

St. Peter Academy  
Student/Parent Handbook  
2017 – 2018 School Year

431 Fifth Avenue  
River Edge, NJ 07661  
201-261-3468

[www.spare.org](http://www.spare.org)  
**PURPOSE AND USE OF HANDBOOK**

The handbook exists to foster the efficient operation of St. Peter Academy. To meet this objective, the school administration is given 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.

**AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration or the Newark Archdiocese. If changes are made to the handbook, parents/guardians will be notified within 30 days of the changes being approved by the Advisory Board and Pastors. Copies of changes and amendments will be distributed to parents/guardians.

**NON-DISCRIMINATION POLICY**

St. Peter Academy admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Peter Academy does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**CO-SPONSORSHIP**

The co-sponsorship of St. Peter Academy is provided by both St. Peter the Apostle Parish in River Edge and Our Lady Queen of Peace Parish in Maywood. A long standing relationship of pride in our school will continue fostered by the Pastors of both parishes. Although the Archdiocese has dissolved the financial relationship sharing of resources the traditions of co-sponsorship will remain in place and we welcome participation from both parishes.

## **MISSION STATEMENT**

St. Peter Academy is a co-sponsored elementary school which provides an education that not only offers quality academic programs, but also formation in the beliefs and traditions of our Catholic faith. This faith community affirms that Jesus Christ and His message of salvation is central to the life and vitality of the school. We believe that our primary function is to follow the invitation of Christ to live His work, worship as a faith community and serve the needs of others. At the Academy, we strive to provide a balanced educational program whereby we adapt to meet the multiple needs of our students while developing all facets of the learning process.

The faculty views its responsibility as educators, not only in the acquisition of knowledge, but in the development of spiritual, intellectual, physical, social and personal attributes. With the basic skills as foundation, students are encouraged to develop intellectual curiosity, problem-solving abilities, systematic methods of research, critical and creative thinking and an appreciation for imagination and the arts.

## **PHILOSOPHY**

The School Community of St. Peter Academy affirms that Jesus Christ and His message of salvation is central to the life and vitality of the Academy. We believe that our primary function is to follow the invitation of Christ to live His Word, worship as a faith community and serve the needs of others. We provide an education which not only offers quality academic programs, but also instruction in the belief and traditions of our Catholic faith.

We encourage our students to integrate the values presented in the Good News in all aspects of their lives. Through the teaching of Catholic Doctrine and beliefs, combined with the teachers' modeling and constant reinforcement of Christian behavior, the student develops a well-formed conscience. The Academy is called to serve as a microcosm of the world outside where the values and morals learned are carried with the student to meet the demands of a complex ever-changing world.

We believe that administration, teacher, and parent relationships foster a partnership in learning. As role models, the teachers are exemplars of character, compassion and values. As motivators, they create a positive atmosphere in which students are encouraged to be creative and enthusiastic in their learning experiences. Lines of

communication among administrators, teachers and parents are open in order to meet the individual needs of the child. In this cooperative and supportive manner, the students are encouraged to reach their fullest potential in order to take their place in the modern technological world.

Academic skills in all disciplines are introduced, reinforced, extended, mastered and evaluated at all levels. We believe that varied teaching strategies stimulate independent thought, critical thinking skills and decision-making situations. Our curriculum exposes the students to a variety of materials, experiences and resources throughout the grades to achieve these goals.

We strive to develop a positive self-image in students, motivating them to reach their full potential so that they may become effective members in today's Church and society.

## **WE BELIEVE THAT...**

- Jesus Christ and His message of salvation is central to the life and vitality of the Academy.
- Our primary function is to follow the invitation of Christ to live His work, worship as a faith community and serve the needs of others.
- Administration, teacher, and parent relationships foster a partnership in learning.
- Students should be encouraged to be creative and enthusiastic in their learning experiences.
- Students should be encouraged to reach their fullest potential.
- Varied teaching strategies stimulate independent thought, critical thinking skills and decision-making situations.
- It is the responsibility of educators, not only to share knowledge, but also to develop spiritual, intellectual, physical, social and personal attributes.
- A balanced educational program whereby we adapt to meet the multiple needs of our students while developing all facets of the learning process is a necessity.

## **ARCHDIOCESAN STUDENT ENROLLMENT POLICY**

**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 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 2393-2397, Catechism of the Catholic Church.”**

**If a student’s expression of gender 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.**

## **MIDDLE STATES ACCREDITATION**

The Middle States Association of Colleges and Schools accredits St. Peter Academy. Middle States accreditation is an expression of confidence in St. Peter Academy’s mission, goals, objectives, performance and resources. Our Accreditation validates public the excellence in education available at the Academy.

