

# St. Peter Catholic Academy

## Student Handbook 2016-2017

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LOVE IN CHRIST THROUGH THE ROMAN CATHOLIC CHURCH  
ACADEMIC EXCELLENCE  
GROWTH IN KNOWLEDGE  
GENUINE COMMITMENT TO SERVICE

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8401 23<sup>rd</sup> Avenue, Brooklyn, NY 11214  
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**RECEPTIONIST**

Ms. Henrietta Flam

**ADMINISTRATIVE ASSISTANT**

Ms. Lisa Gatto

**~ SCHOOL HOURS ~**

Junior Pre –K: 3 Year-olds  
Monday ~ Friday: 8:30 A.M. – 2:30 P.M.

**GRADE 1 – 8:**

Monday ~ Friday: 8:15 A.M. – 2:45 P.M.

**SCHOOL OFFICE HOURS**

**Monday ~ Friday: 8:00 A.M. – 3:00 P.M.**

**Telephone Number: (718) 372-0025**

## **MISSION**

St. Peter Catholic Academy is a school firmly rooted in the Catholic Faith and Christ-Centered love. Aware of our ever changing, culturally diverse population, our belief is that every individual student should be allowed to grow into each step of development with a proper sense of self-worth as a child of God, to make responsible decisions from the choices that he or she encounters. We recognize that teachers and parents are co-educators of children; therefore we strive to create a supportive environment with open lines of communication among administrators, parents, teachers and students. We work toward academic excellence, enhancing the social and emotional skills of our students and recognizing that each student has unique, God-given talents and skills. We encourage students to reach their highest cognitive levels in order to meet the challenges of life in the twenty-first century.

## **OUR PHILOSOPHY**

- That Jesus Christ is central in our lives and guides all that we do.
- That each student, as a child of God, be allowed to grow into each step of development.
- That teachers and parents are partners in educating children and therefore the lines of communication between the two should always be open.
- That a proper sense of self-esteem in children is integral to their making responsible decisions now and as adults.
- That by providing for them a strong foundation in our Catholic Faith and by nurturing it in them as they mature, our students will be able to carry out the command of Jesus Christ to bring the Gospel to all people.
- That spiritual formation is continuous and teachers and administrators must model, teach and encourage the spirit of Christianity taught by Jesus Christ.
- That the classroom, as a microcosm of society, is where students learn acceptable interaction with peers and authority.
- That all children can learn, and each student has unique God-given talents that must be acknowledged and developed.
- That the school is a community of learners, and that we must instill a lifelong love of learning in each student.
- That children can be encouraged to achieve academic excellence through the scholarship and professionalism of the faculty.
- That it is important to prepare our students to take their places in the Church of the future as well as the world of the future.
- That our students should have a safe and caring environment, one that cultivates tolerance and non-violence.



**St. Peter Catholic Academy**  
**8401 23<sup>th</sup> Avenue, Brooklyn NY 11214**

**TUITION PAYMENT POLICY**

Student(s) name(s): \_\_\_\_\_

Parent or/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security Number of Parent/Guardian \_\_\_\_\_

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The Board of Directors of St. Peter Catholic Academy has enacted the following Tuition Policy:

Tuition payments are the primary source of financial support for the academic programs provided by St. Peter Catholic Academy. Tuition payments are the responsibility of students' parents or guardians. Failure to pay tuition seriously jeopardizes the fiscal health and stability of our Academy. Tuition must be paid in a timely and consistent manner.

**NO CASH PAYMENTS WILL BE ACCEPTED**

The annual tuition payments are divided into ten (10) monthly installments due July through April. Tuition and all applicable fees must be paid in full on or before **April 30** of the school year. If a monthly tuition payment is not received by the 10<sup>th</sup> of the month, a late fee of \$25.00 shall be assessed. Should extenuating circumstances occur which inhibit the parent's ability to pay tuition; it is the responsibility of the parent/guardian to notify the Principal as soon as possible to make alternate arrangements for payment or to seek tuition assistance.

The Academy shall retain the right to refuse class admittance to any student whose account is in arrears. The student may return to class when the delinquent account is current and the Board of Directors agrees to reinstate the student's active status.

Transcripts, report cards, awards, and diplomas are the property of the school and may not be issued to the student (or parent/guardian of the student) when a tuition account is delinquent or until all requirements are met.

