

ST. PETER ACADEMY



MISSION STATEMENT

St. Peter Academy is a co-sponsored elementary school which provides an education that offers quality academic programs rooted in the beliefs and traditions of our Catholic faith. Jesus Christ and His message of salvation are central tenets of the Academy's philosophy. Our primary function is to provide an education reflective of Christ's teachings and encourage each of our students to follow His invitation to live His work, worship as a faith community and serve the needs of others.

The Academy strives to:

- Share our knowledge of the Catholic faith and develop spiritual, intellectual, physical, social and personal attributes;
- Foster a partnership in learning among the administration, teachers and parents;
- Encourage students to be creative and enthusiastic in their learning experience;
- Utilize varied teaching strategies to stimulate independent thought, critical thinking skills and decision-making; and
- Provide a balanced education program and adapt to meet the varied needs of each of our students.

A PARENT'S PLEDGE

I know that children learn best when families and school work together. As a parent, I pledge to:

- **SPEND SOME TIME** talking and listening to my child every day.
- **PRAISE MY CHILD** for good work in school and good behavior at home.
- **HELP MY CHILD** develop self- confidence and self-discipline.
- **TALK WITH MY CHILD'S** teacher about how my child is doing in school.
- **TALK WITH MY CHILD** about schoolwork.
- **SET A REGULAR TIME** and place for schoolwork. During this time, there will be **NO** television, **NO** radio, **NO** phone calls.
- **ENCOURAGE READING.** I will read to my child, and I will listen as my child reads to me.
- **MAKE SURE MY CHILD** gets healthy meals, enough sleep and good exercise every day.
- **LOVE MY CHILD** enough to say **NO** when necessary.
- **HELP MY CHILD** discover the joy that learning and thinking can bring at any age.

YOU CAN IMPROVE DISCIPLINE BOTH AT HOME AND AT SCHOOL

Parents and teachers agree that discipline is important for learning. When teachers spend time correcting behavior, they have less time to teach. Good behavior begins at home. Here are 10 ways you can help improve discipline:

1. **KNOW AND SUPPORT** the school's rules.
2. **SHOW YOUR CHILD** you are interested in what he/she does in school. Ask about class activities and after-school interests.
3. **TALK TO TEACHERS** about your child's behavior in school.
4. **STRESS THE IMPORTANCE** of good discipline with your child.
5. **BE A GOOD ROLE MODEL** to your children.
6. **SHOW YOUR CHILDREN** you respect them. Encourage them to respect others.
7. **GIVE YOUR KIDS** a chance to take part in making decisions about things that affect them.
8. **BE SURE YOUR CHILD** eats properly. Poor nutrition can cause discipline problems.
9. **WATCH YOUR CHILD'S** behavior at home.
10. **IF DISCIPLINE PROBLEMS** occur, talk with your child. Ask why he is misbehaving and then **LISTEN** to the answer.

ADMINISTRATION

**ST. PETER ACADEMY IS A CO-SPONSORED SCHOOL SERVING BOTH
ST. PETER THE APOSTLE PARISH, RIVER EDGE AND OUR LADY QUEEN OF PEACE PARISH, MAYWOOD.**

PASTOR

The pastor is the chief administrative officer of the total parish educational program.

PASTOR

Rev. Michael J. Sheehan
St. Peter the Apostle Church
445 Fifth Avenue
River Edge, NJ 07661

201-261-3366

PASTOR

Rev. Lawrence J. Fama
Our Lady Queen of Peace Church
400 Maywood Avenue
Maywood, NJ 07607

201-845-9566

PRINCIPAL

The principal is the administrative head of the school and is responsible for its effective operation. The principal is expected to perform in a professional manner the manifold duties involved in administration, supervision, and public relations.

