

**Saint
Peter
School**



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www.stpeter-school.org

Student and Parent Handbook



2024-2025

Fr. Ivan Sciberras

Pastor

Mrs. Phyllis Sisco

Principal

*Saint Peter School Accredited by the
Middle States Association of Schools and
Colleges*

Revised 2024

Mission Statement

We, who serve as educators at Saint Peter School, celebrate the diversity, value and goodness of all we serve. We are called to be followers of Jesus, our Teacher and Servant, and challenged to continue His mission using the Gospel values as our lesson plans for life. We strive to accomplish this by ensuring an atmosphere of loving care and fostering an understanding of our Christian faith to assist all in recognizing their gifts for service to the Church, the family and the community. Proclaiming and fostering the Gospel values in all academic, social and athletic activities will prepare all to become productive members of our community.

Philosophy

We, the faculty of Saint Peter Catholic School, believe that:

- We must aspire to be a spiritual community where all are welcome and encouraged to grow in faith.
- Every child has unique talents.
- Education reflects our values as Catholics.
- Our school provides a caring atmosphere reflecting our Catholic beliefs and values.
- Fostering dignity and self-esteem will enable students to face future challenges with confidence.
- Being a positive role model teaches the appreciation of diversity and respect for differences.
- Our education program reflects our service to God through the interaction with family, school, parish and community activities.
- The whole child needs to be developed: spiritually, intellectually, emotionally, physically and socially.
- A collaborative relationship among parents, guardians, faculty and administration is essential.

August, 2024

Dear Saint Peter's School Parents and Students,

It is my joy to welcome you to Saint Peter's School, which since 1867 has been providing a quality education to generations of parishioners and students from neighboring towns.

The mission of a Catholic school is to re-enforce the Christian values that parents and guardians seek to inculcate in the children and young people entrusted to their care. As a document from the Pontifical Council for the Family underscores, "parents are rich in an educative potential which no one else possesses," and "other educators can assist in this task, but they can only take the place of parents for serious reasons of physical or moral incapacity ... the family environment is thus the normal and usual place for forming children and young people" (*The Truth and Meaning of Human Sexuality, 1996*).

The role of parents is indispensable for the growth of their children: academically, humanly and spiritually. It is a proven fact that children whose parents take an active role in their education and formation do substantially better both in school and life in general than those who are not afforded such a great gift.

I would therefore strongly encourage all our parents to take an active interest in the education of their children and life at St. Peter's School in general. Some might feel called to join the *Home and School Association*, which not only seeks to raise funds for the School but also acts as a social outlet for parents. Others might want to share their love of sports with students by joining the *Sports Association*, either as coaches or administrators of the many sports disciplines our School takes part in. Still others might want to provide their expertise in the maintenance of the School facilities, giving motivation talks to the students or let local businesses know about our School.

The ultimate goal of Saint Peter's School is to bring students, parents, teachers and administrators to an encounter with the living Christ, whose selfless love we celebrate in the Holy Eucharist – an event which I hope will become more and more the center of the life of each of our families.

Sincerely yours in Christ,

Fr. Ivan Sciberras
pastor@spbnj.org

“Let the children come to Me for to such belongs the Kingdom of God. I assure you whoever fails to receive the Kingdom of God like a little child will not enter it. Then, taking them into His arms, He blessed them.”

Mark 10:14-16

Dear Parents,

We at Saint Peter’s School welcome you and your children into our school family and look forward to working with you. Together we can foster an atmosphere of caring, trust, compassion and respect. We invite your support and participation in school and parent activities.

Please keep this handbook as a reference. We ask that you read it carefully and review it with your children so they understand their responsibilities.

Jesus, the Master Teacher, as exemplified in the Biblical passage, knows how precious and special the children are. Thank you for entrusting your children to us at St. Peter’s School. We believe it to be a sacred trust.

Wishing God’s Blessings upon you and your children.

Mrs. Phyllis Sisco, Principal
Faculty and Staff

**Saint Peter's School Staff
2024-2025**

Administration:

Pastor: Father Ivan Sciberras
Principal: Mrs. Phyllis Sisco

Office Personnel:

Secretary –Mary Nocciolo

Building and Grounds

Milciades Guerra

Account Manager

Maria Dantes

TELEPHONE NUMBERS

School Office973-759-3103
Principal Ext.124
Secretary Ext.125 or 126
School Fax973-759-4160
Rectorry Office.....973-751-2002
Rectorry Fax973-751-6201
Parish Religious Education973-751-4290
Web address.....www.stpeterbelleville.org

Roles and Responsibilities

The Pastor: Father Ivan Sciberras

The *Pastor* is the Ex-Officio head of the school in his parish. He is responsible to the Archbishop of Newark for the effective maintenance and operation of the school. The Pastor is responsible for the financial administration of the school.

The Principal: Mrs. Phyllis Sisco

The *Principal* has the major responsibility for the administration of the school. The principal is responsible to the Pastor, the Diocesan Superintendent of Schools, and the State of New Jersey. The principal must coordinate the efforts of the school personnel and is responsible for the administrative, instructional, financial and custodial aspects of the school.

The Teachers

Saint Peter's Faculty is comprised of degreed and certified staff members dedicated and committed to Christian education. Our teachers endeavor to maintain a high standard of instruction and manage their classes in such a way that a favorable climate for learning prevails. The teachers assume the teaching authority delegated to them by the parents.

Parents

Parents are the first to communicate the faith and values to their children. Parents are the primary educators of their children. In choosing St. Peter's for your child/children's formal education, you have accepted our philosophy, policies, rules and regulations.

Working together, our goals will be reached for the spiritual and intellectual welfare of the children.

ATTENDANCE POLICY

We believe that regular attendance and participation in class are a vital and integral part of the learning process. Attendance is seen as a means of serving educational ends. It is the responsibility of the parents to insure that the students attend school in accordance with the school calendar.

Frequent absences from and tardiness to school disrupts the continuity of the instructional process. Innovative curricula plans and the newest instructional techniques have little value if the student is not in school to take advantage of them. Chronic absences and tardiness limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Research indicates that there is a close relationship between students' attendance and their academic and disciplinary performance.

It is reasonable for the school to establish policies and regulations governing student attendance. In an effort to reduce the incidence of absences, not related to illness or severe family problems, and recognizing the effects of poor attendance on educational development, the following policy was established.