A delinquent graduating 8<sup>th</sup> grade student's account must be current in order for the student to participate in graduation ceremonies. Students with delinquent accounts will not be allowed to register for the new school year. Past due tuition will be pursued through legal collection.

Any delinquent payments must be paid by certified check. This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. Thank you for your cooperation.

Parent/Guardian

Board of Directors

\_\_\_\_\_

\_\_\_\_\_

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

### **CHANGE OF PERSONAL DATA**

Parents/guardians must notify the Main Office about a change of address, home phone number, parents/guardians business numbers and emergency numbers, and the change of the name and/or address of parents or legal guardians. A form is available in the main Office.

## **POLICY OF NON-DISCRIMINATION**

St. Peter Catholic Academy will admit students of any race, color, national or ethnic origin and gender to all rights, privileges, programs and activities generally accorded or made available to students at our school.

St. Peter Catholic Academy will not discriminate on the basis of race, color, nationality, ethnic group or sex in the administration of educational policy, admission policy program or any school administered program. All students are required to attend religion classes and church services. As a Catholic School, St. Peter Catholic Academy may discriminate based upon religion. It is very important that the behavior of students and their parents not be scandalous to the Roman Catholic Faith.

## **CURRICULUM**

The primary goal of St. Peter Catholic Academy is to provide learning experiences which most effectively help a child develop spiritually, intellectually, emotionally and physically. All students are expected to participate in religion classes as well as the other subject areas appropriate for the grade level. The curriculums for New York State as well as guidelines for the Diocese of Brooklyn are followed.

The Academy is fully accredited by Middle States Association of Colleges and Schools. Beginning in the fall of 2016 it will begin the process of reaccreditation through AdvanceEd.

## **ATTENDANCE**

Punctual and regular attendance is a very important part of successful education. In the case of truancy, a student will not be able to attend classes until his/her parent/guardian has met with the Principal. Teachers of students who have been truant will be notified. Students who miss exams or assignments on the day they are truant will receive a zero. The student is responsible for any missed work.

## **CELLULAR PHONES**

If it is necessary for a student to have a cellular phone, it must be kept in the back pack or in the closet during the day. All communication to parents/guardians will be made by and/or through the school office, or by the school nurse. A necessary message from a parent/guardian will be relayed to/from a student and the student may use the Main Office phone in emergencies. Students are not permitted to use cellular phones, ipods, etc. during school hours. If caught using the devices, they will be confiscated and returned only to parents.

## TIME SCHEDULE (Daily Schedule)

Time Schedule (Daily Schedule)		
Junior Pre-K		
8.30 A.M.	Drop Off	
2.30 P.M.	Dismissal	
Grades K-4		
Grades 5-8		
7:30 A.M. - 8:00 A.M.	Early Drop Off	
8:15 A.M.	School Bell	
8:30 A.M.	Classes Begin	Home Room Begins
11:45 A.M.	Lunch Period	
12.25 P.M.	Lunch Period Ends	
2:35 P.M.	Kindergarten Dismissal	
2:45 P.M.	Grades 1-8 Dismissal	
First Friday's Only		
11.45 A.M.	Junior Pre-K	
11:50 A.M.	Kindergarten Dismissal	
12:00 P.M.	Grades 1-8 Dismissal	

### ARRIVAL

The children will go into the gymnasium and line-up. Students will remain in the gymnasium until the grade teacher brings them to the classroom. Parents/guardians will not be allowed in the building. Please leave your child at the front door. Early arrival has been established for working parents. For early drop-off school doors will open at 7:30 A.M.

### TRANSPORTATION

The requirements set down by the New York Office of Pupil Transportation determine eligibility for bus and train passes and reduced fare passes. Lost or stolen passes cannot be replaced.

### YELLOW BUS SERVICE

Free school buses are available according to NYC Department of Education guidelines which will be made available to parents.

To facilitate the safety of the unloading and loading of buses, parents are asked not to park in front of the building on 23<sup>rd</sup> Avenue.

Children are not to be dropped-off nor picked-up from the curb. For the safety of all, vehicles other than our school buses will be ticketed by the Police Department if they are in front of the building.

## **DISMISSAL**

**KINDERGARTEN** - Parents/guardians will be admitted to the Reilly Room at the 23rd Avenue door (lower level) at 2:35 PM. Children will be dismissed to parents/guardians from the Reilly Room.