PRINCIPAL

Mr. James McCarthy

SCHOOL

St. Peter Academy
431 Fifth Avenue
River Edge, N.J. 07661

201-261-3468

Fax 201-261-4316

Web Site (<http://www.spare.org>)

SCHOOL SECRETARY

Mrs. J. Cahill

SCHOOL NURSE

Mrs. T. Vanderbeck

SCHOOL FINANCES

Mrs. J. Twomey

ATTENDANCE

If 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 the school before regular dismissal time unless excused by the principal; this must be accomplished by also sending a note in a sealed envelope stating the reason for need of early dismissal. This student must be signed out by a parent or an adult designated by a parent. Any student leaving the school grounds at other than regular times, without permission, automatically will be suspended from school. Dental and Doctor appointments should be made if at all possible at a time that would not take the student from his/her class work.

APPOINTMENTS AND OFFICE HOURS

The school office is open 7:45 a.m. to 3:00 p.m. Monday to Friday. Any parent wishing to speak to a teacher is asked to call the office to make an appointment. Parents wishing to speak with the principal are also asked to arrange an appointment beforehand by phone.

Anyone who visits the school must report to the office before going to any part of the school building.

Parents/guardians are asked not to confer with a teacher at any time while school is in session, unless a conference is scheduled.

BOOKS AND EQUIPMENT

Each student is responsible for the proper care and return of all books and equipment he receives from the school. Any book or piece of equipment which is lost, damaged or defaced in any way while loaned to the student for his use must be paid for in full prior to the end of the school term. No new book or equipment will be issued during the school year until proper settlement is made. Books are to be carried in some type of book bag to and from school; this bag should be marked with the pupil's name and address.

CHANGE OF INFORMATION

Parents are asked to report to the main office any change of address, telephone number, e-mail, or pertinent information which occurs during the school year. This information will also be utilized for the Honeywell Instant Alert System. Failure to do so will eliminate you from our weather and emergency alert system.

CONFERENCES

Parent-Teacher conferences may be arranged anytime during the school year by contacting the teacher or calling the school during school hours. Formal conferences will be held in November. Schedules for these conferences will be sent home in advance of the conferences.

TECHNOLOGY AGREEMENT

All students are required to complete a technology agreement which promises students will utilize our computer appropriately. Failure to do so could result in loss of computer privileges. Please download the agreement, review and sign. Agreement should be brought into school.

DISCIPLINE

Since the Catholic School is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential. Students are expected to manifest self discipline and act with courtesy and respect toward their teachers and one another. A detailed code of conduct which is progressive in nature is distributed to parents annually.

DETENTION

Detention is held for those students who violate school rules.

Infractions which warrant a detention are:

- a) unexcused lateness
- b) violations of the dress code
- c) untidy personal appearance
- d) class disturbance
- e) disrespect
- f) insolence
- g) incomplete homework
- h) defacing school property
- i) defacing books
- j) chewing gum
- k) use of profanity or vulgar/offensive language (Spoken or written)
- l) bullying

Questions about the detention should be directed to the teacher/Principal who assigned it. No one is excused from an assigned detention. Detention is progressive if a student exhibits a behavior pattern.

DRESS CODE

All students in Grades K-8 are required to wear the school uniform beginning with 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. Uniform information can be found on our website.

Flynn and O'Hara
473 Old Hook Road
Emerson, NJ
201-634-0111

BOYS: Grey trousers, white shirt
Burgundy tie, Burgundy V-neck, pullover
or sleeveless vest sweater or school fleece, black belt

GIRLS: Grades K-4
Burgundy Plaid jumper,
Pink or White blouse, Burgundy V-neck, pullover
or sleeveless vest sweater or school fleece
Burgundy knee socks

Grades 5-8
Grey Kilt, Pink or White Oxford blouse
Burgundy V-neck weskit or school fleece, Burgundy knee
socks

SHOES: Black Suede or leather Oxford

**SNEAKERS ARE NOT PERMITTED EXCEPT ON
PHYSICAL EDUCATION DAYS – GYM UNIFORMS
ARE REQUIRED**

Summer uniforms are worn in September and October and again in April, May, and June.

DRESS DOWN: See Parent Manual

EMERGENCY SCHOOL CLOSING

When conditions arise which necessitate the closing of school, such as inclement weather, the Honeywell swift reach system will contact you in the format you as a parent request.

