

# **PARENT/ STUDENT HANDBOOK**

FOR YOUR CONVENIENCE,  
PERTINENT INFORMATION IS IN ALPHABETICAL ORDER,  
FOLLOWING IMPORTANT PHONE NUMBERS,  
FACULTY AND STAFF, SCHOOL BOARD, DEVELOPMENT,  
HOME & SCHOOL ASSOCIATION AND SPORTS OFFICERS.

**Revised September 2009**

<b>PHONE NUMBERS</b>
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PROSPECT STREET CAMPUS (7:30AM-2:30PM or leave message on machine) 860-489-4177  
PROSPECT STREET CAMPUS FAX (can be accessed 24 hours).....860-489-1590  
EMERGENCY (MRS. GAUGER).....860-480-3718  
ALL STAR TRANSPORTATION.....860-489-3444  
DENNIS NEIL ROBERTS UNIFORM CO. (SCHOOL UNIFORMS).....203-597-9246  
CHURCH RECTORY .....860-489-8893  
PASTORAL CENTER (Anita Ressel – Bookkeeper) .....860-482-5571/860-482-4433  
ST. PETER/ST. FRANCIS SCHOOL WEBSITE.....[www.spsfschool.org](http://www.spsfschool.org)

## FACULTY AND STAFF

PASTOR.....	Rev. Christopher Tiano
SPIRITUAL ADVISOR.....	Rev. John Lavorgna
PAROCHIAL VICAR.....	Rev. Gustavo Lopez
PRINCIPAL.....	Mrs. Jo-Anne Gauger
ADMINISTRATIVE ASSISTANT-PROSPECT STREET CAMPUS.....	Mrs. Elizabeth Hanlon
GRADE PRE-K4.....	Sister Elizabeth Reyes
GRADE PRE-K 4 AIDE.....	Mrs. Ann Raymond
GRADE KINDERGARTEN.....	Mrs. Joanne Kelly
GRADE ONE.....	Mrs. Cathie Mastrogiovanni
GRADE TWO.....	Mrs. Mary Lynn Visentin
GRADE THREE.....	Mrs. Diane Shugrue
GRADE FOUR.....	Mrs. Christine Kupcho
GRADE FIVE.....	Mrs. Doreen O'Brien
GRADE SIX.....	Mrs. Geralyn Kersey
GRADE SEVEN.....	Mrs. Alyce Pollock
GRADE EIGHT.....	Mrs. Alexandria Propfe
ART.....	Mrs. Cynthia Pazdziorko
ITALIAN 6-7-8/SCIENCE 7-8.....	Ms. Dona Frauenhofer
MUSIC.....	Mrs. Elizabeth Bush
PHYSICAL EDUCATION.....	Mr. James Simoncelli, Jr.
SPANISH PreK & GRADE 5.....	Sister Elizabeth Reyes
SPANISH K-1-2.....	Mrs. Joanne Kelly
SPANISH 3-4.....	Mrs. Cathie Mastrogiovanni
TECHNOLOGY COORDINATOR/LIBRARY.....	Mrs. Sharon Waagner
CUSTODIAN-PROSPECT STREET CAMPUS.....	Mr. David Plaskiewicz
CHEFS.....	Mr. Denis Frauenhofer
.....	Mrs. Elaine Frauenhofer
NURSE.....	Mrs. Katie Field

## FACULTY CONTACT INFORMATION

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Mrs. Joanne Kelly	860-489-4177 ext. 201	spsfkind@mail.com
Mrs. Cathie Mastrogiovanni	860-489-4177 ext. 203	spsfgr1@mail.com
Mrs. Mary Lynn Visentin	860-489-4177 ext. 204	spsfgr2@mail.com
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Mrs. Christine Kupcho	860-489-4177 ext. 206	spsfgr4@mail.com
Mrs. Doreen O'Brien	860-489-4177 ext. 211	spsfgr5@mail.com
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Mrs. Elizabeth Bush	860-489-4177 ext. 210	spsfmusic@mail.com
Mr. James Simoncelli, Jr.	860-489-4177 ext. 313	spsfpe@mail.com
Mrs. Sharon Waagner	860-489-4177 ext. 200	spsftech@mail.com
Mrs. Sherry Gronski (Afterschool)	860-489-4177 ext. 208	sherrymarie0424@sbcglobal.net

## ST. PETER/ST. FRANCIS SCHOOL BOARD MEMBERS

PASTOR .....	Reverend Christopher Tiano
PAROCHIAL VICAR .....	Reverend John Lavorgna
PRINCIPAL.....	Mrs. Jo-Anne Gauger
CHAIRPERSON.....	Mr. Mark Sosnowski
EX-OFFICIO BOARD CHAIRPERSON.....	Mrs. Sandra Affenito
VICE-CHAIRPERSON .....	Mrs. Dawn Gutowski
SECRETARY .....	Ms. Francine Gryniuk
ALUMNI CHAIRPERSON.....	Mrs. Pamela Baldwin
ANNUAL FUND CHAIRPERSON .....	Mrs. Dawn Gutowski
FINANCE CHAIRPERSON.....	Mrs. Bonnie Rossi
EX-OFFICIO FINANCIAL CONSULTANT .....	Mrs. Cheryl Considine
FINANCE COMMITTEE.....	Mr. Ralph Calabrese
PHYSICAL PLANT CHAIRPERSON.....	Mr. James Sullivan
PUBLIC RELATIONS CHAIRPERSON.....	Ms. Amy Pyrzenski
RECRUITMENT CHAIRPERSON .....	Mrs. Jen Zordan
RECRUITMENT COMMITTEE .....	Mrs. Patricia Rougeot
ADVANCEMENT CHAIRPERSON .....	Mrs. Lori Noto

## DEVELOPMENT PERSONNEL

ADVANCEMENT COORDINATOR.....	Mrs. Lisa Coudriet
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## HOME & SCHOOL ASSOCIATION OFFICERS

PRESIDENT .....	Mrs. Carol Speaker
VICE PRESIDENT.....	Mrs. Mary Kilmer
TREASURER .....	Ms. Lisa Partrick
SECRETARY .....	Mrs. Joanne Matarese
PUBLICITY.....	Mrs. Wendy Pernerewski

## SPORTS ASSOCIATION OFFICERS

PRESIDENT .....	Mrs. Cheryl Considine
VICE PRESIDENT.....	
TREASURER .....	Mrs. Wiesia Fretto
SECRETARY .....	Mrs. Mary Beth Baril

## **ST. PETER/ST. FRANCIS SCHOOL MISSION STATEMENT**

St. Peter/St. Francis School educates children from pre-kindergarten through grade 8. With Jesus Christ the Savior, as its source of meaning and purpose, the school strives to awaken, encourage, and enlighten students in an environment centered on the Roman Catholic faith. By developing pride in self and work, students are provided the academic foundation necessary to make positive contributions to society. The school serves the greater Torrington area and honors the heritage of the Sisters of Mercy and the Religious Teachers Filippini.