The Middle States Evaluation is an ongoing process requiring the submission of updates plans every three years. After seven years the school is re-evaluated for continued accreditation. St. Peter Academy was re-accredited in May 2014.

## **CATECHETICS (Religious Education)**

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church’s daily worship. Each day begins and ends with prayer.

Each morning students hear a brief sketch of the feast or saint of the day or some aspect of the liturgical season via the public address system. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer and service to others are included. Community is at the heart of Catholic education, not simply as a concept to be learned from textbooks, but as a reality to be lived each day.

# ADMISSIONS

## Registration Procedures

- Age requirements
  - PreK 3 – Age 3 by October 1
  - PreK 4 – Age 4 by October 1
  - Kindergarten – Age 5 by October 1
  - Grade 1 – Age 6 by October 1
- Birth Certificate
- Baptismal Certificate
- Immunization Records and Physical Examination
- Transfers and Transcripts
  - Transfer, Report Card, Health Data, Standardized Test Results

## Immunization Requirements

- **DPT**
  - 4 doses, with one dose given on or after 4<sup>th</sup> birthday
- **OPV**
  - 3 doses, with one dose given on or after 4<sup>th</sup> birthday
- **MMR**
  - One dose of live measles, mumps and rubella vaccine on or after 1<sup>st</sup> birthday. A second dose is required before entering Kindergarten.
- **Hib**
  - Vaccination required of all students entering Pre-K. Dose must be given after 1<sup>st</sup> birthday.
- **HepB (HBV)**
  - 3 doses for all students prior to entering grade K, 1, and 6 as appropriate
- **Varicella (Chicken Pox)**
  - One dose if born on or before July 1, 1998, Prior to entering Pre-K, Kindergarten or transferring from out of state or out of the country, or proof of disease immunity.
- **Prevnar**
  - 4 doses – required for Pre-K only.
- **Influenza (Flu shot)**
  - Required for Pre-K only
- *For Grade 6 Only*
  - TDAP Booster
  - Meningococcal Vaccine (Prior to school entry in September)

*All applicants whose immunization record is incomplete must rectify this situation by the first week of September.*

## **ATTENDANCE**

Regular attendance at school is a major factor in determining 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 responsible behavior in the future.

When a student is absent, the parent must notify the school office by 9:00 a.m. On return to school, the student will present to the homeroom teacher a written excuse for the absence. No student may leave that school before regular dismissal time unless excused by the principal; this must be accompanied by also sending a note in a sealed envelope stating the reason for need of early dismissal. This student must be signed out by an adult at the nurse's office. Any student leaving the school grounds at other than regular times, without permission, automatically invokes a school suspension. Students eating lunch in school may likewise not leave the school grounds without permission. Dental and Doctor appointments should be made if at all possibly at a time that would not take the student from his or her class work.

### **Lateness and Tardiness**

School doors open at 7:45 for student access. Students are expected to go to their assigned classrooms and prepare for the day's work. A child is considered late or tardy, if he/she is not present when morning prayers begin (8 a.m.). Any student arriving late must receive a LATE PASS from the office. Constant tardiness will warrant parent notification and assignment of detention initially by the classroom teacher.

### **Family Vacations: Personal Day**

It is the responsibility of the student to make up missed work and tests when he/she returns from a family vacation. The teacher and the principal are to be notified in writing prior to any vacation and/or personal days occurring within the academic year.

### **Emergency Closing**

The Honeywell Alert System will be used to advise parents of school closing and late openings or other unforeseen situations or weather emergencies. Parents need to register all communication devices they personally choose to utilize for notification with the Honeywell System.

# **COMMUNICATION**

## **Parent/Teacher Consultation**

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the School Office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents should not approach staff members to discuss issues before or during school hours without arranging an appointment.

Staff members will communicate with the parents of a student by phone, letter, e-mail or at a mutually convenient appointment. Teachers may not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference, so that all concerned may be appropriately prepared.

## **School-Wide Communication**

St. Peter Academy will communicate regularly with parents through our website, newsletters, as well as other media such as bulletin articles, interim reports, trimester report cards, conduct referrals and conferences upon request.

## **Money Brought to School**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed, and its purpose. Tuition and parent agreement payments require separate checks and envelopes.

## **Home School Association**

An organization of pastor, principal, faculty, and school parents formed in order to facilitate communication, cooperation, and fundraising.

