

**ST. PETER SCHOOL**  
**96 CONCORD AVENUE**  
**CAMBRIDGE, MA 02138**  
**Phone (617) 547-0101 Fax: (617) 441-8911**  
**<http://www.saint-peter-school.org>**



**STUDENT/PARENT HANDBOOK**

**2009-2010**

**SAINT PETER SCHOOL  
PARENT/STUDENT HANDBOOK  
2009-2010**

**INTRODUCTION**

This handbook is intended both as a source of information and a general guide to the educational services available at St. Peter School. It is also designed to deal directly with topics concerning student, parent, teacher and administrative responsibility and performance standards at our school. Obviously, it cannot cover all aspects or special circumstances that may emerge in the course of the year, but it should be a valuable resource for the entire school community with regard to the enforcement of the rules and regulations currently in place

**MISSION STATEMENT**

The mission of St. Peter School is to educate all students to reflect those values inherent in the Catholic faith. As a living and working microcosm of the global community, we embrace our multiculturalism. We are committed to cultivating an academic, spiritual, and moral exchange of ideas and talents in service to God, each other and our extended community.

**PHILOSOPHY OF THE SCHOOL**

St. Peter School believes that each student is a unique individual created by God with different gifts, talents and abilities. The school stresses the importance of community in coping with the complexities of moral decision-making in an ever-changing world. To affect this philosophy, the faculty commits itself to reinforcing and implementing the fourfold purpose of Christian education as stated in the Bishops' Message on Catholic Schools, "namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated." (*In Support of Catholic Elementary and Secondary Schools*, National Conference of Catholic Bishops, 1990, p.2.)

**GOALS OF ST. PETER SCHOOL**

The student will grow in the knowledge and love of God and of the Church through prayer, good example and service. The student will be able to make good decisions according to his or her values.

The student will be able to think critically, i.e., assess a situation, bring prior knowledge to it, generate alternatives, make a logical and reasonable judgment, implement a plan and evaluate the result.

The student will be able to read, write, listen and speak effectively. The student will be able to express an opinion and support it with facts and research.

The student will learn a variety of academic and practical skills, and thus become a capable person in a wide range of life situations.

The student will grow to appreciate the value and dignity of work and will demonstrate a desire to participate in Church and community projects, as well as, dependability and resourcefulness in accomplishing tasks.

The student will develop an understanding and respect for the world's various cultures and demonstrate an appreciation of the richness that cultural diversity brings to our human experience.

## **ORGANIZATION AND PERSONNEL**

### **ADMINISTRATION**

Very Reverend Kevin J. O'Leary, V.F.	Pastor
Mrs. Bernadette Leahy	Principal
Mr. Mark Smith	Director of Admissions
Mrs. Karen Trainor	Director of Advancement
Mrs. Eileen Ioannilli	Administrative Assistant

St. Peter School faculty is divided among three Levels: Early Childhood, Primary and Middle School

### **MIDDLE SCHOOL FACULTY**

Ms. Carol Kovac	8 <sup>th</sup> Grade Homeroom: Language Arts Literature (7, 8) and Social Studies (7, *)
Mr. Robert Gray	7 <sup>th</sup> Grade Homeroom, Math (6, 7 and 8) and Religion
Ms. Jessica Durham	6 <sup>th</sup> Grade Homeroom: Language Arts and Literature(6), 5 <sup>th</sup> and 6 <sup>th</sup> Math
Mr. Mark Smith	5 <sup>th</sup> Grade Homeroom: Language Arts
Mrs. Stephanie Russell	5 <sup>th</sup> and 6 <sup>th</sup> Grade Social Studies

### **PRIMARY SCHOOL FACULTY**

Ms. Claire Cussen	4 <sup>th</sup> Grade Homeroom – all subjects
Ms. Elizabeth Fleming	3 <sup>rd</sup> Grade Homeroom – all subjects
Ms. Kathryn Callahan	2 <sup>nd</sup> Grade Homeroom – all subjects
Ms. Tara Flaherty	1 <sup>st</sup> Grade Homeroom – all subjects
Mrs. Susan Keating	1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher's assistant

### **EARLY CHILDHOOD FACULTY**

Ms. Kim Prentiss	K2 Teacher
Ms. Ashley Klein	K2 Assistant Teacher
Mrs. Patricia Westcott	K1 Teacher
Ms. Kathy Smith	K1 Assistant Teacher

**FACULTY AND SCHOOL STAFF**

Ms. Patricia Goon  
Mrs. Nicole Putney  
Mr. David Hadly  
Ms. Andrea Gaudette  
Ms. Sheila Gilligan  
Mr. Dennis Kinlaw  
Mr. Thomas Bonacci  
Mrs. Stephanie Russell  
Ms. Kimberly Prentiss  
Mrs. Mary Sullivan

Special Education/Resource Teacher  
Special Education/Resource Teacher  
Science, Grades 5 –8 and Drama/Choir  
Music, K1- 8  
Computer, K1 – 8, Art  
Spanish, Assistant Language Arts (7)  
Physical Education  
After School Director  
After School Assistant  
School Nurse

**St. Peter School Parent Association**

Mrs. Danielle Alletag Fong

**School Board Members**

Mr. Paul Lonergan, President  
Mrs. Ruth Allen  
Ms. Christina Lee  
Mr. Glenn Morgan  
Mr. Jim Peck  
Mr. Michal Strejcek  
Ms. Rena Synott  
Mrs. Kim Winter

## GENERAL INFORMATION

### AFTER SCHOOL SESSIONS

If a student is to be detained or invited to remain after school for any reason, the parent must be notified. In the middle school level, detention periods are held on the day following the infraction from 2:45 - 3:45 PM. It is the responsibility of the student to inform his/her parents of an obligation to serve a detention on a specific day. Detention forms will be sent home with the student and must be returned the following day with a parent's signature.

