

**SAINT PETER TRI-PARISH SCHOOL
120 MAYFAIR ROAD
WARWICK, RHODE ISLAND 02888
2014-2015**

Dear Parents/Guardians,

This Parent/Student Handbook contains important information about school policies and procedures. Students and parents are responsible for being aware of the information contained in this Parent/Student Handbook and should refer to the Handbook when a policy is in question.

St. Peter Tri-Parish School does not discriminate and admits students of any race, color, and sex, national and ethnic origin. **4.1 (G)**

After you **and your child/children** review the contents of this Handbook, please sign the acknowledgement form below and return it to school. This signed form will be kept on file at school.

I have reviewed the contents of the St. Peter Tri-Parish School Parent/Student Handbook with my child/children and we consent to the contents of the handbook.

Parent's/Guardian's Name _____
PLEASE PRINT CLEARLY

Name(s) of Child/Children	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Parent/Guardian **Date**

Philosophy

At St. Peter Tri-Parish School, our philosophy of education emphasizes the significance of each individual's contribution to the Christian community and to society. We recognize that, because emotional, social and physical characteristics influence the development of cognitive skills, we must provide for the diverse backgrounds of the students as well as for variation in learning styles. Experiences to strengthen the recognition of similarities among people and to foster each student's development of a Catholic identity provide for effective Christian involvement in a multi-cultural society. Commensurate with individual interests and abilities, each student can achieve an understanding of those concepts and skills that assure the fulfillment of the goals of our mission.

Mission Statement

The mission of St. Peter Tri-Parish School is to provide its students with a Catholic education that fosters spiritual, academic, and social growth within an atmosphere of mutual respect.

Accreditation

St. Peter Tri-Parish School is accredited by the New England Association of Schools and Colleges (NEASC) through 2019.

ST. PETER TRI-PARISH SCHOOL STUDENT/PARENT HANDBOOK

1. ATTENDANCE

The school year is 180 days for all students in Rhode Island according to Rhode Island law. St Peter Tri-Parish School follows Rhode Island General Law 16-19-1 regarding both attendance and truancy.

SCHOOL DAY

The school day begins at the first bell—8:45 AM. All students should be present to line up with their class at 8:45 AM. For students in grades K-8, morning prayer begins our school day at 8:55 AM. ALL students should have arrived and be settled in by 8:55 AM. First period begins promptly at 9:00 AM.

ARRIVAL & DISMISSAL

All students should be in the **schoolyard by 8:45 AM, but no earlier than 8:30 AM as there is no supervision before this time.** Our school day **ends at 2:55 PM** after closing prayers. **The schoolyard is the ONLY designated area for picking up and dropping off children.** At no time is parking allowed in the front of the school. This area is reserved for school buses and emergency vehicles. Parent/guardian must park in the Church parking lot and walk down to the schoolyard or have a member of the school Safety Patrol walk the child down to the school yard. Warwick Police patrol Mayfair Road for parking/stopping violations both morning and afternoon. Tickets will be issued for violations.

PUNCTUALITY

A student who enters the building after 8:50 AM is to report to the secretary's office and obtain a late slip. **Chronic tardiness is strongly discouraged.** School-wide prayer begins at 8:55 AM and the first class begins at 9:00 AM. Students who have three unexcused tardies will be issued a detention notice. After three detentions, parents will be called to come to school.

ABSENCE

Parent/Guardian Responsibility:

If a student must be absent, we ask that the student's parent/guardian **notify the school secretary by 8:30 AM on the day of the absence.** When the child returns to school a

note is required explaining why the student was absent. The note is to be presented to the child's homeroom teacher and will be kept in the student's file.

Students who are truant should be reported by the principal to the local public school district where the student resides. All truancy cases will be heard by the Family Court. This includes truancy cases brought against parents. Parents may be fined up to \$50 per day for each day they allow their child to be truant. If a child is allowed to be truant for more than thirty (30) school days in any school year the parent can be found guilty of a misdemeanor, and may be fined up to \$500 or sentenced to six (6) months of imprisonment, or both. **4.4(D) Diocesan Policies & Procedures**

Student Responsibility:

On the day a student returns from an absence he/she is to give his/her homeroom teacher a note from his/her parent verifying the absence. The student is also to meet with his/her teachers to schedule make-up work, assignments and projects. Students have (3) three school days to make up all work and tests.

Absence and Attendance at School/Sports Functions:

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

Absence and Family Vacations:

St. Peter Tri-Parish School does not condone absence from school for family outings, vacations, and sporting events, dance competitions, etc. If they occur, teachers are not required to make any special arrangements or provide special instruction.

