



# Saints Peter and Paul School Handbook

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2013-2014

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School Fax: 484-631-0181  
Nurse: 610-696-2775  
CARES: 484-723-8841  
Rectory: 610-692-2216  
CCIU: 610-806-3666  
Website: [sspeterandpaulrc.org/school](http://sspeterandpaulrc.org/school)  
School Email: [School@sspeterandpaulrc.org](mailto:School@sspeterandpaulrc.org)  
Principal's Email: [Principal@sspeterandpaulrc.org](mailto:Principal@sspeterandpaulrc.org)

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## Saints Peter and Paul School Mission Statement

Saints Peter and Paul School is a Catholic community of faith dedicated to the education of all students, prekindergarten through grade eight. School, parish, and families work together to strengthen the Catholic faith and spiritual values of our students while teaching sensitivity to and understanding of our diverse world. We promote digital literacy and effectively integrate technology into our academic program to prepare students for our changing society. We foster a Christ-centered academic environment that nurtures children to become true Disciples of Christ as well as compassionate, respectful, knowledgeable, creative, civic-minded leaders of tomorrow. Saints Peter and Paul School community is filled with people – students, teachers, staff and families – who approach each task with hearts to love and hands to serve.

### *Philosophy*

*The philosophy inherent in Saints Peter and Paul School aims at motivating Christian children to develop proper Christian attitudes. That these are adhered to is very important. A Catholic school fosters discipline which leads to the teaching of responsibility*

*to God,  
to self,  
to others.*

*Rules and regulations are made to help ensure the efficient running of any school, where Christian values are taught, and we hope, lived. We earnestly try to appeal to each student's Christian sense of justice and the necessity for each child to comply with regulations and to accept responsibility for his/her actions.*

*Our students are encouraged to be responsible decision makers; therefore, they are expected to comply with all school and classroom regulations. Any deliberate violation will be considered a lack of cooperation and will be dealt with accordingly at the discretion of the classroom teacher.*

*Because of the intense sense of community, all disciplinary concerns will be addressed to the child and parent directly by the classroom teacher. It is our hope that through this open communication, further actions will not be necessary.*

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## BOARD OF LIMITED JURISDICTION

The Saints Peter and Paul School Board of Limited Jurisdiction is a group of 16 individuals who will work in partnership with the pastor and the principal to promote and advance the mission of the School. Members of the Saints Peter and Paul School Board of Limited Jurisdiction are present and past parents of Saints Peter and Paul School and other members of our Parish community. Members have expertise in finance, business, marketing, public relations, law, facilities and other skills that are needed to achieve the school's goals. The Board of Limited Jurisdiction concerns itself with the financial health of the School, general policies, and the long range strategic planning. The Board delegates to the Principal the responsibility for implementing the policies of the School as well as the daily operations of the School. The Board of Limited Jurisdiction is self-perpetuating.

### The 2013 Board of Limited Jurisdiction:

Joseph Binder	Development Committee
Marty Czachor	Chairperson of the Board Membership Committee
Denise Czarzasty	Chairperson of the Enrollment and Marketing Committee
Margaret Egan	ex-officio, Enrollment and Marketing Committee
Robert Fastuca	Finance Committee
Tom French	Enrollment and Marketing Committee
Cathy Gabrielsen	Chairperson of the Development Committee
John Gallen	Facilities Committee
Colin Hueston	Chairman of the Board
John Mehok	Enrollment and Marketing Committee
Joe Milani	Chairperson of the Facilities Committee
Dan Ostien	Vice Chair of the Board, Finance Committee
Stephanie Palumbo	Secretary of the Board, Development Committee
Kevin Quinn	Chairperson of the Finance Committee
Ted Sikorski	Finance Committee
Matt Tomlin	Finance Committee
Rev. Vincent Welsh	Pastor, Facilities Committee

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## SCHOOL POLICIES AND PROCEDURES

**OFFICE HOURS:** 8:00am until 3:00pm

### DAILY SCHEDULE:

Arrival bus/car (K-8)	7:45am-8:00am
Gathering of students	8:00am
Bell	8:10am
Prayers	8:15am
Classes begin	8:20am
PreK arrival	8:30am
Lunch (PreK-K-1-2)	11:30am-12:00pm
Recess (K-1-2)	12:00pm-12:25pm
Recess (6-7-8)	12:00pm-12:25pm
Lunch (3-4-5)	12:00pm-12:25pm
Recess (3-4-5)	12:25pm-12:50pm
Lunch (6-7-8)	12:25pm-12:50pm
PreK dismissal	2:30pm
PreK enrichments	2:30pm-3:45pm
Prayer for dismissal	2:40pm
Dismissal (K-8)	2:45pm
CARES Program begins	2:45pm
CARES Program ends	6:00pm

## TRANSPORTATION

### Arrival and Dismissal:

**Prekindergarten** students arrive and leave by car only. We ask your cooperation in parking in assigned areas at all times. PreK3 and PreK4 students will always use the doors located at the main entrance.

### Prekindergarten Car line:

This line forms in the fire lane directly in front of school, facing Boot Road, starting at the main school entrance. Line up, single file, and the teacher will come to your car. Do not get out of your car. If you miss the car line for either drop-off or pick-up, take or pick up your child to/from the school office.

**Kindergarten – Grade 8** students arrive between 7:45am-8:00am. When dropping your child off in the morning use the car drop off line. If your child is feeling anxious and having a hard time separating from you, park your car

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and walk your child over to their class line. Do not, under any circumstances, pull around a bus or a car that is dropping off children. Gathering times and classes will begin promptly. All children who arrive after the scheduled time will be considered late.

**Kindergarten – Grade 8** dismissal is at 2:45pm. When picking up your child, the car line forms in the traffic lane directly in front of the Main School Entrance. Children that are picked up are dismissed first. You must be in the car line. Children are not permitted to meet you in the parking lot outside of the car line.

Children who are bus riders walk to their buses with their classmates. The buses usually leave the parking lot around 2:55pm.

### **Bus Transportation:**

Several school districts provide transportation for our students with most using Krapf Bus Company. The Bus Transportation request form needs to be **completed each year and returned to the Saints Peter and Paul School Main Office**. The school secretary will send all request forms to the school districts. In late August/early September you will receive a Bus Letter Report informing you of your student's bus stop as well as pick up and drop off times. Questions regarding transportation may be directed to the School District Transportation Center (West Chester 484-266-1000 Ext. 3.)

