

Saint Peter School Mission Statement

The mission of Saint Peter School is to educate the whole child. We strive to provide each child with the opportunity of a Catholic education regardless of his/her socio-economic status. We set high expectations for students and motivate them to achieve success. We guide our students to become Christians with a social conscience who are able to interweave the intellectual with the spiritual, thus creating a better world for their future.

Belief Statements:

We believe that:

- Christian values such as mutual respect, service, and hospitality towards all are instrumental in the development of the whole child.
- Every child can achieve success.
- All cultures are welcome, and therefore, we offer communication in Spanish by a bilingual staff.

- Academic, sports, and cultural activities contribute to form a well-rounded student.
- The skills learned now are essential to the child's development as a life-long learner.
- The family, school, parish, and community, as well as the student share the responsibility in the formation of a citizen-minded individual.
- A healthy work ethic, along with perseverance, contributes to overall success.
- A safe, secure Christian-centered learning environment attributes to the necessary growth and development for each child.

School Philosophy

St. Peter School is an inner-city, multicultural Catholic parish school dedicated to the ministry of educating students. The motto of the parish, "Unity in Diversity," is a proclamation that welcomes everyone.

Inspired by the charism of the Sisters Servants of the Immaculate Heart of Mary, the students are taught

that God invites them to live in an intimate relationship with Him, nurtured through prayer and participation in the sacramental life of the Church. The spiritual nature and the formation of Christian values are fostered in the students as they develop an active and living faith. All students are called to a life of prayer, love, service, courtesy, and hospitality. This commitment is reflected in our school motto:

In this school
Jesus is the Center
And Mary, the Model

As a team, the teachers, parents, principal, priests, and auxiliary personnel guide the students to become independent, caring people who are responsible for their own actions. The students learn to understand and appreciate the value of community as they experience love, trust, and fidelity in the school. They learn to treat all persons as brothers and sisters created by God.

Supported by the living presence of the Risen Jesus, the students are motivated to develop as social-minded Christians who have a commitment to community and a desire to give of themselves generously in service to others.

The school operates within the guidelines of the Catholic Church, the Diocese of Allentown, the Congregation of the Immaculate Heart of Mary, and in accordance with the requirements set forth by the Commonwealth of Pennsylvania. The students are presented with grade appropriate subject matter in a logical manner giving consideration to the differences in ability, thus promoting a positive attitude that fosters learning to its fullest.

In the 21st century, St. Peter School operates as an extension of the family in calling the students to think critically, to make decisions wisely and to recognize themselves as gifts from God.

Academic Policies

Admission Policy

No child is denied admission to St. Peter School on the basis of color, race, religion, or nationality. First grade students must be six years old before September 30 of the current school year. Any child seeking admission to St. Peter School must first be tested to determine his/her grade level. Admission will be dependent upon the availability of an appropriate educational program and available space.

Kindergarten

St Peter School provides a full day Kindergarten.
A child entering the kindergarten must be 5 years old before September 30 of the school year the child starts kindergarten. Immunization records - must be completed **BEFORE** the child enters school.
Each child seeking entrance into the Kindergarten will be tested with the appropriate Kindergarten screening.
Kindergarten students wear the uniform of the school.

Registration

In February families must re-register their child/ren to reserve a place in that grade. There is a \$50.00 registration fee per child. Re-registration provides information to aid administrative decisions regarding book orders, personnel, etc.

Registration for Kindergarten students requires a copy of the Birth Certificate, Baptismal Certificate, Social Security Number and Immunization Records. Students applying for

Grades 1 - 8 should also bring a copy of a recent report card when registering. There is a \$60.00 registration fee for new students.