Attendance

- Regular attendance is important.
- It is understood that occasional school absence will occur:
Therefore the following may be considered as a documented absence:
 1. Illness requiring longer than a three-day recuperation period as verified by a doctor's note.
 2. Certified hospital stay.
 3. Periods during which bedside instruction is received.
 4. School approved reasons such as field trips, suspension, and death in family or school initiated reasons.

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

When a student is absent, a parent/guardian is to call the school office between 8:00-9:00 a.m. and notify the school office of the student's reason for absence. When returning to school, **a written note of excuse is required.**

In the case of a contagious disease, the school nurse will demand **a doctor's written note of said contagious disease and ability to return to school.** It is the student's responsibility to arrange to make-up missed assignments and tests. If a student is absent for more than half of a marking period, the school is not required to assign marks for that period.

If for any reason you can foresee a prolonged absence due to illness, a written note **MUST** be presented to the principal, who will inform your child's teachers. In this case, if this is a child enrolled in Kindergarten to 8th grade, the principal and parent may seek home tutoring for the student.

COVID 19

*Please note - Saint Peter School will follow guidelines established by the CDC, and state and local health officials in regards to COVID 19

Students whose absences are excessive may place promotion and grades in jeopardy. Excessive absenteeism will affect honors status. Missed schoolwork will be given to the student upon return to classes. Missed work deadlines will be determined by the teacher.

If a student is absent from school due to illness or disciplinary action he/she is not permitted to participate in extracurricular or athletic activities (practices or games).

Tardiness

The day begins at **8:05 a.m.** A student is **considered late after 8:10 a.m.** The student, with a parent, is to report to the office for a late slip. Lateness is noted on the report card. After the fifth instance of tardiness, the student will be assigned detention for each successive late arrival within the trimester period.

An excess of 10 lates in a marking period may necessitate making up the time after school or at Saturday detention. Repeated late arrival to school disrupts the students' learning progress and can affect the students' grades.

Early pick-up

A student who leaves school during school hours **before regular dismissal** due to illness, appointment or for whatever reason, ***must be met in the school office*** so that the parent or designee may sign the student out.

***** A written request is required before the parent arrives to pick-up the student.**

Students are not permitted to be released early on a regular basis for the parent's convenience. If a student leaves school before regular school hours due to illness, or whatever reason the parent will not enter the school but wait outside the school. The student will meet parent outside the door.

School Hours

School doors open at 7:00 a.m. for Before Care. For this program your child must be registered and a daily fee of \$6.00 is charged.

The school day begins at 8:05 a.m. At 8:10 a.m. any students not in their classroom are considered late. However, please note there will be staggered start and dismissal times beginning September 2022. These may be subject to change.

Dismissal for grades Pre-K through eight is 3:00 p.m. Students not picked up by 3:10 p.m. will be placed in the After Care Program. The After Care Program fee of \$ 8.00 will be charged.

Parking

The safety of our children is of utmost importance. Be considerate of others in our parking lot. Park your car in a space and make sure that your child enters the front door of the building safely. When picking up your child, park in a space and walk to get your child. The right side of the parking lot is for teachers and staff. The left side is for parents. Do not park and drop off your child in the front of the school. Do not pull into the rectory driveway. Do not make u turns.

School Calendar

A tentative school calendar is provided at the beginning of the school year on the school website. The calendar will also be posted on the school website. The last day of school depends on the number of unexpected school closings during the year.

Child Abuse

N.J.S.A. 9:6-8, 10, 13, 14 provides:

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report same immediately to the Division of Youth and Family Services Office of Children and Family Services by telephone or otherwise.

Court Orders

If there is a court order specifying the rights and responsibility of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent must supply the principal with the custody section of the divorce decree if it contains information which may be useful to the school in fulfilling its obligation. The school will not be held responsible for failing to honor arrangements if proper notification has not been made.

Vacations

Parents should **not** plan vacation during the school session. Disruption to your child's educational schedule (especially for Map Growth Testing) jeopardizes his/her grades. The teacher is not responsible for creating assignments for the student while he/she is on vacation.

Visitations

ALL visitors and parents are to report to the office for a Visitor's Pass. For security and insurance reasons, parents or other visitors may not wander around the school or visit teachers during instructional teaching or supervision time.

Parents are not permitted to escort children to the classroom once the children have left the gym and homeroom has begun. Parents are not permitted to enter a classroom and disturb a teacher during the school day. A parent needing to speak to a teacher must schedule an appointment with the teacher via the school office or by written request to the teacher.

*****Visitors and parents must use the front door only and enter and leave the building through the front office.** For the safety of the students, all the outside doors to the building must be kept locked. Please ring the door bell at the front door and wait to be admitted. A Visitor's Pass must be worn in the building.

After School Program

A program of extended care is offered each day from **3:00 p.m.** to **6:00 p.m.** for students enrolled in Pre-K through Grade 8. The fee for After Care for children is \$8.00 per hour.

Aftercare is not available on 12:30 dismissal days

There is a \$1.00 per minute late fee after 6:00 p.m. If a parent/guardian is late picking up more than four times, the child/children may be excluded from the program.

Assignments

Homework

At the Back to School Night in the fall, each teacher explains his/her homework policy.

Each child should have an assignment book where he/she records daily homework. Parents are asked to check each day. If a child's homework is consistently incomplete, inaccurate or careless, parents will receive a notification from that time on until improvement is assured. Parents are expected to supervise homework.

Make-Up Work

Assignments that have not been completed due to absence or for any other reason must be completed before report cards are issued. Failure to make up work contributes to academic failure or incomplete grades. For absences due to vacations, work that was missed will be assigned upon return.

Standardized Testing

Each fall, the students in Grade 8 take the HSPT which is used for the entrance into Catholic High school.

MAP Growth Testing is given to students in grades 2-8 who attend Catholic Schools within the Archdiocese of Newark. The results of these tests are used for academic placement and are federal criteria for offering additional help in the Basic Skills (reading and math) Program.

Exams

Exams are given at the end of the year. The purpose of the exam is to assess the understanding of the major skills that were taught in each subject.

Exams remain in school at all times. Parents may request to review their child's completed exams.

Exams will not be administered unless all outstanding tuition and fees are paid. Grades will be considered incomplete until exams are taken.

Graduation

It is standard policy in elementary schools that students who have successfully completed the 8th grade course of studies prescribed by the Archdiocese of Newark and who have paid in full their tuition and school fees are given diplomas.