### DAILY CLASS HOURS

Classes will begin at 8:00 AM with dismissal at 2:20 PM. for k1 and k2, at 2:30 PM for students in grades 1 through 4, and at 2:45 PM for students in grades 5 through 8. It is important for students to be on time and prepared to start their school day on schedule. **Beginning in 2007-2008, we will provide free morning care as of 7:00 am as long as students register, at the beginning of each week, with Mr. Gray so that student attendance can be taken.** At 8:00 AM, all doors to the school will be closed. Any student who is late must report to the Office for a late pass.

Many teachers have second jobs and are, therefore, unable to provide any after school care or supervision. Students who remain waiting more than 10 minutes beyond his/her dismissal will be sent to the St. Peter School After School program. Parents will be required to pay the rate of \$5.00 per 15 minutes or any increment of 15 minutes for that service.

### DISMISSAL PROCEDURE

K1 and K2 students are dismissed at 2:20 pm, and teachers and staff will bring children to parents who will wait in their cars lined up in the driveway. Cars should enter the driveway via Manassas Ave. Students in Grades 1 through 4 are dismissed at 2:30 pm. Students will line up with their teachers along the driveway and will be walked to their parents waiting cars. If a child or his class is not outside at the time his or her parent rounds the driveway, parents are asked to go around the loop again so as not to back up traffic on Concord St. and Manassas Ave. In 2007-2008, for the first time, students in Grades 5 through 8 will be dismissed at 2:45 pm. For those families who have children in more than one dismissal group, those students may attend after school free of charge until the dismissal time of the oldest child. During **inclement weather**, children will wait in the cafeteria. Parents are asked to stay in their cars and know that teachers will bring their children to them from the cafeteria. At dismissal, all parents are asked to stay in their cars and not to leave their cars unattended for any reason as it causes back-up for members of the community.

Once a child leaves the school campus after dismissal, he or she is no longer the responsibility of the school and he or she may not return to campus. Any student, regardless of their grade, who returns to campus will be enrolled in After School to ensure their safety. After School Payment will be expected on the SAME day.

Any child, regardless of their grade, who is on the campus waiting for a ride after 3:00 pm will be enrolled in After School to ensure their safety. After School Payment will be expected on the SAME day.

### DISCRIMINATION

St. Peter School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

school. We do not discriminate on the basis of race, color, national and ethnic origin, in the administration of educational policies, admission policies, scholarships and in the hiring of school personnel.

### **EARLY DISMISSAL**

Approximately once a month, classes will be dismissed at 12:00 noon so that faculty and staff may meet for either faculty or professional development meetings (see monthly calendar). Doctor and/or dental appointments could be scheduled on early dismissal days. Parents are strongly discouraged from making doctor's appointments during the school day. Reasons for early dismissal should be limited to illness and/or family emergencies.

Any request for dismissal should be in writing. Parents requesting early dismissal must meet their child at the office where they will sign out their child. Students are not allowed out of the building to wait.

No student will be released to a non-parent without written authorization from the parent. Students who become sick in school will be dismissed only when a parent or delegated adult comes to the school to pick up the student.

### **ELECTRONIC EQUIPMENT**

Students are discouraged from bringing electronic games, music players (Walkman), iPods etc. to school. St. Peter School will not be responsible for loss or damage to such personal items. Beepers and cell phones must be turned off and may not be used during the school day. If students are discovered using any of the aforementioned electronic devices during school time, the item will be confiscated and taken to the principal's office where it may be picked up by a parent only. If there is an emergency and a message needs to be given to a student or sent home, the Office will be able to accommodate such requests.

### **TOYS, GAME CARDS**

Students are discouraged from bringing toys to school since they are a distraction. Violent toys of any kind are not tolerated and will be sent to the principal's office where they may be picked up by a parent. Up through grade 2, students may bring ONE small toy to school for use at recess. As of grade 3, however, no stuffed animals may be brought to school. In the event that toys are discovered by the teacher, he or she will take the toy from the student and return the toy to the office for parents to retrieve at the end of the day. The toy will not be returned to the student.

Game cards, including, but not limited to, Pokemon cards, may not be brought to school. They are a distraction for our students. In the event that cards are discovered by a teacher, he or she will take the cards away from the student and return the cards to the office for parents to retrieve at the end of the day. The cards will not be returned to the student.

