

# **Parent/Student**

# **Handbook**

# **2022 - 2023**

**St. Peter Central Catholic  
Elementary School**

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# Introduction

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

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

Previous attempts to include calendars in the beginning of the year in the handbook were a noble effort to let people know in advance what the scheduled events were. However, as parents, we are aware that some of life's events, despite our best efforts to plan our schedules, remain unpredictable due to weather, unexpected schedule conflicts, and the ebb and flow of life. **(Please remember to check your weekly "Thursday" envelopes for updates and important notices and communication).** We will send home a printed copy of the calendar when school begins. The calendar is also posted on our website and dates will be noted when checking your family portal.

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

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

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

Once you have read this book, please sign and return the Internet Use Agreement, Mass Permission Slip, Picture and Video Release and Handbook Contract located at the end of the handbook. They can be downloaded at [www.stpetercentralcatholic.com](http://www.stpetercentralcatholic.com).

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

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

## ***Our Mission***

***We, the faith community of St. Peter Central Catholic, provide a caring atmosphere for students in Preschool through Grade Eight. Within our Catholic, diverse community we strive to welcome, educate and acknowledge each individual. We nurture the intellectual curiosity and spirit of all. We are committed to treat all that we encounter with respect, love and mercy.***

***We are called to be Disciples of Christ's love.***

# **Part I**

# **Parent/Student**

# **Section**

# Academics

## **1. Report Cards**

All report cards are shared electronically through your family portal.

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

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

## **Explanation of Marks**

Students in the Kindergarten – Grade 3 receive a skills checklist using the following symbols:

4. Consistently
  3. Frequently
  2. Occasionally
  1. Not yet apparent
- Not Evaluated at This Time

Students in Grades 4 – 8 receive the following marks:

### **Academic Achievement Key**

A+95 – 100	C+75 – 79
A 90 – 94	C 70 – 74
B+ 85 – 89	D 65 – 69
	F Below 65

## **Rubrics for Skill Mastery**

O Outstanding  
E Excellent  
VG Very Good

G Good  
S Satisfactory  
NI Needs Improvement  
U Unsatisfactory

### **2. Homework**

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

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

### **3. Detention**

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

### **4. MAP Testing**

MAP tests are administered each year to children in Grades 3 through 8. MAP testing will be administered three times a year to measure student progress.

### **5. Field Trips**

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

school reserves the right to deny participation with just cause. Transportation for these trips will be made with properly insured buses. The school policies and rules of behavior are to be followed by all students on a field trip.

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

### **6. Books**

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

### **7. Library**

The library is open and supervised on a regularly scheduled basis. Library classes are held for children in Kindergarten through Grade 5. Children may use the library during their regularly scheduled classes, or they may come with their classroom to do research or to work on special projects. Books may be taken from the library only during regularly scheduled library periods. Students may check out a maximum of two (2) books from the library at one time. Books may be kept up to two (2) weeks. Overdue notices are sent to children who do not return their books on time. There is no fine for overdue books, but lost or damaged books must be paid for. If a student needs to pay for a replacement in the event that a book is lost or damaged, the fees are as follows: Hardcover books -- \$10.00, Softcover books -- \$5.00, and for new books — the cost of the replacement.



## **8. Title 1**

### **Grades Preschool – Grade 8**

Title 1 money will be used at the discretion of the Principal for direct student services.

## **9. Physical Education**

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

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

# Attendance

## 1. Attendance Policy

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

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

A student who has been absent because of illness for five (5) days or more is required to present a doctor's certificate attesting that the danger of conveying the illness has passed. The Administrator of the school will review cases of prolonged illness, attested to by a physician in writing, or excused absences. **Please do not notify your child's teacher regarding absences or change of dismissal.**

## 2. Make Up Work

Students who are absent are required to make up any work missed. The student is responsible for turning in missed assignments a day after his/her return to school. If a student is absent for an extended period of time, the work missed will be completed at the discretion of the teacher in a timely manner. Please do not contact the office for homework on the first day or only day of your child's absence. They will receive the assignments upon their return.

## 3. Tardiness

Prompt arrival at school is expected of all students. Late arrivals disrupt opening prayer and cause a loss of instructional time. Any student who arrives at school after 9:00 AM is considered tardy. In the event of tardiness (arriving to school after 9:00 AM) a student must report to the Main Office before going to class. If your child is late for school, he/she must enter the school using the Main Entrance door. All other doors are locked for security purposes and may not be opened to admit a student who is late. Please do not use the Preschool door for any students other than Preschoolers.