## **ST. PETER/ST. FRANCIS SCHOOL VISION STATEMENT**

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

## **ST. PETER/ST. FRANCIS SCHOOL PHILOSOPHY**

St. Peter/St. Francis School is dedicated to the educational mission of the Catholic Church: teaching God's message through the ministry of the Church; fostering a community of faith in the life of the Holy Spirit; advocating service to the Christian community and all of humanity. Through Christian witness and development of a faith community within the school, we strive to instill in our students a commitment to social justice and global peace. We affirm that St. Peter/St. Francis School is oriented to Christian service. We guide our students to treat each other with mutual respect and love and to demonstrate a willingness to sacrifice for the benefit of all God's people.

We undertake educating our students to seek responsible solutions to contemporary problems by developing self-discipline and critical thinking skills. We offer a strong academic curriculum grounded in Christian values to prepare students to meet future educational and vocational goals. It is the intent of this school to enable our students to develop and use their individual talents and gifts to work for God's glory and the good of all God's people.

## **OFFICE OF CATHOLIC SCHOOLS MISSION STATEMENT**

The mission of the Office of Catholic Schools is to further the advancement of Catholic education for students in the Archdiocese of Hartford by providing service, support, guidance, and direction to pastors, presidents, principals, teachers, boards, parents, and other stakeholders of Catholic schools.

### *The Office of Catholic Schools will:*

- *advance the educational and catechetical mission of the Catholic Church;*
- *provide leadership, formation, and professional development;*
- *utilize research findings for making sound decisions;*
- *develop curriculum that will enhance the knowledge and skills for students to think critically and become productive moral citizens within a multicultural and technological society;*
- *foster collaboration of resources among other Catholic agencies, parishes and secular educational programs;*
- *advocate recognition of and support for Catholic schools;*
- *further the institutional advancement of Catholic schools; and seek avenues for equitable distribution of resources.*

## **OFFICE OF CATHOLIC SCHOOLS STATEMENT OF PHILOSOPHY**

The Office of Catholic Schools, a hope-filled community with responsibility for the Catholic schools of the Archdiocese of Hartford, is dedicated to dynamic educational leadership promoting quality Catholic education, proclaiming the word of God, and serving God's people by our actions. In administering and serving the schools, we seek the guidance of the Spirit as we face the challenges of contemporary society while we chart a strong course for the future.

## **ACADEMIC RECORDS**

The school will maintain a cumulative record that includes basic information, academic achievement, grade level, attendance, standardized test scores and medical history. Student records are confidential. However, a parent or legal guardian has the right to examine his or her child's file and may arrange to do so by contacting the principal. The release of student information or transfer of records will take place only with the written consent of the parent or legal guardian.

## **ADMISSIONS POLICY**

St. Peter/St. Francis School admits students without regard to race or national origin. St. Peter/St. Francis is a Catholic Diocesan Parish School; therefore, priority in the selection of students is given to 1) returning students, 2) siblings of current students, 3) parishioners of St. Peter and St. Francis Parishes, 4) parishioners of other Catholic Parishes without schools and 5) Non-Catholic students.

Annual Registration Fee is collected from all new and returning families at the time of registration and re-registration, as the case may be. This fee is non-refundable.

Students in Grade Pre-K4 through Grade 8 may transfer into St. Peter/St. Francis School at any time during the school year. Acceptance is based on a review of school records (both academic and behavioral), interview with student and parents or legal guardians, classroom visit and conference with grade level teacher, space availability and a willingness on the part of student and parent or legal guardian to assume the responsibilities outlined in this handbook.

Requirements for admission include:

- \* Health records
- \* Birth certificate (original)
- \* Baptismal certificate (Catholic applicants only)
- \* Report cards from previous school
- \* Standardized Test results from previous school
- \* Record of IEP where applicable

## **PROBATIONARY ACCEPTANCE**

Upon acceptance into St. Peter/St. Francis School, all students remain in a probationary status for 90 days. During this time, the student's academic readiness or achievement, classroom demeanor and social interaction will be observed. The family's ability to adhere to school rules and regulations, although always required, will be monitored. Upon successful completion of this probationary period, the student is accepted as a full member of the St. Peter/St. Francis community. The family will be notified in writing by the Principal in the event of problems.

## **ATTENDANCE POLICY**

Regular attendance is essential for a student to succeed. Prolonged and frequent absences could result in a child repeating a grade. If a child is ill or will not be present at school on a given day, the parent or legal guardian must inform the school by phone by 8:15 AM. A message left on the school's answering machine is acceptable. If the school does not receive this required notification, an administrative assistant will make a reasonable effort to confirm absenteeism by placing a courtesy call to the home phone number. These efforts will be logged. When calling, the parent or legal guardian may also make arrangements to pick up missed schoolwork and assignments at the end of the school day for students in all grades. If this request is not made by 9:00AM, work will not be ready at the end of the school day. It will be available the next day at dismissal. Please be aware that if your child is absent from school, he/she cannot participate in any after school activities on that day.

When the child returns to school after an absence, a **written note from the parent or legal guardian must be given to the child's teacher**. These notes will be kept until the end of the current school year. For an absence of four (4) consecutive days or more, **a written note from an MD must be provided on the first day back to school**. Any student who is absent from school for 35 days or more will be subject to a review of classroom performance, homework completion, comprehension test, quiz grades, and past and present records before that child may be promoted.

Dentist and Doctor appointments should be made for after school hours. However, if a student must be dismissed during the school day, he or she should bring a written note specifying the reason. Parent or legal guardian must meet the student in the school office. No student will be permitted to leave school during regular class hours unless accompanied by a parent or legal guardian. A sign-out signature by the parent or legal guardian is required. A Sign-Out Book is available in the school office for this purpose.