Students are expected to conduct themselves in an orderly manner both while waiting for and riding the bus. They are to remain in their seats at all times, show respect to the driver, and observe all safety regulations. Violations will be handled by the District Transportation Director with the support of the school. Students may ride only their assigned buses at all times. We ask that students consistently ride the bus to provide safety at dismissal. A written note to the teacher is required if a change in dismissal pattern is necessary.

*Tip:* The bus tends to pick up and drop off late the first week of school. By the second week, the times will be more reliable. The kindergarten children sit in the front and the older students in the back.

*Tip:* A tour of the bus might be available to help children be more comfortable riding the bus. Call your school district transportation office to see if this is available.

### **Early Dismissal:**

Permission for emergency doctor and dentist appointments should be requested in writing and presented to the Principal and the homeroom teacher. For your child's safety, requests for changes in dismissal or transportation must be **IN WRITING** (no phone calls, please!) Parents must sign in at the office to pick up their child for early dismissals. Once the student arrives at school, they may not leave school grounds without explicit permission of the Principal.



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## EMERGENCY PROCEDURES

### Emergency Closings / Delayed Opening

Information will be communicated via the School website and automated phone call. This includes early dismissals as well as inclement weather-related school closings. Automated phone calls are sent to parents/guardians. School will begin at 10:00am when there is a two hour delay. A phone call from the principal will be sent out to each family as soon as a decision is made. Do not send children to school earlier than 30 minutes prior to the delayed opening time. Students may only be dismissed with the adult designated on the Emergency Closing Info Sheet.

## SAFETY

**Fire drills** are conducted on a regular basis. The students are instructed to leave the building quickly, and in silence, when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

**Lockdowns** are also conducted during the school year. The two types of lockdowns are internal and external.

- Internal lockdown would occur if a dangerous person or animal were inside the school building. Internal lockdown drills require all classroom and hallway doors to be locked. All classroom shades are pulled down and the students gather together in a secluded area of the room. Students are silent during an internal lockdown.
- External lockdown would occur if a dangerous person or animal is outside the school building. External lockdown drills require all students who are outside to return inside immediately. All classroom shades are pulled down. The school doors are always locked from the outside, therefore everything inside the building proceeds as usual. No one is permitted to leave the building during a lockdown situation.

Students remain in lockdown mode until the Principal makes an announcement indicating the drill is over.

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## SNACK/LUNCH/RECESS

Students have time designated each day for a mid-morning snack. Soft pretzels can be purchased through Saints Peter and Paul School or students may bring a snack from home. Mid-morning snack takes place in the classrooms. Eighth Grade **ONLY** may purchase mid-morning snack from the cafeteria.

The lunch menu is available on the website - [www.sspeterandpaulrc.org](http://www.sspeterandpaulrc.org) and listed on the Principal's page on TeacherWeb.

### Debit Account:

- The cafeteria is managed by Aramark with meals available for purchase each day of the week. The meal cost is \$3.75 and a la carte items are available at posted prices.
- Daily purchases are cash-free. Parents create a debit account for each student by depositing cash or check. The funds are available to the student when purchasing items in the cafeteria.
- Checks are payable to Saints Peter and Paul School Lunch program and all payments (cash especially) must be in an envelope CLEARLY MARKED Lunch Program with student name, grade and home room.
- All transactions are by pin code which is their student number.
- Payments can also be made via [www.payforit.net](http://www.payforit.net) although there is a transaction fee to use this service. All account purchases and balances can be viewed at no-charge. Parents are asked to monitor the student's accounts to avoid low balances.
- Any student with an outstanding balance of \$15 or more will not be permitted to purchase items in the cafeteria. Parents will be notified via email when the account balance is low.
- Parents need to set family policies regarding what a student can and cannot buy in the cafeteria. If needed, limitations on purchases can be communicated to Aramark.

**Recess** takes place outside whenever possible, usually on the field and playground behind the school. The lower grades take turns on the playground. Sports balls are available for play and intramural sports are available for grades 4 to 8. In the winter, recess takes place on the black top in front of school if there is snow on the field. In the event of inclement weather, recess is held inside. The grades take turns having recess in the gym; otherwise the students return to their classrooms for free time with their classmates. Games are available in the classroom for this time.

Parent helpers are needed at lunch. Volunteers must have proper clearances in place before helping.

## BIRTHDAY CUPCAKES/SPECIAL TREATS

Saints Peter and Paul School does not allow the use of food to celebrate important events such as birthdays, "Stars of the Week", and other events that would typically include cakes, cupcakes, or candy. Instead, we will bring special attention to the occasion by recognizing the child or faculty member in ways other than food.

## UNIFORMS/DRESS CODE:

Children in Prekindergarten do not wear uniforms. They must wear practical, washable clothing that can get dirty. Since they are encouraged to take care of their bathroom needs, it is important that they wear clothing that they can manage when they go to the bathroom by themselves. Wearing jeans and pants with belts prevents them from doing so.

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Children in Prekindergarten must wear appropriate footwear for active play.

## **School Uniform Supplier:**

The official uniform supplier is Flynn and O'Hara, located in Exton (next to Home Goods/Marshalls) 610-594-1970.

School parents also run a uniform exchange where you can pick up gently used school uniforms for free. This occurs in August, and occasionally throughout the school year.

## **Dress Code (Grades K-8)**

### **Girls – All year (see separate section for “summer” uniform):**

- Green/Khaki plaid tunic with belt (Gr. K-4)
- Green/Khaki plaid kilt (Gr. 5-8)
- White blouse (long or short sleeve)
- White golf shirt (short sleeve w/logo) (Gr. 5-8)
- White turtleneck with school initials (optional)
- Hunter green cardigan sweater (optional)
- Hunter green knee socks or tights
- Tan buck style shoes (with reddish rubber soles)

### **Tip: Girl suggested items based upon experience:**

- 2 jumpers or kilts
- 3 short sleeved blouses
- 2 long sleeved blouses (Spray & Wash stain stick works well on keeping the cuffs white.)
- 2 white turtle necks
- Green socks and tights
- 1-2 gym sweat pants (Grades K-2 wear their gym uniform at least twice a week)
- 1-2 short sleeved gym shirt
- 1-2 gym shorts
- 1 long sleeved gym sweatshirt or long sleeved gym shirt
- 1 sweater

### **Girl's Hair, Makeup, Jewelry:**

- Only clear nail polish; no make-up
- Only small post earrings
- No jewelry other than watch and/or small religious medal
- Hair should be appropriate for school - no coloring or fad haircuts are permitted
- Hair ribbons, etc., should be kept moderate.

