

St. Peter's Regional School



Good Beginnings Never End

Student/Parent Handbook

2018-19

Dear Parents and Students,

Welcome to the St. Peter's School Community! We are pleased to present this Parent/Student Handbook to you. Our hope is that you will use this handbook to learn about St. Peter's, its policies, and the ways in which we can work together to provide the best possible educational experience for your child. We urge you to take a close look at this year's handbook, as there have been several changes. The changes are asterisked in the Table of Contents and highlighted in the book.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence, and leadership.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

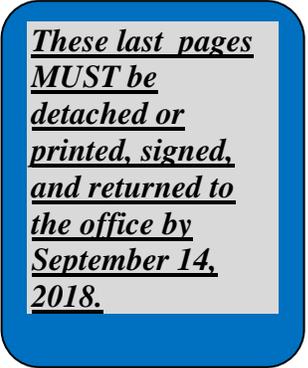
Father Edward Bader, Pastor

and

Lisa Layman, Principal

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These last pages
MUST be
detached or
printed, signed,
and returned to
the office by
September 14,
2018.

Philosophy

St. Peter's School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

We commit ourselves to providing our children with a sound Catholic education; taking care to integrate into every dimension of school life the values embodied in the life and words of our Lord and Savior, Jesus Christ. Through daily prayer, regular attendance at Mass, and recalling the tradition of our faith, we strive to give enthusiastic witness in our community.

We spare no effort in the pursuit of excellence, whether in the realm of the spiritual, physical, moral or academic development. Jesus called us to be the light of the world and we recognize the opportunity that our school provides to be that light, not only for our children, but also for the community.

We encourage students to develop a sense of responsibility to self and others so they build a foundation for their future. Moral and academic discipline is present in all subject areas. Education is not just content, but an enhancement of our living potential- the Body of Christ reaching out to help others.

We strive to teach the whole person and enable both teachers and students to reach their fullest potential in life and in the hereafter. Reaching one's potential is a form of worship and as an experience rooted in the living faith that can be shared with others throughout one's lifetime.

History

St. Peter's School has been a vital part of the St. Peter's Liberty parish for many years. In 1905 the school was located across the street at the present Liberty Pharmacy. In 1924 a school was built in conjunction with a new parish church. It was physically attached to the church and convent, and staffed by Dominican Sisters of Blauvelt. In 1957, the major portion of the "new" school building was completed. Due to declining enrollment, the school closed in 1971. It reopened as St. Peter's Regional School in 1977 and is currently the ONLY Catholic school in Sullivan County. In 1978, a four-room addition was built to better serve the needs of the students. Due to serious economic concerns, St. Peter's closed the fifth through eighth grades at the end of the 2007-2008 school year. Beginning in 2011, our school again began to grow, but not in a manner to keep up with ever increasing expenses. In May 2017 the Archdiocese decided our school would become an early childhood center. We currently have a 3-4-year-old Pre-K and Kindergarten. Our students come from many of our county's parishes and school districts.

A certified faculty of teachers and teacher aides offer daily instruction in Religion, Math, Science, Social Studies, Language Arts, and Reading. Students will also receive instruction in Art and Music and take part in library once a week.

Lessons that are provided in an atmosphere that puts God at the center of each day gives St. Peter's Regional School its uniqueness. The liturgical year is celebrated through Mass attendance, prayer, and classroom instruction. Each day begins with the entire school praying:

*“Good Morning, Dear Jesus,
This Day Is For You,
I Offer You All I Think, Say and Do.”*

Academic Expectations:

St. Peter’s Regional School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. All academic expectations are age appropriate for children in an early childhood program.

Homework:

Homework is an essential part of the instructional program, reinforces learning, and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers, and mathematicians. All homework times include 15 minutes of reading (or being read to).

The time allotment for homework (written and study) are as follows:

K: may be given occasional short homework assignments related to the curriculum

Students are required to complete all homework.

Grades and Grading:

Report cards are distributed four times a year for Kindergarten. Pre-K report cards are distributed two times a year. The report card is a link between the school and the home.

Academic Achievement:

The first part of the Archdiocesan Report Card is used to mark the student’s achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
 1. Classwork/Participation
 2. Homework
 3. Quizzes
 4. Formative Assessments
 5. Summative assessments

The Final Report Card Grade is the weighted average of the four previous quarter grades, with mid-year and end-year tests for grades 6-8. This Final Grade will be recorded on the student’s permanent record.