### **TARDINESS**

A child who is tardy misses the overview of the day's plan that is critical to students' understanding, organization and accountability for their schoolwork. A student who comes into school late loses valuable class time and instruction. Chronic lateness is, therefore, considered a serious matter and will be cause for concern. If a child is late to school, their parent *must* bring them to the main office to sign in. **Consequences for tardiness are as follows:**

**K1/K2, 1<sup>st</sup>-4<sup>th</sup> grades:**

**3 tardies = Letter sent home**

**\*\*Additional 3 tardies results in a parent/teacher/principal conference**

**5<sup>th</sup>-8<sup>th</sup> grades:**

**3 tardies = 1 detention**

**\*\*Additional 3 tardies results in a second detention and a parent/teacher/principal conference**

### **FACULTY ROOM**

The Faculty room is available for use by adult school personnel only.

### **FIELD TRIPS**

A permission slip supplied by the teacher must be filled out by the parent or guardian and kept on file in order to permit the student to participate in the event. Failure to return the designated form must result in disallowing participation in the trip.

### **PERMISSION SLIP**

I request that St. Peter's School allow my son/daughter to participate in the trip to (destination). I give permission for my son/daughter (student's name) to attend the trip to (destination) in (town) on (date). In consideration of the making of arrangements for the trip by St. Peter's School, I hereby release and save harmless St. Peter's Parish and School, Cambridge Massachusetts any and all personnel and duly appointed supervisors of St. Peter's School from any and all liability for any injuries, loss, or other claims arising out of or resulting from this trip.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone)

### **FIRE DRILL PROCEDURES**

The fire drill procedure is to be posted above or beside the exit door of each classroom. Students and teachers should study the plan and become thoroughly familiar with procedures and the exact location the class is assigned outside. Specific details for exiting the building will be reviewed for the class by the homeroom teacher. The first official fire drill will happen sometime during the first full week of school.

At the sound of the fire alarm, students and teachers will file out according to the particular procedure designed for the classroom. Students are not to be concerned about books or personal articles, but instead are to leave the room immediately. The student nearest the door will lead the class; others should follow in a single line at an ordinary pace. Since there will be other classes in the corridors and on the stairways, it is important that students do not run, push, or behave in a disorderly fashion.

When the signal (regular school bell) is sounded, all students will return to the room they left. If a student is in another room apart from his/her class (library, cafeteria, bathrooms, etc.) he/she should leave the building by the nearest exit and join his own class at the designated place in the upper church. If there is a funeral in progress, children should be led to Manassas Avenue where they should line up two by two and wind around to Concord Ave.

### **HOLY DAYS**

We celebrate holy days as a school community at specially planned liturgies. Students and teachers will attend liturgy. Time of liturgy will be posted at the saint peter school web-site, [www.saint-peter-school.org](http://www.saint-peter-school.org). Parents, friends and parishioners are invited to attend Mass with the school community.

### **HOMEWORK**

Homework is an important element of the school's academic program and should, therefore, be purposeful. It serves to reinforce good classroom teaching, and it is the student's, and not the parents', responsibility. While, on occasion, parents may need to give either direction or support to their children completing homework, it should never happen that parents complete the homework for their children. The homework assignments of each teacher are planned so that they will require only a reasonable amount of time in consideration of the age of the child. Teachers working in departmentalized programs will arrange homework assignments together so as to avoid excessive amounts.

Homework is a necessary follow-up to schoolwork. It allows for independent practice of a skill, research time, study, or reading. A set homework time each day allows opportunity for a student to develop organizational skills. It also allows a parent opportunity to know whether or not a student is spending time reinforcing classroom instruction and goals. Failure to complete required homework assignments can adversely affect a student's grade.

Guidelines on homework are:

Grade 1	10 to 20 minutes
Grade 2 and 3	20 to 30 minutes
Grade 4 and 5	45 to 75 minutes
Grades 6 to 8	60 to 120 minutes

### **PROTOCOL FOR RAISING CONCERNS**

Parents are the primary teachers in the lives of their children. As teachers and administrators, we enter into partnership with you to assist your child's academic, social, and spiritual development. If you have concerns, we encourage you to share them with us so that we may address them. As a first line of inquiry, please contact your child's teacher to arrange a meeting time. To ensure a meaningful exchange, do not attempt to engage in a detailed discussion at either drop off or dismissal when the teacher has responsibilities for the class. If there is a need for further dialogue, the administration is available to meet at any mutually agreeable time.

### **ILLNESS OF STUDENTS**

Parents should notify the school office if a student will be absent due to illness. Any student becoming ill during school hours should be referred to the office. Upon return to school following an absence, the student must present a note explaining the absence to the classroom teacher. The parent should write the note.

### **STUDENT ABSENCES**

After an absence, a student must bring a note from their parent explaining why they were absent. This is both the arch-diocesan policy and Massachusetts State Law. If the child arrives without a note, they will not be admitted to class until they either get a note from a parent or their parent is spoken to on the phone. A note must be brought the following day. If the child returns without a note:

**K1-4<sup>th</sup> grades: Parent will be contacted.**  
**5<sup>th</sup>-8<sup>th</sup> grades: Detention will be assigned until a note is brought in.**

30 absences in the year is grounds for non-promotion to next grade level. ½ day absences are included. 10 absences (adding in ½ day absences) in a trimester results in a letter from principal. Tardy totals will be included in letter. Letter states that continued absences at this rate will result in a meeting to discuss non-promotion to next grade level.