### **Boys - All year (see separate section for “summer” uniform):**

- Hunter green golf shirt (long or short sleeve) with school name
- Turtleneck with logo (white or hunter green) – (optional)
- Khaki pants

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- Brown belt
- Hunter green sweater (optional)
- Tan buck style shoes (with reddish rubber soles)

## Boy suggested items based upon experience:

- 2-3 pants (Spray & Wash Stain Stick gets out the grass stains from recess.)
- 2-3 shirts
- Belt (*Belt fastening practice is recommended for younger boys so they can do this on their own after bathroom breaks.*)
- Dark Socks
- 1-2 gym sweat pants (Grades K-2 wear their gym uniform at least twice a week)
- 1-2 short sleeved gym shirt
- 1-2 gym shorts
- 1 long sleeved gym sweatshirt or long sleeved gym shirt

## Boys' Hair and Jewelry:

- No jewelry other than watch and/or small religious medal
- Hair should be appropriate for school - no coloring or fad haircuts are permitted
- Hair should not touch shirt collar

## Gym Uniforms for boys and girls:

- All Shirts and Pants should have the school logo imprinted on all pieces
- Gray T-shirt – short or long sleeve
- Green gym shorts
- Gray Sweat Shirt (optional), (hooded, zip up sweatshirts are available)
- Green Sweat Pants
- Sneakers

**Summer Uniforms** are an alternative to the “All Year Uniform”. There is no set starting or ending date for this uniform. For now, parents can plan on the students being able to wear them in May, June and September. These dates could be extended into early October or late April, depending upon the weather. However, if the temperatures rise into the 90's, students are often allowed to wear their gym uniforms. This information will be communicated by the Principal. Specific information regarding summer uniform is indicated below.

## Girls' Summer Uniform:

- Khaki Short (K-4) or Khaki Skort (K-8)
- White Short Sleeve Peter pan Collar Blouse (K-4)
- White Short Sleeve Polo shirt with Saints Peter and Paul School logo (K-8)
- School shoes
- White ankle sport socks

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## Boys' Summer Uniform:

- Khaki Walking Shorts
- Hunter Short Sleeve Polo shirt with Saints Peter and Paul School logo
- School shoes
- White or black ankle sport socks
- Leather belt

## Shoes

Bucks are the only acceptable school shoes to be worn at Saints Peter and Paul School. Uniform shoes must have red or brown non-scuff soles, and are available at Flocco's Discount Shoes in Conshohocken. Flocco's also comes to school in August.

## Tips:

- Red-soled Sketcher Bucks wear better than the Bass bucks, but are not available in sizes larger than Youth 7.
- Famous Footwear runs a sale each summer of "buy one get one 1/2 off" and they carry both kinds of shoes.
- Flynn & O'Hara now sells the Bucks as well.

**Dress Down Days:** Each Advent and Lent the students are asked to give a donation for a specific cause determined by the Saints Peter and Paul School Student Council. The suggested donation is .50¢ to \$1.00 to help others. Students may wear appropriate play clothes on that day. Not every Dress Down Day is a fundraiser. All Dress Down Days will be communicated to parents by the principal and teachers.

## Art smock

*Tip:* When sending in an Art smock make sure it is an extra-long shirt that covers most of the uniform. The plastic smocks or smaller shirts do not cover much. Art mishaps can ruin uniforms.

**PUT YOUR CHILD'S NAME ON ALL REMOVABLE CLOTHING ITEMS TO AVOID THEM BEING LOST!** A lost and found bin is located in the school. Please check frequently for missing items.

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## ATTENDANCE

Lateness and/or irregular attendance interferes with students' academic progress. Repeated absence is a serious problem and will result in a parent conference with the principal where conditions for remaining in our school will be advised. Parents are asked to be very attentive regarding this and allow students to remain home only for illness or urgent reasons. Parents are required to call the office (610-696-1000) between 7:30am-8:30am to report their child absent each day. Verification calls will be made from school if not reported by parents.

A student who reports to school after the last bus arrives at the 8:10 bell is considered “late” for school. The student must report to the Main Office to receive a late admittance notice. This notice must be signed by his/her parent that evening and returned to your child's homeroom teacher. Repeated lateness will be addressed by the administration.

A student who has been absent must present a written excuse, signed by a parent, stating the exact dates of and specific reasons for the absence. After a three (3) day absence, a doctor's note is required. When an extended absence of more than three (3) days is expected, parents are requested to contact the teacher. Homework assignments will be given upon return to class.

**Vacations:** Diocesan policy indicates that vacation be scheduled so as not to interrupt the continuity of learning. A vacation absence will be indicated on the attendance record. Assignments will not be given in advance, only upon return to class with specific due dates.

*Students who are absent without parent's knowledge are considered truant.*

## STUDENT RESPONSIBILITIES

- Each student is expected to know and obey the rules and regulations of the school and the classroom.
- Each student is expected to display Christian conduct on the way to and from school (including the school bus); on the school grounds; and at school functions and activities.
- Each student is encouraged to take pride in their school work by taking their time and doing their best work.
- Each student should cooperate with all personnel by following directives willingly. Each student should give proper respect and courtesy to teachers, staff and volunteers.
- Each student should have respect and reverence for the things of God's creation. He/she should care for his/her own possessions, those of others and the total parish community.
- Each student is expected to value the materials given to him/her. All books must be carried to and from school in a safe and secure book bag.
- White out is not permitted.
- Each student is expected to keep classroom, lavatories, auxiliary service rooms, etc. in good order.
- Each student is to follow the directives of the teacher on duty in the school yard before school and the teacher on duty at lunch time.
- For safety, the children's activities before school are limited in the schoolyard.
- Cell phones are kept in lockers at all times.

## DISCIPLINE

Grades 6, 7 and 8 have a demerit system of discipline. The Saints Peter and Paul School Demerit System is based on respect. Faculty members determine whether or not an action of a student is demerit worthy. A demerit is

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given based on the severity of an action or the repetition of minor acts of a disrespectful nature. Students with three demerits are assigned detention. The principal may assign detention to a student who has not received prior demerits if the action of the student is deemed so deserving. Detention will be served with the principal from 3pm-4pm.

Demerits may accumulate over the course of the academic year but do not roll over to the following academic year. When a demerit is given, a notification is sent home with the student to be signed and returned by the parents. All demerits are documented in the student's discipline record and are included in the official school transcript. Transcripts are only released to another school by formal parent request.