## 4. Dismissal

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

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

Parents requesting early dismissal for their child must send a note to school the morning of the dismissal. Parents should use the Main Entrance and report to the Main Office. Notes will stay on file. Children will be called to the front office for dismissal when the parent arrives. Parental requests for early dismissal should be kept to a minimum in order to keep classes on task. Please do not attempt to contact the school office for a dismissal change after 2:15 PM.

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

## **5. Vacations**

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

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

# Transportation

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

Parents dropping their children off for the morning program are asked to do so at the Ripley Street Parking lot. It should be noted that parking space in this lot is limited, therefore please leave immediately after walking your child to the Before School Program or the schoolyard. **If you have business in the office, please do not park in the first two rows in order that the teachers have adequate parking space.**

Dismissal of the children at the end of the school day is a time that requires a heightened sense of safety. Parents are asked to pick up their children in the Playground Area at 3:10 PM.

You are asked to drive in the Hammond St parking lot entrance and park in the designated lanes. Parents will receive a student number for your vehicle. There are nine designated lanes at dismissal. Upon arrival, you will file into a lane. At dismissal, the staff on duty will record your number and the teacher in the building will send/bring your child to the dismissal door. You can remain in your car. After securing your child in your vehicle you will be directed to proceed out of the lot.

The plans for dropping off the children in the morning and picking them up in the afternoon are illustrated in Figure 1.

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

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

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

## **2. School Bus Transportation**

City of Worcester Public Schools provides transportation for children living more than 1½ miles from school. Please contact the school in writing if you wish to avail yourself of this service. Bus schedules, stops and times will be published on-line at the Worcester Public Schools and our web site before school begins. Please note these numbers on your child's lunch or school bag.