EARLY DISMISSAL

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

ILLNESS/ACCIDENT

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

ILLNESS POLICY

Students are to stay at home for **24-hours after the last bout of vomiting, diarrhea or fever over 100 degrees.** This includes illness that occurs over the weekend. This will help to prevent the spread of illness to other children and staff members.

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

SPECIAL INSTRUCTIONS: CHANGE IN ROUTINE TRANSPORTATION

If and when it becomes necessary for a child to deviate from his/her normal daily routine (i.e. staying after school, walking home, going over to a friend's house after school, being picked up by a friend or relative, etc.), it is **imperative** that the child's parent/guardian present a note to the child's homeroom teacher regarding the change. **A telephone call to the school is sufficient if your child will be staying for Extended Day.**

If the parent is more than 15 minutes late the child will be sent to extended day and the appropriate fee will be charged.

II. INSTRUCTION

ACADEMIC PROGRAM

The course of study at St. Peter Tri-Parish School follows the curriculum guidelines of the Diocese of Providence and is based on common core national standards.

HOMEWORK

Homework and study assignments are an integral part of the academic program at St. Peter Tri-Parish School. Homework

is given for reinforcement of a concept, for drill, for enrichment, but never for punishment. On occasion, a child may bring home incomplete class work to be completed at home. It is essential that all homework assignments be completed and handed in on time.

ACADEMIC HONESTY

Students who submit work that is not their own will be subject to disciplinary action.

PROGRESS REPORTS/DEFICIENCY REPORTS

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

REPORT CARDS

Report cards are distributed on a trimester basis in grades K-8.

GRADING CRITERIA

	GRS. 1-3	GRS. 4-5	GRS. 6-7-8
Tests/Assessments	30%	40%	50%
Homework	10%	10%	10%
Class Work	40%	30%	20%
Projects/Indep.Work	10%	10%	10%
Class Participation	10%	10%	10%

A= 90-100	Demonstrates consistent strength
B= 80-89	Demonstrates steady progress
C= 70-79	Demonstrates some progress
D= 60-69	Demonstrates limited progress
F= Below 60	Does not meet minimum requirements
I= Incomplete	

ST. PETER SCHOOL HONOR ROLL CRITERIA

Grades 6, 7 and 8 are eligible for Honor Roll

<u>FIRST HONORS:</u>	A in all MAJOR SUBJECTS
<u>SECOND HONORS:</u>	A and B in all MAJOR SUBJECTS

MAJOR SUBJECTS: Religion, Math, Reading/Literature, Language Arts, Social Studies and Science

In addition, a student must have a minimum of a 2 in each of the itinerant subjects and demonstrated positive Christian values.

ITINERANT SUBJECTS: Art, Health, Music, Physical Education, Spanish and Technology

TESTING

Individual student growth, group progress and school programs are monitored by means of the Diocesan standardized testing program (Terra Nova) and teacher prepared assessments. Middle School exams will take place in February and June. **ALL OUTSTANDING BILLS (i.e. Tuition) MUST BE PAID IN FULL PRIOR TO THE TAKING OF FINAL EXAMS.** ACRE Testing for Grade 8 students takes place in February.

2.7 B Diocesan Policies & Procedures

PROMOTION

Promotion will be determined by the academic progress the student achieves.

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

RETENTION

1. Retention is an educational placement decision

that requires a student to repeat a full year of instruction at the same grade level.

2. Students whose lack of academic achievement leads to a recommendation for retention will be identified by classroom teachers and brought to the attention of the principal by the end of the second trimester. At that time, concerns will be discussed with the parents and relevant school staff in a meeting with the principal.
3. Parents who wish to appeal the retention decision will be required to sign a non-consent form.

PARENT/TEACHER CONFERENCES

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

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

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

ORGANIZATIONS

St. Peter School is affiliated with the following professional organizations:

National Junior Honor Society—Grs. 7 & 8. St. Peter School participates in the National Junior Honor Society in accordance with rules and regulations set forth by the Society.

NCEA, NAEYC, NAREA, NCTM, RISSA, RISTA, NSTA, RIMLE

St. Peter School is **nationally accredited** by **NEASC**.

GRADUATION

To graduate from St. Peter Tri-Parish School, an eighth grade student must have a satisfactory record of scholarship, effort and citizenship. Should a student fail to meet the basic academic requirements, he/she may participate in the graduation ceremony, but will not receive a diploma. Actual receipt of diploma will depend upon successful completion of all deficient course work in a recognized summer school or under the direction of a certified teacher. Should a student need to repeat grade eight, then he/she will not be allowed to participate in the graduation ceremony.