- Numerical marks are recorded on report cards for Grades 1 – 8.
- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
 - 4: Exceeding Standards
 - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently

- 3: Meeting Standards
 - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
 - 2: Approaching Standards
 - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
 - 1: Below Standards
 - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
 - N/A: Not Assessed
 - Students were not assessed on these standards this quarter.
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
 - Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

Character Development:

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

Report Card Distribution:

Report cards are distributed for K-4th grade in November, January, April, and June. Progress assessments for Pre-K will be given in January and June. Report cards will be withheld if financial obligations have not been met.

Final report cards may not be given before the last day of school. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Retention/Promotion:

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develops for each

of these students a special program, based on the school’s regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student’s modified program is retained in the student’s file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress.

Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

The student has failed to pass the major subjects on each grade level.

LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting program expectations of the program.

The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

If a student completes all requirements for promotion or graduation, a family cannot self-select the student to be retained in their grade.

Assessments:

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, interim assessment, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternative assignments will be provided.

Interim Assessment:

Administered three times per Year	
Grades K-8	NWEA Interim Assessment

The faculty of St. Peter's Regional School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

Accidents

Student accident insurance is included in the school's yearly fees. In the event of an accident at school, you may obtain a claim form from the office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the parishes within the Archdiocese, Catholic school regional boards, or religious communities within the Archdiocese.

The process for admission to St. Peter's Regional School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified in writing about the status of the child.

While admission is on a first-come, first served basis, St. Peter's endeavors to give preference in admission following these guidelines: first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

After School Program/Clubs

An after-school program is available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

Announcements

Informational announcements are handled by the individual classroom teacher, via notes distributed to the students, postings on the St. Peter's website (www.stpetersliberty.org), or e-mail blasts from the school. St. Peter's will send as many announcements as possible digitally. Please regularly check your child's backpack for updated information. All announcements must be written and brought to the office and approved by the principal before distribution.

Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.

When the child returns to school from an absence, a completed absence form must be given to the teacher. (See Appendix, Page 28, for a sample) Absence remains illegal until an absence note is given to the teacher when the child returns to school. This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Lateness: A child should still come to school even though he/she may be late. All lateness is recorded and marked on the report card. Students who arrive after 8:15 must be accompanied into the building by an adult, signed in at the front desk and will be marked late. St. Peter's operates on a school schedule and as such cannot accommodate individual parent schedules that would bring children to school after the start of the school day. Parents of a chronically late student will be called in for a conference.

Early Pickup: The school day ends at 2:40. Early pickups should be avoided as they often are disruptive to the learning environment. If unavoidable, notes are required at the beginning of the day stating pickup time so your child will be ready.

Doctor or dental appointments should be scheduled for after school or on Saturdays, if possible. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent **MUST** come to the school for the child and sign them out at the front desk. The school must be informed ahead of time about such occurrences. All people picking up children will be asked for identification. The safety of our students is paramount at St. Peter's.

Birthday Parties

Birthday parties for all grades may be held in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.

Unfortunately due to many hurt feelings, party invitations may not be sent through school unless every student in that room is given an invitation or it is given to all boys or all girls in that classroom. Invitations are to be issued by phone or mail only.

Books

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under NYS Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
2. **LIBRARY BOOKS:** Books may be borrowed for one week. Books are signed out to the child so that he/she will have the experience of signing out a library book and abiding by due dates. Overdue books will be assessed 5c per day per book. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Busing is provided within a 15-mile limit to students from their residence. The public-school district where the student resides provides this service. If a student is to take a different bus from school, a note must be submitted to the office at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, St. Peter's Regional School will work in consultation with the public-school district about suspension from bus services.

Change of Address, E-mail, Phones

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

Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.

- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships", which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

Child Abuse Laws

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Child Custody

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Communication

Since, as parents, you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

In order to ensure a safe, orderly and productive start to the day, parents are not permitted to meet with teachers from 8:00 - 8:15 a.m. These 15 minutes are required for the teachers to supervise the students in the classroom.

A parent may request a meeting with a teacher at any time by simply sending a note or e-mail to the teacher in question and the teacher will arrange for this meeting outside class time at a

mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep the lines of communication open in the best interest of the students.

No school related text messages are to be sent to private phone numbers of the staff. Not only does this go against Archdiocesan policy but increases the likelihood that your message will not get to where it needs to go. Please continue to either call or e-mail the school. If e-mailing, please make sure you get a confirmation that the message has been received, since internet isn't always reliable. When in doubt, please call the school.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

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

Contact Us

Communication is the key to success. We are always here to listen and help. Please feel free to contact the office with any questions or comments you may have. The best way to communicate with your child's teacher is through their Communication Envelope or the homework book.