\*Arriving after 9am or leaving before 1pm = ½ day absence.

\*If you are injured and not able to participate in gym, your child must bring in a note explaining why.

### **RESPECT FOR PROPERTY**

Respect for every kind of property is a prime requirement of a good citizen. Time and money are involved in maintaining our building and each student is expected to cooperate in keeping it clean. Included as well, is respect for the belongings of all members of the school community. Students are reminded to never leave money, purses or personal valuables unattended or vulnerable to theft.

To mark or damage the building, equipment, furniture, or grounds deliberately is a serious offense and each student/parent will be expected to make restitution for damage to school property, including school textbooks. Accidental breakage or damage should be reported at once to the supervising teacher.

### **SCHOOL CANCELLATIONS**

During the winter months, parents should watch TV Channels 5 or 7 or FOX cable network or listen to WHDH (850AM) radio stations beginning at 6:00 AM for notification of school cancellation. Also, notice will appear on-line at Channel 5's web-site. **If Cambridge Public Schools are closed, St. Peter School will be closed and After School will be canceled.** Provided that there is electrical power, a notice will also be placed on the home page of the school web site, [www.saint-peter-school.org](http://www.saint-peter-school.org)

### **SCHOOL RECORDS**

The student records consist of the permanent and the temporary records. To minimize the risk of improper disclosure, permanent records of students are kept separate from disciplinary records. The principal and administration maintain all records. Parents have a legal right to review student files.

### **STUDENT ASSESSMENTS**

Student academic progress at St. Peter's is formally assessed through:

1. Progress Reports in October and February
2. The Report Card: a graded assessment of each student's progress is issued three times a year - December, March and June.
3. Formal Parent/Teacher Conference: this meeting is scheduled in early November in order to provide an opportunity to discuss the student's progress for the term. Another parent/teacher opportunity is held in March.
4. The Permanent Record Card: an end-of-the year average of the student's individual progress is recorded, kept on file, and forwarded upon transfer.

### **STUDENT RETENTION POLICY**

Each student considered for retention or conditional promotion will be discussed by the level review board. This board consists of all the level teachers and the principal. If, in the judgment of this board, it might be in the best interest of the student to repeat the grade or to be promoted under certain conditions, then the parents will be notified of the possibility at the time the March report card is issued. The case will be reviewed again in May and a final decision will be made with regard to grade placement for the subsequent year.

### **TUITION**

Upon registering, parents may select among three payment options: Option 1 is full payment by April 30<sup>th</sup> of the spring prior to matriculating; Option 2 is two equal payments one on April 30<sup>th</sup> and the second on October 31; Option 3 is a ten installment option through FACTS starting on either May 5 or May 20 and extending through February as long as all payments have been received. To participate in this last option, there is an additional \$50 fee and set up can be done either on-line or via a paper application. Our school secretary is happy to assist families with the enrollment process.

All tuition must be paid before payments for special school trips are made. Any student whose tuition is in arrears may not participate in off-site trips. In addition, if a parent's tuition obligation is not met, the school reserves the right to give the parent two weeks' notification that the child may no longer attend St. Peter school unless the account is brought current. At the time of that conversation, the school will ask parents to identify another school to which we can forward school records.

Registration fee of \$200 is accepted at the time that a student re-enrolls. The registration fee is not refundable and is a contractual agreement on the part of the school that a seat has been reserved for a student. If it happens that a family changes their plans, the refund fee is not refundable.

Tuition of each student is used for the school's operating expenses. Families of registered students are obligated to pay 100% of the annual tuition unless notice of withdrawal is given by June 1<sup>st</sup>. Any withdrawal after June 1 will NOT result in a refund. In addition, should a family owe a balance at the time of withdrawal, the account must be made current before your child's school records will be released to another school.

### **TRUANCY**

Massachusetts State Law requires that every boy and girl attend school each day that school is in session unless unable to attend because of illness or some other legitimate reason.

Unless a child is sick or has a legitimate reason to be absent, he/she must be in school. Otherwise, the absence will be illegal. If a student continues to be illegally absent, St. Peter School will have no recourse but to refer the student to the local truant officer for violation of the law.

Any student deemed truant would receive failing grades for all assignments, homework and tests missed during the time he/she was truant.

### **CHILD ABUSE LAWS**

St. Peter School abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Department of Social Services.

### **VISITORS TO THE SCHOOL**

All parents and visitors to the school must report to the administration office directly upon entering the building. After signing in, parents will be given a visitor's pass which they must wear while on school property. If parents and/or visitors knock on a classroom door, they will be asked to report to the office first. An appointment for a mutually convenient time will then be arranged.

### **HOME-SCHOOL COMMUNICATION**

In order to ensure that all communication from school reaches home in a timely manner, St. Peter School uses a Friday envelope system. Official envelopes containing all correspondence are sent home on Fridays to be signed and returned to school on Monday. Parents are responsible for emptying the contents of his/her envelope. There is a \$5.00 replacement charge for envelopes that are lost.