Each year graduation fees are collected from 8th grade students. The fees are determined and announced during the school year.

A fee for Kindergarten Graduation will be determined during the school year, as well for Pre-K 3 & 4 closing ceremonies.

Textbooks and Book Bags

All textbooks are on loan from the state and must be returned to the school at the end of each year. Please advise your child to use them “WITH CARE”. Textbooks should be properly covered at all times. Please do not use contact paper or tape of any kind when covering. There should be no drawing or doodling in any school book. Any lost or damaged books will result in a fine for the student at the time of loss or at the end of the school year. A book bag must be used to carry and protect books.

Lockers and Desks

A school official must have leeway to search as well as question students regarding activities that constitute either a violation of the law or a violation of school rules. This latitude is necessary to maintain discipline, to determine whether a student should be excluded from the school and to decide whether further protection is needed for the student being questioned or for others.

All lockers and desks are the property of St. Peter’s School. They are subject to inspection by any school personnel at any time either announced or unannounced.

Child Study Team

This service is provided by the Belleville Public Schools to serve the needs of the non-public school in Belleville. Children who experience difficulties in learning, behavior, etc., may be referred by either parent or teacher. The Child Study Team is composed of a psychologist, learning consultant and social worker. Referred students are given a complete battery of tests to determine difficulties. Results and recommendations are shared with the school and family, and necessary steps are taken to find the best possible educational setting for the child.

Report Cards

Report Cards are given out three times a year, in December, March, and June for grades Pre-K through 8. The Power School Program will be used to record grades. Report Cards are an indication of a student's performance within a twelve/fourteen week period of time. The first is given at the Parent/Teacher conference usually in December. At least one parent or guardian is expected to attend this conference.

Numerical grades are earned in all major subjects in Grades 4 through 8. Letters indicate progress in grades Kindergarten through 3. According to Diocesan standard, a passing grade of 70 (D) is required.

The Report Card grade reflects (in various percentages): tests and projects, book reports, quizzes and class work, homework and class participation.

Honors (Grades 4-8)

Certificates are awarded each marking period to students in Grades 4-8 who meet the following criteria:

Distinguished Honors

An average of 95 or above in each of the major subjects **and** a minimum of “Satisfactory” in all subjects and in Personal Development.

First Honors:

An average of 90-94 in each of the major subjects **and** a minimum of “Satisfactory” in all subjects and in Personal Development.

Second Honors

An average of 85-89 in each of the major subjects and a minimum of “Satisfactory” in all subjects and in Personal Development.

- No student qualifies for Honor Roll with any grade of D, U or I.
- No student qualifies if they have accumulated five lates and/or five absences during the trimester.

GRADING SYSTEM

Grades K – 3rd Grade

- O = Outstanding**
- E = Exceeds**
- S = Secure**
- D = Developing**
- B = Beginning**
- N = Not Yet Performing**

Grades 4th-8th

- A+ 97-100**
- A 92-96**
- B+ 88-91**
- B 83-87**
- C+ 78-82**
- C 73-77**
- D 70-72**
- U = Below 70 Failure**

National Honor Society

The National Elementary Honor Society chapter of Saint Peter School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in the two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office of NEHS and have been revised to meet the needs of our school and fall within our strategic goals.

Students are selected to be members of NEHS by a Faculty Council, appointed by the Principal and supervised by an additional member of the faculty serving as the chapter adviser. This group awards the honor of membership to qualified students on behalf of the faculty of the school during each school year. Our NEHS chapter will conduct its selection procedures during the spring.

Students in the fourth through eighth grades are eligible for membership. Candidates must meet all the requirements for honor roll at Saint Peter's School. For the scholarship criterion, a student must have a minimum cumulative grade point average of 85. Those students who meet the criterion are invited to complete a Candidate's Form that provides the Faculty Council with evidence of the candidate's responsibility at home, at school, and in the community. Students must comply with the policies, rules and regulations for Saint Peter School.

In addition, to evaluate a candidate's level of responsibility, the Faculty Council uses two types of information: school administrative records and faculty input regarding their professional reflections on a candidate's personal responsibility qualities. These forms and the Candidate's Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection.

Candidates are notified regarding selection or nonselection according to a predetermined schedule established by the chapter.

Following notification, a formal introduction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all of the criterion that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in other chapter service projects and activities.

Progress Reports

Progress reports will be sent home at approximately the midpoint of each marking period for grades Pre-K through 8th. Check the school calendar for dates. The report must be signed and returned to the teacher the next day.

Promotion and Retention

St. Peter School curriculum incorporates the

Music	Science
Spanish	Penmanship
Art	Physical Fitness
Media	

A student is promoted if he/she has achieved a proper balance of academic, social, physical and emotional development.

The Criterion for Continuing in the Same Grade (Retention) is:

Kindergarten: Social immaturity or lack of academic readiness.

Grades 1, 2: Failure for the year in Literacy or Math.

Grades 3-8: Two failures for the year in Literacy, Math, Social Studies and/or Science.

A single subject failure in Math, Literacy (Grades K-8), and Social Studies and/or Science (Grades 3-8) for the year will require summer school. A student will be retained in a grade only when there is good reason and it is deemed that the child will benefit from retention.

A conference will be called to discuss the possibility of retention. In some cases, summer school will be recommended before a final decision on retention is made.

Although the principal consults with the teacher(s) and parents, the final decision of retention is made by the principal.

Education and Religious Services

A non-Catholic student is welcome at Saint Peter's School. The non-Catholic is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in Religion classes and liturgical services scheduled for students during the school year.

Conferences

Parents/Guardians are encouraged to come to the school to discuss their child's progress with their teacher(s). Please call the school to schedule an appointment that will accommodate both your child's teacher and you. Appointments are scheduled before 8:00 a.m. or at dismissal, so that teaching is not disrupted.

Field Trips

Field trips are an important part of the educational process. However, they are a privilege, not a right. They are planned to enhance the curriculum and to provide another forum through which the students can learn. Teachers, in consultation with the principal, will decide upon the appropriate trips for their classes. Field trips are not to be taken lightly or interpreted as a day off for the students who do not wish to attend. Students not attending a scheduled field trip will be given a related assignment to complete. A permission slip must be filled out before a student is permitted to participate in a field trip.

Students must wear either their regular school uniform or their gym uniform on a school field trip unless otherwise indicated. The required clothing will be indicated on the permission slip. Students arriving in inappropriate clothing will not be permitted on the trip. No refunds will be given.