## Non-violence School Policy

**Respect for self:** It is our purpose to encourage respect for self in the following:

- Obey the rules of the school especially in the area of discipline
- Respect for one's body in regards to any type of substance abuse that will affect students mentally, physically or emotionally.
- Recognize one's own strength and abilities to promote self-motivation.

**Respect for others:** It is our purpose to encourage respect for others in the following:

- Respect for personal space of others
- Avoid physical or verbal harassment towards others (Bullying is unacceptable behavior)
- Prohibit the use of any instrument intended to inflict harm to others.
- Respect in manner, words and actions to all

The Non-violence Code of Saints Peter and Paul School will continue to be incorporated into our Disciplinary Code as warranted. However, it must be noted that any acts of physical violence will result in the immediate two day suspension (one day at home; one day within school).

The use of abusive substances will result in a suspension as well as professional evaluation.

Any weapon found in a child's possession or threat of the use of a weapon will immediately be reported to the local police.

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## HOMEWORK

The value of homework depends upon the student's interest in continuing his/her learning experience. The student gains values when he/she understands these concepts:

- Homework has a definite function in enriching and extending what the student has learned in class.
- It is a preparation for sharing with others something the student has discovered, read, or created.
- It is practice to improve basic skills.

Parents have the responsibility to provide a scheduled time and a quiet place conducive to study, to exhibit a real interest in their child's accomplishments. The recommended time allotment for assignments suggested by the Office of Catholic Education is:

Grades 1 & 2	20-30 minutes
Grades 3 & 4	40-60 minutes
Grades 5 & 6	60-90 minutes
Grades 7 & 8	80-120 minutes

Homework is not just written assignments. Reading and study assignments are just as important. Weekends and holidays are usually free of written assignments. All assignments are written in a notebook or distributed on a homework sheet each day. Parents are required to sign all homework each night. Failure to complete assignments is incorporated into the subjects' mark at the end of each report period. Repeated missing homework will result in parent conference and referred to the administration.

When a student is absent, homework will be assigned as make-up work following the student's return to class. Appropriate time will be given before the make-up work is due for completion.

## HONORS MATH

Honors Math is a challenging course taught to qualified students to prepare them for accelerated high school mathematics. Students are identified as potential candidates for Honors Math at the end of 3<sup>rd</sup> Grade. The Saints Peter and Paul School Honors Math program begins in 4<sup>th</sup> Grade. While the program is flexible enough to admit new students periodically, the program may not begin in 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade.

### Honors Math Criteria

1. Consistent scores of 90 or above in the Math Composite Score of the student's Standardized Testing. (National Percentiles used).
2. Consistent scores of 80 or above in the Reading Comprehension Score of the student's Standardized Testing. (National Percentiles used).
3. Consistent grades of 90 or above in Mathematics on the student's report card.
4. Evidence of above average performances on Mathematics Level Mastery Tests (Diocesan Level Testing). Students admitted from other programs/schools should be tested using back copies of these level tests. Above average performance is interpreted as a score of 85 or above.
5. Cognitive Skills Index falling in the Range of 125 in the Terra Nova Test or other testing used to indicate ability.

## ACADEMIC SUPPORT

The Chester County Intermediate Unit (CCIU) provides support staff and consultation services to Saints Peter and Paul School. Reading, Speech and Language, Math and Guidance services are available to the students. In



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addition, Saints Peter and Paul School employs two additional learning support specialists for students in need of academic support, but who do not qualify for CCIU services.

## **Instructional Support Team (IST)**

Saints Peter and Paul School uses an Instructional Support Team model when addressing a student's learning or behavioral needs that are impeding a child's progress in school. IST uses a team approach to identify academic and/or behavioral needs, develop strategies of support and implement intervention strategies through a continuum of services. A team meeting may be requested by a teacher or parent. The IST team consists of parents, teachers, support teachers, and principal. This meeting is required if a formal psycho-educational evaluation by the West Chester Area School District is recommended. The team approach is key in providing a learning plan tailored to meet the needs of the individual child.

## **LIBRARY / MEDIA**

The school library/media center is available to all students. Students will visit the center once a week with their Reading class. The school librarian will conduct a class and discuss new books with the students. Students are responsible for the care of books and must reimburse the school if a book is lost or destroyed. New books are added each year through the School Book Fairs and limited government funding. Parents may donate \$15 to purchase a new book in their child's honor for birthdays or special occasions.

## **SACRAMENTS**

Children receiving the sacraments of Reconciliation and Eucharist must participate in an approved Archdiocesan religion program for two consecutive years. These sacraments are received in grade 2.

Candidates receiving the Sacrament of Confirmation must prepare by service and class preparation for a two year period. The sacrament currently takes place during grade 6.

## **GRADING**

Each student will maintain an assessment folder in their classroom. For each marking period, a total of at least five evaluations should be included for each core subject. Evaluations do not have to be test-based. Such evaluations may include: homework, projects, performance assessments, cooperative learning projects, classroom participation, class work, etc. Evaluation should provide a sufficient and valid measure of a student's work and progress.

- Grades K to 3 receive a letter grade that corresponds to Outstanding, Very Good, Good, Satisfactory or Non-Satisfactory. Grades 4 to 8 receive numeric grades.
- The site to view your child's test grades is [www.optionc.com](http://www.optionc.com). This is for 1<sup>st</sup> through 8<sup>th</sup> grade.
- In the beginning of the school year, each child will receive a paper with information on how to access the on-line grades. You will be given a user ID and Password as well as information regarding the site.
- The students in grades K to 8 receive report cards 3 times a year – December, March and June.

Grades 1-3: The philosophy of the primary report card is to report the *progress* of the young child. No numerical values will appear on a report card. The verbal interpretation of the letters are not limited to a numerical equivalent.

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Grades 4-8: The report card should be an evaluation of the student's performance and should show the steps that are necessary for further progress. The upper grade report uses a numerical marking code. Any grade below a 70 is indicated by an "F". Failure warnings will be issued in sufficient time for a student to improve a failing grade. Infractions for conduct may never be used to deduct points from any academic subject.

An integral part of instruction is the gathering, recording and analysis of data about the student's progress and achievement. Standardized assessment is administered in Grades K to 8 each year in the spring.