Religious Formation

Religion is a way of life; not merely another subject to be learned. In addition to the daily classes in religion, St. Peter School strives to impart the teachings of Jesus. Our purpose is to proclaim the Good News of Christ. For this reason, the school is committed to offering a quality Catholic education to all its students. The spiritual nature and the formation of Christian values are fostered in the students as they develop an active and living faith. They learn that God invites them to live in an intimate relationship of love with Him, nurtured through prayer and participation in the sacramental and liturgical life of the Church. We faithfully strive to maintain a quality spiritual environment which includes:
Each Friday the students attend the Holy Sacrifice of the Mass. Each month a different grade prepares the liturgy for the Mass. Students have the opportunity to receive the Sacrament of Reconciliation four times during the school year. Students participate in Stations of the Cross during the Lenten Season. In the month of May students give honor to Mary during the annual May Procession.
Prayer is a vital part of the school day. The classes begin with morning prayer, and prayers before and after lunch are also prayed. At the end of the day class end with a closing prayer.

All classrooms have prayer corners, and during the day, students are encouraged to spend some time in reflection after finishing an assignment.

We also strive to practice specific virtues each month and select a Student of the Month from each grade for

demonstrating that particular virtue.

The responsibilities of the Non-Catholic students who attend the school are stipulated in the Diocesan Board Policy # 5010. “It is necessary that parents of non-Catholic students realize and accept the school’s policy that the child attend religion classes and liturgical functions that are part of the school’s program.

Sacramental Program

The Sacramental Program of St. Peter School coincides with the CCD program of the parish. The classroom religion teacher prepares the children who will be receiving a sacrament during the school year. The children in second grade are prepared for the Sacraments of Eucharist and Reconciliation. Any new students who have not received these sacraments are prepared during the year in their respective religion classes. The parents of the children receiving these sacraments must attend the parent meetings which are held for the parents prior to the reception of the sacrament.

The Bishop administers the Sacrament of Confirmation every year for students in Grade 8. Parents and sponsors must attend the meetings prior to the reception of this sacrament.

Curriculum

St. Peter School offers a continuous program of instruction which is concerned with the needs of individual students in grades K - 8. The dedicated teachers and auxiliary personnel strive to make academic success a reality for every student by meeting the individualized educational needs of each student.

Saint Peter School follows the curriculum of the Diocese of Allentown by imparting the core curriculum subjects: Religion, English Language Arts, mathematics, science, social studies, music, art, physical education, health, and computer.

The curriculum is inclusive and comprehensive as it promotes each child’s intellectual growth. This development correlates with the religious, moral, physical, aesthetic and social formation of the child. Every effort will be made to challenge students and to meet individual needs. There is an Advanced Math program for students in 5th to 8th grade who qualify.

St. Peter School is organized under the direction of the Diocese of Allentown, in accordance with the requirements of the Pennsylvania Department of Education. The school’s administration and faculty receive further direction through supervisory visits from the Office of Education.

St. Peter School has been awarded accreditation of the Middle States Association, Commission of Elementary Schools.

Honors Grades 3 - 8

First Honors: 90 in all subjects with satisfactory or better in Effort and Conduct

Second Honors: 85 in all subjects with satisfactory or better in Effort and Conduct

Progress Slips

Failure warnings and conduct deficiencies are sent home to the parents three to four weeks prior to report cards. These are

prepared by the teacher and reviewed by the principal. These notices are to be signed by the parents/guardians and returned to the teacher the day after issue. These warnings are sent with sufficient time to enable the student to improve in his/her subject areas and conduct behavior grades.

Homework

The purpose of homework is to enrich and reinforce the daily learning experience at school. Students are responsible for completing all home assignments on time. If, for some valid reason, a student is unable to do so, she/he must bring a note written and signed by one parent/guardian stating the reason why the assignment was not completed on time.

Homework policies are determined at the teacher's discretion. Parents will be advised in writing of each teacher's requirements at the beginning of the school year.

Suggested Homework time allotment:

Grades 1 - 2	20 - 30 minutes
Grades 3 - 4	30 - 45 minutes
Grades 5 - 6	45 - 60 minutes
Grades 7 - 8	60 - 90 minutes

If a student is spending much more time than that which is suggested here, the teacher should be consulted. Assignments should be completed by the child. Parental guidance is appreciated and encouraged.

Students in Kindergarten and Grade 1 will be given a typed sheet with the homework stated. Students in grades 2 - 8 are required to have a school assignment book, purchased at the

school in which they write their assignments on a daily basis. Ordinarily, homework is assigned Monday through Thursday nights. Occasionally weekend assignments may be given.