Phone: (845) 292-7270

Fax: (845) 292-2891

Nurse: (845) 292-7429

Website: www.stpetersliberty.org E-Mail Principal Layman s458@adnyeducation.org

Please note this year our front office will not be covered for portions of everyday.

Contacts with the Media

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office, otherwise, they must fill out the media authorization release form. **If enrolled in a regional school, this media authorization and release was embedded within the online registration process, so the written form is not required unless a family wishes to change their preference during the course of the school**

year. Parents of students enrolled in Universal Pre-Kindergarten Classes should fill out the media authorization form at the end of this handbook.

Crisis/Emergency Information

Should a crisis require evacuation from St. Peter’s Regional School building, students will be brought to a safe place located at St. Peter’s Church or Liberty High School and parents/guardian should meet them at that location.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert) to notify parents directly about the crisis.

For further information concerning the crisis, parents can refer to the following:

<u>Radio</u>	<u>On the Dial</u>
WSUL	98.3FM
WVOS	95.5FM
WJFF	90.5FM
Thunder Country	102FM

Daily Schedule

The following schedule will be observed for all classes:

7:30-8:00 AM	Latchkey
8:00 AM	Enter School
8:15 AM	School Begins
11:30-12:00	Lunch
12:00-12:30	Recess
2:40 PM	Dismissal
2:40-5:30 PM	Latchkey

Unless participating in AM or PM Latchkey, students cannot arrive on the school grounds prior to 8:00 AM. and cannot stay after school ends at 2:40. St. Peter’s Extended–Day Program is available from 7:30-8:00 AM and 2:40-5:30 PM. Please check in the office for information.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the office and not to the classrooms. The front office will not be covered for portions of everyday. The school office will see to it that the child receives these items.

Discipline Code for Student Conduct

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning.

Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as (talking in class, copying work, disrespect, etc.) students are often given conduct referral, time outs, or demerits, etc. Additionally, students may be asked to call their parent(s) to explain the problem.) Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code

Your school uniform confirms your attendance at St. Peter's Regional School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom. You are representing our school and your behavior should be a credit to both yourself and the school community.

All Pre-K: Same as the Kindergarten gym uniforms. Tee-shirts, sweatshirts, shorts or sweatpants. Safe street shoes are to be worn, no clogs, crocks, flip-flops, sandals, boots or platform shoes. No makeup is allowed and only clear nail polish is permitted. Girls may wear navy blue, white, or gold hair ribbons in their hair or simple barrettes and hairbands without additional decoration (flowers).

Kindergarten Girls: Light blue blouse or polo shirt, navy blue jumper, skirt, skort, dress or dress pants. Girls choosing to wear a jumper, skirt, skort or dress are required to have the uniform no higher than 4" above the middle of the knee. Navy or white knee socks or tights. Safe street shoes in dark colors or white are to be worn. No flip-flops, sandals, clogs, crocks, high-heeled sneakers, boots or open-toe shoes are permitted. No makeup is allowed and only clear nail polish is permitted. Girls may wear navy blue, white, or gold hair ribbons in their hair or simple barrettes and hairbands without additional decoration (flowers).

Kindergarten Boys: Navy dress trousers, a light blue dress shirt or polo. Safe street shoes in dark colors or white are to be worn. No flip-flops, sandals, clogs, crocks, boots or open-toe shoes are permitted. Earrings are not permitted.

Gym Uniforms: Navy blue sweatpants or shorts and blue St. Peter's logo tee shirt or sweatshirt and sneakers. Under no condition is jewelry to be worn on gym days. This is a safety issue. Newly pierced ears often result in students sitting out Physical Education class for an extended period of time. This may result in a failing grade.

No Uniform Days: Days where students do not have to wear their uniforms include 2-hour delay days (except on gym or Mass days), when awarded a "No Uniform Pass" or when announced by the Principal.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted. Boots worn to school must be changed into sneakers or shoes.

