

# **Saint Peter School Handbook**

**2023-2024**



## **Saint Peter School Mission Statement**

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

### **Belief Statements:**

**We believe that:**

**Christian values such as mutual respect, service, and hospitality towards all are instrumental in the development of the whole child.**

**Every child can achieve success.**

**All cultures are welcome, and therefore, we offer communication in Spanish by a bilingual staff.**

**Academic, sports, and cultural activities contribute to form a well-rounded student.**

**The skills learned now are essential to the child's development as a life-long learner.**

**The family, school, parish, and community, as well as the student share the responsibility in the formation of a citizen-minded individual.**

**A healthy work ethic, along with perseverance, contributes to overall success.**

**A safe, secure Christian-centered learning environment attributes to the necessary growth and development for each child.**

### **School Philosophy**

**St. Peter School is an inner-city, multicultural Catholic parish school dedicated to the ministry of educating students. The motto of the parish,**

**“Unity in Diversity,” is a proclamation that welcomes everyone.**

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

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

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

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

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

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

#### *Academic Policies*

No child is denied admission to St. Peter School on the basis of color, race, religion, or nationality. Kindergarten students must be 5 years old before September 30 of the current school year. Admission will be dependent upon the availability of an appropriate educational program and available space.

It is the philosophy of Saint Peter School that students be placed in an educational environment where they will succeed; therefore, not all students who apply will be accepted. If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid and all documents are complete.

If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence. A satisfactory academic and conduct record from the prior school is essential. Transferring students will be accepted on a probationary basis for a period of one year to ensure a satisfactory incorporation into the academic and behavioral code of the school.

#### *Required Documents*

- Application Form
- Birth Certificate
- Written Immunization Records
- Social Security Card
- Copy of Last Report Card (if transferring from another school)
- Release and permission Forms

### **Terms of Enrollment**

**It should be understood that all students and their parents are expected to favorably respond to the rules and expectations outlined in this handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. As a member of the Saint Peter School Community, responsible conduct and decisions are expected at all school-sponsored functions as well. Decisions relating to rules, regulations, discipline, or programs made within the administrative structures of the school are final.**

### **Tuition**

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

### **Academic Policies**

**Saint Peter School is fully accredited by the Middle States Association of Colleges and Schools. Saint Peter School follows the curriculum set by the Diocese of Allentown Office of Education and customized to meet the needs of Saint Peter School. The school's administration and faculty receive further direction through initiatives from the Office of Education.**

### **Religious Formation**

**Religion is a way of life; not merely another subject to be learned. In addition to the daily classes in religion, St. Peter School strives to impart the teachings of Jesus. Our purpose is to proclaim the Good News of Christ. For this reason, the school is committed to offering a quality Catholic education to all its students. The spiritual nature and the formation of Christian values are fostered in the students as they develop an active and living faith. They learn that God invites them to live in an intimate relationship of love with Him, nurtured through prayer and participation in the sacramental and liturgical life of the Church. We faithfully strive to maintain a quality spiritual environment which includes:**

- Each Friday the students attend the Holy Sacrifice of the Mass.**
- Students have the opportunity to receive the Sacrament of Reconciliation four times during the school year.**
- Students participate in Stations of the Cross during the Lenten Season.**
- In the month of May students give honor to Mary during the annual May Procession.**

Prayer is a vital part of the school day. The classes begin with morning prayer, and prayers before and after lunch are also prayed. At the end of the day, classes end with a closing prayer.

All classrooms have prayer corners, and during the day, students are encouraged to spend some time in reflection at opportune moments. The school community also strives to practice specific virtues each month and select a Student of the Month from each grade for demonstrating that particular virtue.

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

### Sacramental Program

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

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

### Curriculum

Saint Peter School offers a continuous program of instruction which is concerned with the needs of individual students in grades K - 8. The dedicated teachers and auxiliary personnel strive to make academic success a reality for every student by meeting the individualized educational needs of each student. Saint Peter School follows the curriculum of the Diocese of Allentown by imparting the core curriculum subjects: Religion, English Language Arts, Reading, mathematics, science, social studies, music, art, physical education, health, and computer.