III. BEHAVIOR CODE

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

DISCIPLINE OUTLINE ST. PETER TRI-PARISH SCHOOL

The strength of a discipline plan is the ability of the faculty and staff of a school to maintain positive relationships with the students and not to take their behavior personally. We maintain good behavior best when we greet students, tell them specifically what they do right, and have clear, specific expectations in our classrooms and in other situations. We maintain good relationships with parents by telling them what their children are doing right on a regular basis. In dealing with misbehavior, the most important strategy is a mental one. We remember that a student's misbehavior or refusal to do work is not about us. This focus helps us to discipline with a positive tone and without anger.

Student misbehavior falls into six categories. Each type of behavior requires a different response from school staff:

- 1. Low-level peer problems not on our list of rules** (low-level, mutual friendship-conflicts not involving name-calling, exclusion, rumors, or threats). We can respond to

these behaviors with a suggestion of ways to resolve the problem (play with someone else, tell the person you want to be his or her friend, meet with the teacher together).

2. Quiet, non-disruptive refusal to do schoolwork. Notify parents after two incidents. Set up a conference between teacher and parent after three incidents to develop a plan and/or screen for learning difficulties.

3. Inappropriate but not aggressive or unsafe actions (rough play or swearing not directed at another child). These behaviors are best dealt with by staff-created consequences such as removal from the activity or a call to parents.

4. Bullying (name-calling, systematic exclusion, rumors, threats, or hitting). Use immediate consequences such as "You hit, you sit" for K or 1st grade students. Each staff person should have a clipboard, and outside staff should take the clipboard outside at recess. Write up and submit a behavior report form if you see, hear, or have this behavior reported to you. You do not have to investigate students' reports to you, though you may ask for more information if you have time. The principal will investigate student-reported behavior. Aggressive students should be sent directly to the office only if they represent a continuing threat to others. Use your judgment in reporting rumors, exclusion, and "fighting". Please lean toward reporting if the behavior seems one-sided and likely to hurt. If there are such incidents, schedule a conference with parents and principal to plan a strategy.

5. Class disruption (disrespect to teacher or disrupting others' learning. Suggested interventions include a warning or asking the student to sit away from other students in the classroom. If the behavior continues, send the student to your partner's classroom for 15 minutes and have him or her stay in the next recess as a consequence. Inform parents of events. If there are three such incidents, schedule a conference with the principal to plan a strategy.

6. Severe behavior (putting one's or others' safety at risk, continued disruption of teaching; refusal to leave the room, continued or severe aggression, threat of severe aggression). Call or take the student to the office immediately.

RESPONSIBILITIES OF ALL SCHOOL STAFF:

- Acknowledge effort, courtesy, consideration for others, and other positive behavior. Let students know what they are doing right.
- Maintain a positive tone in interactions with students and parents.
- Greet and talk with students in the halls.
- Be a silent mentor with one student (optional but recommended).
- When students report friendship problems that are not against our rules, help them think about how to solve those problems.
- Keep your clipboard handy and report bullying behavior to the office on the behavior report form.
- If you are on duty, have clear expectations for student behaviors—such as listening to adults, playing safely, and eating neatly—and use your own consequences, such as having students sit away from the activity when those expectations are not met. Talk with the principal about students who break these rules habitually.

CLASSROOM TEACHER RESPONSIBILITIES:

- Have clear classroom behavior responsibilities.
- Use consequences for classroom disruption and disrespect toward you.
Communicate with parents about this behavior. If any student has three incidents of any of these behaviors in a year, initiate a meeting with the principal to set up a plan.
- Send specific positive notes home to parents about students' behavior (optional but recommended).
- If a student in your class has three confirmed incidents of aggression to peers, set up a meeting to develop a plan involving parents and principal.

PRINCIPAL RESPONSIBILITIES:

- Investigate all reports of aggression to peers.
- Determine consequences from the rubric.
- Assist students in calling home.
- Assist teachers in developing interventions for students habitually defiant or disruptive.
- With teachers and parents, develop and find ways to implement individual plans for students who are repeatedly aggressive to peers.

- Assist teachers in setting up and troubleshooting classroom behavior systems.
- Clearly communicate behavior expectations and the discipline process to parents and students at the beginning of the year.