During winter weather, students may wear the navy-blue uniform sweater or sweatshirt, or a plain blue sweatshirt. Other types of sweaters or sweatshirts may not be worn.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, The Archdiocese of New York follows the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately;
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Students will be expected to follow the recommendations of the school principal if the child is to continue in the school and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, I-pads, I-phones, and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Emergency Closings/Delayed Openings

St. Peter's maintains essentially the same schedule as Liberty Central School when it comes to delays and closings. St. Peter's utilizes the IRIS alert system to inform families about closings, emergency delays, and early dismissals and announces its delays and closings on the following radio stations: WVOS 95.5, WSUL 98.3, Thunder Country, 102, and WJFF 90.5. Please do not call the stations, the school, or the rectory; no one will be available to answer your call. St. Peter's website (www.stpetersliberty.org) will also carry information on closings and delays.

Please note that in cases of a crisis, St. Peter's staff will make emergency calls on personal cell phones. These will most likely be numbers you are not familiar with; however, it is important that you respond to the call. This is especially true if you are aware of a serious condition in the area.

On a one-hour delay day morning latchkey will open at 8:30, on a two-hour delay day will open at 9:30, and if there is a 3-hour delay Latchkey will begin at 10:30. **If there is a 2-hour or 3-hour delay on a ½ day, that day becomes a FULL day running until 2:40.**

When a delayed opening takes place on a day when there are no PE classes or school Mass, uniforms are not required.

Weather conditions will determine if afternoon Latchkey will be open. If we close before lunch we ask you to pick up your child as close to the announced dismissal as possible.

Keep in mind we will keep your child safe and an adult will remain at school until all children are picked up. In an extreme case, St. Peter's reserves the right to call the local police department if we are unable to locate parents or guardians.

Expectations and Responsibilities for Students

Students attend St. Peter's Regional School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work always;
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating;
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior;
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress);
- speak in a well-modulated tone of voice;
- observe the school dress code, including standards on no-uniform days and
- help care for school property and keep the school free from damage and defacement.

Extended Day Program

St. Peter's offers an extended-day program (Latchkey) for parents who need to drop their child off early or pick them up late. AM Latchkey is open from 7:30-8:00 AM (\$2/day) and afternoon Latchkey is available from 2:40-5:30 PM (\$8/day). NO toys from home are permitted at the Latchkey program.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination. Students must be in school by 10:00 AM to participate in afterschool activities. When a student is absent from school, he/she may not participate in afterschool activities.

Faculty Meetings

Faculty meetings are scheduled each month. Teachers participate in professional development. Please consult our school calendar for dates of meetings that require early dismissal.

Field Trips

Field trips serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip and field trips are not guaranteed to be provided each year.

It is the policy of the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are chosen by the teachers and approved by the Principal.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.
- If chaperones will be needed for field trips, they will be chosen by the Principal and may need to be based on specific needs of students and teachers.
- **Families need to be current on tuition for their child to go on a field trip.**

Financial Policies

The school's policy at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual fee that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by the designated due date.

REFUNDS

- If written notice of withdrawal is received by the school prior to July 1, the entire portion of the tuition due will be waived, and if paid, will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school from July 1 through August 31, 90% of the tuition will be forgiven, and if paid, will be refunded upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school after August 31, refunds will be granted upon written request to the school. No refund will be made for any month in which the child(ren) attended one or more days of school in that month.

DELINQUENCIES

If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

- Families who are delinquent may receive a letter from Smart Tuition immediately following the due date. Formatted: Font: Not Bold Formatted: Font: Not Bold Page 19 of 46
- Families whose tuition payment is delinquent 60 days may receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child/children may not be permitted to attend classes.
 - Records and report cards will not be transmitted at this time and financial aid/scholarships provided will be at risk and may be rescinded.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.

FEES

- Accounts with late payments will be assessed a late fee of at least \$40 for each late payment.
- Checks and electronic payments that do not clear the bank will result in a \$35 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
 - Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

Fire and Emergency Drills

Fire and emergency drills are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Fund Raising Activities

From time to time, approximately three times a year, St. Peter's will conduct fundraising activities. Parents are encouraged to participate in a manner which makes them comfortable. Money raised from these activities traditionally offset field trips.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. St. Peter's Regional School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment/Bullying Policies

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

St. Peter's Regional School provides a safe environment for all. Schools within the Archdiocese participate in ADAPP anti-bullying curriculum annually. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension, or expulsion. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K–12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following

conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administration:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

Illness (see Medication)

If a child has an illness or chronic medical condition it is the parent's responsibility to notify the school and to provide necessary documentation and medication. St. Peter's Regional School reserves the right to call 911 in any case of a medical emergency.

Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that, as immunizations change, students are kept current on their immunizations.

Lateness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after 8:15 a.m. is considered late. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action, and could impede your child's re-registration for the coming year. Please see the Attendance Section for further information on lateness.