### **Objective**

- The advancement of Catholic education and the welfare of the children of St. Peter Academy
- To promote the mutual educational responsibilities of parents and teachers.
- To strengthen parental involvement in the educational programs of St. Peter Academy

- To assist in the financial support of the school

At least one parent is expected to be in attendance at the scheduled general meetings during the school year. Annual monetary dues are levied for all families receiving parishioner rates. Volunteer activities and scrip purchases may lower parent agreement payments.

### **Parental Rights to School Records**

Parents have the right to view their child's record file. We ask that this request be made in writing giving the school 24 hours notice. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Students who transfer out of the Academy or move onto high school will complete a request for records and records will be mailed from the Academy to the appropriate school or agency.

### **Court Orders**

If there is a court order specifying the rights and responsibilities 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 may wish to supply the principal with the "custody section" of the divorce decree if that contains information which may be useful to the school in fulfilling its obligations.

### **School Pick-up**

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable. Additionally, parents who wish their child to walk home from should submit a note to this effect at the beginning of the school year.

## **ACADEMIC POLICIES**

### **Principal's List & Honor Roll (Awarded from Grades 4 – 8)**

In order to attain Principal's List, a student must receive A's in all academic subjects and receive a score of 5 or 6 in writing.

First Honors is achieved by a student whose report card consists of A's or B+'s in all academic subjects and a writing score of a 5 or 6.

Second Honors is awarded to a student who earns a B or above in all academic subjects and receive a score of 4 or above in writing.

Note: Students who receive a U in any area will not qualify for Principal's List or Honor Roll.

### **National Junior Honor Society**

A chapter of the NJHS was established during the 2013-2014 school year. Students in grades 5 – 8 may apply provided they have achieved both the required grades and additional standards of volunteerism, character and service.

### **Curriculum**

Curriculum guidelines are provided by the Archdiocesan School's Office and are currently being brought into line with the National Education Standards. The Archdiocese has embarked on a program of curriculum mapping.

St. Peter Academy's curriculum incorporates the following subjects.

Religion *	Foreign Language
Language Arts *	Penmanship
-Reading	Art
-Spelling	Music
-Vocabulary	Physical Fitness
-English LA	Computer Education
Math/Algebra*	Library Science
Science *	Honors in English
Social Studies *	STEAM program
	(* designates major subjects)

Optional: Instrumental instruction in small groups is offered at an additional cost.

### **Additional Records and Transcripts Guidelines**

A parent/guardian has the right to review his/her child's academic record, standardized test results, and health records. These records can be made available upon request. (See Parental Rights to School Records.)

Records attached to the publicly funded services provided through the local Board of Education, such as a Child Study Team review, Compensatory Education, Speech, ESL, etc. are the property of Bergen County Special Services. A parent/guardian who wishes

to examine these records or to procure additional copies for his/her own use must apply to the local Board.

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request of transfer must be submitted in writing by the parent/guardian. Transcripts will be sent directly from school to school when the sending does not submit a request for transfer that includes an authorization to send a transcript, the receiving school will secure permission from the parent/guardian to request transcripts from the sending school.

### **Technology Acceptable Use Policy**

Students are required to sign a contract annually to use technology in a responsible manner. Students who violate the Acceptable Use Policy will lose access to use of the school technology for a time period decided upon by the principal.

### **Religious Education and Religious Services**

Non-Catholic students are welcome at St. Peter Academy. The non-Catholic student is expected to understand that the school exists to educate students in the framework of Catholic values. Non-Catholic students are asked to participate in the Religion classes and liturgical services scheduled for students during the school year.

### **Homework**

Homework is an extension of the classroom learning experience. Students are expected to spend some time each day studying and completing written homework. Parents are expected to abide by the individual teacher's homework policy.

When a student is absent, he/she should check on the school website (teacher web pages). Work missed due to absence should be resolved among the student, parent and teacher.

Parental calls for homework and books must be made before 9:00 a.m. The office cannot guarantee homework and books for late calls.

It is the school's policy to encourage parents to use discretion in limiting the amount of time students spend viewing TV/computer games and use of electronic devices. We strongly recommend that parents encourage their children to read for enjoyment and enrichment.

### **Books**

In order to provide adequate care of textbooks, pupils of every grade must have all books covered and carry their books to and from school in a school bag. Students must pay for any book that they damage, destroy or lose.

The school retains the right to choose all texts and reading materials assigned to the children in all the classes at St. Peter Academy. Texts and reading materials conform to Archdiocesan guidelines and will be discussed within the framework of Catholic values.

### **Report Cards**

Report cards are issued three times per year and reflect a student's class participation, home study and test averages as well as credit for projects completed during the trimester.

All students receive progress reports sent home midway between marking periods. Suggestions and recommendations regarding student progress are included in these reports.