**GRADES 1 THROUGH 4** will be dismissed at 2:45 PM and be dismissed by way of the 85<sup>th</sup> Street exit. Children must stay on line and follow the teacher's directions.

**GRADES 5 THROUGH 8** will be dismissed at 2:45 PM by way of the 84<sup>th</sup> Street exit.

**FOR SAFETY REASONS, PARENTS/GUARDIANS AND/OR CHILDREN ARE NOT PERMITTED TO PARK, DOUBLE PARK OR WALK THROUGH THE PARKING LOTS.**

After the school office has attempted to reach a parent or guardian of any child who has not been picked up at dismissal, the child will be sent to the After School Program, and the parents/guardians will be billed at a fee of \$7.00. If the child is there longer, you will be billed \$7.00 for every hour until the child is picked up.

## **SPECIAL SCHEDULES**

Students will be notified of any special schedule changes. For assemblies and special activities, an adjusted schedule is followed. Normally, dismissal is at the regular time. If there is a change in dismissal time, parents/guardians will be notified.

**Absolutely no double parking. Safety First**

Buses are available for those in grades K-6. There are also distance requirements. Please contact the office for further information.

Metro-cards are available for the students. Depending on distance, students can receive half-fare or full-fare metro cards.

If a parent/guardian is not at the bus stop to pick up a child in the afternoon, the bus driver will bring your child back to school. We will send them to the after school programs and the parent or guardian will be charged \$7.00.



## **LUNCH PERIOD**

The lunch break is a 45-minute supervised period. Lunches are to be brought to school by all students each day. Proper behavior is expected during the lunch period in order to remain in the program. Proper behavior means obeying all rules and regulations pertaining to the lunchroom. Unacceptable conduct may cause a student to be removed from the lunch program and subjected to further discipline up to and including expulsion depending upon the severity of the incident. Only those parents or guardians who are assigned as lunchroom volunteers are permitted in the building during the lunch period.

## **ABSENCES**

Any absence from school should be reported by a parent or guardian to the school office by 9:00 AM.

Upon returning to school, the student must have a written note stating the date and reason for the absence. For extended absences or chronic conditions, a doctor's note is required. If a written absence note is not received, the child's absence will be recorded as an illegal absence in the New York State Attendance Register.

## **LATENESS**

Students in grades K-8, who arrive after the morning exercise begins in the gym will be issued a late pass and will be marked **late in the official register**, with the exception of yellow bus students when the lateness is due to the bus.

## **SICKNESS REFERRALS**

A student who requests to go home as a result of illness must have a pink slip issued by the teacher stating the reason for the dismissal. This slip must be signed by the parent/guardian indicating the time of the dismissal and a parent/guardian must pick up the child. The slip will be kept on file in the Main Office.

## **DISCIPLINE**

One of the most important lessons of childhood education is discipline. While it does not appear as a subject, it underlies the whole educational structure. Discipline develops self-control, character, orderliness and efficiency, and is the key to good conduct and proper consideration of other people. It is impossible for teaching or learning to take place in a classroom unless good order is maintained in the school building. Therefore, disorderly conduct or other inappropriate behavior by a student (i.e. theft, cheating, breach of uniform policy etc.) by any student will be treated seriously and appropriately by the Academy and may, in the Academy's sole discretion, result in discipline up and including the student's suspension from classes or, if deemed necessary, expulsion from the Academy.

If a student engages in any conduct, **either inside or outside of school**, that is detrimental to the school or another student, it will also result in discipline up and including the student's suspension from classes or, if deemed necessary, expulsion from the Academy.

## **THEFT**

If a student believes an item has been taken from his/her here in school, it should be reported to the Main Office or the student's teacher.

## **VIOLENCE**

No form of violence will be tolerated by the Academy. Any student who engages in any act of violence either inside or who brings any form of weapon to school will be subject to discipline up to and including expulsion in the sole discretion of the Academy.

## **ANTI-BULLYING/HARASSMENT POLICY**

### **Purpose:**

The Academy believes in the sanctity of human life and the inherent dignity of every human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

### **Definition:**

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

- Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyberbullying

**Reporting Procedures:**

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred the child who bullied will be subject to consequences per the Academy’s disciplinary code.
- Parents will be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling will be made for all parties if deemed necessary.
- The principal will follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

Bullying and Harassment of a student by other students or adults is strictly prohibited. If a student engages in bullying or harassing conduct, either inside or outside of school, it will result in discipline up and including the student’s suspension from classes or, if deemed necessary, expulsion from the Academy.