PARENT RESPONSIBILITIES:

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

Good example is the strongest teacher. Catholic parents serve as the primary teachers and models of the faith for their children and are expected to participate actively in the life of their parish by regularly attending Mass and participating in the Sacraments and contributing financially to the support of their parish. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with St. Peter School, we trust you will be loyal to this commitment. During these formative years (Preschool to Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical qualities. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home

or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

As partners in the educational process at St. Peter School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day or from Extended Day;
- Is dressed according to the uniform dress code as stipulated in the Student/Parent Handbook;
- Completes assignments on time;

We also ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note when the student has been absent from school;
- To notify the school office immediately of any changes of address or important phone numbers;
- To meet all financial obligations to the school;

- To inform the school of any special situation regarding the student's well-being, safety and health;
- **To read school notes and newsletters and to show interest in the student's total education;**
- **To support the religious and educational goals of the school;**
- To support and cooperate with the discipline policy of the school;
- **To treat teachers with respect and courtesy when discussing student problems;**
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

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

STUDENT CONDUCT AND DISCIPLINE POLICY

Discipline is fundamental in both education and in life. It is important that discipline be seen as a means of encouragement to the growth of each individual student rather than as a means of retribution or as a deterrent to misconduct. We, at St. Peter School, strive to promote self-discipline in the members of our student body. Students are expected to accept responsibility for their own actions. Since the conduct of each student affects the entire school body, each student is expected to promote a positive educational environment. Under no circumstances may a parent excuse a student from observance of the rules and policies of the school.

SCHOOL STANDARDS

1. Be caring and respectful at all times.
2. Be a good role model for each other and the whole school.
3. Be supportive of one another.
4. Work together to make a positive difference.
5. Follow the handbook regulations.

Students are expected to uphold these standards

- in the classroom
- in the school yard

- in the cafeteria
- on a school bus or other school vehicle
- at school bus stops
- while students are walking to and from school
- at any school-sponsored activity or event, whether or not held on school premises.

DISCIPLINARY SANCTIONS

Disciplinary sanctions for bullying may include any of the following disciplinary actions:

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

DEFINITION OF TERMS:

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

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

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

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

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

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

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

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

DEFINITION OF CONSEQUENCES:

Verbal Reprimand-Student will discuss what happened with a teacher and/or principal. A warning will be issued that this behavior will not happen again.

Inside Recess-After having been verbally reprimanded, the student exhibits the same behavior, he/she will lose one or more recesses. During this time, the student will fill out a *Think About It Form*.

Classes Only-Student will only attend classes. Recesses and lunch will be under supervision at the office. (This consequence would be especially used for incidents of bullying or intimidation.)

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

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

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

At Home Suspension-Student will remain at home for a designated period of time. Class work will be provided.

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

BULLYING 4.6 B of Diocesan Policies & Procedures

Reporting Bullying

The district shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Responsibility of Staff

School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes volunteers working in the school.

Instruction in the Prevention of Bullying

Students and staff shall be given instruction in the policy and regulations against bullying. The instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

Responsibility of Students

Students who observe an act of bullying or have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, not be subject to discipline for failing to report the bullying.

Investigation of Bullying

The principal or his/her designee shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, will be imposed. The investigation will include an assessment of what effect the bullying has had on the victim.

Help For the Victim of Bullying

If the victim's mental health has been placed at risk, appropriate referrals will be made. If the bullying included a violent criminal offense, the victim of the bullying will be informed of any school transfer rights he or she may have under the Federal No Child Left Behind Act.

Prohibition Against Retaliation

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. In most cases, retaliation or a threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, referral to the police.

Prohibition Against False Reports of Bullying

False reports concerning bullying will be subject to appropriate school discipline including short or long-term suspension from school.

Police Notification

When the bullying involves conduct that violates the criminal law, the police shall be notified.

School Atmosphere

School staff at all times will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one teacher so that the student will have someone to turn to at school if a bullying situation develops. To the extent possible the influence of cliques and other exclusive student groupings will be diminished by the creation of a range of inclusive

school activities in which students will be encouraged to participate.

Off-Campus Conduct

The administration of St. Peter School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of the students during the course of the school day.

4.6 Diocesan Policies & Procedures

All consequences are subject to the discretion of the administration. Conduct, detention, and suspension slips must be signed by parents or guardians and returned the next day to the classroom teacher or principal (dependent on the severity of the behavior). A parent conference may be required after the first detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Students serving in-school class exclusion will not attend class and will complete assignments in an administrator's office. Students serving at-home suspension are responsible for all missed assignments and class work.

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

4.6 C Diocesan Policies & Procedures

1. Students may not possess, sell, or buy unauthorized drugs, alcohol or controlled substances while under the jurisdiction of their school. The use, possession, sale or other distribution of such drugs, including alcohol, as well as drug paraphernalia or tobacco products (or what they believe to be any of these items) are prohibited on or near the school's campus and/or at school functions.
2. The use of tobacco in any form by school students is prohibited on or in the vicinity of the campus and at any school function on or off campus.