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

### Honors Grades 3 - 8

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

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

Report Cards are issued at the end of each Trimester.

### *Student Progress Monitoring*

*Option C* is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each student. The families may access the student's grades online through the Internet website. The school academic year is divided into three trimesters.

### *Progress Slips and Report Cards*

Mid-trimester Progress Slips are sent home to the parents three to four weeks prior to report cards. These are prepared by the teacher and reviewed by the principal. They are to be signed by the parents/guardians and returned to the teacher the day after issue. Progress Slips are sent with sufficient time to enable the student to improve in his/her subject areas.

Report Cards are issued three times a year--December, March, and June. The Report Card indicates knowledge of subject matter, character formation, and social progress. Parent/Teacher Conferences occur after the 1st Trimester Progress Slips.

### *Homework*

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

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

#### **Homework Time Allotment Guidelines:**

Kindergarten-- 10-20 minutes  
Grades 1 and 2--20-30 minutes  
Grades 3 and 4--30-50 minutes  
Grades 5 and 6--45-60 minutes  
Grades 7 and 8--60-90 minutes

### *Missed Assignments and Assessments due to Absence*

Students are responsible for making up missed work and tests. Missed assessments and assignments will be made up at the discretion of the teacher but should be completed within one week of the return to school.

Incomplete or missing assignments will be recorded as missing in the gradebook and are subject to late penalties which can result in a failing grade.

### Academic Probation

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

### Retention

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

1. Teacher - Parent consultations after the 2nd Trimester Report Card
2. Possible remedial math and/or reading services.
3. Evaluation by instructional support team.
4. Notification of possible retention will be given to parents by the Third Trimester.
5. Final decision made in consultation with the principal, teacher, and parent will be made by the end of the school year.

### Standardized Testing

A standardized test program is administered each year as well as regular progress monitoring throughout the year using educational assessment tools. The results are utilized by the school for curriculum planning, flexible grouping, and Advanced Math placement.

### Daily Schedule

- 7:40 a.m.- Students may begin to arrive.
- 8:00 a.m. Bell rings. Classes begin
- 11:15 - 11:45 Kindergarten, 1st, and 2nd Grade lunch
- 11:50 – 12:20 Grades 3 - 5 Lunch
- 12:30 - 1:00 Grades 6 - 8 Lunch
- 2:30 p.m. Prayers and Dismissal
- \*Early dismissals are at 12 p.m. unless otherwise noted

### Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic, or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for

graduation exercises. In keeping with the policy of the Diocese of Allentown, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented following the Eucharistic Liturgy.

*Code of Conduct*  
*Discipline and Good Order*

The responsibilities of students:

- **Make positive contributions to Saint Peter School that will generate an atmosphere of respect, responsibility, and reverence**
- **Make an earnest effort to do his/her work on a consistent basis**
- **Follow the instructions of the administration, faculty, and staff**
- **Accept responsibility for his/her actions**
- **Attend school daily and be on time and prepared for classes and school functions**
- **Be aware of written and orally communicated rules and regulations for student behavior and know that student conduct must be in accord with those regulations**
- **Follow the uniform dress code as outlined in the school handbook**
- **Exercise proper care when using school facilities and other equipment**
- **Respect the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical, or sexual harassment**
- **Know that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated**

Some Infractions against the Code of Conduct include:

- **Continual Lateness**
- **Uniform/Dress Code Violations**
- **Disrespect**
- **Inappropriate Language**
- **Continual lack of class preparation and incomplete assignments**



- Damaging school property/ Vandalism
- Cheating
- Forgery
- Dishonesty
- Vaping--bringing in a vape and/or using one
- Bullying (Diocesan Policy available online on school website)
- Cyberbullying
- Not following Cell Phone Policy
- Controlled Substances\*\*
- Threats\*\*
- Weapons\*\*

**\*\*Bringing in a controlled substance or any type of weapon or threatening the life of another requires the involvement of law enforcement. This generally results in an expulsion.**

**\*Any student who knowingly assists in any form of academic or behavioral misconduct will be considered equally responsible.**