EMERGENCY INFORMATION

The school must be provided with an emergency address and phone number. This will enable the school office to make contact with someone in the event an emergency arises and the parent cannot be reached. Students who must leave school for illness must be signed out by a parent at the nurses office, or an adult designated by the parent. **Emergency forms are due BEFORE the first day of school.**

FACULTY ENRICHMENT DAYS

Faculty enrichment days are provided monthly to allow faculty members to expand their professional development. On these days school is in session four (4) hours. This is a minimum legal day. Dismissal is 12:30 p.m. In addition, 2 full day teacher development days are built into the schedule. School is closed on these days.

FEES

| | TUITION |
|------------------|--------------------------------|
| PK3 Half Day | \$ 5,295 |
| PK3 & 4 Full Day | \$ 6,835 |
| Parishioner: | |
| 1st child | \$ 6,190 |
| K – 8 | 2nd child \$ 9,560 |
| | 3rd child \$13,025 |
| | 4 th child \$15,175 |

Parish families are expected to contribute to the support of the church by using the envelopes on a weekly basis.

Non

| | |
|--------------|--------------------------------|
| Parishioner: | 1 st child \$ 8,700 |
| K – 8 | 2 nd child \$17,400 |
| | 3 rd child \$26,100 |

Tuition must be paid in full, semi-annually or monthly. Payment on a monthly basis is due on or before the 15th of each month, beginning in August. Payment must be made through the FACTS collection system.(1-866-412-4637)

A re-registration fee of \$100.00 per family is to be made in January of each year.

FIELD TRIPS

The only field trips permitted are those with an educational objective. When a 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. The principal should be contacted in the event of a hardship.

No child may participate in a field trip unless a permission slip is filed. Parent chaperones must have completed the “Protecting God’s Children” Program.

FIRE, LOCKDOWN, & EVACUATION DRILLS

New Jersey School Law requires one fire drill and one lockdown drill per month in each school. The objective of these drills is to practice emergency procedure. They simulate emergency conditions and last approximately five minutes. Fire drills will not be held during inclement weather. Evacuation drills are held twice a school year.

HOME-SCHOOL ASSOCIATION

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

Objectives:

- 1) The advancement of Catholic education and the welfare of the children of St. Peter Academy.
- 2) To promote the mutual educational responsibilities of parents and teachers.
- 3) To strengthen parental involvement in the educational programs of St. Peter Academy.
- 4) To assist in the support of the school.

At least one parent is expected to be in attendance at the scheduled HSA meetings during the school year. Annual monetary dues are levied for all families in grades K through 8.

GENERAL HEALTH RULES

Students should be neat, clean and properly dressed for school.

Sufficient rest is a requirement for those who hope to function at the best of their ability.

The children should eat a substantial breakfast before coming to school.

Should a child become ill or injured in school, parents will be notified by the nurse or the school office. No child will be released from school unless a parent or someone designated by the parent comes into the office and signs the early dismissal book.

According to the New Jersey State Department of Health, no child may be admitted to school without verification of the following immunizations:

Immunization Requirements

- **DPT**
 - 4 doses, with one dose given on or after 4th birthday
- **OPV**
 - 3 doses, with one dose given on or after 4th birthday
- **MMR**
 - One dose of live measles, mumps and rubella vaccine on or after 1st birthday. A second dose is required before entering Kindergarten.

- **Hib**
 - Vaccination required of all students entering Pre-K. Dose must be given after 1st 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.
- **Pevnar**
 - 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

Results of a physical examination is also required.

Any prescription or

over-the-counter medication (including aspirin) cannot be given to a student unless accompanied by a written order from your physician

HEALTH SERVICES

To provide for our students' physical well-being, the following services are available:

HEALTH EDUCATION

SCOLIOSIS SCREENING: Age 10+

DENTAL:

Dental screening is available every year in Grades K-8

HEARING:

Each year all students in K-8 are tested for hearing loss. Notification will be sent to parents if a problem is detected.