Tag Days

Appropriate clothing must be worn on Tag Days. Acceptable styles for at home are not necessarily appropriate for school. Students are not to wear pants that are skin tight, have writing on the seat or a waistband below the waist. Shirts are not to be skin tight and are to be long enough to extend past the waist and keep the midriff covered when the student is seated. Ripped or torn clothing is not to be worn. No shorts, sandals or flip flops are allowed on Tag Days. No inappropriate wording should be displayed on clothing.

Parents of students inappropriately attired will be called to bring a change of clothes.

Birthday Celebrations

Personal birthday parties within the classroom are not permitted. At the start of the school day parents may send in small treats, i.e. munchkins, cupcakes and boxed juices for the child's birthday to be given to the class at the teacher's discretion.

Care of Property

Students are to exercise reasonable care of the school building, school books, supplies, desks and equipment. Students who deface or damage any of the above shall be liable and parents will be notified and billed for damages.

Lost or damaged textbooks will cost the student the actual price of replacing the book.

Gum Chewing

Gum chewing is *not permitted at any time in any place* on the school grounds. *Students who have gum in their possession will be required to hand it in to the principal.* Students will be required to discard the gum they are chewing. **Gum chewing results in detention.**

REGISTRATION

Pre-Registration

Pre-Registration for students currently enrolled in Saint Peter's School is generally during Catholic Schools' Week.

It is very important that the deadlines be adhered to as many class enrollments are filled with the in-house registration. All registration materials and fees must be returned in order for a student to be considered enrolled for the new school year.

Registration for New Students

Registration for new students for Pre-K through 8th grade begins after in house registration. Parents receive registration materials at the Open House they attend and arrange for registration of a particular grade level Pre- K through grade 8.

All materials, fees and school records must be submitted in order for a student to be considered enrolled in the school.

Parents are required to bring a birth certificate, baptismal record, health records and academic records. A non-refundable registration fee is required along with the fundraising fees at the time of registration.

Requirements for enrollment

Students enrolling in Kindergarten must be 5 years of age by October 1st. Students enrolling in Pre-K 3 must be 3 by October 1st, and Pre-K 4 must be 4 by October 1st. Additionally, students enrolling in the Pre-K 3 and Pre-K 4 Program **MUST** be toilet trained prior to entry to the program. All students **MUST** meet state regulations for immunizations. Non-immunized children **WILL NOT BE ACCEPTED FOR ENROLLMENT. All fees must be current for re-enrollment for the following year.**

Financial Obligation

Tuition must be paid through TADS Management. Each year a Tuition Contract is drawn up and signed by each family. A child may not be allowed in school due to unpaid tuition. Questions concerning payment of tuition should be directed to the school office.

Human Sexuality

The Family Life curriculum in the Archdiocese of Newark follows the Church's teaching and as such, is included in the Religion curriculum.

Emergency Drills

Fire and other emergency drills are held monthly according to New Jersey State Law. All drills are to be performed in an orderly fashion. Students are to move to their destinations quickly and silently. **There is absolutely no talking during an emergency drill** for safety reasons.

Students are to remain in their assigned destinations with their homeroom teachers until notified to return to class or given other directions.

All teachers carry the class register and verify each student's presence. Fire drill and evacuation routes are posted in every classroom and a copy of the school's emergency plan can be found in the classrooms.

*****An Emergency Safety Plan is in place at Saint Peter's School.**

Parent /School Communication

Emergency Information

Any change of address or telephone number should be reported to the school office as soon as possible. Changes in place of employment or the names of contact persons in case of emergency should be made immediately in writing to the school office.

Communication

Communication between home and school is essential for the total education of the child. Notices with high importance are

sent home via backpack (registration, progress reports, etc.). The school alert system and the school website may also be used for communication. Announcements and monthly calendars should be kept in a prominent place at home for future reference.

Classroom teachers also have their own individual methods of communicating with the parents. These arrangements are discussed at the annual Back to School Night.

Emergency School Closing/Delayed Opening

Saint Peter's School will ordinarily conform to the decision of the local school authorities concerning school closing due to inclement weather or unpredictable emergencies. School will open at 10:00 a.m. in the case of a delayed opening.

You will receive notification from the School's Instant Messaging System indicating a school closing, early dismissal or delayed opening. At times, after a school delayed opening has been called, the change for school closing may be decided. In this case, another notification will be made. If bad weather is predicted, please keep phone lines and other means of communication open for direct contact. **NO answering machines please.** Information about school closings will also be posted on channels Four, Five and Twelve.

There is NO BEFORE CARE ON DELAYED OPENING DAYS AND NO AFTERCARE ON EARLY DISMISSAL DAYS DUE TO WEATHER.

Lunches

All students are expected to remain seated, and practice good table manners.

Students who:

- throw food
- walk around or get out of their seats
- scream or act in an unruly manner

Will be given a Disciplinary Action Form. Repeated unacceptable lunchroom behavior will result in the forfeiture of lunchroom privileges.

Lunches can be purchased daily. If a child is bringing a bagged lunch, it should be brought with the child to school. Lunch delivery **IS NOT PERMITTED** by an outside vendor. Lunches should not be dropped off during the day unless for medical reasons. Children will always be provided a lunch if they forget theirs.

Lunch Program

Karson Food Services provides the school lunch program for students in Pre-K through 8th grade. School personnel supervise all lunch recesses. The children are supervised at lunchtime in order to comply with liability insurance regulations. Playground rules are explained to the children. Compliance with these rules is mandatory for the purpose of personal safety.

Messages:

Parents are urged not to call the school with messages for their children, except in cases of emergency. Cooperation is expected to ensure uninterrupted class time for the children and to avoid unnecessary time loss in the office. In addition, children are not to use the school office phone to make calls home unless it is an emergency.

Please do not call after 2:00 p.m. to change your child/children's dismissal procedures.

CELL PHONES must be turned off during the school day. Cell phones will be collected daily in all grades. An automatic suspension will be given for the unauthorized use of cell phones or electronic devices by students.

Money sent to school:

All money sent to school with a student must be in an envelope and labeled with the student's name, grade and destination for the money. **PLEASE DO NOT MIX MONEY FOR DIFFERENT PURPOSES IN THE SAME ENVELOPE.**

Sports

Saint Peter's School provides a variety of sports activities for the enjoyment and physical health of its students. Appropriate behavior, respect and good sportsmanship on the part of students, coaches, parents and spectators is an essential requirement in order to promote and maintain a Christian environment.