In addition to the Friday envelopes, there is updated information at the school web-site [www.saint-peter-school.org](http://www.saint-peter-school.org)

### **STUDENT DIRECTORY**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories may not be **used** or **sold** for other purposes.

### **TRANSPORTATION**

Parents are reminded that **double parking and U-turns on Buckingham St. and Manassas and Concord Avenue is illegal** since either action creates a dangerous situation for students. The Cambridge Police will ticket cars and drivers who violate the law. It is imperative that everyone follow these safety guidelines. Again, these rules are established, not to inconvenience anyone, but for the safety of all our children.

## ACCEPTABLE GROOMING AND WELL-BEING

Parents are primarily responsible to guarantee that each student arrive in school groomed properly and wearing the appropriate clothing. At the discretion of parents, light facial make-up is permitted for junior high girls. Girls may wear one pair of stud earrings worn only in the ear lobe; boys are not permitted to wear earrings in school. At the discretion of parents, nail polish should be limited to light shades of pink, beige or neutral only.

Boys' hair must be cut at or above the shirt collar, and may not hang below the eyebrow. Crew cuts or platform cuts over one inch are not allowed. Designs cut into hair are also not allowed.

### DRESS CODE

Students are expected to report to school each day wearing the required uniform. Violation will result in appropriate disciplinary action. Students who are in violation of the dress code will be required to sign the uniform infraction log. After three infractions, a student will be required to wear uniform on a school-wide tag day. Parents are expected to make sure that their child is in compliance with the dress code. If students are not wearing the required uniform, parents may be obliged to bring the appropriate articles of clothing to school. Girls are reminded that they must wear knee socks or tights; nylons are not an acceptable alternative. *The only non-school uniform clothing allowed at school is a jacket which must be removed and stored in the classroom/coat-racks.* At dismissal, a student is expected to remain in school uniform until he or she has left school property. Exceptions include changing for afterschool or changing for a sports practice. Our uniform is an outward reflection of membership in the Saint Peter School Community. Tattoos of any kind are not permitted.

On tag days students may dress freely yet appropriately. If a student arrives at school dressed inappropriately, they may be held out of class until their parent brings a change of clothes from home. All normal rules still apply on tag day regarding hair, jewelry, make-up etc.

Students who are out of uniform will be sent to the office to

### **Consequences for dress code infractions are as follows:**

<b>1<sup>st</sup>-4<sup>th</sup> grades:</b>	<b>Fill out a uniform infraction</b>
<b>5<sup>th</sup>-8<sup>th</sup> grades:</b>	<b>3 uniform infractions = 1 detention (per trimester)</b>
	<b>**2 detentions for infractions (meaning 6 times out of uniform) lose out on tag days for the rest of the school year.</b>

### 2009 – 2010 ST. PETER SCHOOL UNIFORM

The St. Peter School uniform is designed to provide students with a sense of pride in themselves and their orderly appearance. Like the professional dress of adults, the students are expected to demonstrate their self-respect through neat and orderly personal uniform compliance. All shirts must be tucked in. The 2008-2009 uniform requirements are detailed below and may be purchased through either J.B. Edward Uniforms or the Lands End catalogue.

#### **GIRLS UNIFORM K2-4\***

- White button down oxford, long or short sleeved
- Regulation plaid jumper
- Flat front uniform pants, navy (only from Lands End and J.B. Edward)
- Flat front navy shorts – Bermuda knee length in months of Sept, May and June only
- Navy tights, or knee or ankle socks

- Black shoes, heel not to exceed 1” to 1 ½ “
- Navy v-neck cotton vest and/or navy cardigan (optional, Lands’ End only)

***GIRLS UNIFORM 5-8***

- White button down oxford, long or short sleeved
- Regulation box pleat skirt, knee length
- Flat front uniform pants, navy (only Lands’ End and J.B. Edwards)
- Flat front navy shorts – Bermuda knee length in months of Sept., May and June only
- Navy tights or knee or ankle socks
- Black shoes, heel not to exceed 1” to 1 1/2”
- Navy v-neck cotton vest and/or navy cardigan (optional Lands’ End only)

***BOYS UNIFORM K2-4***

- White button down oxford shirt, long or short sleeved
- Regulation navy trousers (only Lands’ End and J.B. Edwards)
- Flat front navy shorts – Bermuda knee length in months of Sept., May and June only
- Navy vest and/or navy v-neck pullover (optional, Lands’ End only)
- Navy socks
- Black shoes

***BOYS UNIFORM 5-8***

- White button down oxford shirt, long or short sleeved
- Navy fabric tie mandatory
- Regulation navy trousers (only Lands’ End and J.B. Edwards)
- Flat front navy shorts – Bermuda knee length in months of Sept., May and June only
- Navy vest and/or navy v-neck pullover (optional, Lands’ End only)
- Navy socks
- Black shoes

***GYM UNIFORM GIRLS AND BOYS K2-8\*\****

- Logo t-shirt
  - Logo sweatshirt
  - Logo warm-up pants, navy (J.B. Edwards only)
  - Logo micromesh shorts, navy (J.B. Edwards only)
  - White socks
  - Basic White sneakers (nothing that lights up)
- \* Girls may wear the shirts with the Peter Pan collar (white).