An annual list of pertinent dates that affect the school calendar will be issued to each family at the beginning of the school year. This will indicate all of the four (4) hour days with noon dismissal, teacher in-service days, holidays and school vacations that are scheduled *at that time*. Any updates to that schedule will be issued in the weekly Thursday packet of information as soon as possible prior to the change. Student absences for other vacations are considered **unexcused absences**. In such cases, teachers are **not** required to issue advanced work, but may, depending on their curriculum schedule. In any case, however, all work missed due to unexcused absences must be completed within five (5) days of the student's return to school. All tests and assessments must be made up within seven (7) days of the student's return.

## **BASIC RULES/CONDUCT/DISCIPLINE**

It is a goal of St. Peter/St. Francis School to join the parents in developing standards of conduct that will foster students' growth in virtue and Christian values. Additionally, we will assure an atmosphere of safety in which that growth will take place and mutual respect is shown. Students are expected to understand that each child is free to be himself or herself while at the same time allowing all to be free. Rules are necessary for this freedom and, therefore, it is essential that students and parents cooperate with basic school rules and regulations.

Students are expected to:

- Show politeness, courtesy and respect at all times to each other, the staff, faculty and visitors to the school;
- Follow the guidance and regulations of each teacher;
- Be in uniform at all times;
- Refrain from running in the school building or school yard;
- Refrain from rough play during recess periods;
- Remember they are a role model of our school community at all times in and out of school.

Conduct, whether inside or outside the school that is detrimental to the reputation of the school can and may result in the student being subject to expulsion.

## **DISCIPLINE POLICY**

The faculty and staff of St. Peter/St. Francis School are committed to helping, working with and caring about each student as an individual person and providing a wholesome Christian environment, which exposes students to Catholic principles, values and attitudes. Incident Reports will be sent home to parents when a teacher feels a situation requires parental involvement or notification. The Principal will be aware of these reports. When conduct unbecoming a Christian student continues, disciplinary action will be taken.

The following conduct is punishable by an *Incident Report* followed by a *Detention* after three warnings (Incident Reports):

1. Excessive talking during instruction time
2. Rudeness, bad manners, talking back
3. Headsets, Game Boys, cell phones, pagers, virtual pets, iPods, or other similar devices in class
4. Throwing things at another student
5. Gum chewing in class
6. Marring, defacing, or destroying school or Church property
7. Ignoring school policy
8. Bullying, fighting, or threatening
9. Foul language or inappropriate gestures
10. Disrespect of others
11. Sexual harassment
12. Possession or lighting of matches or lighters
13. Possession of any illegal substance or device
14. Leaving school property without permission
15. Any incident causing harm to oneself or others
16. Any other inappropriate behavior that the Principal deems offensive

Parents will be notified of a detention by note or phone call. Detention notices are sent home to be signed by the parent/guardian and returned to school the next day. Office detentions are held from 2:15PM-3:15PM. Teacher detentions are held at the discretion and convenience of the teacher and take precedence over appointments, practices, lessons, games, etc.

Students who receive a detention must serve it on the assigned day. A student who fails to attend a detention will automatically receive an additional one. It is the responsibility of the parent/guardian to arrange transportation home after a detention.

After six incident reports and two detentions, an *in-school suspension* will be issued. Parents will be notified by Administration when an in-school suspension is given. The student will report to the designated school office where he or she will remain for the day, completing all assignments required by the teacher and/or administrator.

*Full Suspension* (out of school) will be considered when, in the judgment of the administration, a serious offense occurred or after lesser disciplinary measures have been ineffective. Parents will be notified of the reason and length of the suspension before it takes place. Suspension will last no longer than one week.

Notwithstanding the foregoing, the Principal, in conjunction with the Pastor, reserves the right to remove any student and/or family from enrollment at St. Peter/St. Francis School without notice if, in their absolute discretion, they determine that such immediate action is necessary for the preservation of the safety, educational process, and/or Mission of the School community.

The penalty of *Expulsion* will be imposed when, in the estimation of the administration, a student presents a danger to the moral or physical well being of other students or is guilty of prolonged and open disregard for school authority and rules. Expulsion will be considered only after conferences with parents or guardians to make them fully aware of the seriousness of the student's conduct. The Office of Catholic Schools will be consulted by the administration before a final decision is rendered.

The administration is the final recourse in all disciplinary situations and reserves the right to waive disciplinary action for just cause at their discretion. Parents are urged to be supportive of all disciplinary

action taken by the administration and faculty. The Discipline Policy is in effect to help St. Peter/St. Francis School operate efficiently, safely, and productively for the benefit of all students.

Cheating – Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, incident report, detention, suspension, and/or expulsion.

Harassment or Bullying – Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students found to be making these threats (seriously or in jest or online) face detentions, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detentions, suspensions, and/or expulsion.

## **BUS TRANSPORTATION**

Bus transportation is provided within the City of Torrington. The city determines the bus routes and stops for our students. Any questions or clarification regarding the school bus policy are to be directed to ALL STAR TRANSPORTATION @ 489-3444. If you have any concerns about observed behavior of either the bus driver or a student, please contact the bus company and the school. The following safety information is provided for your general knowledge:

### **CODE OF CONDUCT FOR STUDENTS RIDING THE SCHOOL BUS**

1. Be at the bus stop at the designated time; help to keep the bus on schedule.
2. Always wait for the bus on the shoulder of the highway or on the sidewalk.
3. Do not stand on or play in snow banks at the bus stop; you could slip in front of the wheels of the bus.
4. When boarding the bus, stay in line; crowding is dangerous.
5. Remain properly and quietly seated while the bus is in motion.
6. As a passenger, keep head, arms, and hands inside the bus at all times. Never throw objects out of the bus.
7. Obey the instructions of the bus driver promptly.
8. Do not deface or mar in any manner bus seats or equipment.
9. Be courteous to fellow passengers and to the bus driver.
10. Do not distract attention of the bus driver at any time.
11. Do not eat or drink while on the bus.
12. Do not operate or use the emergency door except in case of emergency.
13. When leaving the bus, stay in line; do not crowd or push or lag behind. If you need to cross the street, walk ten giant steps in front of the bus until you can see the driver's eyes. Wait for his or her signal to cross and look both ways for cars.
14. Stay away from the side of the bus. If you can touch it, **YOU ARE TOO CLOSE!**
15. If you drop something in front of the bus or near it, **DO NOT PICK IT UP!** Ask an adult to get it for you. **THE DRIVER CANNOT SEE YOU WHEN YOU BEND DOWN IN FRONT OF THE BUS!**