Being a good team player requires loyalty. A good team member is present at all practices (except for illness or family emergencies). Students failing to report for scheduled practices will be permitted to participate in the scheduled games only at the discretion of the coach. Students enrolled on a team may participate in every game if requirements are met.

All students participating in all areas of sports must have completed homework assignments on assigned dates and must maintain good grades. Any student absent from school on a particular day may not attend evening or after school practices or games. It is at the discretion of the principal to suspend any student from sports for academic or behavioral issues. Please refer to the Sports Handbook for further rules and regulations.

Students must be picked up and dropped off promptly for all practices and games. Parents are strongly encouraged to attend games at home or away to help encourage our students. This promotes good school community building and helps to maintain your child's self esteem whether winning or losing the game.

Open House

Open House provides an opportunity for parents to visit the school in actual operation and see their child/children's work. An Open House will be scheduled during Catholic Schools' Week each year.

Other opportunities will be provided throughout the year for parents to come to the school to view students' work or

performance. Parents are always encouraged to be a part of the special events and programs at Saint Peter's School.

Parent Organization

It is the belief of Saint Peter's School that the school can only be successful when parents and school work collaboratively.

The Home and School Association: The HSA is a vehicle to mobilize parent efforts in support of the school. It has five objectives:

- 1- Promote communication among parents, teachers and administration.
- 2- Provide parents and teachers with information to aid in all aspects of education and the student's growth and development.
- 3- Promote good will and cooperation between and among parents, faculty, administration, HSA and the parish.
- 4- Direct and coordinate parental support to the school through specific assistance activities, social functions and fundraisers.
- 5- Organize political actions of the parents as advocates regarding local, state and federal legislation that affects Catholic schools, as well as the lives of students and parents.

All volunteers must complete the Virtus Training Program and a background check in accordance with the Safe Environment Policy of the Archdiocese of Newark.

Sacramental Program

It is our aim to deepen the student's appreciation of the Mass. Liturgy is celebrated on special days and Holy Days at 8:30 a.m. with the entire school. The faculty, music minister, priests and students work together to prepare the liturgies.

The Sacrament of Reconciliation is celebrated during Advent and Lent for the students in Grades 2 through 8. The second grade

children participate in the First Reconciliation and the First Eucharist Programs.

The Sacrament of Confirmation is conferred in the eighth grade. Lisa Melillo, The Director of Religious Education, coordinates all sacramental programs.

School Events

No Alcoholic beverages permitted at school events attended by children.

Special Services

Health Services

A school nurse is available and is provided by the Union County Educational Services Commission. If parents have any questions, they can call or schedule an appointment with the school nurse.

Health Programs

- Audio/Visual testing-all grades
- Height and weight-all grades
- Scoliosis screening-age 10 and over

Health Policy

Medication will not be permitted in the school without the above prescription. This positive health prevention policy is for the good of your child. Medications are dispensed from the nurse's office and should be kept in the office and NOT on the student. There can be NO exceptions to this rule. The medication MUST be in the original container received from the pharmacy. **The secretary, principal or teacher(s) are NOT permitted to dispense any medication to any child: only the school nurse may dispense medication.** In the event there is not a nurse in the school, it is the parent's responsibility to administer the medication to their child. This complies with State Statutes. Faxed notes from physicians are accepted.

IMMUNIZATION

All students admitted to school in the Archdiocese of Newark are to be immunized. The Archdiocese upholds the mission of the New Jersey Immunization Program, which is to reduce and eliminate the incidence of vaccine preventable diseases possibly affecting all children, adolescents and older adults through immunization. No Religious Exceptions will be excepted.

No Principal or other person in charge of a school (including childcare center, nurseries or kindergartens) shall knowingly admit or retain any pupil who has not submitted acceptable evidence of immunization.

“Mandatory universal immunization against viruses has resulted in proper disease control. Ongoing disease control through inoculation, even of rare but serious diseases like rubella, is the key in preventing fresh outbreaks. If the health of a child or the whole population is at risk, then the parent should accept having their child vaccinated even if there is no alternative vaccine. A parent should consider the common good when deciding whether to abstain from mandatory vaccination.” *(Pontifical Academy For Life Study On Vaccination)*

SPECIAL SITUATIONS

A. Immunizations, Which Are Medically Contraindicated

1-A pupil shall not be required to have any immunizations, which are medically contraindicated.

2-A written statement from any physician licensed to practice medical or osteopathy in any jurisdiction in the United States that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindication will exempt a pupil from the specific immunization requirements for the period of time specified in the physician’s statement.

- 3-The physician's statement shall be maintained by the school as part of the immunization record of the pupil.
- 4-No Religious exemptions are excepted..

B. Provisional Admission to School

1- A pupil may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the pupil has already been initiated and that the pupil is in the process of complying with all immunization requirements.

2-Such provisional admission shall be for a reasonable length of time but shall not exceed one year for completion of all immunization requirements.

N.J.A.C. 8:57-4.1 to 8:57-4.20 IMMUNIZATION

Discipline

The essence of Christian discipline is self-discipline. Students need to realize the observance of rules brings peace to themselves.

The role of the school is to educate the student and to continue the ongoing formation of the student's character. The dedicated faculty will continue to teach the students good habits by word and example.

Parents' cooperation is necessary for St. Peter's School academic program to be successful.

Saint Peter's School has the right to deny admission for the following school year based upon the failure of the child and/or family to adhere to the policies established in this handbook. The discipline policy applies to all school activities including field trips, and the before and after care program.

**THE FOLLOWING IS CONSIDERED
TO BE UNACCEPTABLE BEHAVIOR**

- Disrespectful answering back and attitude to any authority figure (e.g. the principal, teacher, aide or adult).
- Name calling of any kind
- Foul or obscene language, gestures, and/or notes whether on the playground or in the classroom.
- Cheating, copying another's work and/or allowing another to copy one's work.
- Inappropriate behavior in the classroom, hallway, bathroom or church.