## **3. School Bus Behavior**

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

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

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

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

# 4. Drop-off in the Morning Pick-up in the Afternoon

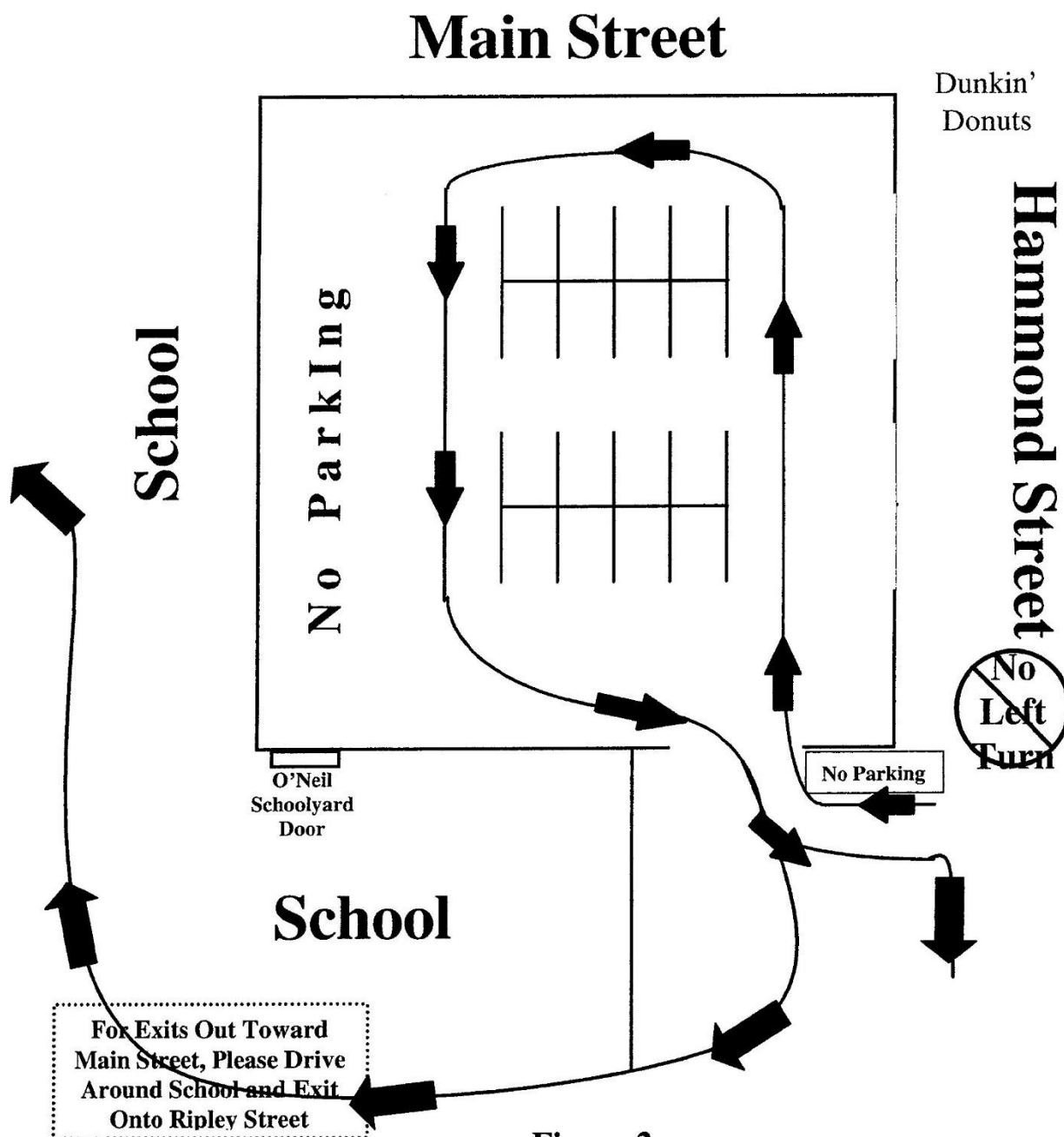


Figure 2

## **5. City Bus Transportation**

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

## **6. Pre-School Students**

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

# Communication

## **1. Open Conference Policy**

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

## **2. Bulletins and Memos**

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

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

## **3. Open School Policy**

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

#### **4. No School Announcements**

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

If school is canceled for any reason other than weather, a printed notice from school will be sent home with each student. In the event that we need to close school mid-day, we will use our telephone emergency system.

## **Discipline**

### **1. Philosophy**

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

### **2. Implementation of Discipline**

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

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

### **3. Code of Conduct**

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

1. Fighting or violent behavior of any kind is forbidden at all times. Violent behavior will result in detention or possible suspension from school. Violence is not appropriate school behavior and it will not be tolerated.
2. Children are to respect the school property and take pride in their school. Therefore, no student should mark or damage school property in anyway. The chewing of gum is not allowed at school or on the bus. Parents will be held responsible for payment of damaged school property. Damage to school property results in both suspensions and restitution.
3. Smoking is forbidden in school, around school, and to and from school. Punishment for violating this rule is suspension and possible expulsion.

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

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

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

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

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

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

10. The use of technology in school must adhere to the technology/internet use policy, stated in this handbook.

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

It is the policy of St. Peter Central Catholic School, as well as the Commonwealth and Federal Law, that sexual harassment of any member of this school shall not be tolerated. Sexual harassment is defined as unwelcome advances, requests for sexual favors and other verbal, written or physical contact of a sexual nature.



**5. Bullying, the repeated threatening of the physical or emotional well-being of an individual, will likewise not be tolerated at St. Peter's. We adhere to the Diocesan Bullying policy.**

**Peter Central Catholic**

**MODEL BULLYING PREVENTION AND INTERVENTION PLAN**

**I. Introduction.**

**St. Peter Central Catholic** acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the "Plan") as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the "RCBW Bullying Prevention Policy").

**II. Definitions.** For purposes of this Plan, the following definitions shall apply:

"Bullying" is the **repeated** use by one or more students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim that:

- causes physical or emotional harm to the Victim or damage to the Victim's property;
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at School for the Victim;
- infringes on the rights of the Victim at the School; or materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

*For the purpose of this Plan, whenever the term “Bullying” is used it shall include Cyber-Bullying (as defined below).*

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Perpetrator” means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Victim” means a student against whom Bullying or Retaliation has been perpetrated.

### III. Leadership.

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with the Advisory Board, teachers, School Staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Headmaster deemed advisable. Notice to and a public comment period for families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Headmaster and designated members of the Staff, working under the oversight of the Superintendent and Diocesan School Department, are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Headmaster and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

A. Assessing needs and resources. The Plan is intended to be the School's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families, the Staff and others mentioned above, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This "mapping" process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has developed policies and procedures; established partnerships with community agencies, including law enforcement; and set priorities.