***REGULATION SHOES***

- Leather or vinyl shoes are required for both boy and girls; heels should not exceed one inch
- Black sneakers are not an acceptable alternative
- Sandals or clogs will not be permitted.
- White sneakers must be worn on gym days

## **WELL-BEING**

### **HEALTHY SNACKS**

Children perform optimally when they adhere to healthy eating habits. The faculty and staff encourage parents to provide healthy snacks such as fruit or crackers and to refrain from sending sugary snacks such as cupcakes to celebrate birthdays. While the administration has asked the community to cooperate with this request, it has happened that families choose to send in cupcakes and cakes with their children any way. If you do not want your child to eat sweets, please let your child's teacher know so we can work to support your wishes.

It is the school's policy to ensure the health and safety of all students; therefore, no student may carry any medication on their person or in their backpack. If it is necessary for a student to receive medication during the school day, a parent or guardian must complete the medication administration consent form (both a parent/guardian and a physician's signature is required on this form.) This is a mandatory rule for prescription and over the counter medication.

In accordance with Massachusetts State law (chapter 76, section 15 of the General Laws) all student in grades k1 through 8 must be properly immunized before admission to St. Peter's School. St. Peter's k1 is not a licensed pre-school and therefore must follow kindergarten requirements. Documentation of a recent physical and proper immunization is required before the start of school.

## EDUCATIONAL ENVIRONMENT AND DISCIPLINE

The educational process to which we are committed at St. Peter's involves more than training the mind. The other important human qualities of heart and will must be included if we are to educate the total person. In this process, self-discipline becomes an important goal. Students need concrete and consistent guidelines during their formative years in order for them to learn what it means to be responsible and accountable for their behavior.

Primary responsibility for disciplining students in school lies with the classroom teacher. The administration will be involved only in cases of severe disciplinary problems or when teachers request it because of special circumstances. Please see the Consequences of Bullying in the following section to see the procedure that teachers and administration will also use for disciplinary problems.

### *EDUCATIONAL ENVIRONMENT section i*

#### **St. Peter School Bullying Policy**

The purpose of this policy is to ensure a safe environment for our students. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish

**Definition of bullying:** Bullying is a direct or indirect action meant to demean the victim while empowering the bully. It can include but is not limited to: insults, name calling, threats, teasing, intimidating, pushing, shoving, kicking, spreading rumors, destroying someone's belongings, ignoring or excluding someone, writing any negative or threatening comments to or about another person.

**N.B. Victims/Witnesses of bullying** are never to use violence as a means to deal with an act of bullying. Students that witness or experience bullying must speak to a teacher or member of the administration the moment the act of bullying occurs. If a student does not feel comfortable speaking to a teacher or a member of the administration and feels that he or she can deal with the bully by himself or herself, this reaction is their prerogative, but the response to bullying may involve only positive peer mediation skills, NOT violence – either physical or verbal. Using violence as a way to deal with a bully COULD end up in suspension – even if the victim was the first one bullied. St. Peter School policy is that violence/bullying is NEVER acceptable.

**The principal reserves the right to determine the consequences of any bullying behavior and offers the information below as a helpful guideline only.**

## **Bullying Behavior Chart**

Physical Bullying: Harm to someone's body or property

Emotional Bullying: Harm to someone's self-esteem or feeling of safety

Social Bullying: Harm to someone's group acceptance including exclusion of either one or a few children in a social event off-site to which most students have been invited.

### **Level One**

- Physical/Verbal – expressing physical superiority, blaming the victim for starting conflict, threatening physical harm
- Physical/Nonverbal- making threatening gestures, defacing property, stealing, starting fights, scratching, biting, pushing, tripping, causing a fall
- Emotional/Verbal – insulting remarks, calling names, harassing phone calls teasing about possessions, clothes, or physical appearance
- Emotional/Nonverbal – giving dirty looks, holding nose or other insulting gestures, defacing schoolwork or other personal property such as clothing, locker or books
- Social/Verbal – spreading rumors, teasing publicly about clothes, looks, etc., ostracizing using notes, instant messaging or email, posting slander about someone in public places such as the school library
- Social/Nonverbal – ignoring someone and excluding them from a group, playing mean tricks to embarrass someone.