Drivers are to notify the school of any student failing to comply with the bus code. Any infraction of rules of conduct as stipulated above will be reported immediately to the school for disciplinary action. **It will be the responsibility and decision of the school to take away bus privileges.**

## **COMMUNICATION BETWEEN PARENTS AND SCHOOL**

Open communication between the parent and teacher helps to create a more effective educational environment for the student. Parents are requested to bring their concerns about their child to the APPROPRIATE person. Proper protocol requires initial contact be made with the teacher. Either the teacher or the parent can initiate a parent/teacher conference. The inability to reach a mutually acceptable resolution will result in a meeting that includes the parent, the teacher and the principal. Spontaneous

visits to the classrooms are not permitted. All visitors must report to the school office upon entering the building. Please call the school to set up these meetings. Teachers should NOT be called at home to set up appointments.

All school communications will ordinarily be sent home to the parents ON THURSDAYS on a weekly basis with the eldest child in the family. Appropriate notices should be returned with the student to the homeroom teacher.

The Principal must approve all communications.

### **CONFIDENTIALITY**

The Home & School Officers and the School Board will be provided with a list of names and phone numbers in order to contact parents about class activities, early closings, or any other emergency situations involving all of the students.

Photographs of students may be taken from time to time for the purposes of maintaining the integrity of any given event for posterity. Some photos may be used for promotional purposes.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teachers' concerns.

### **CRISIS RESPONSE PLAN**

A Crisis Response Plan was developed in accordance with Archdiocesan Guidelines. Copies of this plan were reviewed and amended by the Torrington Fire Department and the Torrington Police Department. Copies of the final document were then provided to both agencies. Any parent can review this plan by appointment with the Principal.

### **CUSTODY AND DIVORCE**

In cases where parents are separated and/or divorced, the principal should be informed about such situations. The school must have accurate custodial information on file at all times. The school must also be provided with a LEGAL DOCUMENT regarding the custody and visitation program for the child. This is necessary for the safety and protection of the child.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Never married parents should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parents. Such information is considered confidential and will be held in strict confidence by the principal.

### **DRESS CODE AND GROOMING**

Complete uniform is to be worn daily, unless permission is given by the school to be out of uniform. It is expected that all uniforms will be neat, clean and pressed each day. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

On DRESS UP DAYS, the following are NOT to be worn:

- Shorts
- Jeans

- Sneakers
- Flip-flops
- T-shirts
- Sweats

On DRESS DOWN DAYS, sport clothes must be neat, clean and tasteful. Allowable clothing includes:

- Neat/clean jeans
- Uniform shorts or shorts that are the same length as uniform shorts
- Sweatshirts
- T-shirts
- Capri pants
- Dresses and skirts (must be knee length)

On DRESS DOWN DAYS, the following are not allowed:

- Mini-skirts
- Spandex
- Halter/tube tops
- Spaghetti straps
- Ripped jeans
- T-shirts with inappropriate sayings or alcohol/cigarette ads
- Dirty sneakers, cleats, clogs, open-back sandals, flip-flops, combat boots, work boots, hee-lies
- Any clothing that exposes undergarments or excessive skin is not allowed

Parents will be notified of inappropriate dress and will be required to bring a change of clothing. If for some reason the students are not to wear uniforms on a given day, the parents will be advised in writing by the school.

Haircuts and hairdos are to be of a sensible nature. Bleached or dyed hair is not permitted. Hair should be neat with bangs above eyebrows. Headbands and scrunchies should be uniform issue or plain white, gray or maroon. Boys' hair is not to be longer than the TOP of their shirt collars and trimmed around the ears. No initials or designs are to be cut into the hair. Girls are permitted to wear STUD-TYPE pierced, NON-DANGLING earrings - no more than TWO per ear. Hoop earrings are not permitted. Ear cuffs are not permitted. NO OTHER BODY PIERCING IS PERMITTED. Students are permitted to wear a watch and no more than TWO bracelets. Watches with beeping devices should be disconnected during school hours. ONE ring on each hand will be permitted. ONE necklace will be permitted. No cosmetics, lip gloss, colored chapstick, colored nail polish or artificial nails may be worn. No tattoos of any kind – permanent or temporary. Boys are not allowed to wear earrings. However, the school reserves the right to decide whether or not a student's dress code and grooming are in accord with the school norms.

**Please note: Heelies are not allowed at any school function. This is a safety issue.**

## OFFICIAL SCHOOL UNIFORMS

“Regular Dress Uniforms” are worn from September to June and any time requested by the Principal.

Every child needs to have at least one “Dress Uniform”

“Summer Uniforms” are worn only during the months of September and October and April, May and June.

“Winter Uniforms” are worn only during the months of November through March.

All School Uniforms are purchased through the Dennis Neil Roberts Uniform Company.

If a sweater is worn in school with the uniform,

it must be a uniform sweater purchased from Dennis Neil Roberts Uniform Company.

“Gym Uniforms” are purchased through Dennis Neil Roberts Uniform Company.

Fleece jackets or sweatshirts that are worn in school with the “Gym Uniform” must be uniform fleece or sweatshirts purchased from Dennis Neil Roberts Uniform Company.

“Regular”, “Summer/Winter” and “Gym” Uniforms are not to be mixed.

**PreK and Kindergarten:**

NOTE: PreK & K will wear either their Gym Uniform or their Regular Dress Uniform daily.