Teachers meet parents in a formal conference once a year. Further teacher/parent meetings are conducted on a needed basis and can be requested by either faculty and/or parents.

### **Graduation Requirements**

The requirements for graduation are a passing average in every grade, all fees paid in full and satisfaction of subject area requirements deemed by the classroom teacher. Students who are receiving failing grades at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimesters will be required to have a parent/faculty/(possible administration) meeting.

### **Academic and Social Probation**

**Social:** A student will be put on probation if he/she is found to be disregarding school rules and regulations on behavior and respect for the faculty and fellow students. The grade level teachers will meet with the administration/parents to decide if the student's behavior warrants probation.

**Academic:** A student who has a failing grade in any major subject or below an average of 70 in any major or minor will be subject to an academic review. The grade level teachers will meet with the administration/parents to decide if the student's academic record warrants the development of a student assistance plan.

### **Promotion Policy**

All promotions and retentions will be decided upon by the classroom teacher in consultation with the principal and parents. Such decisions are based on the total evaluation of a pupil's growth and progress. If retention is apparent, parents will be

requested to meet with the teacher and Principal (see Archdiocesan Policy #0607). If a child fails to meet requirements for promotion, a conference will be scheduled to determine if the student should be retained or considered for the **Transfer Policy**.

### **Retention Policy**

If it is determined that the student should be retained and the parents are in disagreement, the school will use its judgment to further review the student's academic/social development in consultation with the Archdiocesan Schools office.

### **General Discipline Policy**

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Peter Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Harassment/Bullying is any sort of or continued behavior (over an extended period of time) that is annoying, including inappropriate Internet communications (such as words, gestures and actions, which tend to annoy, alarm and abuse (verbally) another person). A person commits a petty misdemeanor if, with purpose to harass another he or she : (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts, or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communication anonymously or at extremely inconvenient hours, or in offensive coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then, when one person makes repeated verbal written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact.

By ignoring or excluding an individual from participation in some group activity, the bully demonstrated his or her force of power.

Actions that violate the law, threaten or cause harm to other students or staff members; disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences. Parents should abide by the solutions developed by the administration and family members.

### **Progressive Disciplinary Consequences**

In addition to regulations on harassment and bullying, physical fighting and verbal abuse will not be tolerated. Consequences will be levied.

All serious discipline infractions will be reported to parents/guardians.

- 1<sup>st</sup> infraction – loss of recess (1 or more days)
- 2<sup>nd</sup> infraction – Parent conference (before or after school detention)
- 3<sup>rd</sup> infraction – Parent conference (possible suspension)
- Repeated offenses may require student dismissal from the school. (Parent, Principal, and Pastors meeting will occur prior to this action)

### **Field Trips**

The only field trips permitted are those with an educational objective.

When a field trip is scheduled, parents will receive a form stating the date, purpose, supervisory provisions and it will seek written permission for the student to participate. Signed permission slips are retained in the school office for the duration of the school year.

Parents are responsible for the cost of the trip which includes transportation. (Hardships in this area should be brought to the attention of the Principal).

No child may participate in a trip unless a permission slip is signed by the parents and on file in the school office.

Chaperones will be chosen by the classroom teacher. Chaperones must have a volunteer application on file and have completed and been approved through the Protecting God's Children program.

## **Dress Code**

All students in Grades K-8 are required to wear the school uniform beginning the first day of school. If a temporary problem exists, a note must be submitted to the principal/teacher. All transactions for uniforms are to be made directly with the uniform company and payments are to be sent to them.

Co-Ed Uniform Company  
100 Broadway  
Elmwood Park, NJ 07407  
201-796-4220

Students are required to wear appropriate uniform daily unless a dress down pass is presented by the students to their homeroom teacher. Uniforms are as follows:

### Boys Grades K – 8

#### **All Year Round**

- Grey Pants with Belt
- White Collared Shirts and School Tie
- Cardigan or Sweater Vest
- Black Dress Shoes (No Sneakers)

#### **Fall/Spring (Optional)**

- Grey Bermuda Shorts
- White Golf Shirt with Logo
- All White Sneakers and Socks

### Girls Grades K – 4

#### **All Year Round**

- Pink or White Blouse
- Plaid Jumper
- Cardigan Sweater
- Black Dress Shoes and Maroon Socks or (Tights-optional)
- No Slippers, Boots, or Sneakers

#### **Fall/Spring (Optional)**

- Maroon or Tan Bermuda Shorts
- Golf Shirt with Logo
- All white sneakers with socks

### Girls Grades 5 – 8

#### **All Year Round**

- Pink or White Blouse

#### **Fall/Spring (Optional)**

- Maroon or Tan Bermuda Shorts

- Vest/Cardigan Sweater
- Grey Pleated Skirt
- Black Dress Shoes and Maroon Socks or (Tights-optional)
- No Slippers, Boots, or Sneakers
- Golf Shirt with Logo
- All white sneakers with socks

### Hair Styles and Cuts

- Boys' hair must be neatly cut and should not fall below their ears or cover their eyes
- Both boys' and girls' hair may not be dyed.
- Mohawks, spiking or etching are prohibited.
  