### **Level Two**

- Physical/Verbal – making repeated or graphic threats, practicing extortion such as taking lunch money, threatening to keep someone silent
- Physical/Nonverbal- destroying property, setting fires, exhibiting physical cruelty, repeatedly acting in a violent, threatening manner, assaulting with a weapon
- Emotional/Verbal – harassing someone because of bias against his/her race, color, ethnicity, gender, disability
- Emotional/Nonverbal- destroying personal property such as clothing, books, jewelry, writing graffiti with bias against one's race, color, religion, ethnicity, gender, disability
- Social/Verbal – enforcing total group exclusion against someone by threatening others if they don't comply
- Social/Nonverbal – arranging public humiliation

### **Consequences for Bullying**

- Classroom teacher notes that a student has broken a rule regarding bullying and tells the student to report to Mrs. Leahy/Mrs. Keaney to fill out an Incident Report.
- At the main office, the student is asked to sit quietly and write down the incident.
- If this is a first offense which is fairly minor, Mrs. Leahy/Mrs. Keaney will speak to the student (after conferring first with the teacher). At that point, Mrs. Leahy/Mrs. Keaney will warn him/her and file the incident report in a folder.
- On the days that a consultant from Transition House is at St. Peter's, he or she will review the files with Mrs. Leahy and schedule times to meet with some students (those students whom Mrs. Leahy and the consultant feel would benefit from this additional

discussion). The consultant will discuss with the student, what he/she could do differently in the future to avoid this type of incident.

- If the incident is the second offense, Mrs. Leahy/ Mrs. Keaney will speak to the student and may call the parent. (At times, the second offense will also include punishment.)
- If the incident is a third offense, Mrs. Leahy/Mrs. Keaney will speak to the student, call the parent and may impose punishment.

### **EDUCATIONAL ENVIRONMENT section ii**

## ***Weapons Policy***

A student is in violation of a weapons policy if: he or she brings a weapon to school; uses a weapon on school grounds or at a school activity; or has a weapon in his or her locker or pocket, or while he or she is at school or at an after school activity.

Legally dangerous weapons include anything that is carried and used in a manner to intimidate or with the intent to cause harm to another person, is considered a dangerous weapon. Such weapons include:

- Firearms of any kind, including BB guns, and air rifles;
- Any knife that has a double-edge blade, a switch blade or any knife that has an automatic spring device by which the blade released from the handle; any stiletto or dagger;
  - Metallic knuckles or any other similar pointed star-like object that is intended to injure a person when thrown;
- Black jacks and blow guns
- Any arm band or clothing that is made of leather which has metallic spikes, points or studs and any similar device made from any other substance;
- Mace, tear gas, or any other substance that is used to incapacitate another person;
- Fireworks or explosives of any kind;
- All other such weapons as described in Massachusetts General Laws 269, Section 10.

There are other items, which are not defined as weapons under the Massachusetts General Laws 269, Section 10, but which are not permitted on school premises, at school-sponsored and/or at school related events, including athletic games. Use of these prohibited items will result in suspension and can result in expulsion from school. These include:

- Knives of any kind, shape or length, including jack knives, key chain knives and drafting knives;
- Blades of any size or razors, box cutters; and
- Chains, whips, or any other metal object of no academic purpose.

There also are other ordinary items that if used in a dangerous threatening way may result in suspension and expulsion from school. Such items include:

- Pencils, scissors, needles and pins, nails, carpentry tools etc.

**Note: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, at school sponsored event or at school related events, including athletic games. Items such as these will be confiscated and may result in suspension and**

**expulsion if they are determined by the principal or assistant principal or to be in violation of his policy.**

**EDUCATIONAL ENVIRONMENT section iii**

**Acceptable Use Policy for Computer Network (AUP)**

It is the policy of St. Peter School that all technology will be used in a responsible, legal and ethical manner.

St. Peter School offers network and Internet access for student use. Access to the Internet is privilege and not a right. Accordingly, St. Peter School has the right to place restrictions on the use of the system and to require users to abide by system rules. While there are many valuable resources on the Internet, there also are many site that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure that it is only used for education purposes, and must be consistent with academic activities of St. Peter School.

St. Peter School uses a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and St. Peter school cannot guarantee that students might not access an inappropriate site. It is the student's responsibility to report any inappropriate site accessed to a teacher.

St. Peter School makes no warranties of any kind, whether express or implied, for the services it is providing. St. Peter School will not be responsible for any damage student work may suffer including but not limited to, loss of data and interruption of service.

St. Peter School is not responsible for the accuracy or quality of the information obtained through the Internet or stored on the network, and use of any such information is at the student's own risk

Responsible network users will not use the St. Peter School computer network including access to the Internet for:

- 1) commercial purposes of any kind
- 2) political lobbying
- 3) illegal activities
- 4) for posting, disclosing or otherwise disseminating personal contact information about oneself or other people including name, address, telephone, school or work address without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted
- 5) for posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a use from promptly disclosing to a teacher or school administrator any message they received that is inappropriate or makes them feel unsafe.
- 6) to harass or send offensive information to another person.
- 7) For posting change letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network.

Responsible network users will:

- 1) never reveal personal information about himself or herself, such as address, telephone number; and never will agree to meet with someone they meet on-line without a parent/guardian's approval
- 2) notify a system administrator of any security problems he/she identifies on the computer network.
- 3) recognize that there is only limited privacy in the contents of e-mail, data or personal files on the network, and that the system is subject to routine maintenance, access and monitoring of messages and files may be conducted in appropriate circumstances.
- 4) promptly disclose to a teacher or administrator any web-site that they locate or receive that is inappropriate or makes them feel unsafe.
- 5) honor the legal rights of software producers, network providers, copyright and license agreements
- 6) not use the system to access material that is profane or obscene (i.e. pornography), that advocates illegal acts, that advocates violence or discrimination toward other people (i.e. hate literature), or that is illegal (i.e. gambling).