#### Our School's Plan will consist of the following:

1. At the beginning of each school year the parents and guardians will be surveyed with regard to School climate and safety issues; the survey responses will be collected and acted upon by the Headmaster.
2. A Focus group will be formed to collect and analyze data on school bullying issues:
  - a. incident reports written by teachers, if they pertain to acts of bullying, will be reviewed by the Focus group;
  - b. class lists will be given to each teacher for each class he/she sees on a daily basis. The teacher will place a checkmark next to the name of each student a bullying report was written on.
  - c. teachers will keep copies of each incident report they write. When they notice frequent names associated with acts of bullying, they will inform the Headmaster.

#### B. Planning and oversight

The School's leaders will be responsible for the following:

1. A focus group will be formed to receive, collect, and analyze the data from Incident Reports that pertain to acts of bullying. These reports will be placed on file with the Headmaster.
2. Any student whose name appears on frequent reports that pertain to acts of bullying will be reported to the Headmaster.
3. The School will contact the District Attorney's office annually to provide programs on detecting and dealing with bullies and identifying and helping victims. These programs will be given to staff, students, and parents in three separate venues.
4. The School will also request from the District Attorney's office parent and family materials for distribution.

5. Topics relating to bullying, peer pressure, self-control, and self-esteem will be discussed in Religion classes at all levels on a regular basis.

6. The focus group will meet at the end of each school year to review and update the School plan as necessary.

### C. Priorities.

The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.

We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Headmaster or designee, working under the oversight of the Advisory Board is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the following, specific steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

### **IV. Prohibition Against Bullying and Retaliation.**

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- At a School bus stop;
- On a School bus or any other vehicle owned, leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Victim;
- infringe on the rights of the Victim at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

## **V. Training [and Professional Development].**

- A. Annual Staff Training on the Plan. As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff; and, in the discretion of the Headmaster or designee, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Headmaster or designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.
- B. Written Notice to Staff. Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Principal or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
- C. On-going Professional Development. The goal of professional development is to establish a common understanding of tools necessary for Staff to create a School climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of Staff members to prevent, identify, and respond to Bullying. Professional development may be informed by research and may include information on:
- developmentally (or age-) appropriate strategies to prevent Bullying;
  - developmentally (or age-) appropriate strategies for immediate, effective interventions to stop Bullying incidents;
  - information regarding the complex interaction and power differential that can take place between and among a Perpetrator, Victim, and witnesses to the Bullying;
  - research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the School environment;
  - information on the incidence and nature of Cyber-Bullying; and
  - Internet safety issues as they relate to Cyber-Bullying.

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities and other groups identified as particularly vulnerable to bullying.

Additional areas identified by the School for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students' skills including positive communication, anger management, and empathy for others;
- engaging students in School or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

**VI. Access to Resources and Services.**

A. Identifying resources.

- The Focus group will concentrate its energy on awareness. They will be available to faculty and staff to discuss issues as they may arise.
- Faculty will research current literature and suggest books for the students that will affirm positive behavior as well as identifying negative behavior.

B. Counseling and other services.

- Guidance counseling will be provided at least one day per week for students whom staff/focus group refer.
- Development of Behavior Intervention Plans.

C. Students with disabilities.

- The school will form groups called Lunch Bunch to develop social skills within a small setting
- Opportunities will be sought to establish small social settings for students to build confidence and learn appropriate ways to use their voice

D. Referral to outside services.

- St. Peter's School will continue to outsource for counseling services. These services may be suggested by the school but followed up by the parent.

## **VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.**

- A. **Reporting Bullying or Retaliation.** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Headmaster or designee any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan) and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians, or advise them that such is available on the school web site; 2) make it available in the School's main office, the counseling office, the School nurse's office, and other locations determined by the Headmaster or designee; and 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of Bullying and Retaliation.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(3):

A description of the reporting procedures and resources, including the name and contact information of the Headmaster or designee, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.

### **1. Reporting by Staff**

A Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Headmaster or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Headmaster or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavioral management and discipline.

## 2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Headmaster or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Perpetrator solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Headmaster or designee.

### B. Responding to a report of Bullying or Retaliation.

#### 1. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Headmaster or designee will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. The Headmaster or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Headmaster or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. We will ensure the confidentiality of all parties as we follow the procedures previously outlined.

#### 2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Headmaster or designee will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Headmaster or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.

b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Headmaster or designee of the school first informed of the incident will promptly notify by telephone the Headmaster or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Headmaster or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Headmaster or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.



Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Headmaster or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator.