Many times the teacher will post homework on the school's website on the individual teacher pages.

Report Cards

Report cards are distributed quarterly to the students. The report card indicates knowledge of subject matter, character formation, and social progress. Parent/Teacher Conferences occur at the end of the first report card period.

The school uses the *Option C* Data Management System for generating Report cards. Parents can check their child's academic progress by using their log-in password for *Option C*.

Children in Kindergarten will receive a report card during the January marking period. A progress report will be given during the first marking period.

Retention

Satisfactory completion of academic requirements of each grade should be the goal of the individual student, his/her parents, and his/her teacher. If retention of a student is deemed necessary, it should be done during the formative primary years so that it can be an experience that will be profitable for the student's future growth emotionally and academically.

Procedures for advising retention:

1. Teacher - Parent consultations after the 1st & 2nd quarter report card.
2. Possible remedial math and/or reading services.
3. Evaluation by instructional support team.
4. Notification of possible retention will be given to parents by third quarter report card.
5. Final decision of the principal and teacher will be given after the third report card

Standardized Testing

A standardized test program is administered each spring to all students in Grades 2 to 7. Tests are used to:

1. determine specific learning patterns in students;
 2. monitor the effectiveness of the various instructional programs
 3. measure the educational progress of the elementary students in our diocese compared to national norms.
- 8th grade students take a high school placement test.

Daily Schedule

7:40 a.m.- Students may begin to arrive.
8:00 a.m. Bell rings. Classes begin
11:15-11:45 Kindergarten and 1st Grade lunch
11:50 – 12:20 Grades 2 - 4 Lunch
12:30 - 1:00 Grades 5 - 8 Lunch
2:30 p.m. Prayers and Dismissal
*Early dismissals are at 12 p.m. unless otherwise noted

Discipline

Attendance

Lateness and irregular attendance interfere greatly with a student's academic progress. The illness of a student or death in the family constitute reasons for lawful absence.

An absence note is **presented to the teacher the day the student returns to class.** The reason for absence and the dates of the period of absence should be stated. The note must be signed by the parent or guardian. If the child arrives without a note, it will be considered parental neglect. The absent note is a necessary required document that each teacher must file for the year. An absence of three days or more requires a doctor's excuse. When a child is absent, one of the parents must notify the office by phone the morning of the absence by 8:30 a.m. The phone call does not replace the necessary absent note upon return.

If competing in sports or clubs, school attendance is required to participate in practice or games on that day.

Lateness

St. Peter School strives to teach responsibility at all times. Lateness is seen as a lack of responsibility and hinders the education of the individual child and the class at large.

Therefore the school has decided on the following:

a. A student who arrives late one day will receive a late slip. All latenesses will be documented. The children from grades 1 to 5 will miss recess any day they are late. This is done because we generally do not keep the younger children after school.

b. A student in grades 6 , 7 & 8 who arrives late a third time will receive a notice indicating that a third lateness will result in an after school make up for the student. This notice must be signed and returned the following day.

Requests for Early Dismissal

Once the school day has begun, no student may leave the school grounds without the explicit written permission of the Parent. When an emergency makes it necessary to have a student dismissed early, the parent or guardian is asked to send a written request giving the reason for such a dismissal. A note must be sent to the homeroom teacher. The note is first presented to the homeroom teacher and then forwarded to the Principal. The student must be picked up by the parent or guardian who must sign the pupil out at the office.

Visits to the school Building

Teachers are not able to leave their classroom while classes are in session, either to answer the phone or to confer with parents. Accordingly, no one is permitted to go to a classroom without the permission of the Principal. If a child is arriving late, the parent will bring the child to the office. No parent will accompany a child to the classroom.

If it is necessary to bring anything to a student during the school day, it must be labeled with the student's name and grade. Office personnel will deliver it to the child. All visitors to the school must report to the office.