HEIGHT & WEIGHT & BLOOD PRESSURE:

Each student's height, weight and blood pressure is taken and recorded annually.

PHYSICAL EXAMINATION:

In accordance with the State's School Health Act, physical examinations are required three times in the 8 years of school: 1) prior to original entry of the child into kindergarten by private physician. 2) in Grades 3 and 6 by your private physician.

If the parent utilizes the services of a private physician, the school will provide the necessary health forms.

New students and incoming preschoolers are also required to submit recent physicals and immunization records.

VISION:

Every student is given a vision test annually, and parents are notified if further testing is needed.

REGISTRATION /ADMISSION

To register at St. Peter Academy a child for kindergarten must be 5 years of age by October 1 of the current year. Others must be age appropriate for the grade.

At the time of registration parents/guardians must present a copy of the following:

- a) birth certificate
- b) baptism certificate
- c) health record
- d) past school records request form completed

All necessary records must be in the school office before an acceptance can be verified. A \$100.00 registration fee is required per family. This fee is not refundable.

REPORT CARDS

Each year report cards and progress reports are distributed three times to inform parents of the academic progress and personality development of their children. Formal conferences are held each year. The conference enables both the parent and the teacher to come to a mutual understanding of the child, their goals, and their capabilities.

Report cards are to be signed by the parent and returned to school following the distribution. Note should be taken if the teacher requests a conference. The teacher will do the same if the parent makes the request. A mutual time will be arranged.

Principal's List & Honor Roll

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.

SCHOOL SUPPLIES

Supplies required for use in the classroom by students can be found on our website for your child's individual classes.

SUSPENSION AND EXPULSION

Formal suspension is a serious disciplinary action taken by school authorities when a student's actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal.

When a student's behavior warrants suspension, the Principal will inform the parents and seek their immediate cooperation in a corrective program designed to resolve the student's problems. Should a student receive two formal suspensions, he is liable to dismissal.

Major discipline infractions:

- a) gross insubordination
- b) gross truancy
- c) fighting
- d) theft
- e) smoking
- f) possessing narcotics, alcoholic beverages or weapons of any kind (will require police interaction)
- g) Pattern of bullying incidents
- h) Serious inappropriate behavior

TESTING

The standardized testing program of St. Peter Academy is designed to measure student learning in the basic skills. Armed with knowledge of student strengths and weaknesses in the basic skills, teachers can make better decisions in selecting teaching materials and devising instructional strategies. In addition, students and parents can use test results to obtain a realistic understanding of a student's school performances.

| | |
|-----------|---|
| Grade 8 | Cooperative High School Admissions NOVEMBER |
| Grade 2-8 | Cogat and Iowa Test of Skills MARCH |
| Grade 5 | ACRE - Assessment of Catholic Religious Education MARCH |
| Grade 8 | ACRE - Assessment of Catholic Religious Education MARCH |

NOTICE OF NON-DISCRIMINATORY POLICY

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

***THIS CALENDAR CONTAINS HIGHLIGHTS OF THE SCHOOL
POLICY AND CODES. A MORE DETAILED GUIDE IS AVAILABLE
IN THE SPA STUDENT/PARENT HANDBOOK***

WE BELIEVE...

- 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.

ST. PETER ACADEMY GOALS

Each student completing 8th grade will:

1. demonstrate attitudes, beliefs, and values which are in accord with the teachings of Christ and the Roman Catholic Church.
2. demonstrate ability to read, write, and compute in readiness for high school learning.
3. demonstrate basic knowledge and thinking skills in the academic disciplines.
4. demonstrate the skills and attitudes necessary for positive contribution in a democratic society.
5. demonstrate critical thinking and problem solving abilities in real life situations.
6. demonstrate a sense of physical and mental well-being, emotional sensitivity, and a realistic sense of self and others.
7. demonstrate an appreciation for skills necessary for success in the workplace.
8. demonstrate the ability to cooperate with peoples of diverse cultures.
9. demonstrate a curiosity and love for learning.

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.