**Probation:**

A student may be placed on probation by the Principal either for academic or behavioral reasons. The Administrator involved will determine the conditions of probation. Students who fail to abide by these conditions will be dismissed from the school.

**UNIFORM POLICY**

Students should appear in the proper uniform each day. There shall be no deviation from the Academy’s Uniform policy without the prior written consent of the Academy and then only for good and serious cause, i.e. a health condition, etc. The Uniform Policy consists of the following:

**BOYS & GIRLS KINDERGARTEN**

- Uniform tennis shirts
- Uniform sweatpants or shorts
- Uniform sneakers all white bottom Velcro sneakers from Money Savers

**SOCKS FOR GYM MUST BE ALL WHITE AND CREW STYLE SOCKS ONLY**

**BOYS GRADES 1-8**

- Uniform navy pants with the school belt buckled at the waist; **not at the hip**
- Light blue shirt
- School tie

**HAIR SHOULD BE ABOVE SHIRT COLLAR  
NO BLEACHING, NO SPIKING, NO INAPPROPRIATE FADS  
No earrings at ALL for boys**

- Uniform shoes – navy blue Velcro tab shoe (Grades 1&2)
- Uniform shoes – navy blue oxford shoes (Grades 3-8)

**GIRLS GRADES 1-8**

- Jumper - Grades 1-6
- School tie (red for Grades 1-3, plaid for Grades 4-6)
- Skirt and Vest - Grades 7 and 8
- Navy Blue knee socks worn at the knee or navy tights

**SKIRT SHOULD BE WORN NO HIGHER THAN THE KNEE  
ABSOLUTELY NO ROLLING OF THE WAIST BAND**

- Uniform shoes – navy blue Velcro buckle shoe (Grades 1&2)
- Uniform shoes – navy blue oxford shoes (Grades 3-8)

**No eye makeup or face makeup.**

**Hair must be neatly groomed, off the face and out of eyes.**

**No hair coloring.**

**All hair accessories (headbands, etc.) should match the school plaid jumper and skirt.**

**No excessive jewelry - earrings, rings, pierced earrings should be simple and small button type.**

**Only one pair may be worn.**

**For safety reasons, hoops are not permitted.**

**No body piercing is permitted, except as respects girls' earrings as noted above.**

**ONLY THE OFFICIAL SCHOOL UNIFORM FROM IDEAL UNIFORM COMPANY SHOULD BE WORN. ONLY THE OFFICIAL SCHOOL SHOES FROM MONEY SAVERS SHOULD BE WORN**

During cold weather **only** school sweaters may be worn in class. No sweatshirts or colored tee shirts may be worn under the uniform. The gym tee shirt may be worn only on

the day the student has gym class. The school gym uniform must be worn. No modifications will be permitted. **All** students must have all-white bottom gym sneakers.

Boots or shoe boots may be worn to school on inclement days. Students must change into school shoes. Uniform shoes must be worn in class.

Please be sure to clean uniforms and polish shoes periodically.

We would like our uniform to be worn with pride. Proper attire reflects the quality of the school, conduct and schoolwork. **Uniform policies will be strictly adhered to.**

**Regarding Dress-Down Days:** On days designated for dress-down, students do **not** wear school uniforms. However, **appropriate classroom attire** is to be worn. This means no halter tops, no cut off tops, no short shorts, no flip-flops or high-heeled shoes. No inappropriate t-shirts. No hoop earrings for girls, no earrings **at all** for boys. No unnaturally-dyed or spiked hair.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, material and furniture supplied by the school. Graffiti, carving, putting gum on furniture and defacing school property are not accepted. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Appropriate restitution for loss or damage to school property is the responsibility of the parent/guardian.

Students involved in damaging Academy property will be sent to the Principal's office who will notify the parents/guardians. Repair, cleaning, replacement or restitution will be required. Each instance will be reviewed and appropriate action will be taken.

## **SCHOOL SECURITY AND SAFETY**

The Academy regards the safety of our students as one of our utmost concerns. All visitors/delivery persons must use the main entrance. All visitors/delivery persons must receive permission from the Main Office or the door attendant to enter the building and each person must sign in at the door. The Academy building is not a public building. No student or parent is permitted to admit anyone into the building without the Academy's permission.