Discipline and Good Order

St. Peter School faculty believe that order is essential to the effective management and learning atmosphere. We strive to:

- * Teach respect for the rights of others
- * Develop true Christian citizens
- * Cultivate good character traits
- * Provide an atmosphere conducive to intellectual activities

For students who fail to comply with school rules, an appropriate disciplinary action will be taken by school authorities. Some of the infractions are the following:

- * Repeated Lateness
- * Misconduct
- * Discourteous attitude
- * Lack of self-control
- * Damaging property
- * Bad language
- * Fighting
- * Disrespect to teachers, substitutes, classmates
- * Incomplete assignments
- * Incomplete homework
- * Carrying any type of weapon or dangerous objects

Behavior that impedes the learning process will result in a Discipline Code Warning Notice.

Discipline code Warning Notice:

Level One Transgressions include:

- Lack of self control
- Disturbing the learning environment

Lateness
Lack of preparation for class
Dress code violation
Disobedience
Lack of respect for persons or property
Inappropriate language or gestures

Level Two Transgressions include:

Fighting (generally carries a three day out of school suspension)
Serious damage to property
Use of controlled substance
Causing bodily harm to others
Defiance
Disrespect
Cheating
Forgery
Refusal to follow cell phone policy
Continued infractions of Level One Transgressions

Discipline Code Level II Violation Notices must be signed by the teacher, principal, and parent.
A violation notice is indicative of unsatisfactory conduct. This documentation will be used to determine the conduct grades of students for the report card.
The student must indicate a plan of action to remedy the misbehavior and this must be signed by the parent. The Discipline Code Warning notice must be returned the following day and will be kept in the teacher's file. Failure to return the notice the next day warrants a call to the parents.

Suspension

Suspension is a serious disciplinary action taken by school authorities against a student whose actions are a serious violation of the good order of the entire school community and can be a step toward possible dismissal. The length of the suspension is at the discretion of the principal. During the time of suspension the student is not permitted on school property nor is he/she eligible to participate in any school activities including sports.

St. Peter School enforces 2 types of suspension:

a. “**in school suspension**” - The student will remain in school and complete his/her day's assignments in the school office.

b. “**out of school suspension**” - The student will remain at home for a designated time period. All classwork for the day/s the suspension is effective is to be completed by the student.

When a child is suspended, parents are notified by either a telephone call or a written letter. At least one parent is required to come to the school office and meet with the principal and teacher before the student is readmitted to the class. A written report of the incident will include:
1) an explanation of the incidents which warranted the suspension
2) a plan for improvement
3) a summary of the meeting with the parents and a commitment by the student to make necessary changes

The report will become part of the school's files.

Expulsion

A child is only expelled from school for an extremely serious reason. This type of correction is rare and done only after consultation with the Pastor, Principal, Teacher, and Parents. Any child threatening the life of any child or teacher will be immediately expelled from the school. Any child bringing a gun or weapon to school will be expelled from the school. A series of suspensions, a grave act of disrespect or misconduct or a consistent lack of cooperation with school regulations will result in expulsion.

It is our hope that clarity of limits, consistent enforcement, and a great deal of caring will continue to be the right ingredients to help students grow into self-sufficient and responsible adults.

Dress Code

Students are expected to be neat and clean at all times. The complete school uniform must be worn on the first day of school until the last day of school. Dress requirements are as follows:

Boys: (K-8)

Slacks: Navy blue slacks (no baggy pants, jeans or pleated pants).

Shirts: Light blue or white shirts.

Tie: Navy blue--Kindergarten boys do not have to wear a tie.

Shoes: black, navy blue, dark brown shoes. No sneakers or moccasins are permitted.

Hair: neat and clean above the collar. No fad haircuts, tails, fringes, lines or designs.

Boys in the junior high must be clean shaven.

* Jewelry -no boy is permitted to use earrings in school or any type of jewelry

GIRLS:

Uniform: Blue plaid jumper, (K-5) skirt worn to the knee (6-8)

Blouse: white or light blue

Sweater: Navy Blue sweater

Socks: All girls must wear either knee socks or ankle socks. No half socks are accepted.

Shoes: Girls may wear sturdy black, brown, or navy blue school shoes. No girl may wear platform shoes. They are dangerous, most especially when climbing the stairs.

No sneakers are allowed.

Hair: neat, reasonable style, no fad haircuts; no hair coloring.