Linked closely with the English Language Arts Program is the use of a portfolio approach to assessment. This represents a "work in progress" rather than the traditional "mastery of skills" perspective. A Permanent Portfolio will be maintained for each child in Grades K-8. It will contain the minimum archdiocesan required documents. A Working Portfolio will contain a variety of formal and informal assessment tools that reflect the student's one year growth. Work will be selected from here for the Permanent Portfolio.

## STANDARDIZED TESTING

Saints Peter and Paul School participates in K-8 Terra Nova testing each year in March. The Terra Nova is a series of standardized achievement tests used to assess and compare academic performance of students of the same age and grade level on a national basis. Results can also be used to determine areas in which students excel or in areas in which they may need more assistance.

It is common for students to be anxious about standardized testing. We ask parents to help your child by reminding them that this is just one part of their school experience.

**Parents can also help children with Terra Nova preparation by:**

- Make sure your child gets a full night of sleep and is well-rested during Terra Nova week.
- Make sure your child eats a nutritious breakfast each morning.
- Arrive to school on time to allow your child to begin the day in a calm and unrushed manner.
- Only allow your child to be absent if absolutely necessary.

## NON-PROMOTION OF STUDENTS:

Careful assessment of a student's performance and ability must be considered before retention is recommended. The administrator and teacher will seek the assistance of the school's Instructional Support Team in making a decision to retain. Parents will be informed in writing of the possibility of retention at the beginning of the second trimester. During the second trimester, conferencing, consistent communication with all parties must be maintained. Decisions will be made in May of each year. Every effort is made to reach the decision made in the best interest of the child.

## COMMUNICATION

**Principal, Teachers' Web Site for daily information:**

- ***www.teacherweb.com***-The Principal and Faculty at Saints Peter and Paul School update individual Teacherweb pages frequently. You can locate the Teacherweb page for your teacher by visiting the Faculty page of the Saints Peter and Paul School website. Homework and other classroom announcements are communicated via Teacherweb. You can add your child's teacher's site on your favorites list.

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*Tip:* This is the number one way that the teachers communicate with parents so you want to check this at least every other day. Most teachers have an option to sign up “subscribe” to receive emails every time their site is updated. You want to do this, **especially for the Principal’s page!!**

## **Phone messages:**

The school uses an instant parent contact system. Messages will be left for snow closings and delays, special announcements, reminders of events such as Home and School meetings, etc. There are two phone number lists: student’s home and student’s emergency. Notify the school office if you need an additional phone number added to the call list.

## **The Crusader Times:**

On the first and third Thursday of each month, families are emailed a link to the school newsletter, The Crusader Times. This newsletter is also available on our school website. Families may request additional email addresses to be added to the distribution list by contacting the Advancement Office. Families may also request printed copies of The Crusader Times if they prefer not to receive the newsletter via email.

## **Homework Folders from your child’s teacher:**

Children in the younger grades will have their own homework folder. (These are provided for some of the younger grades. See the class supply list for details.) Paper-based communication from and to the teachers go in this folder. In the younger grades, the teachers use the left side for papers for you to keep, and the right side for papers to be reviewed, signed and returned.

## **Parent/Teacher Conferences:**

Formal conferences are held twice a year. You are also encouraged to call the office at any time to set up an appointment with a teacher should a concern arise. We value the input that you alone can provide. The better communication, the easier it is to best support your child in his/her educational endeavors. Teachers **will not be** interrupted during the school day. Conferences (even informal) should never be held in hallways, cafeteria, etc. Parents must report to the office to register and should never go directly to the classroom in order not to disturb the class environment. Parents who wish to observe a class must notify the principal in writing after discussion with the classroom teacher. Observations are limited in time. All appointments must be made in advance. Notes written to the teacher should always be enclosed in an envelope.

- Conferences take place once a year as follows:
  - Grades 4-8, October
  - Grades K-3, December
  - PreK3 and PreK4, January
  - A second optional conference opportunity takes place in the Spring for K-8.

## **GUARDIANSHIP**

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

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In any situation where there is a custody agreement, the school will need the portion of the agreement that stipulates custody and any other information pertinent for the school. Parents are to notify the school immediately of any changes in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

## HEALTH SERVICES

Nurses are provided by the local school district according to state mandate. The parish provides a nurse for any days not covered by the school district, giving the school full nursing coverage.

The nurse is responsible for state mandated screenings: height, weight, BMI, and vision on a yearly basis; hearing in grades K-3, and 7; and scoliosis in grades 6 and 7. Screening results are sent home to parents/guardians, as well as referral forms for those who need further evaluation.

**Physical and Dental Exams:** All children entering grades K and 6 must have a recent physical on file. Children in grades: K, 3, and 7 must have a recent dental exam on file. These forms are to be dated within twelve months before entrance into above specified grade levels, or within eight months after entrance into specified grades.

**\*All new students at Saints Peter and Paul School, PreK3 through Grade 8, are required to have a physical exam and dental exam on file.**

### Allergies:

- A peanut-free table is available for students with food allergies.
- Parents will be notified if there are any allergies in their child's classroom so items containing any allergic ingredients can be avoided for class celebrations.
- The school is a latex-free zone. No latex balloons or other products are permitted in the building.

**Immunizations** are required for school attendance. An eight month provisional status will be granted to anyone who has had the first in a series of immunizations:

- DPT: Four doses – one dose on or after the fourth birthday
- Polio: Three doses
- Hepatitis B: Three doses appropriately spaced - the last dose after six months of age
- MMR (measles, mumps, rubella): Two doses after 12 months of age

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- Varicella: Two doses after 12 months of age (second dose mandated by Sept. 2011)
- MCV (Meningitis): Prior to entrance into seventh grade (mandated by Sept. 2011)
- Tdap (tetanus, diphtheria, pertussis): Prior to entrance into seventh grade, if five years has lapsed since last tetanus (mandated by Sept. 2011)

Children who are not in compliance with the Physical, Dental, or Immunization requirements will be excluded from school on May 1st of the designated school year.

**Injury/Illness:** The nurse is available for students who become injured or ill at school. Parents or designated emergency contacts will be called on an as-needed basis. The main office will be notified of any illness or injury that requires a child to be sent home from school.

**Medication:** Medications will be given at school in the Nurse's Office on an as-needed basis. Prescription and nonprescription (over the counter) medications require a signed note from the physician and parent with the child's name, medication, dose, route, and time specified. All medication must be brought to school in their original container. Medication forms are available in the Nurses' Office for your physician to complete.