## **FIRE DRILLS**

All students must leave the building and follow the evacuation route in **complete silence**. If a stairway or hallway is blocked, students should wait quietly until a teacher or staff member gives instructions about an alternate route. Every classroom should have a sign to indicate the exit to be used for emergency evacuation.

## **FIRE DRILL REGULATIONS**

Fire drills are to be conducted under the following regulations:

1. Absolute silence
2. Evacuate building quickly and quietly
3. No running or pushing
4. Follow direction of the teacher or person in charge

Children who do not adhere to the above regulations will be reported immediately to the Principal. An official record is kept of any child who does not comply with these regulations.

## **PARENT/GUARDIAN – TEACHER COMMUNICATIONS**

The school program provides an excellent systematic review of goals, methods and means of evaluation. Keeping track of the children's progress is made possible through orientation meetings each September, parent/guardian - teacher conferences at the time of report card distribution, letters to the student's parent/guardian after a student's **failing four tests** and progress reports additional parent/guardian-teacher conferences as needed and/or requested by the teacher or the parent/guardian.

A monthly school calendar keeps parents/guardians informed regarding all school activities.

## **VISITS TO SCHOOL**

**Anyone, including a parent/guardian,** coming into the school building during the day must use the front door, and report to the main office. Appointments with a teacher should be made by sending a note or by making personal contact with the teacher before or after school.

Students must take responsibility for remembering their homework, lunch, etc. Parents/guardians may not bring forgotten items to the school once classes have begun; these items will **not** be accepted to be sent to the student's classroom.

## **ACADEMIC AND BEHAVIORAL DIFFICULTIES**

If students are experiencing academic or behavioral difficulty, parents/guardians will be notified in writing or by phone call from the classroom teacher. Parents/guardians are encouraged to meet with the teachers whenever they have a concern regarding the progress of their child. Honest, open communication between parents/guardians, teachers and the principal will serve to improve the education each child receives.

## **RETENTION**

Parent/guardian will be notified by the second report card if a student may need to be retained at the end of the school year. The following factors may contribute to the decision to retain a child:

1. Failure to achieve academic skills at a particular grade level.
2. Frequent absenteeism.
3. Social, emotional or physical immaturity which inhibits performance.

A letter will be sent to the parent/guardian whenever a child fails 4 or more tests. Repeated failures will necessitate a meeting with the principal.

Failure by the parent/guardian to meet with the teacher and the principal regarding serious difficulties may result in the transfer of the student to another educational setting.

The final decision whether to retain or to promote a student will be made by the end of the school year by the principal in consultation with the subject teachers.

## **HOMEWORK**

Home study is a necessary part of each child's educational program. Each student is expected to spend adequate time in addition to the scheduled class instruction to achieve satisfactory work. Therefore, homework is considered to be a part of a student's scholastic life.

Homework carries the weight of 10 points on the report card mark. Failure to do homework assignments may result in a loss of 10 points from a student's report card grades.

Reading is a skill that is mastered through practice. Therefore, it is strongly suggested that all children read each day. This is not part of the daily homework assignment. Some of the sources for additional reading include the Bible, magazines, the daily newspaper, comic books, novels, etc.

## REPORT CARDS – MARKING SYSTEM

The report card marks are an evaluation of the following work for **Grades 1-4**

Grades 1-4	
Class	15%
Homework	10%
Tests	75%

The report card marks are an evaluation of the following work for **Grades 5-8**

Grades 5-8	
Class Work	10%
Homework	10%
Projects, Portfolio Assessment and Formal Tests	80%
<b>The Minimum Passing Mark is 70%</b>	

Portfolio Assessment is a requirement for Kindergarten through Eighth Grade. The Portfolio contains a collection of the student's writings.

The **Academic Code** is as follows:

The Academic Code	
A+	97 - 100
A	93 - 96
B+	89 - 92
B	85 - 88
C+	81 - 84
C	77 - 80
D+	74 - 76
D	70 - 73
F Failure	Below 70

## REPORT CARD DISTRIBUTION

Report Cards are distributed in December, March and June. In addition to the formal report card which is distributed 3 times each year, a progress report is sent home approximately one month before the report cards.



In December and March, parents/guardians are required to come and sign report cards at a parents/guardians-teachers' conference. In June, the homeroom teacher will distribute cards. If a student's financial account is not up to date by report card day, the student will not be receiving his or her report card.