- Fighting, punching, hitting, pinching or any other kind of unwanted touch
- Taking another's belongings or stealing from the classroom
- Smoking or inappropriate sexual behavior
- Vaping, JUUL and E-Cigarettes are not permitted in school, on school grounds or at school activities.
- Excessive tardiness
- Failure to comply with the dress code
- Use of cell phones and other electronic devices
- Any objects thrown on or outside the school bus on class trip
- Plagiarism
- Saint Peter School, as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of St. Peter School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

Bullying, harassment and intimidation includes any behavior that takes away the rights of another and or causes a person to not feel safe. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference, with the orderly operation of the school or the student's ability to be educated. An anti bullying component is integrated into the St. Peter's School curriculum.

- In the event of alcohol, drug or weapon use or possession, the civil authorities along with the Pastor and the Diocesan School office will be notified. Alcohol, drug or weapon possession may result in immediate expulsion. In the instance of grave or extreme cases of the above mentioned unacceptable behaviors, each case will be reviewed by the Principal and the Pastor and the necessary measures (such as expulsion, suspension, denial of field trips, school activities, etc.) will be determined case by case.

GUIDELINES for DEALING WITH UNACCEPTABLE BEHAVIORS

While the classroom teacher is ultimately responsible for the discipline of the students, the following are general guidelines for all grades:

Disciplinary Referrals

The *disciplinary referral* is issued for a minor infraction of an unacceptable behavior. The unacceptable behavior is noted on the slip and the parent is to sign the slip and return it to the school the *next day*. The purpose of this procedure is to keep the parents informed of their child's behavior in school and shows the students that there is communication between home and school. Conduct can and does affect academic progress.

Detention

A *detention* may be given for the previously mentioned unacceptable behaviors. The parent and the principal will be notified in writing that the student is to serve *detention*. A

DETENTION SLIP will be sent home to the parent to sign and return to the school the next day.

Detention will be served with the issuing teacher and may run from 3:00 to 4:00 .m or 7:00 – 8:00 am.. A Saturday detention may also be assigned and will be determined by the principal.

Depending upon the severity of the offense the principal has the right to change the **DETENTION TO A SUSPENSION**. In this case, the principal will contact the parent for a conference with the student and teacher. Suspension may be ISS (in school suspension) or out of school suspension. This will be at the discretion of the principal.

Probation

A student is placed on probation after repeated offenses against the School's Discipline Policy. In the case of grave or extreme behavior students may not be offered probation and the principal,

in consultation with the pastor, may request removal of the student from school. When on probation, the principal, teacher(s), student and parent meet to plan the objectives that need immediate improvement. The student may be taken off probation if improvement has been accomplished.

In the event that probation has not been effective and after consultation with the pastor, the principal may request removal of the student from St. Peter's School.

Student Threats and Violence

All threats will be taken seriously. Students who make threats may be suspended from school and required to get a psychiatric evaluation. The student may be allowed to return to school upon presentation of the doctor's written evaluation that he/she is ready to return. If a student returns to school, the student's parents will be notified in writing that a second offense will result in automatic expulsion.

Vandalism

Vandalism is the deliberate damaging of school and/or parish property resulting initially in the loss of time and money including conditions that may be hazardous to the safety and well being of the students, staff and/or parishioners. Appropriate restitution must be made and suspension or expulsion may result.

**Please keep a copy of the school Discipline Policy
where you can refer to it easily.**

Discipline

Grounds for Suspension or Expulsion*

Good cause for suspension or expulsion shall include but are **not limited** to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person

having authority over him/her.

3. Repeated use of profanity or obscene language.
4. Conduct of such character as to constitute danger to the physical well-being of other pupils and staff.
5. Physical assault upon another pupil, teacher or any other school employee.
6. Taking or attempting to take personal property or money from another pupil or from his/her person by force or fear.
7. Willingly causing or attempting to cause substantial damage to school property.
8. Any acts of racial or ethnic prejudice.
9. Acts of vandalism.
10. Smoking
11. Pornography, drugs or alcohol (use or distribution).
12. Attacks on a person when such attacks are of a sexual or criminal nature.
13. Possession or threat with a weapon.

14. Possession and or distribution of controlled substance (cigarettes, drugs or alcohol.)

*Conduct outside of school can still be considered and acted on because a student's behavior reflects on the reputation of the school.

UNIFORMS/DRESS CODE

A school uniform is required dress code for students attending Saint Peter's School in Pre-K through Grade 8. Following is the established dress code. Uniforms for grades Pre-K through eight are purchased from Flynn & O'Hara uniform company.

HOODIES

Hoodies are not permitted as part of your school uniform. School sweaters must be worn.

PRE-K UNIFORMS

The students in Pre-K 3 and Pre-K 4 wear sweatpants, jacket, and tee shirt with the school logo printed on them.

BOYS – K-8 WINTER

White or Blue dress shirt, (long sleeve), school tie, blue dress pants and belt, black or navy shoes (no work boots), navy blue over the ankle socks, sleeveless sweater vest (mandatory).

BOYS – K – 8 SUMMER

White or blue short sleeve polo shirt, blue shorts or long pants with belt, black or navy shoes, navy blue over the ankle socks. Pants must be worn around the waist with a belt. Shoes must be laced and tied.

GIRLS – K – 4 WINTER

White or blue long sleeve blouse (Peter Pan collar), jumper worn at **knee length** or blue pleated pants, and cardigan sweater. All girls must wear black or navy shoes that tie or buckle with a low heel (no higher than 2 inches). Loafers are permitted; no over the ankle shoes (shoe boots); no open back shoes, no platforms, no sandals.

GIRLS –5-8 WINTER

White or blue long sleeve oxford blouse, skirt worn at **knee length** or blue pleated pants, sweater, blue over the ankle socks/tights. All girls must wear black or navy shoes that tie or buckle with a low heel (no higher than 2 inches). Loafers are permitted; no over the ankle shoes (shoe boots); no open back shoes, no platforms, no sandals.

GIRLS – K - 8 SUMMER

Blue polo shirt, shorts, jumper/skirt worn at **knee length** or long blue pleated pants. All girls must wear black or navy shoes that tie or buckle with a low heel (no higher than 2 inches) blue over

the ankle socks/tights. Loafers are permitted. No open back shoes, no platforms, and no sandals.

Girls' skirts and jumpers must come down to the knees. They are not to be above the knees. Boys and girls must wear socks that are higher than the ankles.

Summer uniforms may be worn until October 15. **After October 15, all students must be in winter uniform until April 15. After April 15 students must be in summer uniforms.**

JEWELRY

Jewelry is to be at a minimum and compatible with the school uniform.