**Emergency Cards:** Emergency cards are kept on file in the Nurse's Office. The signed form allows the nurse to give Tylenol, Benadryl (for allergic reaction only), or an antacid (Tums) as requested by parent. The emergency card is used for easy access to phone numbers in the event a child needs to be sent from school for illness or injury. Please update the Nurse's Office with changes in phone numbers during the school year.

## Required Absence:

- Fever over 100 degrees, until fever free for 24 hours – without the aid of medication.
- Communicable disease: If condition requires medication, your child may not return to school until treatment has been in effect for 24 hours, or longer, depending on the condition.
- Children must be nit-free to return to school after having lice.

The nurses are available to help you with any questions or concerns you have about your child's health at school. A nurse is always available during school hours, 8am-3pm, and can be reached directly by calling 610-696-2775.

## TEACHING TOUCHING SAFETY

The program begins with education and understanding. We teach touching safety lessons twice during the school year. Parents will be informed of the lessons; one lesson is taught during the winter and the other is taught during the spring.

- Children are taught how boundaries are established in relationships, and then look to see where the risks of boundary violations may arise.
- Teaching touching safety requires teachers, parents, and other caring adults to help children learn appropriate relationship boundaries and how to protect themselves from violators. By teaching touching safety, we can empower children to respond in the best possible ways when those boundaries are violated.

## VOLUNTEERS:

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*Volunteers are always needed and are welcome. It's a great way to meet other school Parents.*

## **Homeroom Parents:**

Each classroom has two “homeroom parents” that organize the classroom volunteers, and assist the teachers as needed. The sign-up for homeroom parent occurs at Back to School Night.

## **Lunch volunteers**

Volunteers are needed for every lunch period, but especially for the younger students. The sign-up for lunch volunteers will be at Back to School Night.

## **Clearances Required for Volunteers:**

If you plan to volunteer at school in any capacity, you need to have several clearances in place:

1. Safe Environment Course (one time only). Register at [www.virtus.org](http://www.virtus.org) for training.
2. Pennsylvania Child Abuse History Clearance (valid for 5 years). This form is available online at [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)
3. Pennsylvania Criminal History Check (valid for 5 years). This form is available online at <https://epatch.state.pa.us/Home.jsp>
4. Signed copy of Pennsylvania Department of Education Arrest and Conviction Report. This form (PDE-6004) is available online at [http://www.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_\(act\\_114\)/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493).

## **Volunteer Breakfast:**

In May, Saints Peter and Paul School hosts a special breakfast for all of the parents who volunteered during the year. You may bring younger siblings. Every class performs a song for the parents. If you can make it, it is a great event!

## **VISITORS**

Visitors are welcome by appointment. To arrange a meeting, visitors should contact the School Office. Parents coming to school to bring forgotten articles or to relay messages should come to the Office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8am and 3pm, unless the Principal gives permission for such a visit. All visitors must report to the Office and sign the Visitors Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

## **HOME AND SCHOOL ASSOCIATION:**

This is an association of interested parents and guardians who ensure that the children in our school have a fun and educational experience. It promotes the involvement of parents in creating a supportive rapport between home and school. An active member is one who volunteers to help coordinate activities designed to improve the school environment. Meetings are held 4 to 5 times during the school year. Free babysitting is usually provided in the Art Room by 8<sup>th</sup> grade students. Refreshments are served at the meetings. It is a great opportunity to mingle with other school parents and learn what is going on at the school.

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## 2013/2014 Home and School Association Executive Board\*:

- **Pastor:** Father Vincent Welsh
- **School Principal:** Mrs. Margaret Egan
- **Teacher Representative:** Mrs. Mary Wirth
- **President:** Mrs. Barbara Downing
- **Vice President:** Mrs. Mary Jane Lorenz
- **Treasurer:** Mr. Keith Aleardi
- **Secretary:** Mrs. Michelle D'Alessandro

\* Elections are held annually for 2 of the parent positions on the Board. President and Secretary are on the same cycle, as are Vice President and Treasurer. Each position is a two-year term. (Two consecutive terms by any one individual are allowed.) Elections are held at the last general meeting of the school year in May.

## Home and School Association Events:

There are many opportunities to participate in events throughout the year. Event chair people and volunteers are always needed. This is also a great way to meet other parents. All important Home and School Association dates are listed on the School Website. Also see the “volunteers” section for areas where the Home and School Association needs help. Major fundraisers are the Golf Outing for the teachers in the fall and the Spring Auction for the school in the spring.

## Health and Wellness Committee

The Health and Wellness Committee is a group of parents, faculty and administrators who meet regularly to discuss health and wellness initiatives at Saints Peter and Paul School. This group coordinates a Summer Safety Fair in June and Walking Wednesday for students each Wednesday.

- **Walking Wednesday** occurs weekly and creates a motivating atmosphere for students to run or walk laps during recess. Students receive charms for completing a pre-determined number of laps. Students may wear gym uniforms on Walking Wednesday.

## Car Magnet:

The Saints Peter and Paul School Car Magnet can be purchased in the school office for \$5.

## SCRIP:

- SCRIP is a year-round gift certificate fundraising program. As a non-profit organization, Saints Peter and Paul School uses the services of a certificate broker to purchase gift certificates from many national and local retailers at a discount. You then purchase these gift certificates at face value and a percentage of the purchase price will be credited toward your tuition bill and a percentage goes back to the school.
- SCRIP can be purchased through school (details below), and occasionally after Mass.
- Volunteers are needed to sell after Mass
- There is no additional cost to you; you only purchase what you normally would buy.

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## Purchase SCRIP through Saints Peter and Paul School

SCRIP is now available for purchase online! To register visit [ShopWithScrip.com](http://ShopWithScrip.com). Go to the green Family Sign Up box on the left side and click "Create Account". Follow the simple registration instructions and accept the terms and conditions of using the site. Before you can place an order, you must enter Saints Peter and Paul enrollment code, **CDB1D9153828**. All orders with ShopWithScrip.com must be placed by Monday at 10:00am, and the orders will be returned to you by Friday afternoon. Orders will be sent home with the youngest child in the family unless you indicate otherwise.

Other relatives and friends can also purchase scrip on-line and designate your family as the recipient of the tuition credits.