**Girls Regular Dress Uniform:**

Plaid Skort  
White Embroidered Polo Shirt  
Burgundy Knee Socks/Tights  
Black “Mary Jane” Style Shoe (non-marking sole)

**Girls Summer:**

Plaid Skort  
White Embroidered Polo Shirt  
All White Crew Socks (that cover the ankle)  
Black “Mary Jane” Style Shoe (non-marking sole)

**Boys Regular Dress Uniform:**

Gray Pants, with Belt (black)  
Burgundy Embroidered Polo Shirt  
Gray Socks  
Black Oxford Shoe

**Boys Summer:**

Gray Shorts, with Belt (black)  
Burgundy Embroidered Polo Shirt  
All White Crew Socks (that cover the ankle)  
Black Oxford Shoe

**Grade 1 through Grade 5**

**Girls Regular Dress Uniform:**

Plaid Jumper with Emblem  
White Blouse with Round collar (long or short sleeve)  
Plaid Tie  
Burgundy Knee Socks/Tights (no white)  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

**Girls Summer:**

Plaid Skort  
White Embroidered Polo Shirt  
All White Crew Socks (that cover the ankle)  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

**Girls Winter:**

Burgundy Cardigan with Embroidery  
White Blouse with Round Collar (long or short sleeve)  
Gray Slacks  
Plaid Tie  
Gray Socks  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

**Boys Regular Dress Uniform:**

Gray Dress Pants, with Black Braided Belt  
White Oxford Shirt (long or short sleeve)  
Plaid Tie with Emblem  
Gray Socks  
Black Oxford Shoe

**Boys Summer:**

Gray Walking Shorts, with Black Braided Belt  
Burgundy Embroidered Polo Shirt  
All White Crew Socks (that cover the ankle)  
Black Oxford Shoe

**Boys Winter:**

Burgundy Cardigan with Embroidery  
White Oxford Shirt (long or short sleeve)  
Gray Pants  
Plaid Tie with Emblem  
Gray Socks  
Black Oxford Shoe

**Grade 6 through Grade 8**

**Girls Regular Dress Uniform:**

Plaid Skirt  
White Oxford Shirt (long or short sleeve)  
Plaid Tie  
Burgundy Long Weskit or Sweater with Emblem  
Burgundy Knee Socks/Tights  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

**Girls Summer:**

Plaid Skort  
White Embroidered Polo Shirt

**Boys Regular Dress Uniform:**

Gray Dress Pants, with Black Braided Belt  
White Oxford Shirt (long or short sleeve)  
Plaid Tie with Emblem  
Gray Socks  
Black Oxford Shoe

**Boys Summer:**

Gray Walking Shorts, with Black Braided Belt  
Burgundy Embroidered Polo Shirt

All White Crew Socks (that cover the ankle)  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

All White Crew Socks (that cover the ankle)  
Black Oxford Shoe

Girls Winter:

Burgundy Cardigan with Embroidery  
White Oxford Shirt (long or short sleeve)  
Gray Slacks  
Plaid Tie  
Gray Socks  
Black “Mary Jane” Style Shoe or Oxford Style Shoe

Boys Winter:

Burgundy Cardigan with Embroidery  
White Oxford Shirt (long or short sleeve)  
Gray Pants  
Plaid Tie with Emblem  
Gray Socks  
Black Oxford Shoe

**Optional for all Grades:** Burgundy Cardigan with Embroidery is also available for boys and girls, as well as plaid hair pieces for girls.

- **Students have an option to wear either long or short sleeve shirts; if a long sleeve shirt is chosen, the sleeves are to remain down and buttoned at all times.**
- **The top button on shirts is to be buttoned at all times.**
- **Shirt collar buttons are to be buttoned at all times.**
- **Shirts must be tucked in at all times.**

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**Gym Uniform for All Grades** purchased through Dennis Neil Roberts Uniform Company:

Burgundy Sweatshirt with embroidered logo  
Burgundy Sweatpants with embroidered logo  
Burgundy “T” Shirt with embroidered logo  
All White Crew Socks (that cover the ankle)  
White Sneakers (no Velcro/no light up) – may have a logo, heart, etc. No black or other colors allowed.  
Embroidered Full Zipper Gray Polar Fleece Jacket (Optional)

No jewelry is to be worn for safety reasons.

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**It is expected that all uniforms will be neat, clean and pressed each day.**

**EMERGENCY INFORMATION FORMS**

An emergency information form is kept in the Principal’s Office. Each parent is required to complete one of these forms at the beginning of each school year for each child in attendance. **The school will provide these forms and it is expected that they be completed and returned to the school immediately.** It is vital that the school have these on hand should an emergency occur during the school day. The school should be informed in writing of any changes in emergency information.

**FIELD TRIPS**

Field Trips are privileges given to students; no student has an absolute right to a field trip. Any student can be denied participation if he/she fails to meet academic and/or behavioral requirements.

Field trips are an important part of the student’s academic education. In order for a student to participate in specific field trips with his or her class, a permission form as required by the Archdiocese must be completed and returned to the school. A child may not go on a field trip without this written permission form returned. A parent or guardian may not give permission for a field trip over the phone. A copy of

the field trip permission form is included in the back of this handbook for the convenience of a parent in the event that the original form has been lost.

## **FOOD & DRINK**

Food may be eaten at lunchtime and at designated times in the classroom. Lunch and milk are to be noted on the calendar on the first and third Friday of each month. Payment must be in the form of a check made payable to St. Peter/St. Francis School. Please note: lunch money will **only** be accepted on these Fridays. If a student is absent on Friday, payments may be made the first day he/she returns to school. If remittance is not received on Friday, the student will be required to **bring lunch from home** until the next payment date. Bagels are provided as an emergency lunch.

**The cost of lunch (milk included) is \$3.00 per day. Milk for cold lunch is \$.50 each.**

**PARENTS SHOULD NOT BRING LUNCHESS FROM CARRY-OUT RESTAURANTS  
even on special occasions such as Birthdays.**

**BEVERAGES IN GLASS CONTAINERS ARE NOT PERMITTED IN SCHOOL.**

Students may bring or purchase a healthy, midmorning snack. It should be SMALL so that it does not interfere with a well-balanced lunch. A snack and drink may be purchased each morning before school begins in the office. Soda, candy, and chewing gum are not permitted in the building, on the bus or on the school grounds and should not be sent to school in the student's lunch.

## **FUNDRAISING & VOLUNTEERING**

It is the belief that all parents are vitally necessary to the total St. Peter/St. Francis School environment. Being an active participant in the working of the school along with your child is essential. Fundraising and volunteering are both part of the budgeting and commitment requirements for enrollment in the school. Each year, the parents or legal guardians will be required to complete a Contract at the time of re-registration. A fee will be payable to St. Peter/St. Francis School of \$300.00 per family. This fee is paid in full by August 1<sup>st</sup>.

*All Fundraising obligations must be paid in full for a student to be accepted back the following year.*

Volunteering opportunities include, but are not limited to, the following:

**A. TUESDAY EVENING BINGO**

KITCHEN WORKERS

FLOOR WORKERS

TABLE SET UP AND TAKE DOWN (DONE MONDAY, TUESDAY OR WEDNESDAY)

**B. CAFETERIA DAILY**

SET UP/CLEAN UP, SERVING FOOD TO STUDENTS, ETC.