- Make up or nail polish is also prohibited.

### Gym Clothing

- Gym Clothes consist of:
  - Shorts with the school logo
  - Grey T-Shirt with school logo
  - Grey Sweatpants with school logo
  - Grey Sweatshirt with school logo
  - Sneakers and socks
- No loose or hanging jewelry may be worn during school or P.E.

### Dress Down Apparel

- Students may not wear (boys or girls) tank tops
- Shorts should be long enough that they are fingertip length when arms and hands are extended on either side.
- T-Shirt logo and printing will be judged if appropriate by the principal.
- Jeans and pants may not have holes in them.
- Pants may not be skin tight (i.e. Yoga Pants)
- Hats may be worn to and from the building but not inside the building.

## **POLICY ON ADMINISTRATION OF MEDICATION**

St. Peter Academy understands that students may need to take prescription medication in school or on field trips. A student receiving medication while under school supervision must follow the following procedures:

- The school nurse or principal (or his/her designee) may administer the medication under the following conditions
  - The medication must be given to the school nurse or principal by the parent/guardian along with doctor's orders for administration;
  - The medication must be in the original pharmacy labeled container; and
  - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available at the school.

Students will be permitted to self-administer medication for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medications in School" form. This form is available from the school.

## **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### **Parents/Guardians Authorization and Agreement regarding Liability**

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the students shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by the law, the school and its employees or agents shall have no liability for any injury arising from administration of epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by the law.

### **Administration of the Epi-Pen by the School**

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee-designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law may administer the epi-pen. Presently, all faculty are trained in epi-pen administration.

## **HEALTH AND SAFETY**

### **Visitors**

To ensure the safety of our students, parents/volunteers and other visitors are requested to report to the school office. Visitors must sign in at the main office and upon leaving the building must sign out at the main office,

### **Fire/Lock Down Drills**

Fire Drills are held in accordance with New Jersey State Law. Proper conduct, ways of exit, and other regulations involved in a safe exit from the building are re-enforced. Lock-down drills and evacuations are also practiced on a regular basis according to Title 18A statutes.

### **Asbestos Management Plan**

St. Peter Academy's Asbestos Management Plan is on file in the school office as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

### **Smoking**

As in compliance with the State of New Jersey, St. Peter Academy is a smoke free environment. As an expression of the school's concern for the health of the students, students/teachers/parents/visitors are not permitted to smoke at any time on the school premises. Students who violate this policy will be disciplined.

### **Weapons**

Weapons of any sort (real or toy) will have a ZERO TOLERANCE level.

### **Communicable Diseases**

State Health Regulations require the exclusion of a child from school if he/she has certain diseases, including: measles, whopping cough, respiratory streptococcal infections, scarlet fever, chicken pox, mumps, impetigo, pink eye, pedicula (lice), scabies, ring worm, tonsillitis, trachoma and favus. Please, call the school if your child has any of these diseases and submit a doctor's note before returning your child to school. Also, your child will be required to leave school, if any of these diseases are suspected. You will be called and asked to have your child seen by a doctor to confirm or refute this suspicion.

## **Suspected Child Abuse or Neglect**

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

## **AFTER CARE & BEFORE CARE**

An after care and before care program is provided by St. Peter Academy. Supervision of students is available most all school days (days when after care is not offered are listed in the school calendar). After care begins at 2:30 and ends at 5:45. Before care begins at 7 a.m. to 7:45 a.m. A fee is charged for both after care and before care.

## **AFTER SCHOOL CLUBS, SPORTS, & ACTIVITIES**

A wide range of programs are made available by the HSA to St. Peter Academy students each of the three semesters. The HSA will provide a flyer of their offerings and a fee schedule.

*Revised 6/2016*

**Parent and Student Recognition Statement (2017 – 2018 School Year)**

**Signatures of parent and students below signify that both parent and student have reviewed the St. Peter Academy Handbook and intend to follow the policies and guidelines as written.**

\_\_\_\_\_  
**PRINT Parent's Name**

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

\_\_\_\_\_  
**Date**

**1. Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

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

**2. Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

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

**3. Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

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

**4. Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

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