## **Discipline**

Any violation of this policy may result in cancellation of network privileges and or appropriate disciplinary action in accordance with St. Peter School rules, and legal action, if appropriate.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network at the discretion of the administration.

St. Peter School will cooperate fully with local state or federal officials in any investigation related to any illegal activities conducted through the network.

### **DISCIPLINE OVERVIEW**

The discipline process has been developed to reinforce student responsibility and to provide an atmosphere in the school that is both accountable and conducive to learning. Individual classroom teachers make his or her expectations clear at the beginning of the year. Faculty members develop age appropriate discipline guidelines for each grade level.

#### **K-4**

The following steps are applicable as a guide for Grades K-4:

1. Verbal warning from the teacher to advise a student of unacceptable conduct and/or academic performance;
2. Written warning from the teacher to make the parents of the student aware of the possible consequences of the continuance of the inappropriate behavior;
3. Meeting with the homeroom teacher and the principal to discuss the problem. It may be recommended that the student be placed on a weekly review.
4. When and if the above process is shown to be ineffective or when an offense is extremely serious, the matter is officially referred to the principal. At this point a conference between the school and the parents/student will be scheduled. An agreement will detail the behavioral or academic requirements that must be observed if the student is to continue at St. Peter's.

5. For serious or repeated infractions of school rules, students in Grades 1-4 may be given a detention at the discretion of the principal.

### Grades 5-8

#### **DETENTION:**

“An after school detention program is conducted by the teachers in grades 5-8. Detention will be held from 2:50-3:30 Monday through Thursday. If a student earns a detention, the student will serve the detention that day. A student is expected to serve a detention for particular offenses such as but not limited to those described below.”

- Failure to complete homework (3 offenses)
- Disrupting class
- Out of uniform (3 offenses)
- Gum chewing
- Deliberately disobeying school/level rules
- Swearing
- Not having test papers signed after one day’s notice.
- Dishonesty/deceitful behavior.
- Consistent lack of preparation for class.
- Excessive tardiness (3 offenses)
- Bullying
- The use of any electronic devices (including cell phones and MP3 players) during the hours of 8am-2:45pm. All such devices must be turned off and stored in backpacks (K-6) or lockers (7-8).

#### **Detention protocol is as follows:**

*Student fills out student infraction sheet. On-duty office secretary checks and marks class roster. If it is the third uniform or homework infraction, office secretary assigns the appropriate consequence. If it is the third detention, a parent/teacher/principal conference will be scheduled.*

- 5<sup>th</sup>-8<sup>th</sup> grades:**
- 3 uniform or homework infractions = 1 detention (per trimester) or immediate detention for a more serious offense.**
  - \*3 detentions = Parent/teacher/principal conference (student placed on probation).**
  - \*3 additional detentions (18 total infractions) = suspension**
  - \*Any further infractions can result in expulsion**

## **SUSPENSION**

For certain serious offenses, a student will not be allowed to return to school until it is agreed that the student will abide by school rules.

Examples of offenses that can lead to suspension:

- Inappropriate use of Internet and messaging technology
  - Unauthorized use or sale of drugs
  - Unauthorized use or sale of alcohol
  - Possession and/or use of dangerous weapons
- See also Detention #2

## **EXPULSION**

For certain serious offenses, all due process will be suspended and educational services will be terminated immediately.

Examples of offenses that can lead to expulsion:

- Maliciously injuring a staff member
  - Maliciously injuring another student
  - Possession and/or use of dangerous weapons
- See also Detention #2

***WE NEED PARENTS***

*Parents are necessary in order for the team to be complete. You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. Volunteer your time for any idea you have. We need your input. There are some programs in place that could use parent volunteers, and some programs that need to be started. If there are any suggestions as to how the school could be made better, come and share those ideas.*

*All parents are members of the Parent Association. Meetings are held monthly. We encourage you to attend as many meetings as possible. Check the monthly calendar for dates and times..*

ST. PETER'S SCHOOL  
96 CONCORD AVE  
CAMBRIDGE MA 02138  
PARENT/STUDENT AGREEMENT  
2009-2010

After a careful study of the St. Peter's Parent/ Student Handbook, we understand, accept and will support the policies and regulations outlined therein. Every effort will be made to cooperate with implementation of the best possible education in basic skills and Christian values.

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Parent Signature

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Student #1 Signature

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Student # 2 Signature

-----  
Student #3 Signature

Please take the time to review the conditions of this Handbook with your child/children according to their level of understanding. After you and he/she have signed the above understanding, return this page to the Office by September 18, 2009. It is mandatory that we have this form on file from each family.

FAMILY NAME -----GRADE-----

**PHOTO-VIDEO RELEASE**

To Whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_  
To be photographed or videotaped at St. Peter School. I realize that the photo may be  
published in the newspaper, a magazine the school website or other publication. The video may  
be used for informational or educational purposes regarding the programs or curriculum at St.  
Peter School.

Signed: \_\_\_\_\_

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

Return to school by September 18, 2009