**C. PERIODIC RESOURCE FOR CLASSROOM ACTIVITIES**

ART, CRAFTS, DRAMA

**D. LIBRARY**

SHELVE BOOKS, ASSIST WITH BOOK FAIR, CATALOG VIDEOS, ETC.

**E. OFFICE VOLUNTEER**

ORGANIZE AND DISSEMINATE DAILY CLASSROOM INFORMATION

COPY PAPER WORK FOR TEACHERS

SPECIAL PROJECTS AS DESIGNATED BY THE PRINCIPAL

**F. ADVANCEMENT**

RECRUITMENT

COMMUNICATIONS WITH THE ALUMNI ASSOCIATION

**G. PARENTS/LEGAL GUARDIANS**

COORDINATION OF CLASSROOM ACTIVITIES AT TEACHER DISCRETION

**H. CHAIRPERSONS & VOLUNTEERS ARE NEEDED FOR ANNUAL EVENTS**

**I. "AT HOME" OPPORTUNITIES**

LAUNDRER COSTUMES UTILIZED THROUGHOUT THE SCHOOL YEAR

LAUNDRER, WEEKLY, BLANKETS USED BY THE NURSE

LAUNDRER, DAILY, DISH TOWELS USED BY THE KITCHEN

**HEALTH SERVICES**

The school nurse holds all medical histories and immunization records. She is responsible for screenings, medical care plans and first aide. A sick child must NOT be sent to school. A child must have a normal temperature for 24 hours before returning to school. If a child becomes ill at school, the school nurse or school secretary will contact the parent. If the parent cannot be reached, then the person or persons designated on the child's emergency information form will be contacted to take the sick child home as soon as possible.

School personnel can ONLY give or apply any prescription and non-prescription medications in the following circumstances:

1. When a written instruction form from the child's physician has been submitted to the School Nurse or Principal. The forms are available at the school office. Once the form is complete, then medication may be given to a student by the School Nurse, Principal or, in the Principal's absence, a designated teacher. A written record is kept of the administration of such medication.
2. Children are NOT to take any medication on their own at school. Medication must be delivered to the School Nurse or Principal by the parent.
3. No more than a 45-day supply of medication is to be delivered. Non-prescription medications must be delivered by the parent in a NEW and UNOPENED bottle.

Any physician's orders that restrict a child's physical activity pertaining to Physical Education class or any other activity must be presented to the School Nurse or Principal.

All students in Grade 7 are required to have an updated physical (within 1 year) before entering this grade which includes written proof of proper immunizations as required by the State of Connecticut Public Acts 80-440 and 91-327.

Any child recovered from a contagious disease must secure admittance permission from the school office before returning to class.

Control of communicable diseases is the joint responsibility of parents, principal, teachers, and nurses. This outline of the most common of the communicable diseases and the time a student must not attend school will serve as a guide.

DISEASE

EXCLUSION PERIOD

Chicken Pox

When the lesions are crusted or off

Conjunctivitis (Pink Eye)

After properly using medication for 24 hours

Strep Throat

After 1 full day (24 hours) of treatment with medication,

	which means they will be out of school for 36 hours
Scarlet Fever or Scarlatina	Same as Strep Throat
Impetigo	When all lesions have crusted, are not draining or have disappeared; or with verification from a doctor stating the child is non-communicable
Ringworm	After 1 full day of treatment
Scabies	24 hours after completion of treatment
Head Lice*	Remain at home under the treatment until head is free of nits; must be rechecked by school nurse before returning.
Fever	Remain at home for 24 hours after temperature returns to normal
Fifth's Disease	After rash appears, child is no longer contagious

Common colds can be serious and, for this reason, no child with acute respiratory symptoms (runny nose, watery eyes, cough) should be sent to school.

\*Head Lice is common among children. Parents who suspect head lice are urged to contact the school nurse to help prevent spreading. The nurse can also give advice on treatment.

<b>HOME &amp; SCHOOL ASSOCIATION</b>
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The Home & School Association is a vital part of our school and every parent by virtue of having a child enrolled in St. Peter/St. Francis School is a member. The Home & School Association plans activities for the school year including periodic parent meetings and all fundraising activities for the school. It is required that all parents participate in and support the work of this organization for the future of the school.

<b>HOMEWORK</b>
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Homework should serve a positive result and be closely integrated with class work. It is not a substitute for what should be taught in the classroom but rather serves as a review or enrichment of material learned during the school day. Students in Grade 1 through Grade 8 must purchase an assignment journal from school. The goals of a journal are to record homework assignments on a daily basis, assist students in managing their time, improve study habits, and keep parents informed of daily work. *Parents are encouraged to provide a suitable time and place for their children to do homework and review their homework journal on a daily basis.*

Missed or incomplete assignments will reflect in the overall grade each quarter. Students in Grades 1-4 are encouraged to work on homework under the guidance of a parent. A conference between the teacher and parent should be made if the child is unable to complete daily homework.

**AVERAGE TIME FOR HOMEWORK (Time on Task)**

Kindergarten.....	1/4 hour
Grades 1-2.....	1/2 hour
Grade 3.....	3/4 hour
Intermediate Grades (4, 5, 6) .....	1 hour
Junior High (7, 8).....	2 hours

If a student does not complete classroom assignments within a specified time period, this assignment may be sent home and the child is expected to complete this assignment at home in addition to homework. **THIS SHOULD NOT BE A REGULAR OCCURRENCE.** If this happens regularly, teacher and parents should meet to assess the student's performance. Parents will receive ONE written notification of incomplete homework or class work from the teacher. It is the parent's/student's responsibility to turn in the **assignment** with the signed homework notice. A second notice will NOT be sent for the same assignment, **and** the missing work will be reflected in the student's overall grade. Students who receive 5 such notifications will be issued a Detention.

### HOMEWORK/TEST POLICY DUE TO ILLNESS

When a student is absent, a parent may call the school office prior to 9:00AM to arrange for homework assignments. Homework assignments may be picked up at the school office after dismissal. Students will be allowed 5 days from his/her return to school to make up all missing assignments. All tests must be made up within one week of the original test date without exception.