Presto-Pay is a convenient way to pay on-line at the time you place your order. GLSC will immediately debit your checking account for the face value amount of your order, plus a small convenience fee of \$0.39. **Although Great Lakes Scrip Center offers paying by check as an option, Saints Peter and Paul does not accept checks for online purchases for SCRIP and all orders must be paid using the Presto-Pay system.**

## FAMILY TUITION CREDIT BREAKDOWN

There are two tuition credit periods, one from January to June and the other from July to December. Tuition credits are posted to tuition accounts twice a year. For example, the first tuition bill for 2013- 2014 will reflect credits earned from SCRIP purchased from January 2013 through June 2013. SCRIP purchased from July 2013 through December 2013 will be credited to tuition accounts in February 2014.

The percentage shown on the GLSC website is the full percentage offered by GLSC. At Saints Peter and Paul, this percentage is split between families and school.

## **CARES (Extended Day Program)**

- CARES stands for Children Are Receiving Extended Services and is an extended day school care program run by school faculty. Morning CARES is offered 7:00am-7:45am and afternoon CARES is offered 2:45pm - 6:00 pm.
- Mrs. Joan Lowthert is the Director of CARES. Mrs. Nancy Thompson is the Morning CARES Coordinator.
- The program provides opportunities for play and exercise. Many games and other equipment (such as balls and jump ropes) are provided for both indoor and outdoor play.
- Children do their homework and a snack and drink are provided
- Billing is \$8 per child or \$12 for 2 or more children in the same family.
- On rainy days, children play in the gym or art rooms. Children may also bring in videos. We ask that the videos be G rated so that they are appropriate for all age groups.
- All children must be registered with the CARES program before participating. Forms are available at Saints Peter and Paul School and on the school website. A \$50 per-family registration fee is due at time of sign-up.



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## CYO

Catholic Youth Organization is a parish sponsored group. All sports are through CYO. This does not start until 5<sup>th</sup> grade but some sport clinics are offered for Kindergarten and up. CYO sign-ups are announced in the Church Bulletin. For sports that are not part of CYO, parents usually sign the kids up to play on the same teams in the area leagues such as West Chester United, Great Valley, the Malvern League or the YMCA.

- **Basketball** - This program is a winter sport with tryouts beginning early in November. This activity is offered to the following children:
  - Boys JV Basketball 5-6th grade
  - Girls JV Basketball 5-6th grade
  - Boys Varsity Basketball 7-8th grade
  - Girls Varsity Basketball 7-8th grade
  - Basketball Clinic for grades 1-4 starts in February
- **Softball** - This program begins in March and ends in early May. This activity is offered to the following children:
  - Girls JV 5-6th grade
  - Girls Varsity 7-8th grade
- **Baseball** - This program begins in March and ends in June. This activity is offered to the following children:
  - Boys JV 5-6th grade
  - Boys Varsity 7-8th grade
- **Track & Field** - This program is a spring program beginning in March. This activity is offered to the following children:
  - Boys and Girls 4-8th grade
  - Grades K-3 can participate in Peewee Track events
- **Soccer** - This program is a fall sport beginning August 15th. It can be played as a boy's sport, girl's sport or a coed sport. This activity is offered to the following children:
  - Coed JV Soccer 5-6th grade
  - Boys Varsity Soccer 7-8th grade
  - Girls Varsity Soccer 7-8th grade
- **Volleyball** - This program is a fall sport beginning August 15th. This activity is offered to the following children:
  - Girls JV 5-6th grade
  - Girls Varsity 7-8th grade
  
- **Field Hockey** - This program is a fall sport beginning August 15th. This activity is offered to the following children:
  - Girls JV 5-6th grade
  - Girls Varsity 7-8th grade
- **Cross Country Track** - This program is a fall program beginning in August. This activity is offered to the following children:
  - Boys and Girls 1-8th grade

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## EXTRACURRICULAR ACTIVITIES

In addition to a full academic curriculum, Saints Peter and Paul School encourages student participation in extracurricular interests which enhance their student experience.

**Band** - Students in 4<sup>th</sup> – 8<sup>th</sup> Grade may participate in Band. There is an extra charge for this, plus instrumental rental. Each year, there is a Christmas Concert and a Spring Concert.

**Choir** - Beginning in 3<sup>rd</sup> grade, students may participate in the Parish Youth Choir. This Choir performs at the 9:00am Sunday Mass every other week at Saints Peter and Paul Church. Practice is held every Thursday evening from 6:45 to 8:00pm.

**LEGO Club**- Students may join Mrs. Thompson from 2:45pm–3:45pm twice a month to have fun creating and building with LEGOS! Grades K- 4 only. Contact Mrs. Thompson in Room 12 to join or to make LEGO donations.

**Keyboarding Club** – 2<sup>nd</sup> Graders are invited to join Mrs. Park every other Wednesday, 2:45pm– 3:15pm, to strengthen keyboarding skills. Grade 2 students only

**Craft Club**- Students may join Mrs. Simon, Mrs. Levitan and Mrs. McGeehan from 3pm-4pm, once a month to make fun seasonal crafts. Grades K-4 only. Cost is \$5 per student. Contact Mrs. Simon or Mrs. Levitan for additional information.

**Reading Olympics** - Grades 4-8 The Goal of Reading Olympics is to increase the quality and quantity of books students read for enjoyment. The Olympics are primarily a celebration of reading rather than a contest. All participants are awarded ribbons. Since the teams generate much excitement about this reading event, the experience is rewarding for everyone involved. Visit <http://readingolympics.cciu.org/> to learn more about Reading Olympics in Chester County.

### Yearbook Committee:

- Students in 8<sup>th</sup> grade put together the annual school yearbook.
- All students can purchase a yearbook in the spring.

Science Explorers, McDade Irish School of Dance, Going Fit and Soccer Shots offer afterschool clubs for Saints Peter and Paul School students.

### Foreign Language:

- Spanish: Before or after school for first grade and up. Annual charge (2012 was \$150 per student).  
\*Grades 5-8 receive Spanish instruction using Rosetta Stone Foreign Language Program as part of their regular coursework.

### Girl and Boy Scouts:

- Cub/Boy Scouts does not have a group specific to Saints Peter and Paul School. Our Cub/Boy Scouts are aligned with East Goshen or Fern Hill School. However, the dens tend to be all Saints Peter and Paul

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School boys. This starts in 1st grade. For Boy Scouts - a form is usually sent home at the end of kindergarten to go to an informational meeting.

- Girl Scouts are organized for each grade. A flyer is distributed at the beginning of the school year to gauge interest. A troop is formed for each grade and requires parent leaders/ volunteers. Girl Scouts start in Kindergarten.