Disciplinary Measures 4.8 Diocesan Policies
and Procedures

IV. PERSONAL PROPERTY

Students are discouraged from bringing their personal property to school. St. Peter School is not responsible for any lost or damaged personal items. CD players, laser pointers, pagers/beepers, iPods, game systems or any and all kinds are **never allowed in school.** Cell phones **are permitted** as long as they are turned off and kept in the student's backpack and not on a student's person, visibly displayed or heard at any time while on the grounds of St. Peter School or St. Peter Parish grounds. This includes, but is not limited to, the following areas: bathrooms, school yard, church parking lot, cafeteria, bus room, classrooms and hallways. The same conditions apply to recess time, dance practices and during any and all after school activities.

If any of the items listed above are visible or heard, they will be confiscated by any teacher/administrator/school or parish employee. Parents will be called to pick up the confiscated item from the administrator for the first offense. If one of these items listed is visible or heard a second time, it will be confiscated by any teacher/administrator/school or parish employee and securely kept by the administration until the end of the school year.

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

ACCOUNTABILITY

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

V. UNIFORMS

At St. Peter School we take pride in the appearance of our students. All students are expected to dress in compliance of the school uniform code and guidelines at all times.

- **SKIRT/JUMPER LENGTH IS TO BE AT THE MIDDLE OF THE KNEE.**

DRESS UNIFORM

Girls - Grade K-5

*Plaid Pleated jumper
Lt. Blue blouse,
(long or short sleeves)
Navy knee socks or tights
**Solid dark shoes with rubber
soles (moccasins, clogs, high
heels, backless and flip-flops,
are not allowed)**

WARM WEATHER UNIFORM

Girls - Grade K-5

Navy Shorts
Light blue polo w/logo,
short sleeves)
*Solid color sneakers
**Bright or neon colors
are not allowed**

****Warm Weather Uniform
Optional from 1st. day of
school to November 1st.
Also May 1st. to last day
of school.**

****Optional: Monogrammed navy sweater for Grs. K-5**

****WINTER UNIFORM**

Girls - Grade K-5

Navy blue twill slacks
Light blue polo with logo
(Long sleeve)
Navy V neck sweater with logo
Dark color, rubber sole shoes
Navy knee socks or tights
****Optional 11-1/5-1**

GYM UNIFORM

Girls - Grade K-5

Navy sweatpants (solid)
Navy nylon pants (solid)
or with white stripe
Navy T-shirt with logo
Navy sweatshirt W/logo
Gym Sneakers-**solid color**
**Bright or neon colors
are not allowed**

DRESS UNIFORM

Middle School Girls-Gr. 6-8

Plaid skirt(pleated or non-pleated)

Light blue oxford blouse W/logo,
(long or short sleeve)

Navy V neck sweater with logo
Dark color, rubber sole shoes
Navy knee socks or tights

****WARM WEATHER UNIFORM**

Middle School Girls-6-8

Navy shorts/uniform
Skirt
Light blue polo w/logo
(short sleeve)not too
long
*Solid color sneakers
**Bright or neon colors
are not allowed**

****Optional-1st. day of school to Nov. 1st. Also
May 1st. to last day of school.**

****WINTER UNIFORM**

Middle School Girls-Gr. 6-8

Navy blue twill pants
Light blue Oxford blouse w/logo
(Long or short sleeve)

GYM UNIFORM

Middle School Girls-6-8

Navy sweatpants (solid)
Navy nylon pants (solid)
Navy T-shirt with logo

Navy V neck sweater with logo
Dark color, rubber sole shoes
Navy knee socks or tights
****Optional Nov. 1st.-Apr. 1st.**

DRESS UNIFORM

Boys - Grades K-5

Navy pants (3 styles available
at Donnelly's)
Light blue polo with logo (short
Or long sleeve)
Navy V neck sweater with logo
Navy blue or black crew socks
Uniform shoes-Black or brown
rubber sole shoes
WORKBOOTS ARE NOT ALLOWED

GYM UNIFORM

Boys - Grades K-5

Navy sweatpants (solid)
Navy nylon pants (solid or with white stripe)
Navy T-shirt
Navy sweatshirt with logo
***Gym sneakers-solid color-Bright or neon are not allowed**

DRESS UNIFORM

Middle School Boys Gr.6-8

Navy blue pants (3 styles)
Light blue oxford shirt w/logo
(long sleeve or short sleeve)
Striped uniform tie
***Uniform Shoes-Black or brown**
rubber sole shoes
WORKBOOTS NOT ALLOWED
Navy blue or blacks crew socks

****WARM WEATHER UNIFORM**

Middle School Boys Gr. 6-8

Navy shorts
Light blue polo with logo
(short sleeve)
Solid color sneakers
Bright or neon colors are not
allowed
****Optional 1st day of school to**

Navy Sweatshirt w/ logo
Gym sneakers-solid color
Bright or neon colors
are not allowed

****WARM WEATHER UNIFORM**

Boys - Grades K-5

Navy shorts
Light blue polo w/logo
(short sleeve)
***Solid color sneakers**
Bright or neon colors
are not allowed
****Optional -1st. day of**
school to Nov. 1st. Also
May 1st. to last day of
school.