### HONOR ROLL

Each student is encouraged to strive for his or her best performance within the school setting. Honors are given to students in Grades 5–8 who have shown outstanding academic progress within the marking period. Honors are as follows:

- HIGH HONORS 'A' or higher in all MAJOR and MINOR Subjects and 'S' in Music, Art and Physical Education.
- FIRST HONORS 'A-' or higher in all MAJOR Subjects and a minimum of 'B' in MINOR Subjects with an 'S' in Music, Art and Physical Education.
- SECOND HONORS 'B-' or higher in all subjects and 'S' in Music, Art and Physical Education.

MAJOR Subjects are defined as Religion, Reading or Literature, Language Arts, Spelling, Science/Health, Mathematics, Social Studies, History and Geography. MINOR Subjects are Handwriting and World Language. (Gr. 5 – 8)

Subjects that meet one time per week (Music, Art, Physical Education and World Language – Grades PreK – 4) will be graded as S (Satisfactory) or U (Unsatisfactory).

### INCLEMENT WEATHER

The school will follow the NO SCHOOL announcements made by the City of Torrington when there is a storm or natural occurrence that may force the closing of schools. This includes early dismissals caused by inclement weather. Please listen to WZBG-FM or WTIC-AM or watch WVIT CH. 30 for any weather related announcements. If the announcement indicates the Torrington Public Schools are closed, then St. Peter/St. Francis School is also closed. DO NOT CALL SCHOOL! Each child must have a plan of action for where to go and what to do if school is dismissed early due to an emergency or weather related situation.

### INVITATIONS

Birthday or holiday party invitations cannot be distributed in school unless every student in the class is being invited. We do not want to hurt the feelings of any child.

### LIBRARY

The primary purpose of the library is to provide access to the resources which enable students to locate, evaluate, apply, and synthesize information. The library's collection includes a wide variety of fiction, non-fiction, reference, and picture books that have been selected to support student reading while

supporting the school's educational mission and strong academic curriculum.

The library is a quiet place for research work, homework completion and reading. Conversations between students are not to be distracting to others in the library.

Books may be borrowed for two weeks and may be renewed unless there is a holding request for another person. Generally, a maximum of three (3) books may be borrowed at a time, but this is negotiable, especially if the student is working on a research project. Reference books do not circulate but may be used in the library. Students are responsible for all materials borrowed, and overdue notices will be sent home if necessary. Students with overdue books could potentially lose their borrowing privileges until books are returned. The cost for replacing lost or damaged books will be the responsibility of the family.

### **PARKING AND TRAFFIC**

The Main Street Playground is the official parking lot at the Prospect Street Campus for TEACHERS AND STAFF ONLY during school hours. There is to be no parking or driving into the school parking lot during school hours. This regulation is for the protection of all students who will be using the playground before and during school. ALL PARENTS and visitors are asked to park on Main Street or Prospect Street if visiting the Prospect Street Campus. The driveway along the side of the St. Francis Campus is ONE WAY ONLY FOR TRAFFIC FROM PROSPECT STREET TO MAIN STREET and for buses only and is closed to through traffic during school hours.

### **PHYSICAL EDUCATION**

Physical Education class is a requirement for all students in Grade Pre-K4 - 8, unless there is a WRITTEN DOCTOR'S NOTE indicating the reason for non-participation. This note should also indicate the duration of time for non-participation.

All students are to wear white sneakers for Physical Education class along with their Uniform Gym clothes. Gym Uniforms are to be worn to school on Gym days only unless instructed otherwise.

### **PROMOTION AND RETENTION POLICY**

Promotion to the next grade in St. Peter/St. Francis School is based on a student's overall performance in his/her current grade. Promotion to the next grade depends upon successful completion of all subject areas. The Administration may recommend repetition of a grade, tutoring or the completion of summer work as a requirement for promotion when it is believed that such action will better prepare the student for the next grade.

Sometimes it is necessary that a child repeat a certain grade. Such a decision is made only after consultation with the Principal, parents, and teachers of the child being considered for retention, and any outside support staff provided by the Torrington Board of Education for testing, if necessary. If a student is failing two or more subjects, retention is necessary.

When a student is promoted over the advice of the professional staff, parents are required to sign a statement that they realize that the transfer is against the professional advice of the staff.

### **RELIGION AND CLASS FUNCTIONS**

All students are expected to attend and participate in scheduled Religion classes. All students are expected to participate in both liturgical and non-liturgical celebrations. All students are intended to participate in First Friday Masses weather permitting.

### **REPORT CARDS AND INTERIM REPORTS**

The report card is one of the school's most important forms of evaluation. It indicates a student's academic progress and evaluates some personal and social traits and also work study habits. Report cards for students in Grades 1-8 are distributed four times a year, during the months of November, January, April and June. Pre-K4 report cards are distributed in January and June. Kindergarten report cards are distributed only three times a year, in January, April and June.

At the midpoint of each marking period, an interim report will be sent to parents of students in Grade 4-8. All interim reports are to be signed and returned to the school. The purpose of the interim report is to communicate the child's progress to the parent, allowing time for the student to improve his/her overall academic standing if necessary.

### **RESPECT FOR TEACHERS**

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

### **SCHOOL HOURS**

Students should not arrive in the schoolyard before 7:25AM. The first bell will ring at 7:45AM. The second bell will ring at 7:50AM. The school day begins at 7:55AM. Students who arrive at school after 7:55AM are considered late and must report to the OFFICE for a late pass in order to enter their class.

Punctuality is important for the students' readiness for learning and the general operation of the classroom. **Tardiness should be the exception, not a regular occurrence.**

Regular dismissal will be at 2:10 PM. On scheduled early dismissal days, classes will be dismissed at 12:00 NOON. Any change to an individual child's regular dismissal procedure MUST be received in writing and signed by the parent or legal guardian. If written notification is not received, regular dismissal plans will be followed. A telephone call is not sufficient except in the case of emergency.

Students are not permitted to return to the school building or premises after 2:45PM unless accompanied by a teacher/coach.

### **SCHOOL PROPERTY**

No students are to be on school property after school hours unless they are involved with after school activities such as team sports or other activities supervised by a teacher/coach.

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover (no sticky covers). No writing in textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost texts.

### **SPORTS PROGRAM AND EXTRACURRICULAR ACTIVITIES/CLUBS**

Sports and extracurricular activities and clubs are an enjoyable and important part of the total development of the child. In order for a student/athlete to be eligible to represent the school on a team, clinic or club, he or she must receive passing grades in every subject. If a child receives an 'F' in any subject on his or her interim/report card, he or she will be suspended from a team, clinic or club until the following interim/report card shows passing grades in ALL subjects.