EARRINGS and HAIR

Girls are permitted to wear small post earrings. No dangling or large earrings are permitted due to safety issues. **BOYS ARE NOT PERMITTED TO WEAR EARRINGS.**

Hair is to be kept neat, clean, brushed and out of the student's eyes. Extreme hairstyles and hair colors are not acceptable. Boys' hair should not touch the collar of their shirt. Boys' haircuts should NOT display any letters or numbers.

FOOTWEAR

Both boys and girls are to wear dark colored dress shoes. Sneakers, sandals, high heels, work boots, rain boots, and snow boots are not permitted. Sneakers should only be worn on gym day. Students must bring a change of shoes when wearing boots to school. The students will not be permitted to wear boots throughout the school day.

NAIL POLISH

Only clear polish is allowed. Long, fake or acrylic nails are not allowed.

MAKE-UP

Girls in grade 7-8 are allowed to wear **minimal** make-up.

HAIR ACCESSORIES

Hair accessories are to be small and in good taste and to be compatible with the school uniform. (Hats and scarves are not to be worn in school).

PHYSICAL FITNESS PROGRAM

Every child in Pre-K through 8th grade participates in Physical Education weekly. Children wear white socks, sneakers and the Saint Peter's School tee shirt and gym shorts on the scheduled gym days in place of the school uniform.

Full sweatsuits are to be worn from October 15th through April 15th. All gym uniform components are to be purchased at Flynn & O'Hara.

Long hair must be tied back for physical education classes (no hair in eyes); post earrings may be worn. No dangling earrings are permitted due to safety issues.

Leggings are not allowed to be worn as part of the uniform.

Body piercing of any kind is prohibited for both girls and boys. All shirts must be buttoned and rolled sleeves are not permitted. Tattoos are not permitted. Boys are not permitted to have long hair; ponytails or a hair cut that is a distraction to the learning environment of the school (i.e. Mohawk, etc.)

The primary purpose of our uniform code is to assure that the students of St. Peter's School are to be neat, clean and well groomed and dressed appropriately for all school activities.

Parents are responsible to see that their child is dressed in accordance with the uniform code from September through June. It is the responsibility of the parent to see that students do not leave home in the morning in violation of these regulations. **Parents are responsible for viewing their child/children before they come to school.**

Dress code violations will be issued. After the third violation, students may not return to school until the violation has been corrected.

Student Handbook Policy - Sexuality

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by School. If the matter involving the parents/students(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child (ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child (ren) will be expelled from the Catholic school.

www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub

Purpose and Use of Handbook

The Handbook exists to foster the efficient operation of Saint Peter's School.

To meet this objective, the school administration is given the flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

The administration (principal and pastor) retain the right to amend the handbook when deemed appropriate and necessary. Parents will be notified of any changes.

- illegal acts or violence or discrimination toward other people (hate literature).
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.
-

9. Your Rights

- The Internet is considered a limited forum, similar to a school newspaper, literary magazine or student publication and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.
- You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with the local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system.

The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system.

In accordance with the Compliant Internet Safety Policy (CIPA) and to the extent practical, technology protection measures ("Internet Filters") shall be used to block or filter the Internet and access to inappropriate information or any material deemed harmful to minors.

The school will monitor online activities of students and educate students about inappropriate online behavior, including interacting with other individuals in social networking web sites, in chat rooms, and cyber bullying awareness and response.

The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system.

All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy.

Addendum

Students given out of school suspension will receive no credit and receive zeros for work missed during their suspension.

Cell phones will be collected by their teachers to begin the school day.

COVID-19 ADDENDUM TO PARENT-STUDENT HANDBOOK

The School has taken necessary steps, utilizing CDC and Health Dept. guidelines, for maintaining a safe educational environment, which include but are not limited to:

- Providing hand sanitizer and encouraging washing of hands regularly
- Providing cleaning products and cleaning frequently touched areas regularly
- Encouraging social distancing
- Advising employees and students to monitor their symptoms daily and to stay home if they are sick or experiencing any symptoms related to COVID-19
- Advising parents to monitor their children's health daily, to keep them home from school if they experience any COVID-19 symptoms, and to promptly report any health changes to school administration

All parents are required to sign the Acknowledgment below that they have received, reviewed, and understand this COVID-19 Addendum to the Parent-Student Handbook. In doing so, parents acknowledge that serious health risks exist due to the COVID-19 pandemic, that School attendance includes possible exposure to illness from infectious diseases including COVID-19, and that parents knowingly and freely assume such risks.

COVID-19 Testing. The School in its sole discretion may require any student to remain out of school, and/or undergo a COVID-19 test and produce the results to the School, if circumstances require.

Positive COVID-19 Case. If the School becomes aware of an instance of a positive COVID-19 result in the School community, notification will be provided to all parents and employees while making efforts to maintain the privacy of the individual(s) known to have tested positive.

Virtual Instruction. To the extent any School instruction is conducted virtually as a result of the COVID-19 pandemic, certain rules apply with regard to virtual instruction. Any livestream into or from classrooms is for the exclusive use of students only. If parents wish to engage with the teacher, communication should be made separately. Furthermore, students' images that are available via virtual instruction shall not be used for any other purpose.

Saint Peter's School
Belleville, NJ

Technology Policy
CIPA

Saint Peter's School offers Internet access for student use. This document is the Acceptable Use Policy for your use of the computers and other technology resources of the school. While the generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school owned computer and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software as well as to physical equipment. The Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or public forum and St Peter's School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or service through the system. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents indicated by signing of an Internet Use Agreement.

The following uses of this system are unacceptable:

1. Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message

should be reported to school authorities immediately.

2. Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.

7. Plagiarism and Copyright Infringement

- You will not plagiarize words or ideas that you find on the Internet.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.
-

8. Inappropriate Access to Material

You will not use the school's computers to access material that is profane or obscene (pornography) or that advocates

Saint Peter's School
152 William Street
Belleville, New Jersey 07109

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

The use of computer services at Saint Peter's School is a privilege not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but are not limited to: use of personal and school computers and peripherals, the Internet, and e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Saint Peter's School holds specific expectations for students at each grade level regarding their use of computers before, during and after school in the computer lab, library, and classrooms or during Before and After Care. The following Rules of Conduct apply to information services. Students:

May only use their password.

May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority.

May not unlawfully copy software or information.

May not use illegal software.

Must cite properly all information that is acquired from electronic sources and used in their assignments.

Are held responsible for all activity conducted on his/her account or under his/her password.