EVERY DAY UNIFORM

Middle School Boys G.6-8

Navy blue pants(3styles)
Light blue oxford shirt
w/ logo (long sleeve or
short sleeve
Navy V neck sweater
with logo
NO TIE
Navy or black crew socks
Black or brown rubber
sole shoes-NO WORKBOOTS

GYM UNIFORM

Middle School Boys G.6-8

Navy sweatpants (solid)
Navy nylon pants (solid
or with white stripe)
Navy T-shirt with logo
Navy sweatshirt w/logo
Solid colored gym sneak
Bight or neon colors are

Nov.1st Also May 1st. to last day. not allowed

***Sneakers are not to be worn on non-gym days, except with summer uniforms.

*****SCHOOL SWEATERS OR ST. PETER SCHOOL SWEATSHIRTS MUST BE CLEAN AND UNRIPPED!**

PRESCHOOL UNIFORM: BOYS AND GIRLS

EVERY DAY UNIFORM

Navy polo with logo (long or short sleeve)

Plain navy cotton slacks with (elastic waist-no zippers, snaps or buttons)

Plain navy shorts (elastic waist) (warm weather only)

GYM UNIFORM

Navy sweatpants (solid)

****Navy nylon pants**

Navy T-shirt with logo

Navy sweatshirt w/logo

Gym sneakers

****Solid or white stripe**

****GYM UNIFORM SHORTS (KNEE LENGTH) ARE ALLOWED FOR GRADES PRESCHOOL 3 TO GRADE 8 ONLY WHEN TEMPERATURE IS FORECASTED TO EXCEED 70 DEGREES!**

All Girls - Accessories

Jewelry -

Must be kept to a minimum.

No dangling, hoop or ornate earrings allowed, these pose a danger. **STUD EARRINGS ONLY.**

NO piercing allowed other than in ears.

Make-up -

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

Dress Down Days -

Students are expected to dress in appropriate clothing. If **shorts** are to be worn, they must be to the **top of the knee or very slightly above the knee.**

Short shorts, belly shirts, spaghetti strap tanks or blouses, halter tops, strapless tops, muscle shirts, pajama bottoms or tops, cut off shorts, ripped pants or jeans and low rise pants are a distraction and are NEVER allowed!! Girls may not wear leggings on Dress Down Days unless they have a shirt/sweater that extends to their knees. Leggings are not to be worn on gym days—they are not part of the gym uniform. Parents will be called if a student is inappropriately dressed. Makeup rules indicated above also apply on Dress Down Days! Flip Flops, clogs, sandals or boots are never allowed!

Hair - **Extreme hairstyles and colors are not** acceptable for school. Hair should never cover the eyes. Bangs must be cut so that they do not to cover the eyes. Hats, bandanas and visors are not to be worn in school.

All Boys - Accessories

Jewelry - Boys are not permitted to wear earrings at school. Jewelry is to be kept to a minimum.

Dress Down Days - Students are expected to dress in appropriate clothing. Shirts with vulgar or inappropriate slogans, language, pictures or symbols are **NEVER** allowed. Pajama bottoms are **NEVER** allowed.

Hair - Extreme hairstyles and colors are **not** acceptable for school. Boys' hair is to be neat and well trimmed. **Boys must be certain their hair is not longer than the top of the back of the shirt collar and bangs must be cut so that they do not cover the eyes.**

BOYS AND GIRLS

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

VI. HEALTH CONCERNS

St. Peter Tri-Parish School is dedicated to keeping each child healthy and safe in our school environment. Accident insurance is provided for each registered student.

MEDICATION POLICY

NO CHILD WILL BE PERMITTED TO CARRY MEDICATION UNLESS DEEMED NECESSARY BY THE CHILD'S PEDIATRICIAN. This includes over the counter medications and cough drops. Students requiring an Epi-pen, inhalers or diabetic supplies may carry these medications with them only with written authorization from the child's physician and the parents. All St. Peter School faculty and staff are trained to administer an Epi-pen.

We are not permitted to dispense medication to the students, neither prescription nor over the counter medications. If your child requires medication and the school nurse is on duty, she may administer the medication as long as we have a **written order from your physician and written permission from the parent/guardian.** All medications must be in a pharmacy labeled bottle or box with the child's name, medication name and dosage, times to be administered, duration and prescribing physician's name. Should your child require medication and the nurse isn't in, you are welcome to come to school to dispense the medication.