Sports include, but are not limited to: Girls and Boys JV/Varsity Basketball Teams, Cheerleading Squad, Basketball Clinic, Soccer Clinic, Ski Club and Baseball. Extracurricular activities/clubs include, but are not limited to Newspaper Club, Drama Club, Choir, Student Council, and Art Club.

Any student/athlete (participant or observer) whose conduct is not sportsmanlike is subject to administrative disciplinary action.

Parents of **team members** are responsible for: 1) providing transportation to and from practices and games, 2) helping with team needs as required by coaches, and 3) volunteer hours as required by the Sports Association – which is to volunteer for 2 home games either working in the kitchen, collecting admissions at the door, running the clock for games or keeping score (parents only).

Students/athletes who are in the school building for team practices or games must remain in the gym area. They **must** be supervised by the team coach – the coach sets the arrival time of a player.

Parents of **Clinic or Club members** are responsible for: 1) providing transportation to and from practices and 2) helping with Clinic or Club members needs as required by the coaches.

Clinic or Club members who are in the school building for practices must remain in the gym area. They **must** be supervised by the coach – the coach sets the arrival time of members.

Any student absent from school will not be permitted to participate in any sports program for St. Peter/St. Francis School on that given day. This includes events taking place after school and/or during the evening of School or any other location. In the event the absence is due to extenuating circumstances, the parent or guardian may contact the School Principal who will make a final decision in regards to waiving the above policy.

STUDENTS ARE NOT COVERED BY THE SCHOOL FOR MEDICAL EXPENSES RESULTING FROM AN INJURY RECEIVED AT SCHOOL OR IN CONJUNCTION WITH THEIR PARTICIPATION IN SCHOOL SPONSORED EVENTS AWAY FROM THE SCHOOL PREMISES. ANY MEDICAL BILLS OR INJURY CLAIM SHOULD BE REFERRED TO THE MAJOR MEDICAL COVERAGE IN FORCE FOR YOUR CHILD. (A copy of any insurance form submitted must also be submitted to the coach.) ANY INJURED STUDENT MUST FILL OUT A FIRST REPORT OF INJURY FORM SUPPLIED BY THE COACH TO KEEP ON FILE.

## TECHNOLOGY

Technology makes available services for students that were previously unimagined. With that availability brings responsibility. The following actions will not be permitted in school:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-in and or password;
- Trespassing in someone else's folder, work, files, or email;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, age, name or address of one's self or another.

All students and parents/guardians must read, sign, and return the 'St. Peter/St. Francis School Acceptable Use Policy' and 'Computer Use Agreement/Permission Form' to have access to the computers.

In regards to Technology, all students and parents receive a ‘School Release Form’ at the start of the school year. Parents can give or deny permission for their child’s photos and/or work to be displayed. They should read, complete and sign the form and return it to school. Under no circumstances will the students’ full names or addresses be published on the website unless permission is granted by parent or guardian for specific circumstances.

### TELEPHONE

Students are not permitted to use the telephone except in emergency situations. The Principal or representative therefore will grant permission to use the phone when necessary. All coaches are required to give the students, parents, and the Principal a written copy of both the practice and game schedules, thus eliminating the need for telephone calls to parents or legal guardians to inform them of those practices and games. Parents will be informed of the approximate time events will end. Cell phones must be turned off and kept in backpacks during the school day.

### TEXTBOOKS

All textbooks are to be covered (no sticky covers) at all times and are to be carried to and from school in book bags. Book bags on wheels are not allowed. These have posed a safety issue in the past. Each student is responsible for his or her textbooks. No student is to write in or on his or her textbook unless this is specified by the classroom teacher. The cost for any lost or damaged textbooks will be the responsibility of each family.

### TUITION

Tuition payments are to be paid on a regular basis according to the annual contract signed by the parent as follows:

**Option 1:** Pay the total tuition bill by July 1<sup>st</sup>.

**Option 2:** Enroll in the FACTS Tuition Management Plan, which will allow you to pay in 10 equal payments over a 10-month period starting July 1st (this option includes an enrollment fee payable to FACTS).

### TUITION DELINQUENCY

By June 1, all tuition must be paid in full in order for the student to participate in graduation ceremonies and/or receive a diploma. All tuition payments must be paid in full for a student to be accepted back into the school the following year.

### VISITORS

All VISITORS ARE REQUIRED to report to the school office upon entering the school campus building. At all times, all doors of the campus are locked. Entrance can be gained at PROSPECT STREET for St. Peter/St. Francis School by ringing the bell at the doors. There is a Visitor/Volunteer Sign-In Book in the office and anyone who enters the building is required to sign-in. Visitors and Volunteers are to sign out at the time of departure. Parents or visitors ARE NOT to visit the classroom area without a specific appointment. THIS INCLUDES PARENTS WHO VOLUNTEER DURING THE SCHOOL DAY.

### WALKERS

#### Pick-up and Drop-off of students

A faculty member is on duty at 7:25AM on the playground. You may drop your child off at the school between 7:25 and 7:50AM. **Please do not enter any parking lot entrance.** Children may be dropped off on the Main Street sidewalk or the Prospect Street sidewalk and walk to the playground.

All parents picking up their children must do so in the Main Street playground. Please enter the parking lot NO EARLIER than 1:55PM using the entrance to the parking lot off Main Street, not the driveway. Cars should line up in four rows (parallel to the building). The bell at 2:05PM will dismiss the bus students. Once the busses have all departed, the walkers will be dismissed out the back door on the Main Street side of the building. The two rows of cars closest to the school building will exit the driveway to Prospect Street; the two rows closest to Main Street will exit the driveway to Main Street. Please note, no students will be allowed to exit the building on Prospect Street.

Any student may walk to school at their own risk.

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**The regulations stated in this handbook are NOT to be considered all-inclusive. The school reserves the right to act in a manner consistent with other rules and regulations of the Archdiocese of Hartford in any situation that might be considered contrary to the philosophy of St. Peter/St. Francis School. The Principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.**

**Typographical errors and exclusions are inadvertent. Your understanding is appreciated.**

**Please refer to the Parent/Student Handbook posted on the school website ([www.spsfschool.org](http://www.spsfschool.org)) for the most current updates.**