In making this determination, the Headmaster or designee will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Headmaster or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

- C. Investigation. The Headmaster or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Headmaster or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Headmaster or designee (or whoever is conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Headmaster or designee, other Staff members as determined by the Headmaster or designee, and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Headmaster or designee will maintain confidentiality during the investigative process. The Headmaster or designee will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Headmaster or designee will consult with Superintendent of Diocesan Schools. If the Superintendent deems advisable, legal counsel for the Diocese will be contacted regarding the investigation.

- D. Determinations. The Headmaster or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Headmaster or designee will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in School or in benefiting from School activities. The Headmaster or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Headmaster or designee may choose to consult with the students' teacher(s) and/or School counselor, and the Victim's or Perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Headmaster or designee will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Headmaster or designee cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

## E. Responses to Bullying

### 1. Teaching Appropriate Behavior Through Skills-building

Upon the Headmaster or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Headmaster or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

### 2. Taking Disciplinary Action

If the Headmaster or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Headmaster or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct.

Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

If the Headmaster or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

### 3. Promoting Safety for the Victim and Others

The Headmaster, or designee, will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Headmaster or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Headmaster or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Headmaster or designee will work with appropriate School Staff to implement them immediately.

#### **Collaboration with Families.**

- A. **Parent education and resources.** The School will offer educational programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. The programs will be offered in collaboration with the Parent Association, School Advisory Board.
- B. **Notification requirements.** The School will send parents/guardians written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

**The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).**

#### **VIII. Relationship to Other Laws.**

***Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.***

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action in accordance with the School's contract with the parents, guardians and students and/or under applicable law or the School's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

# Dress Code

## 1. School Uniform

On days that the children do not have gym, they must be dressed in appropriate school uniform.

School uniform items must be purchased through the **Allen Company**. There are also some previously owned and well-kept school uniform articles available for purchase in the school bookstore.

**All students MUST HAVE a school sweater or vest. The sweater/vest must be in school every day and worn unless school administration and/or the child's teacher determine that it is too warm for the sweater to be worn. All students must also wear a SOLID black shoe every day EXCEPT on their gym day.**

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

### For Girls in Grades K – 4

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

### For Girls in Grades 5 – 8

Kilts	(skirt) Gray polyester
Blouse	White Oxford
Sweater/Vest	(same as for Grades K-4 see above)
Socks	(same as for Grades K-4 see above)
Shoe	(same as for Grades K-4 see above)
Shorts	(same as for Grades K-4 see above)

## **For Boys in Grades K – 8**

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

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

### **2. Physical Education Uniform**

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

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

<b>Sweatshirt</b>	<b>Gray screened with school logo must be worn on every gym day.</b>
<b>Sweatpants</b>	<b>Gray screened with school logo</b>
<b>Shorts</b>	<b>Gray screened with school logo</b>
<b>Polo Shirt</b>	<b>Wine screened with school logo</b>

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

### **3. General Appearance**

#### **HAIR**

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

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

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

## **JEWELRY**

Jewelry is not part of the daily uniform code. It is acceptable to wear one watch and one bracelet, one ring and small earrings.

## **OUT OF DRESS CODE DAYS**

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

# **Safety**

## **1. Philosophy**

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

In order to provide this desired level of safety there are many provisions that have been developed to secure the perimeter of the building, control access to the building, and regulate the activity within the building by adults and children. We understand that these safety provisions may lead to some moments of inconvenience for parents. Please do not “hold” the door open for another unless you are absolutely sure that it is a parent. St. Peter Central Catholic Elementary School has historically enjoyed the full support and cooperation of the parents in following through with these safety measures. We thank you for your cooperation.

## **2. Fire Drills**

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

## **3. Health**

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

Prescriptions and non-prescription medication must be sent to school in clearly marked bottles (the original) accompanied by a note from the parents and a signed form from the child’s doctor.

Full immunization records must be on file in the School Nurse’s office. Expulsion may result if the record is not furnished by the start of the school year.

Parents are encouraged to transport medication directly to the Main Office. It is not safe to have your child transporting medication to or from school in a school bag while on the bus or in the schoolyard.

If your child needs to bring medications from school, it is suggested that you call the Main Office to make appropriate arrangements. Please note that Cough Drops are considered medicine.

All students are mandated, by law, to have a current physical and updated immunization records on file at the start of the school year.

Students in Preschool and Kindergarten are mandated to have an eye exam as well.

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

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

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

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

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

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

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

# **Miscellaneous**

## **1. Student Activities**

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

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

## **2. Party Invitations**

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

## **3. Toys**

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

## **4. Lunch Money**

Pizza is available for purchase once each week for Friday Lunch. Pizza orders may be placed on Tuesday, Wednesday or Thursday **ONLY**. Pizza may not be ordered or bought on Fridays.