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

HEALTH RECORDS

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

VII. LUNCH/SNACKS

LUNCH

Students have the privilege of eating lunch in our school cafeteria. Parents are **NOT TO PURCHASE OUTSIDE LUNCHESES and deliver them to school.** Students are expected to use respectful behavior and good manners in the lunchroom. For

safety reasons, children **MAY NOT** have lollipops or hard candy at school. **Gum is never allowed.**

BIRTHDAY CELEBRATIONS

Children are welcome to bring in **finger food treats** such as **cupcakes, brownies, or cookies** to share with their classmates **AT THE DISCRETION OF THE HOMEROOM TEACHER.**

Parents are advised to arrange IN ADVANCE for such treats with the child's homeroom teacher.

Whole cakes, of any type, as well as balloons of any variety are not allowed.

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

VIII. SAFETY

VISITORS

For the safety of our students and staff, our school is locked at all times. Visitors must enter through the front door on Mayfair Road, sign in and wear a Visitor's Badge. Office personnel will be available to help you.

ACCESS TO SCHOOL RECORDS

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

FIRE ALARM

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

EMERGENCY DRILLS

Eleven Fire drills are held within the mandated guidelines of the State Fire Marshall. Two lockdown drills and two evacuation drills are also mandated yearly. Students are expected to follow drill rules and all adult directives that are given during a drill.

SCHOOL CANCELLATION

In case of severely inclement weather, there may be no school. School cancellation announcements are made on local radio and television stations and we follow the cancellation or delay directives of the **Warwick School Department**:

WLNE-TV (ABC)	WJAR-TV (NBC)	WPRI-TV (CBS)
WHJJ 920 AM	WPRO 630 AM	LITE 105 FM

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

IX. GENERAL POLICIES, PROGRAMS AND INFORMATION

SKATEBOARDS

Skateboards of any size, type or description are prohibited from the St. Peter Tri-Parish School and Church properties. The properties include the parking lot, schoolyard, walkways to the Church and school and any and all stairways (interior and exterior). This restriction applies before, during and after school hours. Any skateboards brought to or used on the properties will be confiscated.

LOCKER RULES

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

COMPUTER USAGE AND CODE OF CONDUCT

Each year students enrolled at St. Peter School who use the school computers in the school computer lab must sign a Code of Conduct for Computer and Internet Use. **It is the responsibility of the parents to review this form with their children to make sure the children fully understand the document that they are signing.**

FIELD TRIPS

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

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

LIBRARY

Students in Grades K-8 may check out library books during weekly library period.

1. It is a privilege to borrow books from our school library and that privilege can be taken away if proper care of books is not taken at all times.
2. If a library or classroom book is lost or damaged, the student is responsible and will pay the current replacement cost.

BUS TRANSPORTATION

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

CHANGE OF ADDRESS AND TELEPHONE NUMBER

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

X. ADMISSION/REGISTRATION POLICY

Students are admitted to St. Peter School at the discretion of the Administration. St. Peter School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements. **4.1 (G)**

Diocesan Policies & Procedures.

Registration is on-going at St. Peter Tri-Parish School; however, **Catholic Schools Week (end of January/February)** is the traditional week for the registration of new students entering grades Preschool to Grade Eight. Registration dates are announced in the weekend parish bulletins of area churches. Open House dates are also announced in the parish bulletins. **All new applicants will first complete an application for registration. They will then be notified of acceptance.**

A. Admission will be granted in the following sequence:

1. To siblings of St. Peter School students who are enrolled for the next academic year.
2. To those who are members of St. Peter, St. Timothy or St. Benedict Parish.
3. To all others.

Children must be **3 years of age by September 1st of the year of enrollment for admission to our 3-Year Old Preschool Program. Children must be fully toilet trained.**

Children must be **4 years of age by September 1st of the year of enrollment for admission to our 4-Year Old Preschool. Children must be fully toilet trained.**

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

B. **All** new students are required to provide the following

documents:

1. Official Certificates of Birth, Baptism, and any other sacraments received. We are required to keep a copy of the birth certificate in the student files.
 2. Current health and Immunization records
 3. Certificate of transfer from last school attended
 4. Records from last school attended (reports card, I.E.P., standardized test scores and school health records)
 5. Signed registration forms and fee, tuition contract and miscellaneous expense fees
- C. Returning students **must** re-register for the following year. This includes filling out the re-registration form, paying the re-registration fee and signing and dating the Tuition Contract. Students who do not re-register by the announced deadline forfeit their seat/spot at St. Peter School.
- D. Diocesan and parish tuition assistance is available to qualifying families. Any family interested in receiving financial assistance must first complete a financial aid form (FACTS) and send the completed form along with payment to the appropriate address before the announced deadline. Questions regarding tuition assistance can be addressed through the Administration Building (401-467-4895)
- E. **All** financial obligations from the previous school years **must** be met before registering for the next school year. Students whose financial obligations are not met will be placed on a waiting list.
- F. Diocesan policy prohibits Catholic elementary and secondary school in the Diocese from registering students from other Catholic schools with delinquent accounts.