## ***“The Wake-Up Call at Saints Peter and Paul” Production Team:***

- Grades 6-8 help produce and present the school news on the television station each day.
- Younger grades participate by leading The Pledge of Allegiance.

## **Performing Arts**

Each Spring Saints Peter and Paul presents a high caliber musical production. Tryouts occur in the winter for 6th, 7th and 8th grades only. Past productions include: Oliver!, Annie, Wizard of Oz and Beauty and the Beast and Wicked. All are invited to attend the play, which is presented in the spring.

## **7th & 8th Grade Dances**

Saints Peter and Paul School partners with other area Catholic Elementary Schools to sponsor combined school dances on a rotational basis throughout the school year.

## **High School Night**

This is a great opportunity for 6th, 7th and 8th grade parents and students to check out the area high schools. This is usually held each fall. There are also school days that the 8th grade students can visit area high schools.

## **Below is a list of additional activities available:**

- Kid Fit Club
- Student Council
- Book Club
- Literary Magazine
- Archdiocese Spelling Bee
- Intramural Sports
- Peer Mentoring

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## TUITION

	Parishioner Tuition	Out of Parish Tuition
PreK3	\$3,000 per child	
PreK4 (3-day)	\$3,500 per child	
PreK4 (5-day)	\$4,500 per child	
Kindergarten	\$3,450 per child	\$5,000
Grades 1-8	\$3,275 per child	\$5,000
Grades 1-8	\$5,550 for 2 children	\$10,000
Grades 1-8	\$7,950 for 3 children	\$15,000
Grades 1-8	\$8,500 for 4 children	\$20,000

\*Sibling rates only apply when siblings are in the same tuition category.

Out of parish tuition rates are applied when a student is not a registered member of Saints Peter and Paul Parish.

### Parish Support

The true cost of a Saints Peter and Paul School education is \$5,000 per child. Parishioner families receive a discounted tuition rate because Saints Peter and Paul Church provides a tuition contribution to Saints Peter and Paul School to cover the difference between tuition amount and true cost of the education. This is commonly referred to as the Church Subsidy or Church Contribution. In order to receive the lower parishioner rate for tuition, all Saints Peter and Paul Church families with children in Saints Peter and Paul School, and receiving the Church Subsidy, are asked to help meet our parish expenses by contributing a minimum of **\$15 weekly per family** to the Sunday Collection (summer included) and to use Parish envelopes or auto-giving for this purpose. Families not receiving envelopes or who wish to enroll in auto-give should contact the Rectory.

Archdiocesan guidelines state that the Parish’s tuition subsidy is for “**registered, contributing and attending members**” of a parish. If a family does not meet this weekly Parish financial obligation or offer us a legitimate reason for not being able to meet this obligation, then the parish will no longer be responsible for the subsidy portion of the child’s tuition. Parents will be expected to pay the full “Non-contributing/Out of parish” rate per student and the amount will be added to the tuition invoice.

### Financial Aid

Thanks to the generosity of local corporations, Saints Peter and Paul School receives EITC funds that are then allocated for need-based scholarships. The application process is confidential and based on prior year federal tax information.

The maximum income for a single household to qualify for EITC scholarships is as follows:

# of Dependents	—	Max. Income
1		\$90,000 (1 child)
2		\$105,000 (2 children)
3		\$120,000 (3 children)
4		\$135,000 (4 children)
5		\$150,000 (5 children)

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The EITC application, the PSAS, is available online at BLOCS.org and our school website, <http://sspeterandpaulrc.org/school/admissions/financial-aid/>

Families can also request a printed application from the Saints Peter and Paul School Advancement Office.

This application is required to apply for available March 15<sup>th</sup>. The Saints Peter and Paul School PSAS Application Code is #5580.

In addition to EITC, Saints Peter and Paul will work with families in need of tuition assistance. Generous members of our community often donate money to **The Saints Peter and Paul Scholarship Fund**. Please contact Bob Angiulo, School Business Manager, at [Busmgr@sspeterandpaulrc.org](mailto:Busmgr@sspeterandpaulrc.org) or Trish Kyle, Advancement Director, at [Advancement@sspeterandpaulrc.org](mailto:Advancement@sspeterandpaulrc.org) to discuss with any financial aid questions or to apply for The Saints Peter and Paul Scholarship Fund.

## Tuition Payments

Saints Peter and Paul School is proud to announce we will be partnering with Smart Tuition for the processing and collection of our families' tuition and fees, for the 2013-2014 school year. By moving to a tuition management system, Saints Peter and Paul School joins the large majority of area Catholic and private schools utilizing such services to better serve families.

With Smart Tuition you will be able to:

- **Select a payment type that works best for you.**
  - Invoices can be sent monthly allowing you the option to mail in a check or money order.
  - Setup reoccurring payments with the Automatic Debit Option.
- **Access your own Smart Tuition account online.**
  - You can edit your profile, including your username, password, contact information, and payment method information.
  - You can review and print your monthly billing details and payment history.
  - You can make a one-time payment or setup monthly scheduled payments.
- **Receive payment and follow up reminders**
  - Smart Tuition will remind you of your next payment 7-10 days before your due date by email or text message.
  - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email and phone.
- **Speak to a customer service representative 24/7, 365 days a year**
  - Have your questions answered by their friendly and helpful staff
  - Or make a payment

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New school families must complete a Smart Tuition Enrollment Form and return to Saints Peter and Paul School Tuition Office. Current families will have enrollment information uploaded to the Smart Tuition System automatically. Once enrolled, families will receive an email to access Smart Tuition and customize their tuition account to fit the individual family needs.

## **Registration:**

An annual re-registration fee of \$50 per student is charged at the time of registration in January. Current students and their siblings are given first priority for registration and then parishioners. **Re-registration fees received after the re-enrollment deadline increase to \$100 per student. All financial obligations must be current before re-registration can be processed.**

New student registration of \$100 per student is due with registration. Siblings new to the school are considered **new students**. All registration fees are non-refundable and **do not** apply to tuition.

## **FEES:**

### **Technology and Stationary Fee:**

Each student is assessed a technology and stationary fee on the tuition bill at the beginning of the school year. Full amount of the fees are due and payable with the first tuition payment.

### **Homeroom Fee:**

At the beginning of the year, all parents will be asked to make a classroom donation (2012 was \$15 per child) which goes to classroom activities, teacher birthday gifts, the classroom basket for the spring fundraiser, and the teacher appreciation luncheon. This amount will be included on the family tuition invoice.