May not run non-instructional computer games on any school owned computer, server or network system.

May not run non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administrator.

Must comply with any other additional guidelines as stipulated by the school.

Failure to comply with these standards or acceptable use of St. Peter technology will result, in the very least, in suspension or withdrawal of network privileges.

I, _____, have read and understand the
(Student’s Name)

ACCEPTABLE USE POLICY for Saint Peter’s School and agree to abide by its terms.

Signed: _____ Date: _____

As the parent or guardian of _____, I have read the **ACCEPTABLE USE POLICY** for computer network at St. Peter’s School and understand that this access is designed for educational purposes. I recognize that it is impossible for Saint Peter’s School to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials should they be acquired on the network.

I hereby request that St. Peter’s School permit my child _____ to participate in the Technology Program for the 2023-2024school year.

Signed: _____ Date: _____

Please sign and return this form. Failure to do so will result in your child not having the right to use the computer network services.

St. Peter's School
152 William Street
Belleville, New Jersey 07109

PHOTOGRAPHY/VIDEOGRAPHY CONSENT FORM FOR USE BY
PARISHES/SCHOOLS
AND FOR SUBMISSIONS TO THE ARCHDIOCESE OF NEWARK

Check the appropriate box and complete said section.

Minor (anyone under 18 years of age)

I, _____ (Parent/Guardian Name), hereby authorize St. Peter's School (the "Parish/School"), 152 William Street, Belleville N.J. 07109 (Parish/School Address) and the Roman Catholic Archdiocese of Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use _____'s (Minor's Name) name and likeness in any photograph(s)/video(s) from this date _____ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

I hereby release and hold harmless the Parish/School and the Archdiocese from any reasonable expectation of privacy or confidentiality associated with the images specified above. I acknowledge and agree that the minor's participation is voluntary; he/she will receive no financial compensation. I acknowledge and agree that publication of said photograph(s)/video(s) confers no rights of ownership or royalties whatsoever.

I hereby irrevocably authorize the Parish/School and the Archdiocese to edit, copy, exhibit, publish or distribute any photograph(s)/video(s) for purposes of publicizing the Parish/School's and the Archdiocese's programs or for any other related, lawful purpose. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein the minor's likeness appears. I grant to the Parish/School and the Archdiocese permission to publish the minor's name and use the minor's likeness from the photograph(s)/video(s) taken. This permission extends to the Parish/School and the Archdiocese and any subsequent party that the Parish/School or the Archdiocese may designate that is involved in the production, reproduction, and distribution of the photograph(s)/video(s).

I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees, brought by myself, the minor, and/or the parent/guardian, which relate to, or arise out of, any use of the photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

Adult (minimum of 18 years of age)

I, _____ hereby authorize St. Peter's School (the "Parish/School"), 152 William Street Belleville, N.J. 07109 (Parish/School Address), and the Roman Catholic Archdiocese of Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use my name and likeness in any photograph(s)/video(s) from this date _____ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

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I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees,

which relate to, or arise out of, any use of the photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

Authorization:

Name: _____
(if an adult)

Signature: _____

Minor's Name: _____

Minor's Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____
(if student is under 18 years of age)

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Tel.# _____ **E-mail:** _____

CODE OF CONDUCT COVERING PARENTS/GUARDIANS AND FAMILIES

Students can best receive a quality, faith-based education if parents/guardians and school personnel work together. As our mission statement reminds us, St. Peter's School strives to maintain an atmosphere of love and Catholic Christian values with many opportunities offered for integrating learning and life based on the Gospel. As critical members of the school community, parents/guardians are not only exemplars for their own children but are role models for our students preparing to take their place as faith-filled stewards in the Church and world. St. Peter's School expects parents/guardians to conduct themselves in school-related interactions in a way that honors the Catholic Christian values promoted at our school. Parents/guardians as well as other family members are expected to comply with all school rules and policies, and to accept and support the authority of school personnel, whether it be at school events, on or off school campus, on social media, or in other public forums. Parents/guardians are responsible for ensuring that other family members abide by all applicable rules and policies, including this Code of Conduct. As an express condition of enrollment, parents/guardians shall follow standards of conduct that are consistent with the Catholic Christian values, as determined by the school in its discretion. These standards of conduct, include, but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, defamatory, or divisive.
- Parents/guardians are expected to always conduct themselves in a respectful and nondisruptive manner when interacting with, or communicating about, school personnel, other parents/guardians and their family members, and students.
- Parents/guardians must be respectful of privacy concerns when communicating about other students, and be careful to not disclose personal, academic or medical information to others when doing so is not authorized or otherwise appropriate. These standards and expectations apply to all school-sponsored programs and events (e.g., drop off/pick up, extended care, athletics, and field trips). Compliance with these standards and expectations is determined by the school's administration in its sole discretion. St. Peter's School views the

education of a student as a partnership between the parents/guardians and the school. While St. Peter’s School relies in good faith on the ability of parents/guardians to cooperate with school personnel, rules, policies, and programs, the school reserves the right to refuse admission or entry to school grounds or activities to parents/guardians who have demonstrated an inability to do so. Should this occur, parents/guardians and family members may be asked to leave school grounds or activities at the sole discretion of the school’s administration. Further, if St. Peter’s School determines that a parent/guardian has engaged in conduct that does or could cause significant disruption, disturbance, or disorder, the Issued July 2023 parent/guardian or family members may be requested to leave the premises. Examples of such conduct include, but are not limited to, persistently and overtly refusing to cooperate with school personnel, rules, policies, or programs; seriously interfering in matters of school administration or discipline; or seeking to use the school community as a platform to advance an agenda contrary to the school’s mission. Just as a parent/guardian can withdraw a child from the school if desired, the school has the right to un-enroll a student if it determines at its discretion that the partnership between the family and the school is broken or cannot be maintained. In some rare instances, circumstances may call for corrective or remedial action, leading up to and including requiring parents/guardians to withdraw their child. The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning or without an intermediate step short of withdrawal.

PARENT/GUARDIAN ACKNOWLEDGEMENT: As a parent/guardian of an enrolled student at St. Peter’s School, I have read, understand, and agree to abide by the Code of Conduct Covering Parents/Guardians and Families.

PRINT NAME

SIGNATURE

DATE

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for Saint Peter School.

I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the academic year, and I agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

Name of Student

Signature of Parent/Guardian

Signature of Parent/Guardian

Date