XI. EXTENDED DAY PROGRAM

An extended day is offered at St. Peter Tri-Parish School. A safe environment will be provided for the children. After school activities, snack and time to do homework will also be provided.

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

HOURS:

7:30 AM to 8:30 AM

2:55 PM to 5:30 PM

DROP OFF AND PICK UP PROCEDURES:

DROP OFF: 7:30-8:15 AM -DRIVE INTO SCHOOL YARD FOLLOWING TRAFFIC FLOW PATTERN. CONES WILL BE PUT UP AT BOTH ENTRANCE AND EXIT DRIVEWAYS AT 8:15 AM!

PICK UP: BETWEEN 3:15-5:30 PM-DO NOT ENTER SCHOOL YARD IN ANY AREA. PARK ONLY ON THE STREET OR CHURCH PARKING LOT WHEN PICKING UP YOUR CHILD/CHILDREN!

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

COST: \$6.00 PER HOUR (AM/PM SESSIONS), \$3.00 for each half hour. You will be billed bi-weekly for the Extended Day Program. If payments are not received by the next billing cycle, a \$25.00 late fee per family will be assessed. If the balance is not paid within one billing cycle after the first late fee is assessed, your child/children will not be able to attend Extended Day until your balance, including all late fees, is paid in full. If you arrive after 5:30 PM to pick up your child/children, you will be charged a late fee for each child and for each day that you are late!

PLEASE NOTE:

Extended day will be offered to Preschool to Grade 8. All students in extended day are expected to follow the rules as set forth in the student handbook. Please be sure to follow the **Extended Day calendar** listing **NO EXTENDED DAY DATES OR EARLY DISMISSAL EXTENDED DAY DATES.**

VOLUNTEERS:

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

XXI. ST. PETER SCHOOL GUILD

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

Fundraising: Tuition fees do not nearly cover the per-pupil cost of running St. Peter School. Therefore, along with the **Mandatory Fundraising Fee**, we will also conduct a **few "smaller" fundraising activities** throughout the school year. A fundraising goal is set and built into the school budget each year. **The fundraising goal for the 2014-2015 school year is \$52,000.00.** Failure to meet this goal will result in a budget deficit and a **possible increase in tuition fees** for the 2015-2016 school year. Please make every effort to support our fundraising activities in an effort to maintain our low tuition cost.

RHODE ISLAND CATHOLIC SCHOOL PARENTS FEDERATION

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

PETER TRI-PARISH SCHOOL BOARD

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

ST. PETER SCHOOL

120 Mayfair Road • Warwick, Rhode Island 02888

(401) 781-9242 • stpeterschoolri.com

2014-2015

Parent/Student Handbook

**St. Peter Tri-Parish School Reserves the
Right to Amend This Handbook at Any Time**

Telephone 401-781-9242

Fax 401-467-5673

Website: www.stpeterschoolri.com

School Directory

Telephone 781-9242
Fax 467-5673
E-mail stpeters5@cox.net
Website www.stpeterschoolri.com

School Hours

8:45 AM – 2:55 PM Grades K-8
8:50 AM – 11:50 AM Preschool (half day) 3 & 4 Year Olds
8:50 AM – 2:55 PM Preschool (full day) 3 & 4 Year Olds

Office Hours

8:30 AM – 4:30 PM

Extended Day Hours

7:30 AM -- 8:30 AM 2:55 PM –5:30 PM

Office Staff

Joan Sickinger Principal
Barbara Rossi School Office Manager
Karen Hardy Office Assistant

Parish Office

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

Parish Staff

Rev. Roger C. Gagne Pastor
Charlene Schreiber Parish Office Manager

Education Board

Joseph O'Neill Chair

Parent Guild Officers

Michele Lemieux President
Nancy Moreira Vice President
Marc Cardin Treasurer
Lilianna Teixeira Recording Secretary
Jessica Ayers Corresponding Secretary

SAINT PETER TRI-PARISH SCHOOL

CRISIS PLAN

In the event of evacuation of the school building, students would be located in one of the three areas listed below (dependent on the nature of the emergency):

- 1. St. Peter lower Church**
- 2. St. Peter Church parking lot**
- 3. North Country Club Field**
- 4. Wyman School**