Liturgy/Religious Education

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

Lunchroom & Recess

St. Peter's Regional School provides a hot lunch Wednesday and Thursday and provides milk daily. If your child will be buying lunch, you must send lunch money to the school on a daily or weekly basis. Place the money in an envelope with your child's name and amount of money in the envelope.

- Each child is assigned a seat area in the lunchroom and is expected to remain in that assigned area until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect is to be shown always to those supervise the lunchroom.

- In good weather, 20 degrees or higher, the children will have outside recess. **Please pack appropriate clothing.** Gloves are very difficult for students younger than five years of age. Please consider mittens for your young children.

Medications

If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) and to be kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication cannot be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk/lunch money, etc.), must be put into an envelope with the child's name, grade and amount on it and given to their teacher. If an older student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, games, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

Philosophy and Goals (Forward)

The school endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the re-registration fee is not completed by the due date as outlined by the school, we cannot guarantee a seat for your child in the upcoming school year.

Release of Students (during the school day)

The school has a sign-out book located in the main office. Guidelines for this procedure are as follows:

- **For all early releases, parents must provide a written note (may be faxed or emailed) to the main office before the release time. Parents who show up unannounced may be required to wait if the child is taking a test, at lunch, in a special or attending Mass.**
- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- For a prearranged appointment, the parent/guardian must send in or fax a written authorization to school and when the student is released, the parent, guardian, or approved adult must sign the book at school upon pick up. [Please note: only the principal may approve the release of a student for a prearranged appointment.]

Please note that the front office will not be covered for portions of each day and there may not be someone available if you decide to take your child out without prior notice.

School Publications

All student or parental publications are subject to review and approved by the school administration prior to publication. The Principal and/or administration must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image of the school is the responsibility of the Principal and entire staff.

School's Right to Amend

St. Peter's Regional School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, St. Peter's Regional School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and each classroom has a school emergencies resources flipbook.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from local police departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Peter's Regional School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. St. Peter's Regional School makes every effort to meet individual student needs by providing

accommodations. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public-school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at St. Peter's Regional School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to deficient performance on standardized tests or in the classroom.

The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

Telecommunications Policy

SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

Student Expectations in Use of the Internet
(please see p.28 for complete policy requiring student's signature)

Toys

Outside toys are NOT permitted. This includes morning and afternoon latchkey, lunchroom and recess. The school provides plenty of educational and entertaining toys. Bringing personal toys from home only causes hurt feelings when it gets lost, broken, or not shared.

Use of School Grounds

The school does not have staff available to supervise students present on the school grounds before 8:00 AM and after 2:50 PM. (Unless taking part in Latchkey.) Students must not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, ect.). The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in St. Peter's Regional School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Peter's Regional School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Peter's Regional School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Peter's Regional School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Peter's Regional School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Peter's Regional School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school

emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

APPENDIX

Telecommunications Policy Student Expectations in Use of the Internet

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” and “Harassment Policies” in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school’s discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school’s guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.

- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” online.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.) are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.”
- 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 the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *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.

St. Peter's Regional School

ABSENTEE EXCUSE NOTE

Please excuse Student's Name: _____

Grade: _____ Date(s) of Absence: _____

Medical (please attach Dr. note if more than 3 days)

Illness* _____

Funeral

Family Emergency

Vacation (Unexcused)

Other (please explain) _____

Parent's Name/Signature _____

***Please note that if your child was home with a fever, he/she may NOT return to school until it has been 24 hours with no fever and no fever medication.**

Student should bring an excuse note to school the FIRST DAY he/she returns after an absence. You may use this one, also available on our website, or write up one of your own.

MEDIA AUTHORIZATION AND RELEASE

(This form is not required to be returned if it was completed as part of the online application process.)

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my children or children of whom I am the designated guardian

Names of Children, Parent or Guardian

by the Department of Education, Archdiocese of New York and/or the Catholic School Region and their parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media yet in existence including, but not limited to, video, print, television, internet, and podcasts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name

Name of Child/Children [if applicable]

Signature of Parent or Guardian

Date

This form MUST be returned to the front office by September 14, 2018.

St. Peter's Regional School

Parent Signature Page

Return Due Date: September 14, 2018

We have received a copy of the school handbook and have read it.

Parent signature: _____ Parent signature: _____

Date: _____ Date: _____

**Technology Use/Telecommunications Policy Agreement for 2018-19 School
Year for St. Peter's Regional School**

(adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997)

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____