### *Bus Transportation*

**The students must obey, respect, and cooperate with the bus drivers, teachers, or any person assigned to supervise any part of the school transportation program. If a student receives three bus violations for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be immediately suspended from the bus. Continued infractions of behavior may warrant the student lose his/her busing privileges entirely. Parents will be expected to provide transportation for any student whose privileges have been suspended. The school administration reserves the right to remove a child from the bus at any time for unsafe or unruly behavior.**

### *Bullying Policy*

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

- Creates a hostile educational environment
- Substantially interferes with a students' education benefits, opportunities, or performance

- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property

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

### Attendance

Lateness and irregular attendance interfere greatly with a student's academic progress. Illness, quarantine, doctor's appointment, death in the family, "take your child to work day", absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student's parent or guardian must provide a satisfactory written explanation for the student's absence. The student must present this note to the homeroom teacher upon return. If a student is absent for three or more consecutive days, he/she must provide a doctor's note.

Absences are unexcused if they fail to meet the criteria of an excused absence. Students who are chronically absent for other than serious health reasons may not be permitted to participate in extracurricular activities, field trips, or other activities deemed eligible by the school administration.

Students who are absent from school for 10 consecutive school days without notifying the school will be dropped from the active membership roll and reported to the student's public school district of residence.

### Lateness

Saint Peter School strives to teach responsibility at all times. Lateness is seen as a lack of responsibility and hinders the education of the individual child and the class at large. Chronic lateness will result in administrative review of the situation. Handbook Violation slips will be given for three or more latenesses.

### Visits to the School Building

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

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

### Emergency/Snow Day Closings

Late arrivals and early dismissals will be announced through a Parent Alert text and/or email. It will also be posted on WFMZ. All students will also know the procedures if it is a virtual/flexible instruction day and how they are to log into their classes for 2-2 1/2 hours of

instruction. All virtual instruction will start at 9:00am.

**Request for Early Dismissal**

No student may leave school without permission. If a student must leave school during the course of the day, a parent or guardian needs to send a note so the teacher is aware. The parent/ guardian or authorized representative must come for the student and sign the child out in the school office. Students will only be released to authorized individuals.

**Release of a Child**

All families must complete an emergency form and list who may pick up their child. Authorized individuals picking up a student must have a valid id.

**Change in Transportation**

For your child's safety, requests for changes in dismissal or transportation should be in writing or with direct contact with the office. If the parent does not provide a written request or does not contact the office for a change in transportation, the child will be dismissed from school according to the instructions that were provided at the beginning of the year. Any requests should be made by 12:00pm of that day.

**Vacation Policy**

If you are planning a vacation with your child/children during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child/children miss valuable presentations of curriculum. Vacations during the school year can hurt the academic achievement of your child. Assignments are given when a student returns from vacation. With proper notice, a teacher may give some work in advance.

**Dress Code**

**Uniform Requirements:**

**Boys: (K-8)**

**Slacks:** Navy blue slacks

**Shirts:** Light blue or white shirts. (No polo shirts).

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

**Shoes:** black, navy Blue, dark brown shoes. No sneakers or moccasins or Crocs are permitted.

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

**No earrings** or any type of jewelry

Boys in the junior high must be clean shaven.

Optional Gym uniform: sweatpants and t-shirt with school logo for gym days.

**Girls: (K-8)**

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

**Blouse:** white or light blue

**Sweater:** Navy Blue sweater

**Socks:** All girls must wear either knee socks or ankle socks.

**Shoes:** Girls may wear sturdy black, brown, or navy blue school shoes. No sneakers or Crocs are allowed.

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

**Nails:** no nail polish. Any girl who comes with nail polish will be asked to remove it.

**\*\*Jewelry:** one pair of post earrings only is permitted--no hoops or dangling earrings; one bracelet/ no chains or necklaces --one Catholic religious necklace is permitted.

**Optional Gym uniform:** sweatpants and t-shirt with school logo for gym days.

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

### *Dress Code for Dress Down Days*

Occasionally students will be permitted to "dress down" either as a reward for an announced reason, to participate in a fund-raiser for a designated cause. Clothing should be modest, neat, and clean without holes or rips, inappropriate language, or inappropriate graphics. The following guidelines are to be followed for out of uniform days:

#### Permitted:

**Girls:** jeans, gym pants, slacks (no stretch slacks), capris, skirts, dresses, blouses, t-shirts, or other appropriate tops, socks, shoes, or sneakers

Leggings may only be worn with a skirt or dress appropriate length.