Nails: no fake or designer nails; no nail polish. Any girl who comes with nail polish or fake nails will be asked to remove them.

Jewelry: one pair of post earrings only is permitted--no hoops or dangling earrings; no bracelets, chains, or rings.

The administration reserves the right to determine what constitutes proper dress code for all students at school.

Use of Cell Phones

Cell phones brought to school will be collected in the morning by the classroom teacher and stored in the office. They will be returned to the student at the end of the day. If a student does not turn in his/her cell phone and is discovered to have one, the child will receive a Violation Slip and the parent must pick up the phone in the school office.

The school administration is not responsible for lost or damaged cell phones that have not been turned in.

Electronics

No student is permitted to bring electronic games, tablets, ipods, etc. to school. They can be a distraction to the academic atmosphere of the school.

Emergency/Snow Day Closings

Late arrivals and early dismissals will be announced on the following radio and TV stations: **WEEU(830AM) WFMZ (channel 69 and its website) Channel 10 NBC and Channel 6 WPVI-TV and the school website:**

Transportation is based on the school district schedules. In the event that St. Peter School is open and the public school districts are experiencing a delay, the parent may provide transportation or follow the school district transportation schedule.

Lunch Program

St. Peter School participates in the government free lunch program. Children who qualify are given a free hot lunch each day. There is also a reduced rate for students who qualify and a full fee for those students who do not qualify and wish to have a hot lunch. Students always have the option to pack a lunch.

Stationery

In order to keep stationery costs at a minimum, the stationery supplies will include only the essentials which are not covered in tuition costs--Religion book, paper/ink/art fee/computer fee, copybooks, folders, and minimal classroom essentials. The present fee is \$50.00 per child. Classroom teachers may list additional supplies on their school web page.

Tuition

Tuition will be determined on a yearly basis. The school uses the FACTS system to collect tuition. The tuition is collected directly through the bank during a 10- month period. St. Peter School reserves the right to withhold the academic records of any student who has unpaid tuition bills at the end of the school term.

Appointments: Doctor/Dental Dismissals

It is recommended that appointments be scheduled after school hours or on weekends. However, if it is necessary for an early dismissal during school hours, the student must present to his/her teacher a note stating the time, date and reason for the appointment. This request will be forwarded to the Principal. Parents are to come to the office to meet the child. To insure the safety of our students, no student may leave the building until a parent or guardian comes to the office to sign the child out. All make up work for missed classes must be completed.

Emergency Cards

Emergency Care Information Cards are issued to each student on the first day of school. Parents/Guardians are to complete

the card and return it to school the next day. This information is crucial for emergency contact. Please notify the school immediately if there are any changes in the information given.

Illness

A student who becomes ill or injured on school property during school hours will report to the office for help. No student may leave the building without permission.

In case of the illness of a student during the school day, every effort will be made to contact the parents/guardians. If parents/guardians cannot be reached, the person listed on the Emergency Care Information Card will be called. The card allows the school to call for emergency medical or hospital treatment if needed. Parents are responsible for the cost of emergency care, including ambulance fees.

Medications should be given before and after school hours whenever possible. However, medication will be administered to students during school hours when such medication is needed by the student to remain in school. No medication will be administered to any student without the proper completion of the Medicine Dispensing Form. This form may be requested from the secretary's office. The form is used for prescription and non-prescription drugs, such as aspirin, when prescribed by a physician or dentist. **No student may have or take any medication in school without the proper the supervision of the school nurse.** This is to protect the students' safety. Any medication to be administered by school personnel must be delivered in the original and properly labeled container to the school nurse along with the Medicine Dispensing Form. Failure of the parent/guardian to provide documentation will

require the parent/guardian to be present in school to administer the medication personally.

Bullying Policy

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a students' education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property

The school will follow the Diocesan Policy which is also posted on our website.

Communication Envelope

Every Tuesday a Communication Envelope will be sent home with the youngest child in the family. It will contain any general announcements, letters, flyers, as well as individual classroom information and test papers. We ask that the envelope be signed and returned the next day so as to be able to continue the cycle the following week.