## **CRITERIA FOR WRITTEN ASSIGNMENTS** (Class work, Notebooks, Tests, Homework)

The following criteria will be used in evaluating all written tests and/or assignments.

### **FOR ALL TESTS AND WRITTEN ASSIGNMENTS:**

- Misspelling - One point will be deducted for each word in the subject area that is misspelled, provided the word has been taught. Once a word is deducted for misspelling it cannot be deducted again.
- Punctuation - One point will be deducted from each sentence that is not correctly punctuated, provided that punctuation has been taught.
- Sentence Structure - One point will be deducted for poor grammar and poor sentence structure provided that the correct form has been taught.
- Illegibility - Illegible work will be given an automatic zero.

### **For class work:**

#### Note-taking skills

Evaluation will be made on:

- The student's ability to copy material from the board correctly.
- The student's ability to put into writing dictation given at different speeds.
- The student's ability to use information from notes for tests.
- Periodic checks on notebooks for neatness and order.

## **A.S.K. PROGRAM**

"A.S.K." is the acronym for *Always Seeking Knowledge*. The prime purpose of this program is to encourage students to achieve progressively higher levels of academic excellence.

Extra work and enrichment activities are required during the year and are given to challenge youngsters who are above their grade's level of instruction.

Qualifying students in grades 6, 7 and 8 will be invited into the "ASK" Program as candidates.

The criteria for eligibility are as follow:

- 90% overall average
- only one report card grade in the 80's
- good conduct
- 75% in Terra Nova Tests

A trial membership will be offered to those students who apply and are accepted into the program. The student candidate's achievement of the criteria for acceptance will be based on two teacher recommendations, a 100 word essay relating why the student thinks he/she should be considered and submission of a contract signed by the student and the parent/guardian.

### **D.E.A.R. PROGRAM**

Reading is essential for life. To emphasize the importance of reading we have initiated the **D.E.A.R.** Program, which means **Drop Everything and Read**. This program takes place from 12:30 PM to 12:45 PM each afternoon. In order to convey this message to our children the entire faculty and student body will "**Drop Everything and Read**" at this time. We also recommend that you do this at home with your child/children.

### **CONDUCT REFERRALS**

Conduct referrals are issued for a serious infraction of a school policy and/or procedure. If a child receives a conduct referral, the parent/guardian will be required to meet with the principal and/or the conduct referral teacher before the child is re-admitted to class.

### **FIELD TRIPS**

Field trips have both an educational and a recreational value in the school program. Notices will be sent home by the classroom teacher or the school office for specific trips. Students who fail to bring in a signed permission form will not be allowed to accompany the class on the trip. Since field trips are an integral part of the school program, all students are expected to go on class trips unless they are ill. Poor conduct or behavior may prevent a student from being permitted by the school to participate in a field trip.

### **FIRST AID/MEDICATION**

No internal medication, (e.g. aspirin, antibiotics, allergy medication, etc.) may be given in school according to provisions of the State Education Law. Staff cannot administer medication to any student under any circumstances. If a student has a unique medical situation, please notify the principal so that a time can be set up for the parent/guardian to come to school and administer the medication. If a medical services provider has determined that a student can self-medicate, the student should do so under the supervision of the school nurse. All medications should be maintained in the nurse's office. Students should not keep their medication in their school lockers, or carry their medication in their book bags. **NOTE: The school nurse is in the building five days a week.**

## **FOOD**

Food provided in the classroom by parents/guardians or others (such as cupcakes for birthdays, etc.) must be store bought, unopened and have the label of ingredients affixed to the package.

**NOTE: The Board of Health states "absolutely no food prepared in a home environment may be served to students in school".**

- Food or drink is not permitted outside the cafeteria.
- Chewing gum is never permitted.

## **SNOW/EXTREME WEATHER**

Emergency School Closings due to inclement weather will be announced by the Academy. The announcement will be made on 1010 WINS radio station and placed on the answering machine, and on the academy website. Please **do not call the parish rectories**. Parents/guardians are asked to make a prudent decision regarding sending your child/children to school.

## **STUDENT RESPONSIBILITIES**

Every student is expected to be aware of the following rules of conduct:

- Respect the rights and privileges of others.
- Accept responsibility for one's own actions and the consequences of one's own behavior.
- Abide by the authority of teachers, staff and adults.
- Be regular and prompt in meeting all school responsibilities.
- Make efforts to do one's best in school.
- Help maintain school property free from damage and vandalism.

