission of any material in violation of school policy or any U.S. or Massachusetts regulation is prohibited.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.
3. **Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B of this policy.
4. **Copyright** – Students are expected to abide by the generally accepted rules of copyright law as outlined in Section B of this policy.

5. **Security** – If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual’s account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.
6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or going on-line without permission.

## **SECTION B – STUDENT AGREEMENT**

This section is to be read by students and parents and discussed. Parents and students must sign the following **Internet Use Agreement**.

1. **Personal Responsibility** – As a student at St. Peter Central Catholic, I will accept personal responsibility for reporting misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that contains inappropriate language or is meant to offend a particular person or group. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Peter Central Catholic.
2. **Acceptable Use** – My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that “surfing” the Internet results in congestion on our school network, which slows it down for others. Playing of games accessed over the Internet shall not be permitted. No student shall download any application for use on the school’s computers unless specifically instructed to do so by a member of the St. Peter Central Catholic faculty. Only members of the St. Peter Central Catholic faculty are permitted to install applications on the school’s computers.

**DOWNLOADING OF ANY SONGS, VIDEOS, SOFTWARE OR UNAUTHORIZED PICTURES FROM THE INTERNET (PARTICULARLY FROM POPULAR PEER-TO-PEER SITES) IS NOT PERMITTED AND WILL BE VIEWED AS A SERIOUS VIOLATION.**

**INSTANT MESSAGING (AIM, YAHOO MESSENGER, IRQ, etc.) FROM THE SCHOOL COMPUTERS IS NOT PERMITTED AND WILL BE VIEWED AS A SERIOUS VIOLATION.**

**ONLINE PURCHASES OR PARTICIPATING IN ONLINE SURVEYS IS NOT PERMITTED AND WILL BE VIEWED AS A SERIOUS VIOLATION.**

3. **Network Etiquette** – I will abide by the following rules of network etiquette at all times:
  - **I WILL BE POLITE** – I will never send, or encourage others to send messages that do not reflect the beliefs we are taught here at St. Peter Central Catholic.
  - **I WILL USE APPROPRIATE LANGUAGE** – I realize that I am representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will

never use inappropriate language while sending messages or while writing on the school's computers.

4. **Privacy** – I will not reveal my home address or personal phone number or that of any members of our school to anyone on the Internet at any time.
5. **Electronic Mail** – I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security** – I understand that security on our network is very important. I will never attempt to guess other users' password at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.
7. **Vandalism** – I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Peter Central Catholic and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of networking privileges.
8. **Copyright** – I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly.
9. **E-mail** – The use of the Internet and electronic mail at St. Peter Central Catholic is a privilege and not a right.

## **Internet Use Agreement**

Parent(s)/guardian(s) for students in all grades must sign the agreement for their children to be allowed access to the school's Internet capability. All students must also sign the agreement.

### **PARENT AGREEMENT**

As the parent/guardian of \_\_\_\_\_, I have read and discussed with my child the Internet Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for St. Peter Central Catholic to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at St. Peter Central Catholic.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **STUDENT AGREEMENT**

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Photograph and Video Release**

Permission is hereby granted for any photographs and / or videos of my child(ren) to be taken by the St. Peter Central School staff or by other appropriate photographers within the school setting.

I understand that these photos and / or videos may be displayed not only within the school setting, but may also be used in community publications (local newspapers, Diocesan publications, etc.).

Videos may also be displayed in a similar manner. In addition, my child(ren) may also be seen from time to time on local Channel 3 when they are attending The Daily Mass.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

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## **Handbook Contract**

Dear Teacher,

We have read the handbook and agree to follow its rules and expect our child(ren) to do likewise.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Student's Signature

Dear Parents,

The Internet Use Agreement, Photo and Video Release, Mass Permission Slip and the Handbook Contract pages are to be signed and returned to school where it will be kept on file. This handbook is to be used in orientation and guidance during the school year. Each student is responsible for it.

\_\_\_\_\_  
Mrs. Margaret Kursonis  
Headmaster