**Boys:** jeans, gym pants, slacks, t-shirts, knit shirts, or other appropriate shirts, socks, shoes, or sneakers

**Not Acceptable:** tank tops, halters, spaghetti straps, stretchy pants, pajamas, holes in clothing, inappropriate graphics or words

### *Use of Cell Phones*

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

### *Electronics*

No student is permitted to bring electronic games, tablets, or any personal electronic device. The taking of pictures or video of any faculty or staff member is absolutely forbidden without their expressed permission. Harassment, bullying, or threatening of persons via the cell phone is forbidden whether during or after school hours.

### *Illness*

A student who becomes ill or injured on school property during school hours will report to

the office for help. No student may leave the building without permission.

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

### Medications

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

### Communication Envelope

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

### Parent Code of Conduct

Just as we expect faculty and staff to treat our students in a Christian manner, Saint Peter School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school-sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in the online environment.

### School Behavioral Plan

Saint Peter School endeavors to create an atmosphere of restorative growth, and our behavioral plan which is implemented in Grades 5 through 8 stresses the use of restorative practices. We understand that all children will make mistakes so we want them to learn and grow from any mistakes or infractions which they may incur. Thus, the following steps will be followed in the implementation of the Behavioral Plan:

When a student does/does not do a behavior that hinders learning in the classroom, he/she will be given a warning. That warning will be marked on a daily chart. Upon receiving a second warning, the student will be required to write a reflection on his/her behavior. This reflection will help the student identify their behavior errors and what steps should be taken in future experiences. The third warning will result in the student getting a violation slip. The violation slips will follow the process listed:

1. Violation level 1
2. Violation level 1
3. Violation level 1
4. Violation level 2
5. Violation level 2
6. Violation level 2 with suspension (All Behavioral Suspensions are 2 days at home.)

**Each time a Level 2 Violation is earned because of behavior, the student will have an after school detention. The detention will be until 4:00pm.**

In addition to the process through violation slips for behavior, the student's conduct grade will also be affected overall.

No warnings = Outstanding

Only receiving a first warning= Very Good

Receiving a maximum of 2 warnings= Good

Receiving a maximum of level 1 violation= Satisfactory

Receiving a maximum of level 2 violation= Needs Improvement

Receiving a suspension= Unsatisfactory

\*Conduct grades of satisfactory or higher are required for a student to be eligible for the honor roll. the cycle begins anew every Trimester.

### *Suspension*

Suspension is a serious disciplinary action taken by school authorities against a student whose actions are a serious violation of the good order of the entire school community and can be a step toward possible dismissal. The length of the suspension (usually 2 days at home) is at the discretion of the Administration. During the time of suspension the student is not permitted on school property nor is he/she eligible to participate in any school activities including sports.

### *Expulsion*

A child is only expelled from school for an extremely serious reason. This type of correction is rare and done only after consultation with the Pastor, Principal, Teacher, and Parents. Any child threatening the life of any child or teacher will be immediately expelled from the school. Any child bringing a gun or weapon to school will be expelled from the school. A series of suspensions, a grave act of disrespect or misconduct or a consistent lack of cooperation with school regulations will result in expulsion. It is our hope that clarity of limits, consistent enforcement, and a great deal of caring will continue to be the right ingredients to help students grow into self-sufficient and responsible adults.

**Handbook Violation Slip**

**Dear Parent,**

**Your child \_\_\_\_\_ is in violation of the following  
handbook policy:**

\_\_\_\_\_ **3 or more latenesses**

\_\_\_\_\_ **Dress Code Violation**

\_\_\_\_\_ **Jewelry--**

\_\_\_\_\_ **Nails--**

\_\_\_\_\_ **Tie--**

\_\_\_\_\_ **Shoes--**

\_\_\_\_\_ **wearing non-uniform pieces---**

\_\_\_\_\_ **other--**

\_\_\_\_\_ **-not in compliance with Dress Down Day attire**

**Additional Comments :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teacher Signature (s):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**\*\*\*After 6 Handbook Violations, students in Grades 5 through 8 will receive an after school detention.**

**Date for Detention:** \_\_\_\_\_

**St. Peter School  
Level I  
Violation Slip**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

The above student has been corrected for the following infraction(s) to the Discipline Code.