## **5. Holiday Parties**

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

## **6. Change of Address**

Parents are expected to update their family portal information as needed, for address, phone, contact information.



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

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

## **8. Summer Reading**

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

# **Part II**

# **Parent**

# **Section**

# St Peter Central Catholic Elementary School

## Parent Association

Welcome Parents,

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

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

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

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

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

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

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

# Tuition Reduction Program

## Fair Share Work Hours

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

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

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

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

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

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

## APPROVED OPTIONS FOR CREDIT HOURS

### **1. Bingo**

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

### **2. Library**

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

### **3. Book Fair**

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

### **4. Spree Day**

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

### **5. Christmas Fair**

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

### **6. Summer Maintenance**

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

### **7. Auction Committee**

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

### **8. Summary**

There are many other events throughout the school year that are approved for Fair Share work hours. These events change periodically as they are introduced.

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

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

## **9. Things to Remember**

Hours are submitted by the school to the diocese in increments of 15 or 30 hours.

Parents are expected to appear for confirmed hours. If you cannot be present, please contact the school or the appropriate chair or person in charges.

Meetings do not count as service hours.

You must sign in for all time present in order to get credit for hours worked.

Hours for the following school year may be accumulated beginning the month of March each school year.

You may not stack credit hours in one year. Example: Working 90 hours does not assure credit for the next 3 years. This will count for only one year.

Please remember to complete and return your service agreement to the school office.

# **Part III**

## **Student Internet Acceptable Use Policy**

# St. Peter Central Catholic Elementary School

## Student Internet Acceptable Use Policy

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

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

Availability of the Internet to students at St. Peter Central Catholic rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Peter Central Catholic may be denied to that student. The signatures on the following Internet Use Agreement indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

### **SECTION A - GENERAL TERMS AND CONDITIONS**

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



**5. Security** — If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

**6. Vandalism** — Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or going on-line without permission.

## **SECTION B - STUDENT AGREEMENT**

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

**1. Acceptable Use** — As a student at St. Peter Central Catholic, I will accept personal responsibility for reporting misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that contains inappropriate language or is meant to offend a particular person or group. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Peter Central Catholic.

**2. Privileges** — My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that "surfing" the Internet results in congestion on our school network, which slows it down for others. Playing of games accessed over the Internet shall not be permitted. No student shall download any application for use on the school's computers unless specifically instructed to do so by a member of the St. Peter Central Catholic faculty. Only members of the St. Peter Central Catholic faculty are permitted to install applications on the school's computers.

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

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

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

**3. Network Etiquette** — I will abide by the following rules of network etiquette at all times:

**I WILL BE POLITE** — I will never send, or encourage others to send messages that do not reflect the beliefs we are taught here at St. Peter Central Catholic.

**I WILL USE APPROPRIATE LANGUAGE** — I realize that I am representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never use inappropriate language while sending messages or while writing on the school's computers.

**4. Privacy** — I will not reveal my home address or personal phone number or that of any members of our school to anyone on the Internet at any time.

**5. Electronic Mail** — I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

**6. Security** — I understand that security on our network is very important. I will never attempt to guess other users' password at any time. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

**7. Vandalism** — I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Peter Central Catholic and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of networking privileges.

**8. Copyright** — I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

**9. E-mail** — The use of the Internet and electronic mail at St. Peter Central Catholic is a privilege and not a right.

# **Internet Use Agreement**

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

Remote learning: If need arises to use remote learning with video communication, it is important to respect the privacy and intellectual property rights of our school community-our teachers and our students. By participating in remote learning, you agree to not save, record, share or post the session or any photos from the session. The rules in school apply to the remote classroom experience. Students must treat each other with respect. If you do not abide by the rules, you will be disconnected and have to apply for a learning packet.

## **PARENT AGREEMENT**

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

Parent/Guardian Name (Please Print):

\_\_\_\_\_

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

## **STUDENT AGREEMENT**

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

Student's Name (Please Print):

\_\_\_\_\_

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

# Photograph and Video Release

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

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

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

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

## Handbook Contract

Dear Teacher,

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

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

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

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# Bullying

We (the parents or guardians) have read and discussed the Bullying policy with our child/children.

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

Student \_\_\_\_\_

Dear Parents,

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

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Mrs. Margaret Kursonis

Headmaster