## **LOST AND FOUND**

Students are expected to bring to the Main Office or give to their teacher any books, clothing, jewelry, eyeglasses, etc. that are found. Pocketbooks or wallets should not be opened but given to the nearest teacher or school administrator.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

Good discipline originates in the home. The parent and guardian are the first teacher of the child, and should develop in him or her good behavior habits and proper attitudes toward school. A parent/guardian should:

- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance procedures.
- Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
- Talk with the child about school activities; show an active interest in report cards and progress.

### **CONSIDER:**

- Do you encourage your child to be enthusiastic about school work?
- Does your child schedule allow sufficient time for home study?
- Is there a suitable, quiet place to study at home, at a regularly scheduled time? Are pencils, pen, paper, books, dictionary, ruler, and other necessary tools readily available for the child's use?
- Do you have family agreements that are kept regarding the use of the telephone, the computer and/or the TV?
- What do you suggest as a substitute when you're told that there is no homework?
- Reading - a continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment.
- Reviewing - class notes, arithmetic processes, grammar usage, and spelling.
- Research - Science or other long term projects that have been assigned.
- What time is your child in bed each night?

Parents'/Guardians' interest and support at home are important to children, and are greatly appreciated by the teachers and staff.

NOTE: As role models for children, parents/guardians are expected to embrace their religious responsibilities. Children learn by example. Please make sure to train students in the practice of their faith tradition. Roman Catholic families are expected to be registered as members of their territorial parish or another parish of their choice and to participate in the liturgical life of that parish. This means participating at Mass every Saturday/Sunday and on holy days of obligation. Roman Catholic families are also expected to support their parish community.

## **Fundraising**

Since the tuition and fees do not cover the entire cost of educating a student, it is hoped that each parent/guardian, within their own personal ability, will participate in major fundraising activities.

## **AFTER-SCHOOL PROGRAM**

Our After-school Program provides homework help as well as activities such as arts and crafts, etc. Please note that parents/guardians of children who are not picked up on time from the After-school Program will incur an extra cost for the additional time spent by the child/children in the program, subject to a minimum of \$7.00. The parent/guardian will be called to discuss the behavior of their children whenever necessary.

**NOTE:** Children attending the After-school Program MUST present a permission slip signed by a parent/guardian. The After-school Program's rules will be made available to the parents/guardians who utilize this extra service.

## **HARASSMENT**

Bullying of any kind, including cyber-bullying, as well as any inappropriate physical or verbal provoking will not be tolerated. Teachers will address problems of this nature with the offending child's parent/guardian in order to resolve conflicts and harassment issues.

## **DRUGS, ALCOHOL AND SMOKING**

The school policy on drugs, alcohol and smoking exists for the welfare of the entire student body as well as for the individual student. No person shall consume, deliver or have in their possession alcoholic beverages while in school or on school property or while attending a school function.



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<http://stpeteracademy-brooklyn.org>

Rev Msgr. Andrew Vaccari  
Pastor

Ms. MaryLou Reitz  
Principal

Siobhan Deasy  
Chairperson

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## **DOCUMENTS NEEDED FOR REGISTRATION**

- Birth Certificate
- Baptismal Certificate\*
- Immunization Record
- Proof-of-Address (Utility Bill)
- Church Affiliation Envelope\*
- \$125 Registration Fee (non-refundable)
- For Grades 1-8 most recent report card, any student Individual Education Plan (IEP), Terra Nova test scores, NYS test scores (where applicable)
- Legal Documents (Custody, Order of Protection)\*

We request that all children accompany parent to Registration

**Failure to provide any of the above documents could result in a delay of your registration.**

(\*where applicable)

THANK YOU!



## **Photo/Video Release Form**

TO WHOM IT MAY CONCERN:

I hereby give permission to my son/daughter \_\_\_\_\_ to be photographed or videotaped at St. Peter Catholic Academy; I realize that the photo may be published in the newspaper, a magazine, or other publication. The video/photographs will only be used for educational or informational purposes regarding the program or curriculum at St. Peter Catholic Academy.

Signed:

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Date:

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**Return by September 15, 2016**

**St. Peter Catholic Academy**



## **Parent Signature Page**

### **Parent Signature Page**

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

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(Parent's signature)

(Parent's signature)

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Date

**Return by September 15, 2016**