**Inappropriate Language and Gestures** \_\_\_\_\_

- a. Foul language used \_\_\_\_\_
- b. Using gestures and graphics not suitable for the school setting \_\_\_\_\_

**Showing disrespect to persons or property** \_\_\_\_\_

- a. Talking back to authority \_\_\_\_\_
- b. Lying to authority \_\_\_\_\_
- c. Misusing School Property \_\_\_\_\_

**Lack of preparation for class** \_\_\_\_\_

- a. Continually not having necessary supplies \_\_\_\_\_
- b. Causing disruptions due to lack of necessary supplies \_\_\_\_\_

**Disobedience** \_\_\_\_\_

- a. Not following classroom rules \_\_\_\_\_
- b. Not following directives from authority \_\_\_\_\_

**Continual Incomplete Assignments\*** \_\_\_\_\_

- a. Homework \_\_\_\_\_
- b. Classwork \_\_\_\_\_

**Other** \_\_\_\_\_

**COMMENTS :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teacher Signature (s):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_



**St. Peter School  
Level II  
Violation Slip**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

The above student has been corrected for the following infraction(s) to the Discipline Code.

**Inappropriate Language and Gestures** \_\_\_\_\_

- a. Foul language used \_\_\_\_\_
- b. Using gestures and graphics not suitable for the school setting \_\_\_\_\_

**Showing disrespect to persons or property** \_\_\_\_\_

- a. Talking back to authority \_\_\_\_\_
- b. Lying to authority \_\_\_\_\_
- c. Misusing school property \_\_\_\_\_

**Fighting (generally carries a two day out of school suspension)** \_\_\_\_\_

- a. Instigating a physical conflict with another student \_\_\_\_\_
- b. Engaging in a physical conflict with another student \_\_\_\_\_

**Serious damage to property** \_\_\_\_\_

- a. Purposely defacing school property \_\_\_\_\_
- b. Causing irreparable damage to an item \_\_\_\_\_

**Use of controlled substance\*\*** \_\_\_\_\_

Bringing in and/or using a vape on school property or on the school bus will result in a two day out of school suspension \_\_\_\_\_

**Cheating**

- a. Giving answers to another student \_\_\_\_\_
- b. Taking answers from another student \_\_\_\_\_

**Forgery** \_\_\_\_\_

**Refusal to follow cell phone policy**

- a. Not turning cell phone into the office in the morning \_\_\_\_\_
- b. Using cell phone during school day \_\_\_\_\_

**Continued infractions of Level One Transgressions** \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**\*\* Bringing in a controlled substance or any type of weapon requires the involvement of law enforcement. This generally results in an expulsion.**

**COMMENTS :** \_\_\_\_\_  
\_\_\_\_\_

**Teacher Signature (s):** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date for Detention: (Grades 5-8)** \_\_\_\_\_

## 2023-2024 POLICY AGREEMENT

There have been revisions made to the school's handbook. The handbook can be accessed through the school's webpage-- <http://stpeterschoolreading.org>.

Signing this document means that you have accessed the document and have read and understood the policies, procedures and regulations of Saint Peter School, including, but not limited to: the Memorandum of Understanding, Student Release, academic policies, student and parent responsibilities, dress code, transportation policies, athletic policies, disciplinary regulations and technology and media releases.

I/We hereby express agreement with these policies, policies, and regulations.

I/We accept them as conditions for the enrollment of our child/children in Saint Peter School.

I/We pledge support for the Catholic identity and mission of Saint Peter School and by enrolling my child, I commit myself to uphold all the principles and policies that govern the school.

I/We agree to the financial responsibilities, which include but are not limited to payment if full of tuition, fees, extended care charges, and any other fees incurred during the school year.

Saint Peter School reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during, and after the school year.

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PARENT/GUARDIAN SIGNATURE

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DATE